



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

---

File #: 19-0235, Version: 1

---

### **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 Classifications of Environmental Programs Specialist I/II.

#### **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 classifications of Environmental Programs Specialist I/II.

#### **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 2018, the Office of the City Manager approved a classification study request from the Environmental Services Department (ESD) to develop classifications that perform program work specific to environmental projects. The Environmental Programs Specialist I/II classifications will be responsible for developing, planning, and coordinating programs, events, and services in the defined program area. This will include developing outreach material for social media and written collateral; educating and training City staff, property and business owners, and the public on environmental programs, and preparing administrative and technical reports.

Other City departments such as Community Development and Library and Community Services have similar classifications established that work on program specific projects (Assistant Planner/Associate Planner; Community Services Coordinator I/II). These department focused classifications provide opportunities to attract talent who specialize in the designated field.

The creation of the Environmental Programs Specialist I/II classifications would provide an entry and journey level classification for program coordination in the Environmental Services Department. Finding candidates specifically interested in environmental work has been challenging in past recruitments due to the generic classifications of Administrative Aide and Administrative Analyst that

have been used. In addition to improving recruitment efforts, the proposed Environmental Programs Specialist I/II classifications will provide potential retention and succession planning opportunities in ESD. Incumbents would have a potential career path to the Environmental Programs Manager and Division Manager classifications.

The Environmental Programs Specialist I/II classifications will be represented by the Sunnyvale Employees Association (SEA/ IFPTE Local 21). SEA/Local 21 was provided notice and an opportunity to comment on the job description and proposed pay rates for the represented classifications.

### **FISCAL IMPACT**

The proposed new classifications would replace the classifications for four current positions within ESD, which are comprised of three Administrative Aide positions and one Administrative Analyst position. Overall, the annual increase in cost for exchanging the current classifications is approximately \$30,000, totaling about \$760,000 over twenty years. Most of the impact is to the Solid Waste Management Fund, where three of the positions are fully budgeted. The fourth position is spread across three funds, the General Fund (45%), the Wastewater Management Fund (45%) and the Water Supply and Distribution Fund (10%). The impact of this change will be absorbed by the various operating programs within ESD, and included in the FY 2019/20 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.

### **RECOMMENDATION**

Adopt the Resolution amending Resolution Nos. 143-77 and 190-05 to Add the New Classifications of Environmental Programs Specialist I/II to the Classification Plan and to Amend the City's Salary Resolution to Update the Schedule of Pay.

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Tina Murphy, Director, Human Resources

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Resolution