



City Council Agenda Item

City Council Meeting Date: September 7, 2021

TO: Honorable Mayor and City Council Members

FROM: Jim Throop, City Manager
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SUBJECT: Amendment to the City Classification and Compensation Plans to Effect New and Revised Classifications and Salary Range Adjustments Authorized in the Fiscal Year 2021-23 Budget and Adoption of Resolution No. 6446(21)

Recommendation:

Staff recommends the City Council:

- 1) Adopt Resolution No. 6446(21) (attached), which will:
 - a. Approve the new or revised class specifications authorized in the Biennial Budget Fiscal Years (FYs) 2021-23, and amend and include them in the City's Classification Plan;
 - b. Approve the job descriptions for these new or revised classifications (as shown in attachment A to the resolution);
 - c. Approve the new or revised salary ranges for the new or revised job classes, and amend and include them in the City's Compensation/Pay Plan;
 - d. Approve the proposed salary adjustments for various positions (as shown in attachment B to the resolution), one-time lump sum payment for certain MS&C positions, and amend and include them in the City's Compensation/Pay Plan; and
 - e. Approve the deletion of position allocations for various job classifications authorized in the Biennial Budget FYs 2021-23, and amend the City's Classification and Compensation/Pay Plans; or
- 2) Provide alternate direction.

Background:

On June 15, 2021, the City Council adopted the Biennial Budget FYs 2021-23. As part of that action, several new/revised job classes and salary ranges were authorized. The City Council must now approve the incorporation of those changes into the City Classification and Compensation Plans and in the Personnel Rules and Regulations (Rules III and IV) before they can become effective.

The City Council conceptually approved salary range increases for several existing job classifications and authorized establishing several new salary ranges for new classifications. The effective dates for the new and revised salary ranges are depicted in the table attached as Exhibit B to the resolution, which is the first pay period following the adoption of Resolution No. 6446(21), which begins on September 11, 2021. In addition, since the Management, Supervisory, and Confidential (MS&C) and Unrepresented (UR) employees cannot, under state law, receive retroactive salary and/or compensation, the MS&C and UR Compensation Plans also include a one-time non-pensionable equity lump sum compensation payment for those classifications to encourage continued retention.

Discussion:

The City Council approved several new job classifications and salary ranges with the adoption of the Biennial Budget FYs 2021-23. Personnel Rule III, Classification, Section 2, *Adoption, Amendment and Revision of Plan* provides:

"The classification plan shall be adopted and may be amended from time to time by resolution of City Council.... Amendments and revisions of the plan may be suggested to the City Council by any interested party and shall be submitted to the City Council through the Personnel Officer."

Personnel Rule IV, Compensation, Section 2, *Adoption of Plan*, similarly provides:

"The pay plan shall be adopted and may be amended from time to time by action of the City Council. Amendments and revisions of the plan may be suggested to the City Council by any interested party and shall be submitted to the City Council through the Personnel Officer."

The job classes to be added to the Classification and Compensation Plan include Budget Analyst, Collection Accounts Coordinator, Development Services Assistant, Executive Assistant, Human Resources Analyst, Police Lieutenant, Senior Neighborhood Preservation Officer, and Solid Waste Program Technician in accordance with the program change requests approved in the Budget. Some changes were made to the Collection Accounts Coordinator, Human Resources Analyst, and Solid Waste Program Technician job descriptions to make it current with present job responsibilities.

The salary ranges for the above new job classes were primarily evaluated by Human Resources Division staff on the basis of internal salary relationships within job families, among related job families, and supervisor/subordinate differentials.

In accordance with the program change requests approved in the Biennial Budget FYs 2021-23, the new job classifications should be implemented as follows:

- The existing Administrative Aide in the City Administration is proposed for a job title change to Executive Assistant, consistent with current nomenclature and its present job responsibilities, and a new salary range was recommended consistent with the title change and job responsibilities. Consequently, the job class and salary ranges of Administrative Aide have become defunct and staff recommends that the City's Classification and Compensation Plans be amended to delete this defunct job class specification and salary ranges.
- The City Administration, Human Resources (HR) Division has requested to reestablish one journey-level professional position and reallocation in lieu of one HR Technician position/allocation. Staff evaluated the position of the HR Technician related to recruitment, classification, and compensation, and finds the scope, depth, and types of duties and responsibilities have evolved and broadened over a number of years. That position should be appropriately designated as a Human Resources Analyst. The revised job specification and salary ranges were recommended consistent with the duties and responsibilities.
- The Community Development Department has requested a new position and reallocation in lieu of the Sr. Code Enforcement Officer, and to reestablish two position reallocations for Development Services Assistant in the Neighborhood Preservation Division, and Associate Planner in the Planning Division, which were authorized in the Community Development Department's portion of the Biennial Budget FYs 2021-23. The proposed new Sr. Neighborhood Preservation Officer job description and salary ranges have been developed to reflect current duties and responsibilities. Consequently, the job class and salary ranges of Sr. Code Enforcement Officer have become defunct and staff recommends that the City's Classification and Compensation Plans be amended to delete this defunct job class specification and salary ranges.
- The Management Services Department has requested a new Budget Analyst position and reallocation in lieu of one Systems Analyst position allocation, which was authorized in the Management Services Department's portion of the Biennial Budget FYs 2021-23. The new job specification and salary ranges were recommended consistent with the duties and responsibilities.

Additionally, the Department has requested to reestablish one Collection Accounts Coordinator in the Utility Billing Division in lieu of one Treasury Clerk position

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allocation. The proposed job specification has been revised to reflect current duties and responsibilities.

- The Police Department has requested two new sworn management-level Police Lieutenant positions, which were authorized in the Police Department's portion of the Biennial Budget FYs 2021-23. The new job specification and salary ranges were recommended consistent with the duties and responsibilities.
- The Utility Department, Solid Waste Division has requested to reestablish the Solid Waste Program Technician position and reallocation. The proposed job specification is consistent with the present duties and job responsibilities.

Additionally, the Department has requested to reestablish one Laboratory Technician I/II position in the Water Treatment Plant Division, which was authorized in the Utility Department's portion of the Biennial Budget FYs 2021-23.

The salary ranges for all of the above-mentioned new and/revised job classifications were primarily evaluated on the basis of internal salary relationships *within* job families, *among* related job families, and according to supervisor/subordinate differentials. The new proposed salary ranges for those positions are depicted in Exhibit B to Resolution No. 6446(21).

In addition to the above, with the adoption of the Biennial Budget FYs 2021-23, the City Council approved several salary adjustments to certain positions such as Accounting & Revenue Manager, Battalion Fire Chief, City Clerk, Financial Services Manager, Human Resources Analyst, Human Resources Manager, Human Resources Technician, Information Technology Manager, Police Captain, and Solid Waste Compliance Coordinator, as reflected in Exhibit B to Resolution No. 6446(21).

In addition to the proposed changes of allocations and salary ranges with active members, the City, over the course of time, has had other allocation changes resulting in obsolete, defunct positions. The request for changes in the above position allocations provides an opportunity to receive direction to delete obsolete or defunct positions from the City's master pay schedule of active job categories. Job categories such as the Administrative Aide, Grant Records Technician, and Sr. Code Enforcement Officer have been made obsolete over the years and should be purged from the City's Job Classification schedule. A complete listing of recommended deletions is included in the attached Resolution No. 6446(21).

Fiscal Impact:

The changes to the Compensation and Classification Plans were included in the adopted Biennial Budget FYs 2021-23 for the new and reinstated position allocations as well as the deleted classifications, position allocations, and salary ranges.

Conclusion:

In order to implement the above-mentioned new and/or revised positions and salary ranges, staff recommends adoption of Resolution No. 6446(21), effecting the inclusion of the authorized new and/or revised class specifications and salary ranges into the City's Classification and Compensation Plans and deletion of the identified defunct job classifications. Job specifications for the proposed new and/or amended job classifications are attached to the resolution.

Respectfully submitted,

Jim Throop, City Manager

Attachment: Resolution No. 6446(21)