



## Legislation Text

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**File #:** 19-635, **Version:** 1

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

**SUBJECT:** Adoption of Resolution Amending the Classification and Pay Plan, Approving the New Job Classification of Housing Program Manager and Adding the Wastewater Treatment Plant Operator Trainee Back to the Classification Plan Along with Changing the Job Title of Mechanic III to Lead Mechanic

### REPORT IN BRIEF

Considers approving the new job classification of Housing Program Manager, deleting the classification of Housing Program Supervisor and adding back the Wastewater Treatment Plant Operator Trainee which was inadvertently deleted during the approval of the Citywide Classification Study and Re-Titling the Mechanic III as Lead Mechanic.

### RECOMMENDATION

**City Council** - Adopt a motion:

- A. Adopting **Resolution 2019-74**, a Resolution of the City Council of the City of Merced, California amending the classification plan by amending the personnel allocation in the Housing Division by deleting one Housing Program Supervisor and adding one Housing Program Manager Position, and adding the job description and establishing the salary range for Housing Program Manager; and,
- B. Approving a Supplemental Appropriation in the amount of \$25,000 from Fund 017-Development Services as a direct service charge to Fund 070-Housing Administration for the new Housing Manager's time spent on non-grant housing related activities; and,
- C. Approving the addition of the Wastewater Treatment Plant Operator Trainee position back in to the City's job classifications; and,
- D. Approving the new title of Lead Mechanic which will replace the title of Mechanic III in the City's job classification.

### 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 2019-2020 Adopted Budget.

## **DISCUSSION**

### Housing Division

Currently the Housing Division is comprised of the positions of Housing Program Supervisor, Housing Specialist and Housing Program Specialist. The Director of Development Services is recommending the Housing Program Supervisor position, which is currently vacant, be replaced with the classification of Housing Program Manager. The Housing Program Manager is a classification the City has had in the past but was removed when the needs of the department changed. With the changes in housing programs at the state level, including 18 new pieces of legislation, the incumbent that will serve in this capacity will need to stay apprised of many new developments on the housing front. This position will be required to deal with broader policy issues along with implementing the City's Housing Element and related policies. One of the main focuses of this position will be the creation and improvement of affordable housing and the elimination of substandard housing in the community. The Housing Program Manager would replace the position of Housing Program Supervisor and the Housing Program Supervisor would be deleted from the City's classification plan. The salary schedule is attached and the position will be in the Middle Management Bargaining Unit.

The new Housing Manager will be funded out of Fund 070-Housing Administration. This fund receives revenue from housing grants, housing program income, and Low and Moderate Income Housing (Housing Successor Agency) based on activity delivery costs or administrative costs. It is anticipated that the Housing Manager will be spending a portion of time on activities that cannot be funded by these programs. Therefore; Development Services will need to pay direct service charges for certain tasks including policy issue review, City's Housing Element Plan, and general housing issues.

### Public Works Department

On July 15, 2019 the City brought forth and the City Council approved the Citywide Classification Study. Included in that administrative report was the deletion of certain obsolete classifications in the City. One of the classifications that was deleted was the Wastewater Treatment Plant Operator Trainee. This classification was inadvertently deleted and should remain in the City's classification plan.

One additional clean up item from the Citywide Classification study is that of the position of Mechanic III. The Mechanic III in the Fleet Division of Public Works serves in a lead capacity over the Mechanic I/II and the Equipment Service Workers. This position should be re-titled with the title of Lead Mechanic. All duties and salary for this position will remain the same. This classification will remain in the MACE Bargaining Unit.

## **IMPACT ON CITY RESOURCES**

A supplemental appropriation in the amount of \$25,000 from Fund 017-Development Services to Fund 070-Housing Administration as a direct service charge is recommended in order for the

Housing Manager to work on non-grant related housing tasks.

**ATTACHMENT**

1. Resolution 2019-74