

# Lompoc City Council Agenda Item



**City Council Meeting Date:** June 7, 2016

**TO:** Patrick Wiemiller, City Manager

**FROM:** Gabriel Garcia, Human Resources Manager  
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**SUBJECT:** Amendment to the City Classification and Compensation Plans to Effect New and Revised Classifications and Salary Ranges for the Biennial Budget Fiscal Years 2015-2017; Adoption of Resolution No. 6055(16)

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## **Recommendation:**

Staff recommends the City Council:

- 1) Adopt Resolution No. 6055(16) (attached), which will:
  - a. Approve the revision of the existing Customer Service Worker series to a new Customer Service Field Technician (CSFT) series specification and amend and include the newly titled job classifications and revised series specification in the City of Lompoc's (City) Classification Plan;
  - b. Approve the revised Water Meter Maintenance Technician (WMMT) series specification and amend and include the revised series specification in the City's Classification Plan;
  - 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 and authorize the supplemental appropriations of \$76,376, which will fund the proposed salary range adjustments and other compensation related adjustments as proposed for the remainder of the Biennial Budget Fiscal Years (Budget) 2015-2017; and
  - e. Approve and authorize the supplemental resources to fund the supplemental appropriations.

## **Background:**

In accordance with Lompoc Municipal Code section 2.64.020, the City Personnel Officer must prepare and recommend to the City Council the Personnel Rules and Regulations

and the City Classification and Compensation Plans and obtain City Council approval before they will be effective. That must be accomplished by Resolution.

As part of the Budget 2015-2017 process, and per amendments approved and authorized at the September 15, 2015, City Council meeting, the Management, Supervisory, and Confidential Group (MS&C) are to receive a 3% cost of living adjustment (COLA), effective June 11, 2016, the first day of the first payroll cycle of the Fiscal Year (FY) 2016-2017. In addition, International Brotherhood of Electrical Workers – Local 1245 (IBEW) members' salary ranges are to be expanded from a five-step range to a six-step range, effective June 11, 2016. Eligible IBEW members will move to the new "F" step effective June 11, 2016. The proposed changes to the salary ranges outlined below are inclusive of the 3% COLA or F step previously approved.

All changes to the Classification and Compensation Plans are proposed to be effective June 11, 2016, the beginning of the first pay period following the adoption of Resolution No. 6055(16). The pay period beginning June 11, 2016, is also the first pay period of FY 2016-2017.

**Discussion:**

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 labor relations representatives for the City and representatives of IBEW have been recently meeting, conferring and exchanging information concerning job description revisions, wages, and other terms and conditions of employment. As part of the meet and confer process, new classifications and revisions to existing class specifications were proposed and tentatively agreed upon by IBEW and the City, subject to City Council final determination and approval.

The new job classes to be added to the Classification and Compensation Plan include: Customer Service Field Technician I, Customer Service Field Technician II, Customer

and Service Field Technician III. Some changes were made to the existing Water Meter Maintenance Technician job description to make it current with present job responsibilities. In addition, job classifications for certain Public Works positions have been amended. More detailed information related to the changes for each classification follows:

- The existing Customer Service Worker series specification is proposed for job title changes to Customer Service Field Technician, consistent with current nomenclature. Updates regarding essential functions/duties were also included in the proposed revision of the series specification to make it current with present job responsibilities and new salary ranges were recommended consistent with those revised duties. Consequently, the job titles and salary ranges of Customer Service Worker I, II, and III have become defunct. Staff recommends the City's Classification and Compensation Plans be amended to delete reference of those defunct job titles, series specification, and salary ranges.
- The existing Water Meter Maintenance Technician series specification is proposed for revisions to make it consistent with present job responsibilities. A new salary range is recommended consistent with the revised duties and responsibilities for the entry-level classification. As a consequence of the revisions and proposed salary adjustment, a salary adjustment to the Senior Water Meter Maintenance Technician is also proposed, in order to maintain minimum differentials between levels.
- The existing Civil Engineering Associate (CEA) III job classification has conceptually been approved for professional engineering (PE) registration incentive. Effective June 11, 2016, qualified employees in that job classification will receive 5% PE registration incentive pay to their base salary for a verified registered PE certification.
- The salary range for the Senior Civil Engineer (SCE) job classification has been conceptually approved for a salary adjustment consistent with current responsibilities and certification. Consequently, in order to avoid compaction of requisite differentials, the Principal Civil Engineer (PCE) and Assistant Public Works Director/City Engineer (APWD/CE) salary ranges adjustments have similarly conceptually been approved. Engineering anticipates approximately 75% of the General Fund cost component of these changes to be funded by funded projects.

The salary ranges for all of the above-mentioned new and/or revised job classifications were primarily evaluated and negotiated on the basis of internal salary relationships within job families, among related job families, supervisor/subordinate differentials, and external salary surveys.

**Fiscal Impact:**

The above-mentioned changes for the CSFT and the WMMT require supplemental appropriations due to the conclusion of bargaining for those positions after the adoption of the Memorandum of Understanding (MOU) with the IBEW bargaining group and after adoption of the Budget 2015-2017. The changes for the CEA III, SCE, PCE and APWD/CE positions require supplemental appropriations after the adoption of the MS&C Compensation Plan and after the adoption of the Budget 2015-2017.

Of the total supplemental appropriations required for changes totaling \$76,378 throughout the agency, supplemental appropriations are required from the following funds in the following amounts:

General Fund	\$47,084
Transit Fund	155
Airport Fund	186
Water Fund	<u>28,953</u>
Total	<u>\$76,376</u>

Resolution No. 6055(16) provides for the supplemental appropriation of funds for FY 2016-2017, in addition to the other steps necessary to effect the changes to the Classification and Compensation Plans.

Exhibit D to Resolution No. 6055(16) provides detailed information for the department by department supplemental appropriations necessary to fund the proposed changes for salaries, and benefits (retirement and insurance).

**Conclusion:**

In order to implement the above-mentioned new and/or revised positions and salary ranges, staff recommends adoption of Resolution No. 6055(16), 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,

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Gabriel Garcia, Human Resources Manager

**APPROVED FOR SUBMITTAL TO CITY COUNCIL:**

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Patrick Wiemiller, City Manager

Attachment: [Resolution No. 6055\(16\)](#)