



# City of San Leandro

Meeting Date: October 21, 2013

## Staff Report

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**File Number:** 13-488 **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 a Resolution Amending the San Leandro Management Organization (SLMO) salary schedule to add the classifications of Deputy Public Works Services Director, Deputy Community Development Director, and Principal Planner

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### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro Management Organization (SLMO) to establish the salaries for the new classifications of Deputy Public Works Services Director, Deputy Community Development Director, and Principal Planner.

### BACKGROUND

Staff recommends that the following classifications be added to the San Leandro Management Organization (SLMO) salary schedule to provide needed support to City departments.

The Deputy Public Works Services Director would provide administrative and operational support to the Public Works Department on a wide variety of issues; serve as the project/program manager responsible for initiating and executing work assignments; address customer complaints and service requests; coordinate operations with City departments and outside agencies; and perform related work as required. This position will be essential to creating a management structure that recognizes the need for citywide economies, yet provides a strong base for implementation of departmental goals and policies.

The Deputy Community Development Director would assist in managing and directing the operations and services of the department; perform technical work in current and long range planning, development and implementation of land use and related policies and regulations; participate in the transportation and capital improvement planning and the general plan; manage the department's budget; administer the housing programs; and perform related work

as assigned.

The Principal Planner would manage staff and major program functions in various Community Development divisions, including planning, economic development, affordable housing, or other designated areas as assigned; perform project management and coordination; and other related work as required.

The City has met, conferred, and come to agreement with SLMO regarding the above positions.

### **Board/Commission Review and Actions**

The Personnel Relations Board approved Deputy Public Works Services Director, Deputy Community Development Director and Principal Planner classification specifications at its meeting on July 18, 2013.

### **Fiscal Impacts**

The Deputy Public Works Services Director classification is equivalent to other mid-management level positions that require similar levels of experience and responsibility. The position is represented by San Leandro Management Organization (SLMO) and the salary range is set internally at range 10 (\$95,808- \$116,460 annually). Funding for this position at the proposed salary range has been included in the FY 2013-14 budget. The Deputy Public Works Services Director position would replace the Administrative Analyst I position. In addition, the existing Facilities & Open Space Manager which is currently vacant and budgeted for \$172,000 would be eliminated, resulting in a savings of approximately \$55,500.

The Deputy Community Development Director classification is equivalent to other mid-management level positions that require similar levels of experience and responsibility. The position is represented by San Leandro Management Organization and the salary range is set internally at range 6 (\$116,460 -141,552 annually). The recommended classification would replace the current Housing-CDBG Manager position.

The Principal Planner classification is equivalent to other mid-management level positions that require similar levels of experience and responsibility. The position is represented by San Leandro Management Organization and the salary range is set internally at range 9 (\$100,596- \$122,280 annually). The recommended classification would replace the current Senior Project Specialist position.

The cost of these two Community Development positions will be covered by personnel savings from the Community Development Director and Business Development Manager positions, which were both budgeted at the highest step but are or will be filled at a lower salary. This savings is estimated to be \$57,000. The additional cost for the two Community Development positions is projected to be approximately \$40,000, for a net savings of \$17,000.

### **ATTACHMENTS**

- Draft minutes of Personnel Relations Board meeting on July 18, 2013.

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



## CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

### MINUTES

Regular Meeting

**Thursday, July 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, Johanne Dictor and Pete Ballew

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

I. **MINUTES:** The minutes of the Regular Meeting of April 18, 2013

M | S | P (Heystek/Browne) to approve the minutes of the Regular Meeting of April 18, 2013.

II. **NOMINATION OF OFFICERS:**

M | S | P (Browne) to approve that O.B. Bader remain as Chair and Louis Heystek remain as Vice-Chair.

III. **ADOPTION/REVISION OF CLASSIFICATIONS:** Secretary Bellow noted for the record that the following staff was present: Public Works Services Director Debbie Pollart and Community Development Director Cynthia Battenberg. Staff was present to respond to questions regarding the new classification in the respective departments. The Public Works Director requested the approval of a new Deputy Public Works Director classification. This classification will report to the Public Works Services Director, supervise professional, technical and support staff as assigned, provide a salary savings to the City and allow for additional functionality of the management structure in the department.

The Community Development Director requested approval of two new classifications - Deputy Community Development Director and Principal Planner. These classifications will report to the Community Development Director, supervise professional, technical and support staff as assigned, will provide for the reclassification of current positions within the department, and will result in a salary savings to the City due to the lower salary range of the Community Development Director and current vacancy of the Business Development Manager position.

The City engaged in a meet and confer process with the San Leandro Management Organization (SLMO) bargaining unit, which has agreed to accept these new classifications.

It was noted in the last sentence of the Conditions of Work section of all three of these job descriptions, the wording "working alone" should be changed to read "working independently".

M | S | P (Browne/Heystek) to adopt the new Deputy Public Works Director, Deputy Community Development Director and Principal Planner classifications.

IV. **ADOPTION OF AMENDED PERSONNEL RULES:** Secretary Bellow reported that the Personnel Rules were being reviewed to make the necessary corrections, additions or updates to ensure compliance with City Policies and the law. At this time, Rules 1-4 are being brought forth for review and adoption.

M | S | P (Browne/Dictor) to adopt Personnel Rules 1-4 with the stipulation that all references to Human Resources Director or Human Resources designee be changed to state Human Resources Manager/designee, and Rule 3, Section 2 be changed to state Election of Chair and Vice-Chair, rather than President.

V. **EMPLOYMENT LIST EXTENSIONS:** Secretary Bellow reported that there were no employment list extensions recommended. However, approval was requested for the abolishment of two current employment

lists - Project Specialist II and Human Resources Technician. Community Development Director Battenberg requested abolishment of the current Project Specialist II list because it was established specifically for the Business Development area. This list would not be applicable to the current vacancy in the Housing area. Human Resources Manager Bellow requested abolishment of the current Human Resources Technician list upon completion of interviews currently in progress, should a suitable candidate not be found.

**M | S | P** (Heystek/Ballew) to allow the abolishment of the Project Specialist II list with the stipulation that Secretary Bellow provide a report in October, 2013 regarding the overhaul of the current Classification Plan addressing generic classifications.

**M | S | P** (Ballew/Heystek) to allow the abolishment of the Human Resources Technician list upon the completion of interviews or July 31, 2013.

**VI. SUMMARY OF DEPARTMENTAL ACTIVITIES & INFORMATIONAL LISTING:** Secretary Bellow reported on the activities of the Human Resources Department.

**VII. HUMAN RESOURCES MANAGER'S REPORT:** HR Manager Bellow reported on the hiring of the new Senior Human Resources Analyst, Emily Hung, who was in attendance at the meeting. An updated list of the PRB Contacts and Human Resources Department Contacts was distributed to members for inclusion in their binders.

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

**IX. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:54 p.m.

**Signed:**

**Date:**

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Chairperson O. B. Badger



# City of San Leandro

Meeting Date: October 21, 2013

## Resolution - Council

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**File Number:** 13-489

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** LaTanya Bellow  
Human Resources Manager

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** ADOPT: Resolution Amending the San Leandro Management Organization (SLMO) Salary Schedule to Add the Classifications of Deputy Public Works Services Director, Deputy Community Development Director, and Principal Planner (adds classifications to provide needed support to City departments)

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

That the City of San Leandro hereby amends the San Leandro Management Organization salary schedule to include the classifications and salary ranges for the classifications of Deputy Public Works Services Director, Deputy Community Development Director, and Principal Planner. A copy of the schedule is attached hereto and made a part hereof.

**CITY OF SAN LEANDRO**  
**SLMO Salary Schedule**  
**Effective 10/21/13**

<b>SR CLASSIFICATION</b>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<b>1</b> No Classification falls within range	12386	13005	13656	14338	15055
<b>2</b> No classification falls within range	11796	12386	13005	13656	14338
<b>3</b> Community Development Director Engineering and Transportation Director Finance Director Public Works Services Director	11234	11796	12386	13005	13656
<b>4</b> Human Resources Director Library Director Recreation and Human Services Director	10699	11234	11796	12386	13005
<b>5</b> No classification falls within range	10190	10699	11234	11796	12386
<b>6</b> City Engineer <b>Deputy Community Development Director</b> Human Resources Manager Information Services Manager	9705	10190	10699	11234	11796
<b>7</b> Business Development Manager Chief Building Official Chief Innovation Officer Principal Engineer	9243	9705	10190	10699	11234
<b>8</b> Assistant Finance Director Assistant Public Works Services Director Environmental Services Manager Facilities and Open Space Manager Library Services Manager Planning Manager Street Maintenance Manager Water Pollution Control Manager	8802	9243	9705	10190	10699
<b>9</b> City Clerk <b>Principal Planner</b> Senior Engineer	8383	8802	9243	9705	10190
<b>10</b> Assistant Water Pollution Control Manager Deputy Finance Director <b>Deputy Public Works Services Director</b> Emergency Services Manager Housing-Community Development Block Grant Manager Police Support Services Manager Recreation and Human Services Manager Shoreline Operations Manager	7984	8383	8802	9243	9705
<b>11</b> Assistant Information Services Manager Assistant to the City Manager Grants Administrator Public Information Officer Budget and Compliance Manager Senior Human Resources Analyst	7604	7984	8383	8802	9243
<b>12</b> No classification falls within range	7242	7604	7984	8383	8802
<b>13</b> Administrative Analyst II	6897	7242	7604	7984	8383
<b>14</b> No classification falls within range	6569	6897	7242	7604	7984
<b>15</b> Administrative Analyst I	6256	6569	6897	7242	7604
<b>16</b> No classification falls within range	5958	6256	6569	6897	7242