



# City of San Leandro

Meeting Date: February 6, 2017

## Staff Report

---

**File Number:** 17-041

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.H.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Jeff Kay  
Assistant City Manager

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** Staff Report for a Resolution to Amend the San Leandro Management Organization (SLMO) Salary Schedule to Add Economic Development Manager Classification and Eliminate Business Development Manager Classification; Amend the San Leandro City Employees' Association (SLCEA) Salary Schedule to Add Audio-Visual Services Operator Classification, Crime Analyst Classification and to Eliminate the Crime Analysis Technician Classification; and Amend the Confidential Employees Salary Schedule to Add Payroll Specialist Classification and to Eliminate the Financial Supervisor Classification

---

### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to amend the salary schedules for the San Leandro Management Organization (SLMO) to eliminate the Business Development Manager classification and add Economic Development Manager classification; amend the San Leandro City Employees' Association (SLCEA) Salary Schedule to add Crime Analyst and Audio-Visual Services Operator classifications and eliminate the Crime Analysis Technician classification; and amend the Confidential Employees' salary schedule to add Payroll Specialist classification and eliminate the Financial Supervisor classification.

### BACKGROUND

#### San Leandro Management Organization (SLMO) Salary Schedule

The Business Development Manager classification was originally developed in 1995 and was last revised in 2008. Since then, industry terminology has evolved such that the title of this position should now be Economic Development Manager. Revising the title to reflect more field specific nomenclature is beneficial to the City, because it can recruit a stronger applicant pool and remain current in the economic development industry. The City has met and conferred with SLMO to agree on these changes.

#### San Leandro City Employees' Association (SLCEA) Salary Schedule

In 2013, the City Council Chamber was upgraded to include audio and video equipment, which created the need for an ongoing, part-time position to manage and operate it on a regular basis. The creation of an Audio-Visual Services Operator position establishes specific job requirements and expectations and will assist in recruiting and retaining qualified individuals to fill that vacancy. The City has met and conferred with the SLCEA to agree on the establishment, duties, and recommended compensation for this classification.

In 2012, the Crime Analysis Technician classification was created and subsequently filled. The position was vacated less than four years later, which prompted staff to analyze the classification's specifications and survey other agencies to determine if the classification was competitive and comparable to neighboring, benchmark agencies. The survey results determined that the minimum requirements, level of work, and compensation for this classification are higher than what were established in San Leandro's job specification. As a result, Human Resources and Police Department staff worked together to revise the specification to address the needs of the department as well as establish a classification that is competitive with neighboring agencies. The City met and conferred with SLCEA to agree on the revision to this classification.

#### Confidential Employee Group Salary Schedule

In 2008, the Financial Supervisor position was vacated and the essential functions of this position were largely absorbed by the Deputy or Assistant Finance Director. Over the last couple of years, payroll processing responsibilities have become significantly more complex due to mandated IRS, State, and CalPERS reporting requirements, and increased regulations for the distribution of Workers' Compensation and Disability payments. However, no classification existed to handle the higher, more technical level of work, which was cause for staff to review and analyze current specifications. This resulted in a staff determination that a Payroll Specialist classification was necessary. Staff recommends the establishment of a Payroll Specialist classification and the elimination of the Financial Supervisor classification.

#### **FINANCIAL IMPACTS**

Revisions to the Business Development Manager classification will have no fiscal impact to the General Fund because the classification will remain at salary range 7. The creation of the Audio-Visual Services Operator classification is proposed at salary range 55 and will not have a fiscal impact to the General Fund because the Information Technology Division in the City Manager's Office currently budgets for this position. The elevation of the Crime Analyst classification is proposed at salary range 74. The increase in salary will not have a fiscal impact on the General Fund because the Police Department has sufficient savings to cover the increase. The Payroll Specialist classification is proposed at salary range 312 and will not have a fiscal impact on the General Fund because the Finance Department has sufficient savings to cover the increase.

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



# City of San Leandro

Meeting Date: February 6, 2017

## Resolution - Council

---

**File Number:** 17-043

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Jeff Kay  
Assistant City Manager

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** RESOLUTION to Amend the San Leandro Management Organization (SLMO) Salary Schedule to Add Economic Development Manager Classification and Eliminate Business Development Manager Classification; Amend the San Leandro City Employees' Association (SLCEA) Salary Schedule to Add Audio-Visual Services Operator Classification, Crime Analyst Classification and to Eliminate the Crime Analysis Technician Classification; and Amend the Confidential Employees' Salary Schedule to Add Payroll Specialist Classification and to Eliminate the Financial Supervisor Classification

---

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 (SLMO) salary schedule to include revisions to the classification title for Economic Development Manager, a copy of which is attached hereto and made a part hereof; and

That the City of San Leandro hereby amends the San Leandro City Employees' Association (SLCEA) salary schedule to include an Audio-Visual Services Operator classification and a Crime Analyst classification and eliminate the Crime Analysis Technician classification, a copy of which is attached hereto and made a part hereof; and

That the City of San Leandro hereby amends the San Leandro Confidential Employees' Association salary schedule to include a Payroll Specialist classification and to eliminate the Financial Supervisor classification, a copy of which is attached hereto, and made a part hereof; and

That said amendments shall be effective February 7, 2017.

**CITY OF SAN LEANDRO**  
**Confidential Employees Salary Schedule**  
**Effective 02/07/17**

Approved by City Council on xx/xx/2017

<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>
300	Human Resources Analyst	7094	40.93	7449	42.97	7821	45.12	8212	47.38	8623	49.75
301	No classification falls within range	6921	39.93	7267	41.93	7631	44.02	8012	46.22	8413	48.53
302	No classification falls within range	6756	38.98	7094	40.93	7449	42.97	7821	45.12	8212	47.38
303	No classification falls within range	6592	38.03	6921	39.93	7267	41.93	7631	44.02	8012	46.22
304	No classification falls within range	6435	37.12	6756	38.98	7094	40.93	7449	42.97	7821	45.12
305	No classification falls within range	6278	36.22	6592	38.03	6921	39.93	7267	41.93	7631	44.02
306	No classification falls within range	6128	35.36	6435	37.12	6756	38.98	7094	40.93	7449	42.97
307	No classification falls within range	5979	34.49	6278	36.22	6592	38.03	6921	39.93	7267	41.93
308	Administrative Specialist III Deputy City Clerk <del>Financial Supervisor</del>	5836	33.67	6128	35.36	6435	37.12	6756	38.98	7094	40.93
309	No classification falls within range	5694	32.85	5979	34.49	6278	36.22	6592	38.03	6921	39.93
310	Police Recruit Trainee	5558	32.07	5836	33.67	6128	35.36	6435	37.12	6756	38.98
311	No classification falls within range	5423	31.29	5694	32.85	5979	34.49	6278	36.22	6592	38.03
312	Administrative Specialist II Payroll Specialist	5294	30.54	5558	32.07	5836	33.67	6128	35.36	6435	37.12
313	No classification falls within range	5165	29.80	5423	31.29	5694	32.85	5979	34.49	6278	36.22
314	No classification falls within range	5042	29.09	5294	30.54	5558	32.07	5836	33.67	6128	35.36
315	Administrative Specialist I Human Resources Technician	4919	28.38	5165	29.80	5423	31.29	5694	32.85	5979	34.49
316	No classification falls within range	4802	27.70	5042	29.09	5294	30.54	5558	32.07	5836	33.67
317	Administrative Assistant III	4684	27.03	4919	28.38	5165	29.80	5423	31.29	5694	32.85
318	No classification falls within range	4573	26.38	4802	27.70	5042	29.09	5294	30.54	5558	32.07
319	No classification falls within range	4461	25.74	4684	27.03	4919	28.38	5165	29.80	5423	31.29
320	Administrative Assistant II	4355	25.13	4573	26.38	4802	27.70	5042	29.09	5294	30.54

**CITY OF SAN LEANDRO**  
**SLCEA Salary Schedule**  
**Effective 02/07/17**

Approved by City Council on xx/xx/17

<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	8213	47.38	8624	49.75	9055	52.24	9508	54.85	9983	57.59
80	No classification falls within range	8013	46.23	8413	48.54	8834	50.97	9275	53.51	9739	56.19
79	Associate Engineer Laboratory Supervisor	7822	45.13	8213	47.38	8624	49.75	9055	52.24	9508	54.85
78	Environmental Services Supervisor Plant Operations Supervisor	7631	44.03	8013	46.23	8413	48.54	8834	50.97	9275	53.51
77	Plant Maintenance Supervisor Project Specialist II Supervising Building Inspector Supervising Engineering Inspector	7450	42.98	7822	45.13	8213	47.38	8624	49.75	9055	52.24
76	No classification falls within range	7269	41.94	7631	44.03	8013	46.23	8413	48.54	8834	50.97
75	Building Supervisor Fleet Supervisor Graphics Supervisor Permits Center Coordinator Senior Engineering Inspector Systems Analyst Traffic Supervisor	7096	40.94	7450	42.98	7822	45.13	8213	47.38	8624	49.75
74	Assistant Engineer <b>Crime Analyst</b> Senior Building Inspector	6922	39.93	7269	41.94	7631	44.03	8013	46.23	8413	48.54
73	Accountant II Environmental Protection Specialist II Information Systems Application Specialist Plant Operator - Lead	6757	38.98	7096	40.94	7450	42.98	7822	45.13	8213	47.38
72	Collection Systems Maintenance Supervisor Plant Electrician II Project Specialist I	6592	38.03	6922	39.93	7269	41.94	7631	44.03	8013	46.23
71	Administrative Specialist - Police Building Inspector Engineering Inspector Marina Supervisor Public Safety Dispatcher Supervisor Senior Librarian	6435	37.13	6757	38.98	7096	40.94	7450	42.98	7822	45.13
70	Community Services Specialist Electrician II Emergency Services Specialist Engineering Technician HVAC Mechanic II Information Services Specialist Park Supervisor Plant Operator II Street Supervisor Surveyor Tree Supervisor	6279	36.23	6592	38.03	6922	39.93	7269	41.94	7631	44.03
69	Accountant I Engineer Laboratory Technician II Maintenance Mechanic II Purchasing Technician	6129	35.36	6435	37.13	6757	38.98	7096	40.94	7450	42.98

**CITY OF SAN LEANDRO**  
**SLCEA Salary Schedule**  
**Effective 02/07/17**

Approved by City Council on xx/xx/17

<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>
68	Senior Public Safety Dispatcher	5979	34.49	6279	36.23	6592	38.03	6922	39.93	7269	41.94
67	Administrative Specialist III Environmental Protection Specialist I Equipment Mechanic - Lead Laboratory Technician I Permits Technician Plant Electrician I Recreation Supervisor II	5837	33.68	6129	35.36	6435	37.13	6757	38.98	7096	40.94
66	Collection Systems Maintenance Worker III Public Safety Dispatcher	5695	32.86	5979	34.49	6279	36.23	6592	38.03	6922	39.93
65	Automotive Mechanic Buyer Electrician I Equipment Mechanic HVAC Mechanic I Plant Operator I Project Planner	5559	32.07	5837	33.68	6129	35.36	6435	37.13	6757	38.98
64	<del>Crime Analysis Technician</del> 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	5423	31.29	5695	32.86	5979	34.49	6279	36.23	6592	38.03
63	Administrative Specialist II Senior Engineering Aide Senior Police Service Technician	5294	30.54	5559	32.07	5837	33.68	6129	35.36	6435	37.13
62	Assistant Marina Supervisor Information Systems Support Technician Recreation Supervisor I	5165	29.80	5423	31.29	5695	32.86	5979	34.49	6279	36.23
61	Collection Systems Maintenance Worker II Plant Operator in Training	5043	29.09	5294	30.54	5559	32.07	5837	33.68	6129	35.36
60	Administrative Specialist I Circulation Supervisor Tree Trimmer I	4919	28.38	5165	29.80	5423	31.29	5695	32.86	5979	34.49
59	Facilities Maintenance Worker II Park Maintenance Worker II Police Service Technician II Street Maintenance Worker II	4802	27.70	5043	29.09	5294	30.54	5559	32.07	5837	33.68
58	Administrative Assistant III Collection Systems Maintenance Worker I Community Services Officer Engineering Aide Permits Clerk Senior Account Clerk	4684	27.02	4919	28.38	5165	29.80	5423	31.29	5695	32.86
57	Jailer Property Clerk	4573	26.38	4802	27.70	5043	29.09	5294	30.54	5559	32.07

**CITY OF SAN LEANDRO**  
**SLCEA Salary Schedule**  
**Effective 02/07/17**

Approved by City Council on xx/xx/17

<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>
56	Account Clerk Animal Control Worker Equipment Services Technician Facilities Maintenance Worker I Park Maintenance Worker I Street Maintenance Worker I	4462	25.74	4684	27.02	4919	28.38	5165	29.80	5423	31.29
55	Administrative Assistant II Administrative Trainee <b>Audio-Visual Services Operator</b> Police Services Aide Police Service Technician I	4356	25.13	4573	26.38	4802	27.70	5042	29.09	5294	30.54
54	Senior Library Assistant	4249	24.51	4462	25.74	4684	27.02	4919	28.38	5165	29.80
53	No classification falls within range	4148	23.93	4356	25.13	4573	26.38	4802	27.70	5043	29.09
52	No classification falls within range	4047	23.35	4249	24.51	4462	25.74	4684	27.02	4919	28.38
51	Café Assistant Library Assistant Parking Aide, pt	3951	22.79	4148	23.93	4356	25.13	4573	26.38	4802	27.70
50	Administrative Assistant I Plant Maintenance Worker	3854	22.23	4047	23.35	4249	24.51	4462	25.74	4684	27.02
49	Equipment Services Aide Maintenance Worker - Entry Supply Maintenance Worker	3763	21.71	3951	22.79	4148	23.93	4356	25.13	4573	26.38
48	No classification falls within range	3671	21.18	3854	22.23	4047	23.35	4249	24.51	4462	25.74
47	No classification falls within range	3583	20.67	3763	21.71	3951	22.79	4148	23.93	4356	25.13
46	No classification falls within range	3496	20.17	3671	21.18	3854	22.23	4047	23.35	4249	24.51
45	No classification falls within range	3413	19.69	3583	20.67	3763	21.71	3951	22.79	4148	23.93
44	No classification falls within range	3329	19.21	3496	20.17	3671	21.18	3854	22.23	4047	23.35
43	No classification falls within range	3251	18.76	3413	19.69	3583	20.67	3763	21.71	3951	22.79
42	No classification falls within range	3171	18.29	3329	19.21	3496	20.17	3671	21.18	3854	22.23
41	Maintenance Aide	3096	17.86	3250	18.76	3413	19.69	3583	20.67	3763	21.71
40	No classification falls within range	3020	17.42	3171	18.29	3329	19.21	3496	20.17	3671	21.18
39	Library Clerk, pt		17.01		17.86		18.76		19.69		20.67

**CITY OF SAN LEANDRO**  
**SLMO Salary Schedule**  
**Effective 02/07/17**

Approved by City Council on xx/xx/17

<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> Assistant City Manager	14144	14851	15593	16373	17192
<b>2</b> No classification falls within range	13470	14144	14851	15593	16373
<b>3</b> Community Development Director Engineering and Transportation Director Finance Director Public Works Services Director	12829	13470	14144	14851	15593
<b>4</b> Human Resources Director Library Director Recreation and Human Services Director	12218	12829	13470	14144	14851
<b>5</b> No classification falls within range	11636	12218	12829	13470	14144
<b>6</b> City Engineer Deputy Community Development Director Human Resources Manager Information Technology Manager	11082	11636	12218	12829	13470
<b>7 Economic Business-Development Manager</b> Chief Building Official Chief Innovation Officer Principal Engineer Water Pollution Control Manager	10554	11082	11636	12218	12829
<b>8</b> Assistant Finance Director Assistant Public Works Services Director Assistant Recreation and Human Services Director Environmental Services Manager Facilities and Open Space Manager Library Services Manager Planning Manager Street Maintenance Manager	10052	10554	11082	11636	12218
<b>9</b> City Clerk Principal Planner Senior Engineer	9573	10052	10554	11082	11636
<b>10</b> Assistant Water Pollution Control Manager Deputy City 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	9117	9573	10052	10554	11082
<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	8683	9117	9573	10052	10554
<b>12</b> No classification falls within range	8270	8683	9117	9573	10052
<b>13</b> Administrative Analyst II	7876	8270	8683	9117	9573
<b>14</b> No classification falls within range	7501	7876	8270	8683	9117
<b>15</b> Administrative Analyst I	7144	7501	7876	8270	8683
<b>16</b> No classification falls within range	<b>109</b> 6803	7144	7501	7876	8270