



# 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 Change the Classification Titles for Recycled Water Coordinator and Superintendent of Facilities Maintenance, Make Corresponding Title Changes in the Schedule of Pay, and Increase the Salary of the Recycled Water Classification

#### **BACKGROUND**

This report recommends amending the Classification Plan and the City's Salary Resolution to increase the pay and change the classification title for the Recycled Water Coordinator to better reflect the work assigned and provide internal pay equity. It also recommends changing the classification title of Superintendent of Facilities Maintenance for department consistency.

#### **EXISTING POLICY**

City Charter Section 1104, entitled Pay Plan, states that amendments to the pay schedule may be adopted from time to time by City Council upon the recommendation of the City Manager.

City Charter Section 1103, Classification, 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**

##### Recycled Water Coordinator

During the Fiscal Year 2022/23 budget process, the Department of Environmental Services (ESD) added a Recycled Water Coordinator position (1.0 FTE). This classification had not been filled in many years and classification specification edits were made to appropriately reflect the work required. With the edits to the classification specification, the new title of Recycled Water and Cross Connection Specialist is more reflective of the duties assigned than Recycled Water Coordinator.

The proposed pay rate for Recycled Water Coordinator did not originally include hazardous duty and certification pay as is provided to similarly situated classifications. To provide pay equity with other classifications in ESD, it is recommended that the pay rate be increased.

This classification is represented by the Sunnyvale Employees Association (SEA), International Federation of Professional and Technical Engineers (IFPTE) Local 21. SEA/IFPTE Local 21 was

provided notice and an opportunity to comment on the job description and proposed pay rate for the represented classification.

#### Superintendent of Facilities Maintenance

The Department of Public Works requested to update the title of Superintendent of Facilities Maintenance to Facilities Manager. This change will provide title consistency with other management positions reporting to the Superintendent of Public Works Operations (Fleet Manager and Street Operations Manager). Additionally, the requested title of Facilities Manager is more commonly recognized within the field.

This classification is represented by the Sunnyvale Managers Association (SMA). SMA was provided notice and an opportunity to comment on the proposed title change for the represented classification.

#### **FISCAL IMPACT**

The financial impact of adding hazardous duty pay of 1.5% to the updated classification of Recycled Water and Cross Connection Control Specialist would be \$1,924 annually and approximately \$48,100 over twenty years. There is no immediate fiscal impact for adding certification pay until an incumbent meets the certification pay requirement. Certification pay is paid for all hours, including overtime and leave payout. The estimated cost for adding both hazardous duty pay and certification pay is \$5,180 annually and approximately \$129,500 over twenty years. Should the position be filled in FY 2022/23, ESD will absorb the cost. Salaries and benefits associated with this position change will be incorporated into the FY 2023/24 Budget.

There is no fiscal impact associated with the title change from Superintendent of Facilities Maintenance to Facilities Manager.

#### **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 Public Library, Senior Center, Community Center and in the Department of Public Safety Lobby. In addition, the agenda and report are available at the Sunnyvale Public Library, Office of the City Clerk, and on the City's website.

#### **RECOMMENDATION**

Adopt a Resolution Amending the Classification Plan and the City's Salary Resolution to Change the Classification Titles for Recycled Water Coordinator and Superintendent of Facilities Maintenance, Make Corresponding Title Changes in the Schedule of Pay, and Increase the Salary of the Recycled Water Classification.

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