



City of San Leandro

Meeting Date: September 8, 2015

Staff Report

File Number: 15-491

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.K.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a Resolution Amending the San Leandro City Employees' Association (SLCEA) Salary Schedule to Add the Classification of Purchasing Technician

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro City Employees' Association (SLCEA) to establish the salary for the new classification of Purchasing Technician.

BACKGROUND

Staff recommends that the following classification be added to the San Leandro City Employees' Association (SLCEA) salary schedule to provide needed support for the Finance Department.

The Purchasing Technician will provide professional level purchasing activities, including reviewing contracts, evaluating and analyzing bids, interpreting and applying purchasing policies following established local ordinances and administrative regulations. The position will monitor and advise departments regarding purchasing policies and procedures in order to prevent misuse, fraudulent activity and the exceeding of budgetary allocations; fully coordinate competitive bidding needs for important and complex City capital projects; and maintain control over the City's purchasing card system.

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

Board/Commission Review and Actions

The Personnel Relations Board approved the Purchasing Technician classification specification at its August 13, 2015 meeting.

Fiscal Impacts

The Purchasing Technician classification is set internally at range 69 (\$5,777.00-\$7,022.00 per month). The recommended position would replace the current Administrative Specialist III position, and this position will be eliminated on the 2015-16 adopted budget; it will have no impact in the current fiscal year because the new employee will not commence work prior to the fall 2015.

Budget Authority

In the 2015-16 adopted budget, funding for this position upgrade is adequate.

ATTACHMENTS

- Draft minutes of Personnel Relations Board meeting on August 13, 2015
- SLCEA Salary Schedule

PREPARED BY: Emily Hung, Human Resources Manager, City Manager's Office



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Special Meeting

Thursday, August 13, 2015

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

- I. **CALL TO ORDER:** Chair Louis Heystek called the meeting to order at 5:30 p.m.
- II. **ROLL CALL:** Emily Hung, Human Resources Manager and Executive Secretary, called the roll.
BOARD MEMBERS PRESENT: Chairperson Louis Heystek, Vice-Chair Pete Ballew and Member O.B. Badger. Member James Brown was absent and one member position is currently vacant.
- III. **MINUTES:** Approval of the minutes of the Regular Meeting of April 16, 2015 was tabled to the October meeting.
- IV. **NOMINATION OF OFFICERS:** As noted in §20.1.205, Title 20 of the San Leandro Administrative Code, Personnel Relations Board, the Chair and Vice Chair of the board are elected annually at the first regular meeting in July of every year. The limit of term is no more than two (2) successive full terms of one (1) year unless waived by affirmative vote of a majority of the members.

M | S | P (Badger/Ballew) to waive the term limit rule specified by the San Leandro Administrative Code.
M | S | P (Badger/Ballew) to approve Louise Heystek as Chairperson.
M | S | P (Heystek/Badger) to approve Pete Ballew as Vice Chairperson.
- V. **EMPLOYMENT LISTS:** No extensions were requested.
- VI. **ADOPTION/REVISION OF CLASSIFICATIONS:** Revision of one classification, Police Services Technician and adoption of two new classifications, Purchasing Technician and Assistant Recreation and Human Services Director were brought to the Board for approval.

Police Chief Sandra Spagnoli explained to the Board that the revision to include additional administrative functions would allow for more flexibility for the department. This will create a more “generalist” role, both for internal employees and external candidates.

M | S | P (Badger/Ballew) 3-0 to adopt the revised Police Services Technician job classification.

Assistant Finance Director (AFD), Will Fuentes addressed the Board regarding the new Purchasing Technician position. This position was previously classified as an Administrative Specialist III which was a general classification. The Finance department has an immediate need of a purchasing expert. The position may oversee some components of Accounts Payable functions. A 5% increase in pay is proposed, which is in line with the Accountant classification as it is about the same level of duties.

Vice-Chair Ballew asked about the background check and whether the Police Department performs them. HR Manager Hung explained that HR conducts background checks during the hiring process. This background will be more comprehensive in that it will require a credit check as well. Vice-Chair Ballew questioned whether Purchasing Agent would be a better title than Purchasing Technician because in his experience, Technician suggests more of a support staff classification but it was mentioned it may oversee Accounts Payable (AP). HR Manager Hung explained that Technician is a common classification and does not necessarily supervise staff. AFD Fuentes agreed that Purchasing Agent would also be appropriate, and he was fine with either title. HR Manager Hung said that the City is flexible with using working titles. Member Badger brought up the language “negotiate for the best possible price” which doesn’t seem to go with Technician functions; that should be a supervisor or manager function. Chair Heystek asked if the position would supervise staff. AFD Fuentes said this

classification will give direction to AP staff, but the AP staff will continue to report to him. Chair Heystek then asked if they will provide leverage in negotiations with vendors. AFD Fuentes said the position can negotiate under a defined scope which would come directly from him. Chair Heystek said there is an ordinance that specifically states a local business preference. He would like that language added to the essential functions.

M | S | P (Ballew/Badger) 3-0 to adopt the Purchasing Technician job classification with revision.

VII. **HUMAN RESOURCES MANAGER'S REPORT:** HR Manager Hung provided an overview of the recruitment activities completed and/or in progress, noting that HR has completed 50 recruitments to date which includes 2 executive level recruitments. The department has also continued its safety training efforts, participated in the third annual Take Our Sons & Daughters to Work Day, manned a booth in Cherry Lane at the Cherry Festival, coordinated the City's annual American Red Cross Blood Drive and held its third annual Human Resources Open House. HR Manager Hung provided the Informational Listing and HR Activities Reports for the period April – July and noted the various probationary appointments, promotions and retirements. Chair Heystek asked about the College Intern position and asked whether this was a paid position. HR Manager Hung noted that some of our Intern positions are paid. Some come to us through other agencies and some are shared positions, like the Engineering Intern we shared with the MTC. We also partnered with Hayward Adult School this year for an internship. Vice-Chair Ballew said this shows how busy HR truly is.

VIII. **MEMBER COMMENTS:** Chair Heystek noted that there is a vacancy posted for the Personnel Relations Board. Jane Abley, who was present at the meeting, has applied for the position and is awaiting appointment by the Mayor. Ms. Abley provided a brief background about herself.

Chair Heystek also introduced Kevin Sledge, who is a Human Resources Technician in the Department.

IX. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:08 p.m.

Signed:

Date:

Chairperson Louis Heystek

CITY OF SAN LEANDRO
SLCEA Salary Schedule
Effective 9/8/15

SR	CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		<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>
81	Plan Check Engineer Senior Project Specialist Traffic Operations Engineer	7742	44.66	8129	46.90	8535	49.24	8962	51.70	9410	54.29
80	No classification falls within range	7553	43.57	7930	45.75	8327	48.04	8743	50.44	9180	52.96
79	Associate Engineer Laboratory Supervisor	7373	42.54	7742	44.66	8129	46.90	8535	49.24	8962	51.70
78	Environmental Services Supervisor Plant Operations Supervisor	7193	41.50	7553	43.57	7930	45.75	8327	48.04	8743	50.44
77	Plant Maintenance Supervisor Project Specialist II Supervising Building Inspector Supervising Engineering Inspector	7022	40.51	7373	42.54	7742	44.66	8129	46.90	8535	49.24
76	No classification falls within range	6851	39.52	7193	41.50	7553	43.57	7930	45.75	8327	48.04
75	Building Supervisor Fleet Supervisor Graphics Supervisor Permits Center Coordinator Senior Engineering Inspector Systems Analyst Traffic Supervisor	6688	38.58	7022	40.51	7373	42.54	7742	44.66	8129	46.90
74	Assistant Engineer Senior Building Inspector	6524	37.64	6851	39.52	7193	41.50	7553	43.57	7930	45.75
73	Accountant II Environmental Protection Specialist II Information Systems Application Specialist Plant Operator - Lead	6369	36.74	6688	38.58	7022	40.51	7373	42.54	7742	44.66
72	Project Specialist I Plant Electrician II Collection Systems Maintenance Supervisor	6214	35.85	6524	37.64	6851	39.52	7193	41.50	7553	43.57
71	Building Inspector Engineering Inspector Marina Supervisor Senior Librarian	6066	34.99	6369	36.74	6688	38.58	7022	40.51	7373	42.54
70	Administrative Specialist - Police Community Services Specialist Electrician II Engineering Technician HVAC Mechanic II Information Services Specialist Park Supervisor Plant Operator II Public Safety Dispatcher Supervisor Street Supervisor Surveyor Tree Supervisor	5918	34.14	6214	35.85	6524	37.64	6851	39.52	7193	41.50
69	Accountant I Engineer Laboratory Technician II Maintenance Mechanic II Purchasing Technician	5777	33.33	6066	34.99	6369	36.74	6688	38.58	7022	40.51
68	No classification falls within range	5636	32.52	5918	34.14	6214	35.85	6524	37.64	6851	39.52

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67	Administrative Specialist III Environmental Protection Specialist I Equipment Mechanic - Lead Laboratory Technician I Permits Technician Plant Electrician I Recreation Supervisor II Senior Public Safety Dispatcher	5502	31.74	5777	33.33	6066	34.99	6369	36.74	6688	38.58
66	Collection Systems Maintenance Worker III	5368	30.97	5636	32.52	5918	34.14	6214	35.85	6524	37.64
65	Automotive Mechanic Buyer Electrician I Equipment Mechanic HVAC Mechanic I Plant Operator I Project Planner Public Safety Dispatcher	5240	30.23	5502	31.74	5777	33.33	6066	34.99	6369	36.74
64	Crime Analysis Technician Facilities Maintenance Worker III Librarian Maintenance Mechanic I Park Maintenance Worker III Pavement Marking Specialist - Lead Property & Evidence Technician Project Literacy Coordinator Street Maintenance Worker III	5112	29.49	5368	30.97	5636	32.52	5918	34.14	6214	35.85
63	Administrative Specialist II Senior Engineering Aide Tree Trimmer II	4990	28.79	5240	30.23	5502	31.74	5777	33.33	6066	34.99
62	Assistant Marina Supervisor Information Systems Support Technician Recreation Supervisor I Senior Police Service Technician	4869	28.09	5112	29.49	5368	30.97	5636	32.52	5918	34.14
61	Plant Operator in Training Collection Systems Maintenance Worker II	4753	27.42	4990	28.79	5240	30.23	5502	31.74	5777	33.33
60	Administrative Specialist I Circulation Supervisor Tree Trimmer I	4637	26.75	4869	28.09	5112	29.49	5368	30.97	5636	32.52
59	Facilities Maintenance Worker II Park Maintenance Worker II Street Maintenance Worker II	4526	26.11	4753	27.42	4990	28.79	5240	30.23	5502	31.74
58	Administrative Assistant III Community Services Officer Engineering Aide Permits Clerk Police Service Technician II Senior Account Clerk Collection Systems Maintenance Worker I	4416	25.48	4637	26.75	4869	28.09	5112	29.49	5368	30.97
57	Jailer Property Clerk	4311	24.87	4526	26.11	4753	27.42	4990	28.79	5240	30.23

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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>
56	Account Clerk Animal Control Worker Equipment Services Technician Facilities Maintenance Worker I Park Maintenance Worker I Street Maintenance Worker I	4206	24.26	4416	25.48	4637	26.75	4869	28.09	5112	29.49
55	Administrative Assistant II Administrative Trainee	4106	23.69	4311	24.87	4526	26.11	4753	27.42	4990	28.79
54	Police Services Aide Senior Library Assistant Police Service Technician I	4005	23.11	4206	24.26	4416	25.48	4637	26.75	4869	28.09
53	No classification falls within range	3910	22.56	4106	23.69	4311	24.87	4526	26.11	4753	27.42
52	No classification falls within range	3815	22.01	4005	23.11	4206	24.26	4416	25.48	4637	26.75
51	Café Assistant Library Assistant Parking Aide, pt	3724	21.48	3910	22.56	4106	23.69	4311	24.87	4526	26.11
50	Administrative Assistant I Plant Maintenance Worker	3633	20.96	3815	22.01	4005	23.11	4206	24.26	4416	25.48
49	Equipment Services Aide Maintenance Worker - Entry Supply Maintenance Worker	3547	20.46	3724	21.48	3910	22.56	4106	23.69	4311	24.87
48	No classification falls within range	3460	19.96	3633	20.96	3815	22.01	4005	23.11	4206	24.26
47	No classification falls within range	3378	19.49	3547	20.46	3724	21.48	3910	22.56	4106	23.69
46	No classification falls within range	3295	19.01	3460	19.96	3633	20.96	3815	22.01	4005	23.11
45	No classification falls within range	3217	18.56	3378	19.49	3547	20.46	3724	21.48	3910	22.56
44	No classification falls within range	3138	18.11	3295	19.01	3460	19.96	3633	20.96	3815	22.01
43	No classification falls within range	3064	17.67	3217	18.56	3378	19.49	3547	20.46	3724	21.48
42	No classification falls within range	2989	17.24	3138	18.11	3295	19.01	3460	19.96	3633	20.96
41	Maintenance Aide	2918	16.83	3064	17.67	3217	18.56	3378	19.49	3547	20.46
40	No classification falls within range	2847	16.42	2989	17.24	3138	18.11	3295	19.01	3460	19.96
39	Library Clerk, pt		16.03		16.83		17.67		18.56		19.49



City of San Leandro

Meeting Date: September 8, 2015

Resolution - Council

File Number: 15-492

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Amending the San Leandro City Employees' Association
(SLCEA) Salary Schedule to Add the Classification of Purchasing Technician

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 Employees' Association salary schedule to add the classification and salary range for Purchasing Technician which is attached hereto and made a part hereof.