



# City of San Leandro

Meeting Date: June 2, 2014

## Staff Report

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**File Number:** 14-191 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.B.

**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 revise the classification titles of Information Services Manager and Assistant Information Services Manager to Information Technology Manager and Assistant Information Technology Manager

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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 revise the classification titles of Information Services Manager and Assistant Information Services Manager to Information Technology Manager and Assistant Information Technology Manager.

### BACKGROUND

The Human Resources Division conducts necessary reviews to keep classification plans current. In alignment with these objectives, the Information Services Manager and Assistant Information Services Manager job classification titles need to be revised to Information Technology Manager and Assistant Information Technology Manager, respectively. This change is intended to reflect current industry standards.

### Board/Commission Review and Actions

The Personnel Relations Board approved the revised Information Technology Manager and Assistant Information Technology Manager classification specifications at its meeting on April 17, 2014.

### Fiscal Impacts

There is no fiscal impact associated with revising these job classification titles. No change in

salary is recommended.

**ATTACHMENTS**

- Draft minutes of Personnel Relations Board meeting on April 17, 2014.

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



## CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

### MINUTES

Regular Meeting

**Thursday, April 17, 2014**

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 5:30 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, Member Johanne Dictor, and Member Pete Ballew.

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

I. **MINUTES:** The minutes of the Regular Meeting of January 16, 2014.

M | S | P (Heystek/Browne) to approve the minutes of the Regular Meeting of January 16, 2014.

II. **ADOPTION/REVISION OF CLASSIFICATIONS:**

Secretary Bellow explained that recently the IT Manager and Assistant IT Manager retired. In review of the job descriptions for the recent recruitment, it became necessary to make changes to be in alignment with technological trends, responsibilities and security clearance requirements due to the level of system access.

Members had a few follow-up questions. Member Dictor asked about the security clearances needed as they were not specified in the job descriptions. Secretary Bellow explained that the descriptions indicate “comprehensive background check” and that the actual clearances required are shared with candidates as they become finalists in the selection process. Member Heystek asked how the IT Manager position would be involved with Lit San Leandro. Secretary Bellow provided that the IT Manager is heavily involved in Lit San Leandro, working together with businesses, and the Chief Innovation Officer. Member Heystek also questioned whether the Library’s IT function was separate from the City because of the different technology needed there. Secretary Bellow explained that the IT Manager oversees all departmental IT functions as part of the City, which includes the Library. Chairperson Badger added that even though the Library may utilize different technology, departments such as that often have network folks that work in coordination with the City network. Member Dictor suggested that the definition include language about networks. Secretary Bellow noted the suggestion.

M | S | P (Browne/Dictor) to adopt the revised Information Technology Manager and Assistant Information Technology Manager classifications.

III. **ADOPTION OF AMENDED PERSONNEL RULES:** Secretary Bellow reported that the Personnel Rules have undergone an extensive review by staff and Members and recommends the adoption of the proposed revisions to Personnel Rules I-XVII. Secretary Bellow and Chairperson Badger thanked everyone for their hard work on this undertaking, especially Members Browne and Heystek who thoroughly reviewed the Rules.

Secretary Bellow noted that the final revisions had been provided ahead of the meeting for Members to review. She also pointed out that some sections do not apply to all employees, as most employees are governed by their respective MOUs.

Member Ballew raised a question about the definition of “Seniority”. If an employee is on an unpaid FMLA leave, how does that affect seniority and specifically women who may be out on unpaid maternity leave? Staff member Yana Taran and Secretary Bellow explained that the leave itself is protected under FMLA, but that for any portion that is unpaid, an employee will not accrue time in step. Secretary Bellow wanted it noted that the City has a non-discrimination policy and that all employees are treated the same.

Member Heystek raised questions regarding the “child-rearing relationship” portion of the Immediate Family Member definition. Secretary Bellow noted that it applies to the responsibility, for example an

adoption, taking over the care of a grandchild or even a parent. The intent is to expand the definition, not minimize it. Member Heystek added that you may have an Aunt who provided child rearing and suggested that the language be clarified to say, ...”and any other individual with whom there was a child-rearing relationship”. This language should be in both paragraphs of the definition. Secretary Bellow noted the recommendations.

Member Heystek also asked about the written test exemption for Academy Graduate-Police Officer, Lateral Applicant-Police Officer. Member Ballew mentioned that historically the Police Department considered if an applicant completed the academy and/or were a lateral transfer, he/she would have passed extensive testing and demonstrated knowledge, skills and abilities that would have been required. Additional testing would have been repetitive.

Member Heystek provided a redline of the document showing the changes made by HR staff, Member Browne and himself. A brief review of these changes ensued and Members Ballew and Dictor also asked questions, which were addressed, and none of which resulted in substantive changes.

**M | S | P** (Browne/Heystek) to adopt Personnel Rules I-XVII as discussed and amended.

- IV. **EMPLOYMENT LIST EXTENSIONS:** Secretary Bellow reported that there were two employment list extensions requested. Both lists include viable candidates and they would like to keep the list active for an additional six months.
- V. **HUMAN RESOURCES MANAGER’S REPORT:** HR Manager Bellow reported that two members, Badger and Heystek, are in need of completing the required ethics training. HR has completed an RFP for a new Workers Compensation TPA and that the contract will be going to Council for approval in May. Per the SLCEA MOU, HR is engaged in a meet and confer process for positions identified for an equity study. Also, next week is Take Our Daughters & Sons to Work Day. We are pleased to announce that a Washington Elementary School 3<sup>rd</sup> Grade class will be participating.
- VII. **MEMBER COMMENTS:** Member Ballew congratulated everyone on completing the extensive review and update of the Personnel Rules.
- VIII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:09 p.m.

**Signed:**

**Date:**

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Chairperson O. B. Badger



# City of San Leandro

Meeting Date: June 2, 2014

## Resolution - Council

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**File Number:** 14-192

**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:** RESOLUTION Amending the San Leandro Management Organization (SLMO) Salary Schedule to Revise the Classification Titles of Information Services Manager and Assistant Information Services Manager to Information Technology Manager and Assistant Information Technology Manager (revises titles to reflect current industry standards)

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

That the San Leandro Management Organization (SLMO) salary schedule, which is attached hereto and made a part hereof, is hereby revised so that the classification titles of Information Services Manager and Assistant Information Services Manager shall henceforth be Information Technology Manager and Assistant Information Technology Manager .

**CITY OF SAN LEANDRO**  
**SLMO Salary Schedule**  
**Effective 5/19/2014**

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