



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Amend the Classification Plan to Add the Newly Established Classification of Assistant Director of Community Development and Amend the City's Salary Resolution to Update the Schedule of Pay to Include the Classification

BACKGROUND

This report recommends amending the Classification Plan to add the newly established classification of Assistant Director of Community Development and amend the City's Salary Resolution to Update the Schedule of Pay to Include the Classification.

EXISTING POLICY

Section 1103, entitled Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

In January 2018, the Office of the City Manager requested that the Department of Human Resources study the creation of a new Assistant Director of Community Development classification. The Office of the City Manager approved the classification for study based on Community Development projects and studies that have increased in complexity and required high level management and guidance. Staff conducted a classification and compensation study of the Assistant Director of Community Development that included a review of internal management reporting relationships and associated salaries and a review of outside agencies classifications and compensation.

During 2015 an Assistant City Manager position was developed to provide high level strategic management and guidance on the former Sunnyvale Town Center site and the Peery Park Specific Plan. Implementation of those projects has significantly increased the demands on the Community Development Director's time. An Assistant Director of Community Development could serve in place of the Director for management and direction on high-profile projects and studies. The Assistant Director would also provide lead oversight for the permit system upgrade and the green building program update.

The proposed minimum qualifications for the classification were written to enable any of the CDD

Division Managers (Building, Housing or Planning) to potentially serve as the Assistant Director of Community Development. The requested reorganization would replace the Planning Officer position with the Assistant Director position, with this area having the most need. With the reorganization, the Director will be able to provide more support to the Housing Strategy, other housing related activities and major construction projects over the next few years.

Reorganization has several benefits. It will enable better management and focus on council priorities (e.g., Downtown, Sustainability). The Director will continue to have overall responsibility for all operations, functions, divisions and units of the Community Development Department. The Assistant Director will be assigned oversight and management of special projects as well as assist in the preparation of goals and objectives and the development or modification of policies and procedures. The Assistant Director would also act for the Director in his/her absence and represent the Department. This latter item will facilitate coverage of more interdepartmental projects and outside agency coordination. Additionally, customers will have more options to meet with higher level management.

The Assistant Director classification is used in both Finance and Public Works to enable the Directors to focus on the highest priority items. Creation of this classification also provides for more growth opportunities and allows for succession planning.

The Assistant Director of Community Development classification has been benchmarked to the Assistant Director of Public Works/City Engineer classification in the Department of Public Works and would be represented by the Sunnyvale Managers Association (SMA). SMA was provided notice and an opportunity to comment on the proposed classification, and had no questions or comments.

FISCAL IMPACT

The fully loaded cost of the proposed classification is approximately \$291,000 per year. The cost of the Planning Officer Position is approximately \$255,000 annually. The net impact of this action is approximately \$36,000 annually. The cost for this position will be split between the General Fund (25%) and the Development Enterprise Fund (75%). The cost for the current year will be absorbed by the department and built into the FY 2018/19 Recommended Budget.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

ALTERNATIVES

1. Adopt Resolution amending Resolution Nos. 143-77 and 190-05 to Add a New Classification of Assistant Director of Community Development to the Classification Plan of the Civil Service, and amending the City's Salary Resolution to Update the Schedule of Pay to Include the New Classification
2. Do not approve the recommendations included in this report.

STAFF RECOMMENDATION

Alternative 1: Adopt Resolution amending Resolution Nos. 143-77 and 190-05 to Add a New Classification of Assistant Director of Community Development to the Classification Plan of the Civil

Service, and amending the City's Salary Resolution to Update the Schedule of Pay to Include the New Classification.

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Anthony Giles, Interim Director, Human Resources

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENT

1. Resolution Amending the Classification Plan to Add New Classification and Salary Resolution to Add a New Classification of Assistant Director of Community Development and amending the City's Salary Resolution to Update the Schedule of Pay to Include the New Classification