



City of San Leandro

Meeting Date: February 17, 2015

Staff Report

File Number: 15-056 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.M.

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 Management Organization (SLMO) Salary Schedule to add the classification of Police Business Manager

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 salary for the new classification of Police Business Manager.

BACKGROUND

The Police Department has a tremendous need in the area of administrative support for its operations' resources, such as budget preparation, grant management, and administrative program development. These duties are currently performed by sworn police management staff (i.e. Police Captains and Police Lieutenants). Upon review of the department's structure, it was determined that many of the administrative duties could be more efficiently handled by a non-sworn management position, thus allowing sworn managers to focus on sworn safety duties.

Staff recommends that the classification of Police Business Manager be added to the San Leandro Management Organization (SLMO) salary schedule to provide needed administrative support to the Police Department.

DISCUSSION

The proposed classification of Police Business Manager would be a non-sworn classification. It would be assigned to the Police Administration Division reporting directly to the Chief of Police or designee. The Police Business Manager will provide administrative and operational support to the Police Department on a wide variety of issues and complex programs. Duties include but are not limited to:

- Planning, managing and overseeing daily functions of the business systems;
- Managing complex programs, projects or studies that may include budget development and program policy;
- Developing, negotiating and administering external contracts;
- Advising City staff on fiscal and program policy matters;
- Preparing staff studies and making recommendations as directed;
- Serving as a liaison with other divisions, departments or program representatives.

The City has met and conferred to agreement with SLMO regarding the above position on December 22, 2014.

Board/Commission Review and Actions

The Personnel Relations Board approved the Police Business Manager classification specification at its January 15, 2015 meeting.

Fiscal Impacts

The proposed Police Business Manager 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 (\$99,156 - \$120,528 annually).

The Police Department is currently budgeted for an Administrative Analyst II position, range 13 (\$82,764 annually), which has remained vacant. Funding for the Administrative Analyst II would be diverted to the Police Business Manager position. The difference in salary is a fiscal impact of \$16,392 annually, which will be absorbed through salary savings in current vacant positions within the department.

ATTACHMENTS

Attachment to Staff Report

- Draft minutes of Personnel Relations Board meeting on January 15, 2015.

Attachment to Resolution

SLMO Salary Schedule

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



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Regular Meeting

Thursday, January 15, 2015

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

- I. **CALL TO ORDER:** Member James Browne called the meeting to order at 5:33 p.m.
- II. **ROLL CALL:** LaTanya Bellow, Human Resources Manager and Executive Secretary, called the roll.
- III. **BOARD MEMBERS PRESENT:** Chairperson Louis Heystek, Vice-Chair Pete Ballew, Member James Browne, Member Johanne Dictor, and Member O.B. Badger.
- IV. **MINUTES:** The minutes of the Regular Meeting of October 16, 2014.
 - a. **M | S | P** (Browne/Badger) to approve the minutes of the Regular Meeting of October 16, 2014. Vice Chair Ballew abstained as he was absent from that meeting.
- V. **ADOPTION/REVISION OF CLASSIFICATIONS:** Four new classifications have been presented for review and adoption. Debbie Pollart, the Public Works Director and Captain Torres were on hand to answer any questions brought forth.

Secretary Bellow outlined the Police Business Manager classification, which is a non-sworn administrative/operations support classification and a member of the San Leandro Management Organization. The funding for this position has been included in the 2014/15 budget, utilizing a vacant Administrative Analyst II position. Vice-Chair Ballew asked if there is an equivalent classification in neighboring agencies and if this could be a part-time work from home opportunity. Secretary Bellow affirmed that Fremont, Livermore and Berkeley have similar mid-level positions and Capt. Torres responded that the work from home option had not been looked at because office space was already available. Member Browne asked which classifications were performing these duties now. Capt. Torres mentioned that he and several other people are currently doing portions of this job. Member Dictor noted that this position will require a strong financial background and wondered if this was a promotional opportunity or open to anyone. Capt. Torres said the position will be open to anyone to apply.

Chair Heystek noted that in all the job specifications, under Experience and Education, language indicates that “any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.” He asked is that an attempt to broaden the pool? What is the intent? Secretary Bellow stated that the current language is an industry standard and provides the applicant with an idea of the combination of experience and education as a baseline to be eligible. Heystek expressed concern that these are just minimums. Bellow explained that a combination of experience and education would also depend on the needs of the department. She referred Chair Heystek to the Personnel Rules which states, “The statement of desirable qualifications in a class specification is intended to be used as a guide in selecting candidates for employment, as an aid in the preparation of competitive examinations and for use in determining the relative value of positions in one class with positions in other classes.” Chair Heystek conceded he was comfortable with the rule as outlined and now understood the experience and education is a guide.

M | S | P (Badger/Ballew) 5-0 to adopt the Police Business Manager classification as presented.

The next 3 new and 3 revised classifications are the result of the current SLCEA MOU Section 42.12 Equity Studies. During negotiations the City agreed to conduct a compensation study of classifications within the Water Pollution Control Plant. During this study, it was determined that the Street Maintenance Worker Classifications did not properly address the unique nature of the work done at the Plant and it was determined that a title change was in order. Collection Systems Maintenance Worker I/II, Senior Collection Systems Maintenance Worker and Collection Systems Maintenance Supervisor

classifications are specific to the Plant, and these new job specifications were created using descriptions from City of Hayward, City of Livermore, Union Sanitary and Oro Loma Sanitary Districts.

The Street Maintenance Worker specification revisions are merely removing the wording that pertains specifically to the duties related to sewer maintenance, storm collects or water pollution which are included in the new specifications above.

Member Browne noted that the Collection Systems Maintenance Worker and Senior Collection Systems Maintenance Worker classifications have a provision for random drug testing. That seems to be left out of the Collection Systems Maintenance Supervisor, is this an oversight? Director Pollart said yes, this is an oversight in the specification and should be included as they are required to maintain a Class B license as well, so will be subject to random drug testing.

Chair Heystek further asked if the WPCP would be staying in San Leandro or would it become a special district. Director Pollart said she would hope it will stay with the multi-million dollar upgrade recently completed. She is not aware of any plans to become a special district. Member Ballew asked if these reclassifications will help with retention. Analyst Hung said that and bringing salaries up to be competitive with neighboring agencies was intended to help attract and retain personnel.

M | S | P (Badger/Browne) 5-0 to adopt the 3 new and 3 revised classifications as presented

VI. **EMPLOYMENT LISTS:** No extensions were requested.

VII. **HUMAN RESOURCES MANAGER'S REPORT:** HR Manager Bellow provided an overview of the recruitment activities completed and/or in progress. She also noted some of the activities the department has engaged in during the past three months, such as implementing an online open enrollment process, completing the CalPERS audit and the equity study. Chair Heystek and other members commented on the number of years of experience that just retired from the City. HR Manager Bellow noted that there will be several top level recruitments forthcoming. Chair Heystek asked how we handle the flood of applications. HR Analyst Emily Hung said that if a flood of applications are anticipated, we will often limit the length a position is open and limit the number of qualified applications.

VIII. **MEMBER COMMENTS:** Member Browne noted that at the first meeting, members of the public were there and spoke about job reclassifications, and wondered if they were related to these presented tonight. Member Dictor and Chair Heystek said yes, they were part of the Water Treatment Plant and that this appears to be an effort to rectify the requests.

Heystek mentioned that if any members were interested in reappointment, they should submit their applications now. The Mayor will be sending out requests. Member Browne said it has been an honor to serve with everyone and Chair Heystek said he hopes everyone will apply to continue serving the PRB.

IX. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:13 p.m. in honor of OB Badger.

Signed:

Date:

Chairperson Louis Heystek



City of San Leandro

Meeting Date: February 17, 2015

Resolution - Council

File Number: 15-057 **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 Add the Classification of Police Business Manager

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 classification and salary range for the classification of Police Business Manager which is attached hereto and made a part hereof.

CITY OF SAN LEANDRO
SLMO Salary Schedule
Effective 2/17/15

SR CLASSIFICATION	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
1 No Classification falls within range	12819	13460	14133	14840	15582
2 No classification falls within range	12209	12819	13460	14133	14840
3 Community Development Director Engineering and Transportation Director Finance Director Public Works Services Director	11627	12209	12819	13460	14133
4 Human Resources Director Library Director Recreation and Human Services Director	11074	11627	12209	12819	13460
5 No classification falls within range	10546	11074	11627	12209	12819
6 City Engineer Deputy Community Development Director Human Resources Manager Information Technology Manager	10044	10546	11074	11627	12209
7 Business Development Manager Chief Building Official Chief Innovation Officer Principal Engineer	9566	10044	10546	11074	11627
8 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	9110	9566	10044	10546	11074
9 City Clerk Principal Planner Senior Engineer	8677	9110	9566	10044	10546
10 Assistant Water Pollution Control Manager Deputy Finance Director Deputy Public Works Services Director Emergency Services Manager Housing-Community Development Block Grant Manager Police Business Manager Police Support Services Manager Recreation and Human Services Manager Shoreline Operations Manager	8263	8677	9110	9566	10044
11 Assistant Information Technology Manager Assistant to the City Manager Grants Administrator Public Information Officer Budget and Compliance Manager Senior Human Resources Analyst	7870	8263	8677	9110	9566
12 No classification falls within range	7495	7870	8263	8677	9110
13 Administrative Analyst II	7138	7495	7870	8263	8677
14 No classification falls within range	6798	7138	7495	7870	8263
15 Administrative Analyst I	6475	6798	7138	7495	7870
16 No classification falls within range	6166	6475	6798	7138	7495