



# City of San Leandro

Meeting Date: September 8, 2015

## Staff Report

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**File Number:** 15-493 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.L.

**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 Management Organization (SLMO) Salary Schedule to Add the Classification of Assistant Recreation and Human Services Director, and to Eliminate the Recreation and Human Services Manager Position from the 2015-16 Adopted Budget

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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 salary for the new classification of Assistant Recreation and Human Services Director. Staff further requests elimination of the Recreation and Human Services Manager position from the 2015-16 adopted budget.

### BACKGROUND

Staff recommends that the following classification be added to the San Leandro Management Organization (SLMO) salary schedule to support the City Council's goal to implement programs, activities, and strengthen communication that enhances quality of life and wellness, celebrates the arts and diversity and promotes civic pride.

The Assistant Recreation and Human Services Director would assist in carrying out the goals and objectives of the Department including strategic planning, budgeting, project management, finance, operations, promotion and implementation of diverse recreational and human services programs for youth, teens, adults, seniors and families. This position will be essential in providing highly responsible and complex organizational assistance and support to the department. This new position replaces the Recreation and Human Services Manager position which will be eliminated if Council approves the Assistant Recreation and Human Services Director.

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

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

The Personnel Relations Board approved the Assistant Recreation and Human Services Director classification specification at its August 13, 2015 meeting.

### **Fiscal Impacts**

The Assistant Recreation and Human Services Director classification is represented by the San Leandro Management Organization and the salary range is set internally at range 8 (\$9,475.00-\$11,517.00 per month). The recommended position replaces the current Recreation and Human Services Manager position that will be eliminated from the 2015-16 adopted budget.

### **Budget Authority**

The 2015-16 adopted budget for Recreation and Human Services 010-61-001 contains enough funding to cover this new position, with the elimination of the Recreation and Human Services Manager position.

### **ATTACHMENTS**

- Draft minutes of Personnel Relations Board meeting on August 13, 2015
- SLMO 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:**

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Chairperson Louis Heystek

**CITY OF SAN LEANDRO**  
**SLMO Salary Schedule**  
**Effective 9/8/15**

<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	13332	13999	14699	15434	16205
<b>2</b> No classification falls within range	12697	13332	13999	14699	15434
<b>3</b> Community Development Director Engineering and Transportation Director Finance Director Public Works Services Director	12093	12697	13332	13999	14699
<b>4</b> Human Resources Director Library Director Recreation and Human Services Director	11517	12093	12697	13332	13999
<b>5</b> No classification falls within range	10968	11517	12093	12697	13332
<b>6</b> City Engineer Deputy Community Development Director Human Resources Manager Information Technology Manager	10446	10968	11517	12093	12697
<b>7</b> Business Development Manager Chief Building Official Chief Innovation Officer Principal Engineer	9949	10446	10968	11517	12093
<b>8</b> Assistant Finance Director Assistant Public Works Services Director <b>Assistant Recreation and Human Services Director</b> Environmental Services Manager Facilities and Open Space Manager Library Services Manager Planning Manager Street Maintenance Manager Water Pollution Control Manager	9475	9949	10446	10968	11517
<b>9</b> City Clerk Principal Planner Senior Engineer	9024	9475	9949	10446	10968
<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 Business Manager Police Support Services Manager Recreation and Human Services Manager Shoreline Operations Manager	8594	9024	9475	9949	10446
<b>11</b> Assistant Information Technology Manager Assistant to the City Manager Grants Administrator Public Information Officer Budget and Compliance Manager Senior Human Resources Analyst	8185	8594	9024	9475	9949
<b>12</b> No classification falls within range	7795	8185	8594	9024	9475
<b>13</b> Administrative Analyst II	7424	7795	8185	8594	9024
<b>14</b> No classification falls within range	7070	7424	7795	8185	8594
<b>15</b> Administrative Analyst I	6734	7070	7424	7795	8185
<b>16</b> No classification falls within range	6413	6734	7070	7424	7795



# City of San Leandro

Meeting Date: September 8, 2015

## Resolution - Council

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**File Number:** 15-496

**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 Management Organization (SLMO) Salary Schedule to Add the Classification of Assistant Recreation and Human Services Director

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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 classification and salary range for Assistant Recreation and Human Services Director which is attached hereto and made a part hereof.