



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Adopt a Resolution to Amend the Classification Plan to Add the New Classification of Housing Specialist and the City's Salary Resolution to Make Corresponding Updates to the Schedule of Pay

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 Housing Specialist.

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

The Office of the City Manager approved a classification study request from the Community Development Department to develop a classification to perform highly complex assignments and provide coordination with Planning projects. The Housing Specialist classification will be responsible for implementing various programs adopted as part of the 2020 Housing Strategy, including obtaining and working with consultants. This classification will also process affordable housing planning applications; review and analyze land use impacts and compliance with local and State regulations and City policies; manage the City's General Plan Housing Element and assist with necessary updates; and prepare technical and administrative reports.

The creation of the Housing Specialist classification would provide a journey level classification for program administration in the Community Development Department. This classification has a specific housing focus to perform professional work in affordable housing development, affordable housing assistance programs, housing policy, urban planning, research and analysis.

The Housing Specialist classification 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 rate for the represented classification.

FISCAL IMPACT

The proposed new classification is set at the same salary range and benefits as an Associate Planner. Currently one Associate Planner is budgeted in the Housing Division and will be exchanged for the new classification. Therefore, there is no fiscal impact from this change. This position is funded by the Combined Housing Fund.

PUBLIC CONTACT

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

RECOMMENDATION

Adopt a Resolution to Amend the Classification Plan to Add the New Classification of Housing Specialist and the City's Salary Resolution to Make Corresponding Updates to the Schedule of Pay

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Tina Murphy, Director, Human Resources

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution