



# City of San Leandro

Meeting Date: June 6, 2016

## Staff Report

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**File Number:** 16-262 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.H.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Jeff Kay  
Acting 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 Emergency Services Specialist

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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 City Employees' Association (SLCEA) to establish the salary for the new classification of Emergency Services Specialist.

### BACKGROUND

Staff recommends that the following classification be added to the San Leandro City Employees' Association (SLCEA) salary schedule to better address the City's planning of emergency preparedness and response.

The proposed Emergency Services Specialist classification would be responsible for the coordination, planning and implementation of the City's emergency management program. This position would coordinate a variety of activities related to the collecting, analyzing, planning, and implementing of the City's emergency response systems, services, and requirements; coordinate training for staff; and provide information to community members and groups on local hazards, emergency response planning and systems.

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 Emergency Services Specialist classification specification at its meeting on January 21, 2016.

### Fiscal Impacts

The Emergency Services Specialist classification position is set at range 70 (\$6,096-\$7,409 per month). A new position is included in the 2016-17 budget update at \$5,288 per month including benefits, for a total \$100,000 as per the program funding approved by the City Council on May 16, 2016. Any shortfall in funds available in 2016-17 will be transferred from the Police Department's operating budget to the City Manager's Office to fully fund this position.

**ATTACHMENT**

- Minutes of the Personnel Relations Board meeting on January 21, 2016.

**Attachment to Resolution**

- Salary Schedule

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



## CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Regular Meeting

**Thursday, January 21, 2016**

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 Board Secretary, called the roll.

**BOARD MEMBERS PRESENT:** Chair Louis Heystek, Vice Chair Pete Ballew, Member Jane Abelee, Member O.B. Badger, and Member James Browne were present.

Chair Heystek requested that a moment of silence be observed for the recent loss of San Leandro resident Jeffrey Thomas Engler.

III. **PUBLIC COMMENTS:** No members of the public were present.

IV. **MINUTES:** Approval of the minutes of the Special Meeting of December 3, 2015.

**M | S | P** (Badger/Abelee) 5-0 to approve the minutes of December 3, 2015.

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

VI. **ADOPTION/REVISION OF CLASSIFICATIONS:** Emergency Services Specialist – continued from December 3, 2015 meeting; and new classification of IT Business Specialist.

Secretary Hung noted that the Emergency Services Specialist classification discussion, which was tabled at the previous PRB Meeting, is continuing due to additional questions and concerns raised by the Board at the previous meeting and that an amended classification was being proposed. She further stated that the City Manager is unable to attend the meeting, but addressed the questions and concerns in a memo which was provided to the Board. She pointed out that the job description was revised to include “receive direction from the City Manager/designee...” and remove references to the Police Department. Members of the Police Department were also present.

A brief break was requested by Chief Sandra Spagnoli. The Board took a recess at 5:34 p.m., and the meeting was called back to order at 5:39pm.

Members of the Police Department reported and highlighted what the Department and the part-time staff have accomplished with respect to Emergency Preparedness. Chief Spagnoli reported that the Police Department took over a program that was “dormant and ineffective”. The primary focus has been on community outreach, compliance training and equipment, which are very important. Compliance is important in order for reimbursement by FEMA, and the City is now in compliance. The current part-time position worked with other departments to upgrade the Emergency Operations Center (EOC), which is at the Senior Center, and is currently working to establish a second EOC. She feels it is important to have staff that is specifically trained. With all that has been accomplished, the City is now able to meet the minimum standards.

Chair Heystek noted that he raised several questions at the December 3 meeting and that the City Manager has addressed and responses have been shared with the Board. He further asked for clarification that this position would receive direction from the City Manager and that references to the Police Department have been removed from the job description. Secretary Hung acknowledged this change. Vice Chair Ballew asked if this would be a uniformed position. The Chief said the Police Department does not provide uniforms to non-PD employees so she assumes the City Manager’s office will coordinate the appropriate

attire. Ballew further commented that he thinks the uniform is critical for credibility in Emergency Preparedness and getting the public's attention. He feels the City Manager should take that into consideration.

**M | S | P** (Badger/Abelee) 5-0 to approve as amended.

Secretary Hung noted that the IT Business Specialist, as noted on the Agenda, has been changed to IT Project Specialist. Information Services Manager Anton Batalla provided the background and answered questions regarding this new position. Manager Batalla said that currently the position of Information Services Specialist is being updated to reflect a skillset that is more suited to current technologies and the IT field. Chair Heystek asked him to point out some of the differences in the positions. Manager Batalla noted that the IS Specialist is still a current classification that is based on hardware and computing, but the new IT Project Specialist classification will focus on projects, delivery of projects, analysis and working with other departments. This will help the department be more effective and add a project management piece. Member Browne asked what kind of projects. Manager Batalla noted that one of the projects is for the Public Works Department to implement an IT system to field public and staff requests, for things like potholes and lighting outages. The current system does not have the ability to track and manage the requests. The IT Project Specialist would be tasked with identifying the need, working with vendors, implementing the change, deploying the system, testing it, training staff and providing ongoing support.

Member Badger said it sounds like the position will work independently, but asked if they will report to the IS Manager. Manager Batalla confirmed the position will receive direction from the IS Manager. Vice Chair Ballew asked if IT employees are allowed to work from home or remotely. Secretary Hung said no, the City does not have a telecommuting policy, so IT staff work onsite. Manager Batalla added further, that when emergencies arise, he makes contact with IT employees and if necessary authorizes overtime. Chair Heystek asked if the old position remain unfilled. Manager Batalla said no additional staff would be added. Chair Heystek asked about cybersecurity and how IT handles that. Member Batalla indicated that could be a future project but security is currently managed at the IS Analyst level now.

In the Job Description, Member Browne questioned "Principals of change, problem, asset management and leading organizational change." Manager Batalla indicated that this is a methodology of change, asset and incident management and organizational change. This is the front line for implementing new systems. Member Brown also questioned, "exercise excellent judgment in situations with ambiguity and uncertainty". Manager Batalla said this is where circumstances are not clearly defined. The Board agreed to grammatical clarifications to this item for clarity. For the prior question, Batalla said he would be fine with changing the language to read knowledge of "principals of organizational change management."

**M | S | P** (Browne/Ballew) 5-0 to approve as amended.

- VII. HUMAN RESOURCES MANAGER'S REPORT:** Secretary Hung provided an overview of the recruitment activities completed and/or in progress. She also noted that the HR Department is involved in labor negotiations with all our bargaining groups and provided a recap of activities from 2015.

While reviewing the Informational Listing, Vice Chair Ballew congratulated Yana Taran on her promotion to Sr. Human Resources Analyst. He also asked what it means when someone is released from probation. Secretary Hung noted that means they have been release before the end of their probationary period. Vice Chair Ballew asked if HR was still using the 5-part Personnel Action Form. Secretary Hung and Sr. HR Analyst Taran explained that we now have an electronic Personnel Action Form (ePAF). Member Badger asked if the Academy Graduates were put through the Police Academy by the City. Secretary Hung noted the City does not pay for the academy for those applicants.

Chair Heystek asked Secretary Hung if she were asked how fully-staffed the City is, how she would answer that. Secretary Hung said that most everyone would agree that staff is doing more with less. For instance, HR had 9 employees and now we are at 6. The City has maintained the current Full-Time

Employee level for the last several years without layoffs. Chair Heystek said he has seen new positions being created, but asked if the City was filling vacant positions. Secretary Hung said that departments have to find funding from the current budget in order to fill a position. Some use salary savings from positions that have been vacant for a time or combine part-time hours to fill a full-time position.

VIII. **MEMBER COMMENTS:** Vice Chair Ballew noted that he has a conflict with the meeting on July 21. He has requested the ability to call in to the meeting.

IX. **ADJOURNMENT:** Member Badger asked that the meeting be adjourned with a moment of silence in memory of former San Leandro Unified School District Board Trustee T.W. "Rick" Richards.

There being no further business, the meeting was adjourned at 6:13 p.m.

**Signed:**

**Date:**

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Chairperson Louis Heystek



# City of San Leandro

Meeting Date: June 6, 2016

## Resolution - Council

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**File Number:** 16-263

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Jeff Kay  
Acting 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 Emergency Services Specialist

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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 City Employees' Association salary schedule to include the classification and salary range for Emergency Services Specialist, which is attached hereto and made a part hereof.

**CITY OF SAN LEANDRO**  
**SLCEA Salary Schedule**  
**Effective 4/18/16**

<b>SR</b>	<b>CLASSIFICATION</b>	<i>Step 1</i>	<i>Hrly</i>	<i>Step 2</i>	<i>Hrly</i>	<i>Step 3</i>	<i>Hrly</i>	<i>Step 4</i>	<i>Hrly</i>	<i>Step 5</i>	<i>Hrly</i>
81	Plan Check Engineer Senior Project Specialist Traffic Operations Engineer	7974	46.00	8373	48.31	8791	50.72	9231	53.26	9692	55.92
80	No classification falls within range	7780	44.88	8168	47.12	8577	49.48	9005	51.95	9455	54.55
79	Associate Engineer Laboratory Supervisor	7594	43.81	7974	46.00	8373	48.31	8791	50.72	9231	53.26
78	Environmental Services Supervisor Plant Operations Supervisor	7409	42.74	7780	44.88	8168	47.12	8577	49.48	9005	51.95
77	Plant Maintenance Supervisor Project Specialist II Supervising Building Inspector Supervising Engineering Inspector	7233	41.73	7594	43.81	7974	46.00	8373	48.31	8791	50.72
76	No classification falls within range	7057	40.71	7409	42.74	7780	44.88	8168	47.12	8577	49.48
75	Building Supervisor Fleet Supervisor Graphics Supervisor Permits Center Coordinator Senior Engineering Inspector Systems Analyst Traffic Supervisor	6889	39.74	7233	41.73	7594	43.81	7974	46.00	8373	48.31
74	Assistant Engineer Senior Building Inspector	6720	38.77	7057	40.71	7409	42.74	7780	44.88	8168	47.12
73	Accountant II Environmental Protection Specialist II Information Systems Application Specialist Plant Operator - Lead	6560	37.85	6889	39.74	7233	41.73	7594	43.81	7974	46.00
72	Collection Systems Maintenance Supervisor Plant Electrician II Project Specialist I	6400	36.92	6720	38.77	7057	40.71	7409	42.74	7780	44.88
71	Administrative Specialist - Police Building Inspector Engineering Inspector Marina Supervisor Public Safety Dispatcher Supervisor Senior Librarian	6248	36.05	6560	37.85	6889	39.74	7233	41.73	7594	43.81
70	Community Services Specialist Electrician II <b>Emergency Services Specialist</b> Engineering Technician HVAC Mechanic II Information Services Specialist Park Supervisor Plant Operator II Street Supervisor Surveyor Tree Supervisor	6096	35.17	6400	36.92	6720	38.77	7057	40.71	7409	42.74
69	Accountant I Engineer Laboratory Technician II Maintenance Mechanic II Purchasing Technician	5950	34.33	6248	36.05	6560	37.85	6889	39.74	7233	41.73

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68	Senior Public Safety Dispatcher	5805	33.49	6096	35.17	6400	36.92	6720	38.77	7057	40.71
67	Administrative Specialist III Environmental Protection Specialist I Equipment Mechanic - Lead Laboratory Technician I Permits Technician Plant Electrician I Recreation Supervisor II	5667	32.69	5950	34.33	6248	36.05	6560	37.85	6889	39.74
66	Collection Systems Maintenance Worker III Public Safety Dispatcher	5529	31.90	5805	33.49	6096	35.17	6400	36.92	6720	38.77
65	Automotive Mechanic Buyer Electrician I Equipment Mechanic HVAC Mechanic I Plant Operator I Project Planner	5397	31.14	5667	32.69	5950	34.33	6248	36.05	6560	37.85
64	Crime Analysis Technician Facilities Maintenance Worker III Librarian Maintenance Mechanic I Park Maintenance Worker III Pavement Marking Specialist - Lead Project Literacy Coordinator Property & Evidence Technician Street Maintenance Worker III Tree Trimmer II	5265	30.38	5529	31.90	5805	33.49	6096	35.17	6400	36.92
63	Administrative Specialist II Senior Engineering Aide Senior Police Service Technician	5140	29.65	5397	31.14	5667	32.69	5950	34.33	6248	36.05
62	Assistant Marina Supervisor Information Systems Support Technician Recreation Supervisor I	5015	28.93	5265	30.38	5529	31.90	5805	33.49	6096	35.17
61	Collection Systems Maintenance Worker II Plant Operator in Training	4896	28.25	5140	29.65	5397	31.14	5667	32.69	5950	34.33
60	Administrative Specialist I Circulation Supervisor Tree Trimmer I	4776	27.55	5015	28.93	5265	30.38	5529	31.90	5805	33.49
59	Facilities Maintenance Worker II Park Maintenance Worker II Police Service Technician II Street Maintenance Worker II	4662	26.90	4896	28.25	5140	29.65	5397	31.14	5667	32.69
58	Administrative Assistant III Collection Systems Maintenance Worker I Community Services Officer Engineering Aide Permits Clerk Senior Account Clerk	4548	26.24	4776	27.55	5015	28.93	5265	30.38	5529	31.90
57	Jailer Property Clerk	4440	25.62	4662	26.90	4896	28.25	5140	29.65	5397	31.14



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56	Account Clerk Animal Control Worker Equipment Services Technician Facilities Maintenance Worker I Park Maintenance Worker I Street Maintenance Worker I	4332	24.99	4548	26.24	4776	27.55	5015	28.93	5265	30.38
55	Administrative Assistant II Administrative Trainee Police Services Aide Police Service Technician I	4229	24.40	4440	25.62	4662	26.90	4896	28.25	5140	29.65
54	Senior Library Assistant	4125	23.80	4332	24.99	4548	26.24	4776	27.55	5015	28.93
53	No classification falls within range	4027	23.23	4229	24.40	4440	25.62	4662	26.90	4896	28.25
52	No classification falls within range	3929	22.67	4125	23.80	4332	24.99	4548	26.24	4776	27.55
51	Café Assistant Library Assistant Parking Aide, pt	3836	22.13	4027	23.23	4229	24.40	4440	25.62	4662	26.90
50	Administrative Assistant I Plant Maintenance Worker	3742	21.59	3929	22.67	4125	23.80	4332	24.99	4548	26.24
49	Equipment Services Aide Maintenance Worker - Entry Supply Maintenance Worker	3653	21.08	3836	22.13	4027	23.23	4229	24.40	4440	25.62
48	No classification falls within range	3564	20.56	3742	21.59	3929	22.67	4125	23.80	4332	24.99
47	No classification falls within range	3479	20.07	3653	21.08	3836	22.13	4027	23.23	4229	24.40
46	No classification falls within range	3394	19.58	3564	20.56	3742	21.59	3929	22.67	4125	23.80
45	No classification falls within range	3314	19.12	3479	20.07	3653	21.08	3836	22.13	4027	23.23
44	No classification falls within range	3232	18.65	3394	19.58	3564	20.56	3742	21.59	3929	22.67
43	No classification falls within range	3156	18.21	3314	19.12	3479	20.07	3653	21.08	3836	22.13
42	No classification falls within range	3079	17.76	3232	18.65	3394	19.58	3564	20.56	3742	21.59
41	Maintenance Aide	3006	17.34	3156	18.21	3314	19.12	3479	20.07	3653	21.08
40	No classification falls within range	2932	16.92	3079	17.76	3232	18.65	3394	19.58	3564	20.56
39	Library Clerk, pt		16.51		17.33		18.20		19.12		20.07