



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Adopt a Resolution Amending the Classification Plan and the City's Salary Resolution to Add the Classification of Equity, Access, and Inclusion Manager and Update the Schedule of Pay to include the new classification and a Part Time Deputy City Clerk

BACKGROUND

This report recommends amending the Classification Plan and the City's Salary Resolution to add the newly established classification of Equity, Access, and Inclusion Manager and to update the schedule of pay to include the new classification and a Part Time Deputy City Clerk.

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

Equity, Access, and Inclusion Manager

In February 2021, the City Council established Equity, Access, and Inclusion as one of its strategic priorities. In June 2021, as part of the adoption of the FY 2021/22 budget, the City Council approved funding (RTC No. 21-0213) for a Term Limited Equity, Access, and Inclusion Manager classification.

Creating this position will support equity, access, and inclusion efforts. This classification will provide leadership, advice, and consultation to City departments on equity and inclusion principles and practices; provide strategic technical guidance and policy direction of the City's equity, access and inclusion efforts; coordinate high level citywide outreach and engagement strategies, actions, events, and communication; facilitate the Sunnyvale Employees for Equity and Diversity (SEED) Team; and perform other duties as assigned.

This classification will serve as a subject matter expert on equity, access and inclusion, and will work collaboratively to create tools and provide resources to support the adoption of practices and behaviors that exemplify the City's desire to improve access to City services and equitable outcomes for residents.

This classification will be represented by Sunnyvale Managers Association (SMA). SMA was provided notice and an opportunity to comment on the job description and proposed pay rate for the represented classification.

Deputy City Clerk, Part-Time

The approval of the FY 2021/22 Budget (RTC No. 21-0213) also included the addition of a Deputy City Clerk, Part-Time. This position is in addition to the full time Deputy City Clerk position that currently exists in the Office of the City Manager.

Because this position is part-time, it would be assigned to the Service Employees International Union (SEIU) bargaining unit. SEIU and the Sunnyvale Employee Association/IFPTE Local 21 (SEA/Local 21) were provided notice and an opportunity to comment on the proposed Part-Time Deputy City Clerk position.

FISCAL IMPACT

The proposed salary range for the Term Limited Equity, Access, and Inclusion Manager position is between \$126,855 and \$149,242. The total cost of the position is approximately \$209,000 per year. The Part-Time Deputy City Clerk position has an existing salary classification and is anticipated to cost approximately \$80,000 per year. Both of these positions are budgeted in the FY 2021/22 Budget.

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.

STAFF RECOMMENDATION

Alternative 1: Adopt a Resolution Amending the Classification Plan and the City's Salary Resolution to Add the Classification of Equity, Access, and Inclusion Manager and Update the Schedule of Pay to include the new classification and a Part Time Deputy City Clerk, effective September 5, 2021.

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