



City Council Agenda Item

City Council Meeting Date: November 19, 2024

TO: Dean Albro, City Manager

FROM: Amabelle Apolinario, Principal Human Resources Analyst
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SUBJECT: Adoption of Resolution No. 6716(24) Amending the City's Classification and Compensation/Pay Plans to Include Revised Job Descriptions and Salary Adjustments for Certain Classifications within the Information Technology (IT) Division under the Management Services Department; Restructuring the IT Division to Include the Radio Repair Technician Series Specification and Position Allocations; and Approving Supplemental Appropriations to Fund the Amended Compensation Plan

Recommendation:

Staff recommends the City Council adopt Resolution No. 6716(24) (attached), which will:

- 1) Approve restructuring the Information Technology (IT) Division to incorporate the Radio Repair Technician Series (Radio Repair Technician I/II/III), transferring them from the Fleet & Facilities Division under the Public Works Department, assigning them as direct reports to the Communications Supervisor in the IT Division, reallocating positions, and transferring departments' budgets accordingly; and
- 2) Approve and include the Radio Repair Technician series classification in the Unrepresented (UR) Compensation Plan; and
- 3) Approve and adopt revised job descriptions for the classifications of Communications Supervisor, Radio Repair Technician series, and Wireless Service Technician, and amend the City's Classification Plan to include the updated job descriptions; and
- 4) Approve and adopt compensation adjustments as described below for the Communications Supervisor, Radio Repair Technician series, and Wireless Service Technician classifications, and amend the City's Compensation/Pay Plan to reflect the adjustment to be effective as specified in Exhibit B to the attached resolution; and

November 19, 2024

Resolution No. 6716(24) Reorganization of the IT Division

Page 2 of 4

- 5) Approve the supplemental appropriations from the City's General Fund for the Management Services Department, Information Technology Division to fund the compensation increases for the remainder of the Fiscal Year (FY) 2024-25.

Background:

On July 18, 2023, the City Council adopted Resolution No. 6591(23), which established the Communications Supervisor classification.

The Wireless Services Technician job description was last revised on May 15, 2007, through the adoption of Resolution No. 5403(07). The Radio Repair Technician series, originally aligned with Public Works, was last updated on August 2, 2005, by Resolution No. 5274(05). This series was initially focused on maintaining radio equipment for the City's vehicle fleet.

On October 22, 2024, the City and the International Brotherhood of Electrical Workers Local Union 1245 (IBEW 1245) reached an agreement to remove the Radio Repair Technician I/II/III classifications from the IBEW 1245 bargaining unit. This change is effective starting the first payroll period after the City Council adopts the corresponding resolution.

Over time, the scope of work for the Radio Repair Technicians has evolved, now encompassing a broader range of technology and communications tasks. These include managing body cameras for Lompoc Police Officers—a role that requires specialized knowledge and close coordination with the IT Division to ensure compliance with legal requirements and standards. This shift highlights the importance of aligning the role within a structure that best supports these expanded responsibilities.

To improve operational efficiency, enhance project coordination, and optimize administrative support, staff recommends realigning the Radio Repair Technician series with the IT Division under the Management Services Department. This restructuring is intended to leverage the IT Division's specialized resources and expertise, ensuring effective management of the City's communication and technology infrastructure and compliance with body camera legal mandates critical to public safety.

Discussion:

The additional responsibility of managing body cameras for Police Officers requires specialized knowledge and close coordination with the IT Division to ensure compliance with legal requirements and standards.

The proposed reorganization involves moving the Radio Repair Technician series to the IT Division, aligning those roles with the necessary resources and support. This change is expected to improve integration and communication, leading to enhanced project outcomes, greater operational efficiency, and continued compliance with legal mandates related to body camera usage.

November 19, 2024

Resolution No. 6716(24) Reorganization of the IT Division

Page 3 of 4

In addition, staff has completed a review of the current job descriptions for the Communications Supervisor and Wireless Services Technician classifications. Revisions to those job descriptions are recommended to reflect updated nomenclature and align with current job responsibilities. Attachment 2 contains the redlined versions of the proposed revisions to the job descriptions for reference.

The salary ranges for affected classifications have also been evaluated, taking into account changes to essential functions, internal salary structures, job family relationships, and supervisor/subordinate differentials, and increased responsibilities, as detailed in the attached resolution. Based on this evaluation, staff recommends salary adjustments for the three classifications mentioned. These adjustments would take effect in the first payroll period following the adoption of Resolution No. 6716(24), with specific proposed salary changes outlined in Exhibit B of the attached resolution.

Fiscal Impact:

Moving the Radio Repair Technician series to the IT Division requires that all account lines and the associated available budgets in the current Radio Repair group (organization code 873ES3) be transferred to a new Radio Repair group within the Communications fund (organization code 874CMR). The total budget that needs to be transferred as of the writing of this report is \$195,850.99. The final calculation and actual transfer of remaining available funds will occur on November 30, 2024, after the adoption of Resolution No. 6716(24) and at the end of the 11/16-11/29/2024 pay cycle. The accounts impacted are listed in Exhibit C. In addition, any encumbrances and the associated budget that remains in 873ES3 as of November 30, 2024, will be transferred to the same object in 874CMR.

Both the Fleet fund (873) and the Communications fund (874) are Internal Service Funds and both funds allocate out their costs to all other funds city-wide. Therefore, the impact of moving the budget and actuals from one fund to the other will have \$0 net impact on the general fund or any other City fund.

Supplemental appropriations totaling \$12,939.27 are requested for the proposed salary adjustments. Of this total, \$747.28 is in the Broadband Enterprise Fund 754, \$266.66 is in the PEG Special Revenue Fund 263. The remaining \$11,925.33 is in the Communications Internal Services Fund. There is no direct impact of these adjustments on the General Fund.

Conclusion:

Adoption of Resolution No. 6716(24) will approve the IT Division reorganization, revised job descriptions, and salary ranges for specified positions.

Respectfully submitted,

Amabelle Apolinario, Principal Human Resources Analyst

APPROVED FOR SUBMITTAL TO THE CITY MANAGER:

Gabriel Garcia, Human Resources Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Dean Albro, City Manager

- Attachment: 1) Resolution No. 6716(24) (Exhibit A: Revised Job Descriptions – IT Classifications; Exhibit B: Salary Tables for IT Classifications; Exhibit C: Supplemental Appropriations)
2) Redlined Job Descriptions – IT Classifications