



## Legislation Text

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**File #:** 19-284, **Version:** 1

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*Report Prepared by: Deneen Proctor, Director of Support Services*

**SUBJECT:** Approval of Citywide Classification Study and Adoption of Resolution to Amend the Classification and Pay Plans by Establishing New Job Classifications and Salary Ranges, Amending Job Classification Titles and Deleting Job Classifications and Amending the Budget Allocation by Adding a Community Liaison Position to the Police Department Budget and Deleting a Recreation Supervisor Position from the Police Department Budget

### REPORT IN BRIEF

Considers approving the Citywide Classification Study and adopting a Resolution updating the City's Classification and Pay Plans and Amending the Budget Allocation by Adding a Community Liaison Position to the Police Department Budget and Deleting a Recreation Supervisor from the Police Department Budget.

### RECOMMENDATION

**City Council** - Adopt a motion:

- A. Adopting **Resolution 2019-41**, a Resolution of the City Council of the City of Merced, California, updating the classification plan by amending current classification titles, establishing new classification titles, and deleting obsolete classification titles; and,
- B. Approving the addition of a Community Liaison position in the General Fund 001 Police Administration; and,
- C. Approving the deletion of a Recreation Supervisor position in the General Fund 001 Police Administration.

### ALTERNATIVES

- 1. Approve as recommended; or
- 2. Deny; or
- 3. Refer to staff for further study; or
- 4. Take no action.

### AUTHORITY

Article VII, Section 710, of the Merced City Charter, and as recommended by the Merced City Personnel Board.

### CITY COUNCIL PRIORITIES

As provided in the 2018-2019 Adopted Budget.

## DISCUSSION

In 1998, the City of Merced conducted a formal Classification Study. Over the past two decades, several changes including technological advances, regulatory updates and departmental restructuring have altered the needs of job classifications needed by the City. As a result of these changes, the City Council retained the services Ralph Anderson and Associates to work with the Support Services Department to conduct a citywide classification study that evaluated the job titles and requirements of current positions and to make recommendations to bring them in line with industry standards.

After the selection of Ralph Anderson and Associates as the vendor, Doug Johnson traveled to the Civic Center and held a citywide informational meeting with employees. Mr. Johnson provided employees information on what to expect from the beginning to the end of the process. All employees were then asked to complete a job analysis survey that outlined the essential duties of their respective positions. In the survey, employees were given an opportunity to request an interview with a representative from Ralph Anderson and Associates. The vendor then interviewed the employees that requested interviews and also interviewed all employees that were classified in single incumbent positions.

The vendor then drafted job descriptions for more than 160 positions. The draft job descriptions were reviewed by the employees, the department and then sent back to the vendor for preparation of the final draft. During the entire process staff worked closely with employee bargaining groups keeping them apprised of the progress and also made themselves available to answer questions about the draft documents as they were being finalized.

The citywide classification study is now complete and all of the job descriptions have been reviewed and approved by the Personnel Board.

At this time the Personnel Board is recommending the City Council approve the Resolution amending, adding and deleting the Job titles and Classification Plan as reflected in the attached resolution and as outlined below.

### Amend Job Classifications

The following list provides a summary of the job descriptions that have title changes. The salary range for these positions will remain the same in the new class titles as the current class titles.

<b>Current Class Title</b>	<b>New Class Title</b>
Accountant III	Senior Accountant
Assistant to the City Manager	Senior Management Analyst
Building Maintenance Worker I/II	Facilities Maintenance Worker I/II
Clerk Typist I/II	Office Assistant I/II
Collection System Worker II/III	Sewers/Storm Drain Worker II/III
Director of Support Services	Director of Human Resources
Development Associate	Economic Development Associate
Environmental Control Officer I/II	Environmental Compliance Officer I/II
Executive Secretary	Executive Assistant

Housing Finance Specialist	Housing Specialist
Fire Marshal	Deputy Fire Marshal
Insurance Coordinator	Risk Analyst
Instrumentation and Electrical Technician	Instrumentation, Control/Electrical Technician
Land Application Program Lead	Lead Land Application
Lead Main Sewers/Storm Drains	Lead Sewers/Storm Drains
Legal Secretary	Legal Administrative Assistant
Maintenance Worker I/II (Assigned to WWTP)	Land Application Worker I/II
Park Worker III	Lead Park Worker
Payroll Coordinator	Payroll Supervisor
Personnel Coordinator	Human Resources Analyst
Personnel Technician I/II/III	Human Resources Technician I/II/III
Police Clerk I/II	Police Records Clerk I/II
Pump Operator	Water Systems Operator
PWS-Lab/Environmental Control	PWS - Environmental Compliance
	PWS - Laboratory
PWS-Main Sewers/Storm Drains	PWS-Sewers/Storm Drains
PW Sewer Coll Sys/Storm Drains Worker I	Sewers/Storm Drain Worker I/II/III
Refuse Equipment Operator Trainee	Refuse Equipment Operator I
Refuse Equipment Operator	Refuse Equipment Operator II
Safety Specialist	Safety Coordinator
Secretary III	Administrative Assistant III
Secretary I/II	Administrative Assistant I/II
Street Sweeper Operator Trainee	Street Sweeper Operator I
Street Sweeper Operator	Street Sweeper Operator II
Supervising Police Dispatcher	Communications Systems Supervisor
Water Conservation Specialist	Water Conservation Coordinator
Water Systems Technician I/II/III	Water Distribution Operator I/II/III

The citywide job classification found the lead dispatcher job class performs work that is comparable to job classification in the supervisory unit. The City is currently working through the process outlined in the Employee-Employer Organization Relations Resolution to assign the appropriate unit to the new job classification of Dispatcher Shift Supervisor. Once this process is completed, staff will return to the Council to have the title change approved.

### Amend Pay Plan

In a few instances, the recommendation is the creation of new job classifications along with the establishment of the salary range for these new positions.

Community Liaison  
Paralegal Office Administrator  
Refuse Equipment Operator III

The citywide job classification study found the Recreation Supervisor position assigned to the Police division performs work that is comparable to the duties of the Community Liaison job classification. Therefore, the Police Division is requesting to delete the Recreation Supervisor position assigned to Police and add the Community Liaison position. The Community Liaison job classification will be

placed in the Merced Police Officer Association unit.

Obsolete Classifications

Departments have also determined that the following job classifications are no longer needed and have proven over time to be obsolete:

Airport Maintenance Worker  
Animal Control Officer I  
Animal Control Officer II  
Apprentice Electrician  
Assistant Architect  
Assistant Chief Building Official  
Associate Architect  
Capital Improvement Coordinator  
Code Enforcement Officer  
Computer Operator  
Development Coordinator  
Development Manager  
Fire Fighter II  
Fire Inspector Trainee  
Fleet Maintenance Lead Worker  
GIS Data Systems Technician  
Housing Program Manager  
Housing Rehab Specialist I  
Housing Rehab Specialist II  
Insurance Clerk I  
Insurance Clerk II  
Interim Fire Deputy Chief  
Land Engineer  
Lead Tree Trimmer  
Lead Worker Refuse  
Lead Worker Utilities  
Legislative Director  
Maintenance Worker III  
NPDES Coordinator  
Parts Clerk  
Payroll Accountant  
Personnel Analyst  
Personnel Manager  
Pesticide Applicator I  
Pesticide Applicator II  
Police Commander  
Police Community Aide  
Police Corporal  
Police Secretary III  
Principal Architect  
Principal Civil Engineer  
Public Information Officer

Public Utilities Inspector  
Recreation Manager  
Redevelopment Technician  
Senior Architect  
Senior Lab Technician  
Supervising Fire Inspector  
Supervising Plans Examiner  
Urban Forestry Supervisor  
Water Engineer  
Water System Irrigation Maintenance Worker  
Water Treatment Plant Operator I/II  
Welder I/II  
WWTP Operator Trainee  
WWTP Superintendent

### **IMPACT ON CITY RESOURCES**

No additional appropriation is needed.

### **ATTACHMENTS**

1. Resolution
2. Classification Report City of Merced May 2019