



City Council Agenda Item

City Council Meeting Date: February 20, 2024

TO: Dean Albro, City Manager

FROM: Amabelle Apolinario, Principal Human Resources Analyst
a_apolinario@ci.lompoc.ca.us

SUBJECT: Adoption of Resolution No. 6635(24) Amending the City Classification Plan to Include Revised Electrical Utility Engineer Job Classification

Recommendation:

Staff recommends the City Council adopt Resolution No. 6635(24) (Attachment 1), which will approve the revised job classification or job description for Electrical Utility Engineer, a non-represented position covered under the Management, Supervisory, and Confidential Compensation Plan (MS&C).

Background:

The last revision to the Electric Utility Engineer job description was in 2013 per Resolution No. 5871(13). Certain education and license requirements for this position have changed and are no longer required of the position. As a result, the Utility Department desires to revise the Electrical Utility Engineer job description.

Discussion:

Currently, there is a vacancy for the Electrical Utility Engineer position. In order to recruit and retain qualified candidates, the old job description was reviewed and revised (Attachment 2). The duties and minimum requirements of positions change from time to time, due to various reasons, including but not limited to, legal requirements, technology, and customer service demands. The minimum qualification requirements of the Electrical Utility Engineer job specification were changed to comply with State certification requirements, to conform to current job duty requirements, and to effectively assist management in recruiting for the vacancy. The deletions did not create a classification change; those changes fell within the scope and type of work pertaining to the job class. Therefore, no changes to the Electrical Utility Engineer salary range are required.

Fiscal Impact:

There is no fiscal impact.

Conclusion:

The adoption of Resolution No. 6635(24) will approve the Electrical Utility Engineer's revised job classification or job description, and amend and include it in the City's Classification Plan.

Respectfully submitted,

Amabelle Apolinario, Principal Human Resources Analyst

APPROVED FOR SUBMITTAL TO THE CITY MANAGER:

Gabriel Garcia, Human Resources Director

APPROVED FOR SUBMITTAL TO CITY COUNCIL:

Dean Albro, City Manager

Attachments: 1) Resolution No. 6635(24)
2) Redlined Electrical Utility Engineer Job Description