



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Adopt a Resolution to Amend the Classification Plan and the City's Salary Resolution to Update the Schedule of Pay to Add the Classification of Deputy City Manager; to Change one Classification Title; and to Increase the Pay Range of the Water Operations Manager and Wastewater Operations Manager Classifications.

BACKGROUND

This report recommends amending the Classification Plan and the City's Salary Resolution to update the schedule of pay to add the newly established classification of Deputy City Manager; to change the classification title Management Analyst: Public Safety to Management Analyst; and to increase the pay ranges of the Water Operations Manager and Wastewater Operations Manager classifications.

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

Newly Established Classification

After considering the City's needs, and how to address the vacant second Assistant City Manager position, the Office of the City Manager requested that the Department of Human Resources study the creation of a Deputy City Manager classification. Staff conducted a classification and compensation study for Deputy City Manager that included a review of internal management reporting relationships and associated salaries and a review of external agency classifications and compensation.

The Deputy City Manager will be responsible for performing high level policy work related to the development, preparation, review, analysis, evaluation and administration of issues having City-wide impact. The position will also administer, manage, and evaluate assigned programs and projects and while maintaining extensive contact with the City Council, Commissions, City Manager, Department Directors and members of the public.

The Assistant City Manager will continue to have overall responsibility for the operations and the day to day oversight of the Office of the City Manager to include, directing the goals, objectives, and activities of assigned functional areas; coordinating and administering major City programs, and assuming direct line authority over departments and activities of the City.

Creation of this classification provides succession planning and growth opportunities within the City. The proposed minimum qualifications for the classification allow for the City's Department Directors, Assistant Directors, or Division Managers to potentially qualify for promotion into this classification. This executive level classification will be unclassified and not represented by a bargaining unit.

Classification Title Change

The Department of Human Resources is requesting to change the existing classification title of "Management Analyst: Public Safety" to "Management Analyst," deleting the departmental designation to create a general classification of Management Analyst.

This classification title change would allow flexibility for all City departments to utilize the classification if needed. The Sunnyvale Managers Association (SMA) was provided notice and an opportunity to comment on this classification change.

Pay Range Increase

In 2018, the Office of the City Manager approved the salary study request from the Environmental Services Department (ESD) to review the compensation for the Water Operations Manager and the Wastewater Operations Manager classifications. ESD has one position allocated to each classification.

Both classifications have had unsuccessful recruitment efforts since becoming vacant due to staff resignations. The Wastewater Operations Manager position has been vacant since October 2014. Human Resources administered recruitment processes in 2015 and 2017 (January and September) none of which resulted in a placement. The Water Operations Manager has been vacant since June 2017. Human Resources administered a recruitment process from August to October 2017 which did not result in a placement.

A salary survey conducted in October 2017 by Koff and Associates for the City of Hayward was provided to the City of Sunnyvale in March 2018, as a contributing survey agency. The survey used fourteen local agencies and districts, many of which are also used as City of Sunnyvale survey jurisdictions. This survey indicated the Water Operations Manager salary is 5.044% below average and the Wastewater Operations Manager salary is 4.253% below average. The Department of Human Resources recommends increasing the Water Operations Manager salary to \$139,301 and the Wastewater Operations Manager salary to \$123,184, the average salary for both classifications in the survey.

The Sunnyvale Managers Association (SMA) was provided notice and an opportunity to comment on the proposed pay increases for the Water Operations Manager and Wastewater Operations Manager classifications.

FISCAL IMPACT

The City Manager's Office budget includes the full budget for two Assistant City Managers. As the

Deputy City Manager is compensated at a lower rate, the budget can absorb the cost and will be trued up with the FY 2019/20 Budget.

The Water Operations Manager is funded in the Water Supply and Distribution fund. The additional annual cost of the compensation adjustment is approximately \$8,900. The impact over twenty years is approximately \$235,000.

The Wastewater Operations Manager is funded in the Wastewater Management Fund. The additional annual cost for this adjustment is \$6,700 annually, totaling \$176,000 over twenty years.

The budgetary impact of both Operations Manager adjustments can be absorbed in their respective operating budgets and trued up with the FY 2019/20 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 a Resolution to Amend the Classification Plan and the City's Salary Resolution to Update the Schedule of Pay to Add the Classification of Deputy City Manager; to Change One Classification Title; and to Increase the Pay Range of the Water Operations Manager and Wastewater Operations Manager Classifications Effective the Pay Period Including June 17, 2018.
2. Do Not Adopt a Resolution to Amend the City's Classification Plan and Salary Resolution and provide other direction to staff.

STAFF RECOMMENDATION

Alternative 1: Adopt the Resolution amending Resolution Nos. 143-77 and 190-05 to Add a New Classification of Deputy City Manager; to Change the Existing Classification Title of Management Analyst: Public Safety to Management Analyst; and to Increase the Pay Ranges for the Water Operations Manager and Wastewater Operations Manager Classifications

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Tina Murphy, Director of Human Resources

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution