



City of San Leandro

Meeting Date: February 1, 2021

Staff Report

File Number: 21-037 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.D.

TO: City Council

FROM: Fran Robustelli
Interim City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: Staff Report for a Resolution to Amend the San Leandro Management Organization Salary Schedule to Add the Financial Services Manager Classification and Remove the Deputy Finance Director and Budget and Compliance Manager Classifications

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to amend the salary schedule for the San Leandro Management Organization to add the Financial Services Manager classification and Remove the Deputy Finance Director and Budget and Compliance Manager classifications.

BACKGROUND

The newly created Financial Services Manager would plan, organize, direct, and manage various working sections and daily activities within the Finance Department which include, but is not limited to the functions of accounting, budget development, payroll, accounts payable, accounts receivable, purchasing and/or risk management; and perform a broad range of organizational, systems and procedural analysis.

The Financial Services Manager classification would replace the classifications of the Deputy Finance Director and Budget and Compliance Manager. The new classification provides the department more flexibility in hiring a manager with multiple skill sets and reassigning responsibilities based on the needs of the department. A flexible job description is also more effective in attracting candidates with diverse skills and abilities. It can also provide a broader career development opportunity for employees prepared to assume new roles. Talent attraction and retention is the Finance Department's top priority.

The City has met and conferred to agreement with SLMO on the new classification.

Board/Commission Review and Actions

The Personnel Relations Board approved the new Financial Services Manager classification and elimination of the Deputy Finance Director and Budget and Compliance Manager classifications at its January 21, 2021 meeting.

Fiscal Impacts

The proposed changes will have no financial impact to the City's budget.

- The Financial Services Manager salary range is set at range 10 (\$119,568-\$145,308 annually) on the SLMO salary schedule. The new position would be an upgrade to the budgeted Budget & Compliance Manager position, which would be an annual increase cost of \$10,311. However, there are sufficient funds in the Finance Department's budget to cover this cost.
- There are no employees in the Deputy Finance Director and Budget & Compliance Manager classifications.

ATTACHMENT

Attached to Resolution:

- San Leandro Management Organization Salary Schedule

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



City of San Leandro

Meeting Date: February 1, 2021

Resolution - Council

File Number: 21-038 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Fran Robustelli
Interim City Manager

BY: Fran Robustelli
Interim City Manager

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Amend the San Leandro Management Organization Salary Schedule to Add Financial Services Manager Classification and Remove Deputy Finance Director and Budget and Compliance Manager Classifications

The City Council of the City of San Leandro does RESOLVE as follows:

That the San Leandro Management Organization salary schedule is hereby amended to add the Financial Services Manager classification and remove Deputy Finance Director and Budget and Compliance Manager classifications, which is attached hereto and made a part hereof;

That said amendments shall be effective February 1, 2021, and copies of salary schedules are attached hereto and made a part hereof.

CITY OF SAN LEANDRO
SLMO Salary Schedule
Effective 1/1/20

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	15455	16230	17040	17892	18786
2	No classification falls within range	14719	15455	16230	17040	17892
3	Community Development Director Engineering and Transportation Director Finance Director Public Works Services Director	14019	14719	15455	16230	17040
4	Chief Technology Officer Human Resources Director Library Director Recreation and Human Services Director	13353	14019	14719	15455	16230
5	No classification falls within range	12715	13353	14019	14719	15455
6	City Engineer Deputy Community Development Director Human Resources Manager Information Technology Manager	12109	12715	13353	14019	14719
7	Chief Building Official Chief Innovation Officer Deputy City Manager Economic Development Manager Principal Engineer Water Pollution Control Manager	11533	12109	12715	13353	14019
8	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	10985	11533	12109	12715	13353
9	City Clerk Principal Planner Senior Engineer Senior Transportation Engineer	10462	10985	11533	12109	12715
10	Assistant Water Pollution Control Manager Deputy Finance Director Deputy Public Works Services Director Emergency Services Manager Financial Services Manager Housing-Community Development Block Grant Manager Police Business Manager Police Support Services Manager Recreation and Human Services Manager Shoreline Operations Manager	9964	10462	10985	11533	12109
11	Assistant Information Technology Manager Assistant to the City Manager Grants Administrator Public Information Officer Budget and Compliance Manager Senior Human Resources Analyst	9489	9964	10462	10985	11533
12	No classification falls within range	9037	9489	9964	10462	10985
13	Administrative Analyst II	8606	9037	9489	9964	10462
14	No classification falls within range	8196	8606	9037	9489	9964
15	Administrative Analyst I	7806	8196	8606	9037	9489
16	No classification falls within range	7434	7806	8196	8606	9037