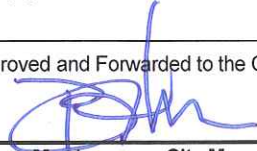


STAFF REPORT

Date: February 14, 2017
To: City Council
From: Nancy Marquez-Suarez, Asst. to the City Manager/HR Manager

Approved and Forwarded to the City Council:


Bryan Montgomery, City Manager

SUBJECT: Adopt Resolution Adding New Employee Classifications

Summary and Background

Pursuant to the Personnel Manual, the salary schedule (classification plan) is to be approved and adopted by the City Council, including any amendments. As part of the impending retirement of our Parks and Landscape Manager later this year, we are proposing two new classifications that would allow for the reorganization of the Parks Division.

We are proposing to add the positions of *Parks and Landscape Maintenance Superintendent* and *Parks and Landscape Maintenance Crew Leader*. We anticipate that the Parks and Landscape Superintendent position would be filled by an existing employee who is currently the Parks and Landscape Foreman. However, this would require that we backfill some of the Foreman position duties (that position would remain vacant) to account for some of the field activities that need to be reassigned, which is why we are also proposing the addition of the Parks and Landscape Maintenance Crew Leader.

CalPERS requires that one single pay schedule exist that captures all CalPERS eligible positions and their associated payrates as *one single document*. Per this requirement, we are to bring forth one aggregated schedule that shows all positions and payrates each time, even if there is only a change to one salary (adding of a position, for example).

These two new job classifications are also found on Attachment A to the resolution – identified with an asterisk. There are no other changes (only the addition of two classifications) and all other salary ranges remain as they were approved by the Council last May. The salary ranges for the proposed positions were determined per the Compensation Policy and reflect the average minimum and average maximum of our comparable cities salaries for the same classification.

Fiscal Impact

The reorganization of the Parks Division, as contemplated with these two new

positions will result in a slight cost savings (\$10,000+/- per year)

Recommendation

Adopt the resolution approving two new Employee Classifications.

Attachment

1. Resolution
2. Salary Ranges and New Employee Classifications - - also identified in Attachment A to the Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING THE
2016-17 EMPLOYEE POSITION CLASSIFICATIONS AND ASSOCIATED SALARY
RANGES TO INCLUDE TWO NEW EMPLOYEE CLASSIFICATIONS**

WHEREAS, the City Council adopted a Compensation Policy on June 25, 2001 and that was amended on June 24, 2008 establishing the City of Oakley's policy regarding employee compensation in conformance to City Ordinance 17-00; and

WHEREAS, pursuant to the Compensation Policy, the City conducts at least every two years a comparative salary and benefit study using the six comparative cities of Antioch, Benicia, Brentwood, Hercules, Pleasant Hill and Pittsburg; and

WHEREAS, a comparative salary and benefit study was conducted for Fiscal Year 2015-16; and

WHEREAS, the City Council utilized this comparative salary and benefit study in approving the 2016-17 Employee Classifications and Salary Schedule; and

WHEREAS, a reorganization of the Parks & Landscape Division would require the establishment of two new employee classifications: Parks & Landscape Maintenance Superintendent and Parks & Landscape Maintenance Crew Leader; and

WHEREAS, the City Council desires to approve the new employee classifications and the corresponding salary ranges pursuant to the Compensation Policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the following:

- 1) The Fiscal Year 2016-17 Employee Position Classifications and Salary Ranges to include the positions of Parks & Landscape Maintenance Superintendent and Parks & Landscape Maintenance Crew Leader as identified in "Attachment A."

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 14th day of February 2017 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

Sue Higgins, Mayor

ATTEST:

Libby Vreonis, City Clerk

Date



City of Oakley
FY 16-17 Salary Schedule

Effective Date: 2.15.2017

Approved 2.14.17

Position	2016-17 Range	
	Monthly Minimum	Monthly Maximum
Administrative Assistant	\$ 3,575	\$ 4,405
Administrative Specialist (Public Works)	\$ 4,902	\$ 6,029
Assistant Engineer	\$ 6,132	\$ 7,590
Assistant to the City Manager (1)	\$ 8,346	\$ 10,293
Associate Engineer	\$ 6,970	\$ 8,579
Building Inspector I w/Cert (2)	\$ 5,370	\$ 6,618
Building Inspector II w/Combo Cert	\$ 5,976	\$ 7,366
City Clerk (3)	\$ 8,261	\$ 9,562
City Councilmembers	\$456.76	
City Manager	\$18,700	
Code Enforcement Manager	\$ 6,744	\$ 8,197
Code Enforcement Officer	\$ 4,825	\$ 5,622
Code Enforcement Technician	\$ 3,619	\$ 4,217
Economic Development Manager	\$ 8,427	\$ 10,453
Facilities Maintenance Worker	\$ 3,431	\$ 4,208
Finance Director	\$ 10,546	\$ 13,492
Human Resources Technician (4)	\$ 4,339	\$ 5,371
Human Resources Manager (1)	\$ 8,406	\$ 10,519
Paralegal (3)	\$ 5,475	\$ 6,655
Parks & Landscape Maintenance Division Mgr	\$ 7,610	\$ 9,487
Parks & Landscape Maintenance Foreman	\$ 5,466	\$ 6,429
*Parks & Landscape Maintenance Superintendent	\$ 6,690	\$ 8,132
*Parks & Landscape Maintenance Crew Leader	\$ 4,965	\$ 6,136
Parks & Landscape Laborer I	\$ 3,122	\$ 3,997
Parks & Landscape Laborer II	\$ 3,590	\$ 4,597
Permit Technician	\$ 4,734	\$ 5,849

Planning Manager	\$ 8,524	\$ 10,734
Police Chief	\$ 13,250	\$ 15,000
Police Lieutenant	\$ 11,000	\$ 13,000
Police Officer	\$ 6,200	\$ 9,350
Police Records Coordinator	\$ 6,134	\$ 7,567
Police Records Technician	\$ 3,780	\$ 4,595
Police Sergeant	\$ 7,500	\$ 11,135
Police Services Assistant	\$ 3,413	\$ 4,232
Program Coordinator (4)	\$ 4,310	\$ 5,306
Public Works Dir./City Engineer	\$ 11,507	\$ 14,612
Public Works Inspector I	\$ 5,282	\$ 6,573
Public Works Inspector II	\$ 6,208	\$ 7,677
PW Maintenance Laborer I	\$ 3,187	\$ 3,934
PW Maintenance Laborer II	\$ 3,665	\$ 4,524
Records Management Clerk	\$ 3,997	\$ 4,455
Recreation Manager (5)	\$ 6,708	\$ 8,220
Recreation & Events Coordinator	\$ 4,310	\$ 5,306
Senior Accountant	\$ 7,029	\$ 8,619
Senior Accounting Technician	\$ 4,907	\$ 6,073
Senior Civil Engineer	\$ 7,932	\$ 9,842
Senior Planner	\$ 7,093	\$ 8,838
Streets Maintenance Foreman	\$ 5,466	\$ 6,429
Tree Laborer	\$ 3,049	\$ 3,705

* Denotes 2/14/17 changes from the FY 16/17 Salary Schedule

1- Employee serves in two positions (Human Resources Manager)

2- One of two employee serves in both positions (Code Enforcement Officer)

3- Employee serves in two positions (Paralegal)

4- Employee serves in two positions (YMWO Program Coordinator)

5- Employee serves in added capacity of Website Coordinator



City of Oakley
FY 16-17 Salary Schedule

Effective Date: 2.15.2017

Approved 2.14.17

Position	2016-17 Range	
	Minimum Hourly	Maximum Hourly
Accounting Assistant	\$ 15.00	\$ 20.00
Administrative Assistant	\$ 14.00	\$ 19.00
Assistant to the Chief of Police	\$ 18.50	\$ 30.05
Facilities Attendant	\$ 10.00	\$ 12.00
Intern	\$ 10.00	\$ 12.00
Seasonal Public Works Laborer	\$ 11.00	\$ 15.00
Park Monitor	\$ 10.50	\$ 14.00
Police Services Assistant	\$ 18.00	\$ 23.00
Receptionist	\$ 11.00	\$ 15.50
Recreation Aide	\$ 10.00	\$ 12.00
Recreation Leader	\$ 11.00	\$ 13.50
Sports Field Maintenance	\$ 10.00	\$ 12.00
Senior Recreation Leader	\$ 11.50	\$ 15.50
Lifeguard	\$ 10.50	\$ 12.50