



City of San Leandro

Meeting Date: May 6, 2013

Staff Report

File Number: 13-224

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.E.

TO: City Council

FROM: Chris Zapata
City Manager

BY: LaTanya Bellow
Human Resources Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for Resolution Amending the San Leandro City Employee's Association, Local 21 IFPTE, Salary Schedule to Add the Classifications of Police Services Technician I/II and Senior Police Services Technician

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro City Employee's Association, Local 21 IFPTE to establish the salaries for the new classifications of Police Services Technician I and II, and Senior Police Services Technician

BACKGROUND

Staff recommends that the following classifications be added to the SLCEA salary schedule to provide needed support to City police services:

The Police Services Technician (PST) is a technical level classification within the Police Department that provides a wide variety of technical support for various functions, including; animal control and enforcement; code enforcement activities, including city ordinances and regulations, weed abatement, and zoning codes; and jail operations and criminal investigations. Flexibly staffing this position would provide the City with the option of hiring employees at the entry level or at the journey level depending upon applicant qualifications and staffing needs. The distinction between the entry level PSTI and the journey level PSTII is based upon the employee's ability to perform the full range of duties with only an occasional instruction or assistance as new, unusual situations arise. Incumbents would typically be hired at the entry level. After gaining the experience, knowledge, and any special requirements that are required to perform the full range of journey level tasks, the incumbent could reasonably expect to progress to the journey level with management approval. However, an applicant with prior job related experience could be hired at the journey level upon approval of the manager.

Staff has also prepared an advanced journey/lead level within the Police Services Technician classification series. This position is not flexibly staffed with the Police Services Technician I/II and the City would use a recruitment process (internally or open) to fill any vacant positions. Employees at the Senior Police Services Technician level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees at the senior level will perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

The City has met and conferred to agreement with SLCEA regarding the above positions.

Board/Commission Review and Actions

The Personnel Relations Board approved the Police Services Technician I/II and Senior Police Services Technician classification specifications at its meeting on April 18, 2013.

Fiscal Impacts

The salary for the Police Services Technician II position has been set internally to the current Community Service Officer position. The salary for the Police Services Technician I will be set 10% below the II position. The Senior Polices Services Technician position is set 10% above the II position. The cost for these positions will be covered within the Police Department's current budget as we are converting 8 budgeted Jailer positions (of which 6 are vacant) and 1 vacant Community Service Officer position to PST positions. There are 2 incumbents who are eligible to test for the Police Services Technician II. The remaining Community Service Officer positions will be converted to Police Services Technicians through attrition. A training plan, designed by the Police Department, will be administered to those interested in applying for this position.

ATTACHMENTS

- Draft minutes of Personnel Relations Board meeting of April 18, 2013

PREPARED BY: LaTanya Bellow, Human Resources Manager, City Manager's Office



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

MINUTES

Regular Meeting

Thursday, April 18, 2013

City Hall, Human Resources Conference Room
Second Floor, 835 East 14th Street, San Leandro, California

CALL TO ORDER: Chairperson O. B. Badger called the meeting to order at 5:38 p.m.

ROLL CALL: LaTanya Bellow, Human Resources Manager and Executive Secretary, called the roll.

BOARD MEMBERS PRESENT: Chairperson O. B. Badger, Vice-Chairperson Louis Heystek, Members James Browne and Johanne Dictor

PUBLIC COMMENTS: There were no members of the public at the meeting to make comments.

I. **MINUTES:** The minutes of the Regular Meeting of January 17, 2013

M | S | P (Browne/Heystek) to approve the minutes of the Regular Meeting of January 17, 2013.

II. **ADOPTION/REVISION OF CLASSIFICATIONS:** Secretary Bellow noted for the record that the following staff was present: Chief Spagnoli, Captain Lemmon, and HR Technician Kevin Sledge (Captain Tracey joined the meeting a little later), to assist with responding to questions regarding the new classification. The Police Department is combining three classifications (Jailer, Animal Control, and Community Services Officer) into one new classification, the Police Services Technician I/II and Police Services Technician Senior. Combining three classifications into one gives a broader and more generalist spectrum of responsibility for this new classification. All parties have engaged in a meet and confer with the San Leandro City Employees' Association (SLCEA) bargaining unit who has agreed to accept this new classification with the three varying levels (I/II/Senior).

On behalf of Chief Spagnoli, Secretary Bellow requested that HR receive permission from this board to submit the entire eligibility list to the Police Department as opposed to the Personnel Rules (page12, section 3) requirement of submitting three names at a time. (The Board approved this request.)

M | S | P (Browne/Dictor) to adopt the new Police Services Technician I/II/Senior classification specification.

III. **EMPLOYMENT LIST EXTENSIONS:** Secretary Bellow indicated that staff recommends not extending the employment lists for Community Services Officer-promo (SLCEA) and Police Captain (SLMO). In the future Secretary Bellow recommended bringing only the list that requires action from the Board (the extending of an employment list). The Board agreed with this recommendation.

IV. **SUMMARY OF DEPARTMENTAL ACTIVITIES & INFORMATIONAL LISTING:** The Board asked if they can continue to receive the "Informational Listing of Full-Time Personnel Actions", because they believe it gives them the knowledge and understanding to better perform their Board functions responsibly. Secretary Bellow will make sure that the information as currently presented is not proprietary information and does fall under the Boards' purview.

V. **HUMAN RESOURCES MANAGER'S REPORT:** HR Manager LaTanya Bellow updated the Board on the hiring of the new HR Technician, Kevin Sledge. She informed them of how she was restructuring the HR Division for staff to become generalist, so individuals perform and have a broader breath and scope of responsibilities. She has engaged in an extensive recruitment for the Senior HR Analyst and has completed the second round of interviews and hopes to have someone in place shortly. HR is hosting the Take our Daughters and Sons to Work day on Thursday, April 25 and a Diversity and Inclusion training course for Management Staff on Wednesday, May 1. This training is to ensure staff has the capacity and understanding to engage with the diverse community that San Leandro now represents.

VI. **MEMBER COMMENTS:** There were no board members comments.

VII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:23 p.m.

Signed:

Date:

Chairperson O. B. Badger



City of San Leandro

Meeting Date: May 6, 2013

Resolution - Council

File Number: 13-225

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: LaTanya Bellow
Human Resources Manager

FINANCE REVIEW: Not Applicable

TITLE: ADOPT: Resolution Amending the San Leandro City Employee's Association, Local 21 (SLCEA) Salary Schedule to Add the Police Services Technician I/II and Senior Police Technician Classifications (adds new job classifications and sets salary ranges)

The City Council of the City of San Leandro does RESOLVE as follows:

That the City of San Leandro hereby amends the San Leandro City Employee's Association, Local 21 salary schedule, a copy of which is attached hereto and made a part hereof, to include the classifications and salary ranges for Police Services Technician I/II and Senior Police Services Technician.

CITY OF SAN LEANDRO
SLCEA Salary Schedule
Effective 5/6/13

SR	CLASSIFICATION	<i>Step 1</i>	<i>Hrly</i>	<i>Step 2</i>	<i>Hrly</i>	<i>Step 3</i>	<i>Hrly</i>	<i>Step 4</i>	<i>Hrly</i>	<i>Step 5</i>	<i>Hrly</i>
81	Plan Check Engineer Senior Project Specialist Traffic Operations Engineer	7016	40.48	7367	42.50	7736	44.63	8122	46.86	8528	49.20
80	No classification falls within range	6845	39.49	7188	41.47	7547	43.54	7924	45.72	8320	48.00
79	Associate Engineer	6682	38.55	7016	40.48	7367	42.50	7736	44.63	8122	46.86
78	Environmental Services Supervisor	6519	37.61	6845	39.49	7188	41.47	7547	43.54	7924	45.72
77	Project Specialist II Supervising Building Inspector Supervising Engineering Inspector	6364	36.72	6682	38.55	7016	40.48	7367	42.50	7736	44.63
76	Laboratory Supervisor	6209	35.82	6519	37.61	6845	39.49	7188	41.47	7547	43.54
75	Building Supervisor Fleet Supervisor Graphics Supervisor Permits Center Coordinator Plant Maintenance Supervisor Plant Operations Supervisor Senior Engineering Inspector Systems Analyst Traffic Supervisor	6061	34.97	6364	36.72	6682	38.55	7016	40.48	7367	42.50
74	Assistant Engineer Senior Building Inspector	5913	34.11	6209	35.82	6519	37.61	6845	39.49	7188	41.47
73	Accountant II Environmental Protection Specialist II Information Systems Application Specialist	5772	33.30	6061	34.97	6364	36.72	6682	38.55	7016	40.48
72	Project Specialist I	5632	32.49	5913	34.11	6209	35.82	6519	37.61	6845	39.49
71	Building Inspector Engineering Inspector Marina Supervisor Senior Librarian	5498	31.72	5772	33.30	6061	34.97	6364	36.72	6682	38.55
70	Administrative Specialist - Police Community Services Specialist Electrician II Engineering Technician HVAC Mechanic II Information Services Specialist Park Supervisor Plant Electrician II Plant Operator - Lead Street Supervisor Surveyor Tree Supervisor	5363	30.94	5632	32.49	5913	34.11	6209	35.82	6519	37.61
69	Accountant I Engineer	5236	30.21	5498	31.72	5772	33.30	6061	34.97	6364	36.72
68	Maintenance Mechanic II	5108	29.47	5363	30.94	5632	32.49	5913	34.11	6209	35.82
67	Administrative Specialist III Environmental Protection Specialist I Equipment Mechanic - Lead Permits Technician Plant Operator II Recreation Supervisor II	4986	28.77	5236	30.21	5498	31.72	5772	33.30	6061	34.97
66	Laboratory Technician II	4865	28.07	5108	29.47	5363	30.94	5632	32.49	5913	34.11

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Effective 5/6/13

SR	CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
65	Automotive Mechanic Buyer Electrician I Equipment Mechanic HVAC Mechanic I Plant Electrician I Project Planner Public Safety Dispatcher	4749	27.40	4986	28.77	5236	30.21	5498	31.72	5772	33.30
64	Crime Analysis Technician Facilities Maintenance Worker III Laboratory Technician I Librarian Park Maintenance Worker III Pavement Marking Specialist - Lead Property & Evidence Technician Project Literacy Coordinator Street Maintenance Worker III	4633	26.73	4865	28.07	5108	29.47	5363	30.94	5632	32.49
63	Administrative Specialist II Maintenance Mechanic I Senior Engineering Aide Tree Trimmer II	4523	26.09	4749	27.40	4986	28.77	5236	30.21	5498	31.72
62	Assistant Marina Supervisor Information Systems Support Technician Plant Operator I Recreation Supervisor I Senior Police Service Technician	4413	25.46	4633	26.73	4865	28.07	5108	29.47	5363	30.94
61	No classification falls within range	4307	24.85	4523	26.09	4749	27.40	4986	28.77	5236	30.21
60	Administrative Specialist I Circulation Supervisor Tree Trimmer I	4202	24.24	4413	25.46	4633	26.73	4865	28.07	5108	29.47
59	Facilities Maintenance Worker II Park Maintenance Worker II Street Maintenance Worker II	4102	23.67	4307	24.85	4523	26.09	4749	27.40	4986	28.77
58	Administrative Assistant III Community Services Officer Engineering Aide Permits Clerk Plant Operator-in-Training Police Service Technician II Senior Account Clerk	4002	23.09	4202	24.24	4413	25.46	4633	26.73	4865	28.07
57	Jailer Property Clerk	3907	22.54	4102	23.67	4307	24.85	4523	26.09	4749	27.40
56	Account Clerk Animal Control Worker Equipment Services Technician Facilities Maintenance Worker I Park Maintenance Worker I Street Maintenance Worker I	3812	21.99	4002	23.09	4202	24.24	4413	25.46	4633	26.73
55	Administrative Assistant II Administrative Trainee	3721	21.47	3907	22.54	4102	23.67	4307	24.85	4523	26.09
54	Police Services Aide Senior Library Assistant Police Service Technician I	3630	20.94	3812	21.99	4002	23.09	4202	24.24	4413	25.46
53	No classification falls within range	3544	20.44	3721	21.47	3907	22.54	4102	23.67	4307	24.85

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SLCEA Salary Schedule
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		<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>
52	No classification falls within range	3457	19.95	3630	20.94	3812	21.99	4002	23.09	4202	24.24
51	Café Assistant Library Assistant Parking Aide, pt	3375	19.47	3544	20.44	3721	21.47	3907	22.54	4102	23.67
50	Administrative Assistant I	3293	19.00	3457	19.95	3630	20.94	3812	21.99	4002	23.09
49	Equipment Services Aide Maintenance Worker - Entry Plant Maintenance Worker Supply Maintenance Worker	3214	18.54	3375	19.47	3544	20.44	3721	21.47	3907	22.54
48	No classification falls within range	3136	18.09	3293	19.00	3457	19.95	3630	20.94	3812	21.99
47	No classification falls within range	3061	17.66	3214	18.54	3375	19.47	3544	20.44	3721	21.47
46	No classification falls within range	2987	17.23	3136	18.09	3293	19.00	3457	19.95	3630	20.94
45	No classification falls within range	2915	16.82	3061	17.66	3214	18.54	3375	19.47	3544	20.44
44	No classification falls within range	2844	16.41	2987	17.23	3136	18.09	3293	19.00	3457	19.95
43	No classification falls within range	2777	16.02	2915	16.82	3061	17.66	3214	18.54	3375	19.47
42	No classification falls within range	2709	15.63	2844	16.41	2987	17.23	3136	18.09	3293	19.00
41	Maintenance Aide	2644	15.26	2777	16.02	2915	16.82	3061	17.66	3214	18.54
40	No classification falls within range	2580	14.88	2709	15.63	2844	16.41	2987	17.23	3136	18.09
39	Library Clerk, pt		14.53		15.26		16.02		16.82		17.66