

CITY OF YUBA CITY
STAFF REPORT

Date: March 18, 2008
To: Honorable Mayor & Members of the City Council
From: Human Resources
Presentation By: Steven R. Jepsen, City Manager

Summary

Subject: Classification Studies and Salary Adjustments

Recommendation: Adopt a Resolution of the City Council of the City of Yuba City authorizing the Director of Finance to amend the salary schedule to reflect job title changes and salary adjustments for the Director of General Services, Director of Finance, Information Technology Analyst and Information Technology Supervisor as recommended in the staff report.

Fiscal Impact: \$7,700 to the Finance Department budget;
\$5,500 to the General Services Division budget;
\$1,800 to Fleet Maintenance ISF; and
\$5,100 to the IT Division budget.

Background:

In the budget for Fiscal Years 2007/08 and 2008/09, the City Council approved restructuring of key staff due to vacancies and to flatten the management structure in Finance, I/T and General Services. The transition called for the creation of a Director of Finance and a Director of General Services over the two years of the new budget. Therefore, two new executive level positions were created and three mid-manager positions were eliminated. The immediate salary savings on the General Fund was \$140,000. The goal was to have the transition completed by January 1, 2008.

Analysis:

City staff completed a review of the new directors' areas of responsibility and revised the job descriptions to reflect the new scope of the positions and the related job duties. The Director of Finance has the full responsibility for overseeing the Finance Department which includes water/sewer billing and collections, business licenses, accounts payable, accounts receivable, grants management, accounting, payroll and the City's budget. The position will also be assuming more oversight of the City's investments in the future.

The Director of General Services will be providing oversight of the Information Technology Division, purchasing, fleet maintenance and building maintenance. Previously, there were two mid-managers who were responsible for these divisions.

Classification studies were completed for the Information Technology Supervisor and the GIS Coordinator as these two positions have been impacted by the mid-manager's promotion to Director of General Services. Both incumbents were interviewed and completed questionnaires to provide

information on their current duties, responsibilities and functions to determine what, if any, changes had occurred for their positions. Input was also provided by their supervisor.

The GIS Coordinator is now involved in more computerized systems, databases and additional forms of technology than the hardware and software systems outlined in the current job description thereby broadening the scope of the classification. A more appropriate job title of Information Technology Analyst is recommended.

The Information Technology Supervisor's position has been evolving over the past few years. With the promotion of the Information Technology Manager to the Director of General Services, the incumbent now prioritizes, directs and coordinates customer service activities of the IT Division on a daily basis and does the research and analyses to determine appropriate recommendations for requests for service. Once approved by the Director, the incumbent has the responsibility to implement the appropriate responses and related activities. Due to the Director now being off-site, he is not as involved in the day-to-day activities of the division with the responsibility falling on the Information Technology Supervisor thus requiring him to perform increased hands-on administrative, supervisory and management functions.

It is staff's recommendation based on a review of market data and internal relationships, that the salary schedule be adjusted to reflect the following increases for the above modifications as reflected in the following chart. Each of the classifications has one incumbent. After making the salary adjustments, there will still be a net savings to the City of \$122,000 after adjusting the initial reported savings to the General Fund of \$140,000.

	Current	Current	Proposed	Proposed
Job Title	First Step	Top Step	First Step	Top Step
Director of Finance				
Monthly Salary	\$7,755	\$9,427	\$9,351	\$11,366
Director of General Services				
Monthly Salary	\$7,317	\$8,894	\$8,125	\$10,800
Information Technology Analyst				
Monthly Salary	\$4,600	\$5,592	\$4,969	\$6,040
Information Technology Supvr.				
Monthly Salary	\$4,830	\$5,871	\$5,467	\$6,644

Fiscal Impact:

Finance Department: \$7,700
 General Services Department: \$5,500
 Fleet Maintenance ISF \$1,800
 I/T Division \$5,100

Alternatives:

Do not amend the salary schedule reflecting the increased salaries.

Recommendation:

Adopt a Resolution of the City Council of the City of Yuba City authorizing the Director of Finance to amend the salary schedule to reflect job title changes and salary adjustments for the Director of General Services, Director of Finance, Information Technology Analyst and Information Technology Supervisor as recommended in the staff report.

Prepared By:



Susan Pearson
Director of Human Resources

Submitted By:



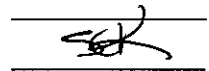
Steven R. Jepsen
City Manager

Reviewed By:

Finance

City Attorney

Assistant City Manager



RESOLUTION NO. 08-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE COMPENSATION OF CERTAIN EMPLOYEES AND
REFLECTING ORGANIZATIONAL CHANGES AS OUTLINED

BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF YUBA CITY AS FOLLOWS:

WHEREAS, the job titles and salaries of the employees of the City of Yuba City, who are employed now or will be employed in the future are fixed and determined as hereinafter set forth in the attached Salary schedule, and;

WHEREAS, when opportunities for realignment of City resources to more effectively and efficiently meet the needs and demands for customer services is present, City staff exercises a review of workload needs to assess proper levels of staffing, and;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

Section I: The salary schedule shall reflect the following classification and salary range amendments to the various Departmental budgets as it relates to staff allocation:

FROM:

<u>JCN</u>	<u>TITLE</u>	<u>First Step</u>	<u>Top Step</u>					
8020	Chief Financial Officer	\$7,755	\$9,427					
8080	General Services/IT Director	\$7,317	\$8,894					
6064	Geographic Info Systems Coordinator	<u>1</u> \$4,600	<u>2</u> \$4,830	<u>3</u> \$5,072	<u>4</u> \$5,326	<u>5</u> \$5,592		
6075	Information Technology Supervisor	<u>1</u> \$4,830	<u>2</u> \$5,071	<u>3</u> \$5,325	<u>4</u> \$5,591	<u>5</u> \$5,871		

TO:

<u>JCN</u>	<u>TITLE</u>	<u>First</u> <u>Step</u>	<u>Top</u> <u>Step</u>			
8020	Director of Finance	\$9,351	\$11,366			
8080	Director of General Services	\$8,125	\$10,800			
6064	Information Technology Analyst	<u>1</u> \$4,969	<u>2</u> \$5,217	<u>3</u> \$5,478	<u>4</u> \$5,752	<u>5</u> \$6,040
6075	Information Technology Supervisor	<u>1</u> \$5,467	<u>2</u> \$5,740	<u>3</u> \$6,027	<u>4</u> \$6,328	<u>5</u> \$6,644

Section 2: The Director of Finance is hereby authorized to make the necessary budget adjustments to implement the provisions to become effective beginning of the payroll period including date of the Resolution.

The foregoing Resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the ___ day of _____ 200_.

AYES:

NOES:

ABSENT:

Rory Ramirez, Mayor

ATTEST:

Terrel Locke, City Clerk