

CITY OF YUBA CITY
STAFF REPORT

Date: April 2, 2019

To: Honorable Mayor & Members of the City Council

From: Public Works Department

Presentation by: Benjamin K. Moody, Interim Assistant Public Works Director

Summary

Subject: Public Works Department Classification and Compensation Adjustments

Recommendation: A. Adopt a Resolution authorizing the Finance Director to amend the salary schedule to reflect the organizational changes within the Public Works Department as outlined in the staff report.

B. Adopt a Resolution authorizing the reclassification of positions within the Public Works Department as outlined in the staff report.

C. Authorize the Finance Director to make budget adjustments as necessary.

Fiscal Impact: \$60,500 annually – Costs will be distributed between the Water Fund, Wastewater Fund, and per the City's Cost Allocation Plan.

Purpose:

To provide the classification and compensation options necessary to recruit and retain crucial roles within the Public Works Department.

Background:

The Public Works Department has identified the need to modify the organizational structure of the Department in order to address operational needs, recruitment difficulties, and retention issues. Staff has coordinated with the representative bargaining units to confirm their acceptability as it pertains to both the proposed changes and the incumbent employees. A summary of the recommended changes is outlined below.

Temporary Assistant Public Works Director:

In February 2019, the Public Works Director assumed the duties of the City Manager in an interim role, which has required a portion of the daily duties of that role to be delegated to mid-management within the Department. The City's current management structure calls for an "Assistant" Director to serve in the capacity of the Director in their absence. At this time, the Assistant Public Works Director – Utilities position within the Department is vacant and is being filled on an interim basis by the Deputy Public Works Director – Engineering. Additionally, the proposed changes to the utilities mid-management position proposed below would substitute the Assistant Public Works Director – Utilities position with a Utilities Superintendent.

Utilities Superintendent:

Prior to the merging of the Public Works and Utilities Departments in 2009, the Utilities Department had a Director and two Assistant Utilities Directors. With the merging of the Departments, the Utilities Director was eliminated and the Assistant Director positions were changed to Deputy Public Works Directors; however, due to the inability to find qualified candidates for the Deputy Public Works Director – Water position, the position was removed and the Deputy Public Works Director – Wastewater position was changed to Deputy Public Works Director – Utilities, overseeing both treatment plant operations.

The incumbent Deputy Public Works Director – Utilities transferred to another position within the Department in 2016 and retired in 2017, leaving no Mid-Managers to directly oversee the Water Treatment Plant and Wastewater Treatment Facility.

In 2017, the vacant position was changed to an Assistant Public Works Director – Utilities in order to increase the ability to find qualified candidates to serve in the Mid-Manager role for utilities operations. Staff has previously attempted to employ a recruiting firm to initiate the search to fill the position, but the firm was unwilling to accept the work due to the difficulty in filling mid-management positions of this nature. This has left the utilities divisions without a Mid-Manager for an extended period.

Laboratory Analyst I/II and Assistant:

The Water/Wastewater Laboratory currently has three Laboratory Technicians and two Laboratory Assistants budgeted, which serve to conduct the day-to-day laboratory tasks, including sampling, testing, and analysis for the City's utilities divisions, regional municipal utilities, and commercial customers. The Department has faced significant difficulty in retaining qualified candidates for these positions due to the inadequate compensation schedule for these technical positions compared to neighboring agencies and other opportunities in related fields. For example, only one employee hired within the last five years currently remains in the Laboratory Technician classification and no employees currently remain in the Laboratory Assistant classification, although three persons have been hired in the Laboratory Technician series and three persons in the Laboratory Assistant series within that timeframe.

Analysis:

Temporary Assistant Public Works Director:

Staff recommends that an Assistant Public Works Director position be created and temporarily staffed to provide overall Department daily management while the Public Works Director serves as Interim City Manager. Staff is requesting that an Assistant Public Works Director position be created directly under the Public Works Director in the organizational structure to fill this need and provide additional management and administrative support for all divisions of the Public Works Department (Attachment 3).

This job classification is proposed to be filled as needed. At this time, staff is recommending that the position be filled while the Public Works Director is acting as the Interim City Manager. Staff will return to Council in the event of personnel changes affecting this position.

The salary for the Assistant Public Works Director will be equivalent to the current Assistant Public Works Director – Utilities position.

Utilities Superintendent:

Staff is requesting the creation of a Utilities Superintendent position as a mid-management option for supervision of the utilities treatment plants. The Utilities Superintendent classification would provide a position to serve in the vacant Mid-Manager capacity in a practical manner without requiring the more stringent education and license requirements that made the recruitment for the Assistant Public Works Director – Utilities unsuccessful.

The salary for the Utilities Superintendent will be set above the First Level utilities supervisors and equivalent to the current Deputy Public Works Director – Engineering.

Laboratory Staff:

Staff is requesting that the currently budgeted Laboratory Technician classification series be replaced with a Laboratory Analyst series and that the Laboratory Assistant classification series receive a compensation increase.

A job specification analysis was performed on several regional municipal laboratories in order to determine the appropriate job classifications for the work currently performed by laboratory staff. The job descriptions were evaluated and changes were made to the Laboratory Technician description to convert it to a Laboratory Analyst classification, including increasing the minimum qualifications from an Associate of Science degree to a Bachelor of Science degree.

All incumbent Laboratory Technicians possess the minimum qualifications for the proposed Laboratory Analyst series.

The salary schedule for the Laboratory Analyst series was based upon the median salary of comparable cities, with a 10% separation between the top steps of the Laboratory Analyst II and Laboratory Analyst I positions. Staff believes it is also important to update the Laboratory Assistant position while updating the Laboratory Analyst classification. As the Laboratory Assistant position is a separate position from the Lab Analyst series with differing responsibilities and qualifications, staff is proposing a 20% separation between the top step of the Laboratory Analyst I and Laboratory Assistant.

Fiscal Impact:

The proposed personnel modifications are estimated at an annual additional cost of \$60,500. The cost breakout per position is delineated in the attached Cost Estimate (Attachment 4).

The proposed costs will affect seven (7) budgeted positions. Costs will be distributed between the Water Fund, Wastewater Fund, and per the City's Cost Allocation Plan, per the existing funding structures.

This is an increase to the City's annual operating cost; however, the modification is proposed to fulfill the long-term goal to meet the City's needs as efficiently as possible by recruiting and retaining essential employees and minimizing the costs associated with staff turnover.

The proposal for existing employees with the proposed implementation would be that they receive a minimum 7.5% pay rate increase, which is consistent with the reclassified employees approved by Council on June 5, 2018.

Alternatives:

1. Do not make the modifications now and direct staff to submit the requested changes through the budget process.
2. Approve a portion of the requested modifications and provide alternative direction to staff on the rejected modifications.

Recommendation:

- A. Adopt a Resolution authorizing the Finance Director to amend the salary schedule to reflect the organizational changes within the Public Works Department as outlined in the staff report.
- B. Adopt a Resolution authorizing the reclassification of positions within the Public Works Department as outlined in the staff report.
- C. Authorize the Finance Director to make budget adjustments as necessary.

Attachments:

1. Resolution – Salary Schedule
2. Resolution – Reclassification
3. Proposed Organizational Chart
4. Cost Estimate

Prepared by:

/s/ Benjamin K Moody
Benjamin K. Moody
Interim Assistant Public Works Director

Submitted by:

/s/ Diana Langley
Diana Langley
Interim City Manager

Reviewed by:

Finance

RB

City Attorney

SLC by email

ATTACHMENT 1

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE FINANCE DIRECTOR TO AMEND THE SALARY SCHEDULE TO
REFLECT ORGANIZATIONAL CHANGES WITHIN THE PUBLIC WORKS
DEPARTMENT**

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

SECTION I.

The Salary Schedule and Compensation Plan shall reflect the following salary adjustments and title changes:

TEMPORARY ASSISTANT PUBLIC WORKS DIRECTOR:

ADD:

JCN	TITLE	1		2		3		4		5
	Assistant Public Works Director	\$9,634		\$10,116		\$10,622		\$11,153		\$11,711
		\$55.58		\$58.36		\$61.28		\$64.34		\$67.56
JCN	TITLE	1	2	3	4	5	6	7	8	9
	Assistant Public Works Director	\$9,634	\$9,875	\$10,116	\$10,369	\$10,622	\$10,888	\$11,153	\$11,432	\$11,711
		\$55.58	\$56.97	\$58.36	\$59.82	\$61.28	\$62.82	\$64.34	\$65.95	\$67.56

UTILITIES SUPERINTENDENT:

ADD:

JCN	TITLE	1		2		3		4		5
	Utilities Superintendent	\$8,538		\$8,965		\$9,413		\$9,884		\$10,379
		\$49.26		\$51.72		\$54.31		\$57.02		\$59.88
JCN	TITLE	1	2	3	4	5	6	7	8	9
	Utilities Superintendent	\$8,538	\$8,752	\$8,965	\$9,189	\$9,413	\$9,649	\$9884	\$10,131	\$10,379
		\$49.26	\$50.49	\$51.72	\$53.01	\$54.31	\$55.67	\$57.02	\$58.45	\$59.88

LABORATORY ANALYST I/II AND ASSISTANT:

FROM:

JCN	TITLE	1	2	3	4	5				
4064	Laboratory Assistant	\$2,876	\$3,020	\$3,171	\$3,330	\$3,497				
		\$16.59	\$17.42	\$18.29	\$19.21	\$20.17				
4130	Laboratory Technician I	\$3,451	\$3,624	\$3,805	\$3,995	\$4,195				
		\$19.91	\$20.91	\$21.95	\$23.05	\$24.20				
4181	Laboratory Technician II	\$3,800	\$3,990	\$4,190	\$4,399	\$4,619				
		\$21.92	\$23.02	\$24.17	\$25.38	\$26.65				
JCN	TITLE	1	2	3	4	5	6	7	8	9
5064	Laboratory Assistant	\$2,876	\$2,948	\$3,020	\$3,096	\$3,171	\$3,251	\$3,330	\$3,413	\$3,497
		\$16.59	\$17.01	\$17.42	\$17.86	\$18.29	\$18.76	\$19.21	\$19.69	\$20.17
5130	Laboratory Technician I	\$3,451	\$3,538	\$3,624	\$3,715	\$3,805	\$3,900	\$3,995	\$4,095	\$4,195
		\$19.91	\$20.41	\$20.91	\$21.43	\$21.95	\$22.50	\$23.05	\$23.63	\$24.20
5181	Laboratory Technician II	\$3,800	\$3,895	\$3,990	\$4,090	\$4,190	\$4,295	\$4,399	\$4,509	\$4,619
		\$21.92	\$22.47	\$23.02	\$23.60	\$24.17	\$24.78	\$25.38	\$26.01	\$26.65

TO:

JCN	TITLE	1	2	3	4	5				
4064	Laboratory Assistant	\$3,400	\$3,570	\$3,748	\$3,935	\$4,132				
		\$19.62	\$20.60	\$21.62	\$22.70	\$23.84				
	Laboratory Analyst I	\$4,080	\$4,284	\$4,498	\$4,723	\$4,959				
		\$23.54	\$24.72	\$25.95	\$27.25	\$28.61				
	Laboratory Analyst II	\$4,488	\$4,712	\$4,948	\$5,195	\$5,455				
		\$25.89	\$27.18	\$28.55	\$29.97	\$31.47				
JCN	TITLE	1	2	3	4	5	6	7	8	9
5064	Laboratory Assistant	\$3,400	\$3,485	\$3,570	\$3,659	\$3,748	\$3,842	\$3,935	\$4,034	\$4,132
		\$19.62	\$20.11	\$20.60	\$21.11	\$21.62	\$22.17	\$22.70	\$23.27	\$23.84
	Laboratory Analyst I	\$4,080	\$4,182	\$4,284	\$4,391	\$4,498	\$4,611	\$4,723	\$4,841	\$4,949
		\$23.54	\$24.13	\$24.72	\$25.33	\$25.95	\$26.60	\$27.25	\$27.93	\$28.61
	Laboratory Analyst II	\$4,488	\$4,600	\$4,712	\$4,830	\$4,948	\$5,072	\$5,195	\$5,325	\$5,455
		\$25.89	\$26.54	\$27.18	\$27.87	\$28.55	\$29.26	\$29.97	\$30.72	\$31.47

SECTION II.

The above modifications shall become effective with the payroll period beginning April 13, 2019.

The Finance Director is hereby authorized to amend the salary schedule to reflect the adjustments, establish the salary steps, and make the supplemental appropriations as outlined in the staff report and resolution.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 2nd day of April 2019.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

Patricia Buckland, City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP

ATTACHMENT 2

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE RECLASSIFICATION OF POSITIONS WITHIN THE PUBLIC WORKS
DEPARTMENT**

WHEREAS, the efficiency of governmental operations is of paramount concern to the City Council, City Management, and taxpayers alike; and

WHEREAS, the City periodically evaluates changes in responsibilities and duties performed by employees subsequent to structural changes in the configuration of departments.

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

SECTION I.

- One Laboratory Technician I shall be reclassified to a Laboratory Analyst I.
- Two Laboratory Technician II's shall be reclassified to Laboratory Analyst II's.

SECTION II.

The above modifications shall become effective with the payroll period beginning April 13, 2019.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed, and adopted at a regular meeting thereof held on the 2nd day of April 2019.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

Patricia Buckland, City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP

ATTACHMENT 3

ATTACHMENT 4

**PUBLIC WORKS REORGANIZATION
COST ESTIMATE
STAFF REPORT 04/02/19**

Position	Salary	Benefits	Total
Deputy PW Director - Engineering	\$ 128,624	\$ 55,712	\$ 184,336
Assistant Public Works Director	\$ 144,967	\$ 61,821	\$ 206,788
Increase per year	\$ 16,343	\$ 6,109	\$ 22,452
Positions: 1			\$ 22,452
<i>Note: Fund Source: General /Road/Utilities/Special Dist/User Fees increase</i>			
Assistant PW Director - Utilities	\$ 131,604	\$ 70,147	\$ 201,751
Utilities Superintendent	\$ 116,771	\$ 64,211	\$ 180,982
Savings per year	\$ (14,833)	\$ (5,936)	\$ (20,769)
Positions: 1			\$ (20,769)
<i>Note: Utilities Fund savings</i>			
Laboratory Assistant (Existing)	\$ 39,390	\$ 33,025	\$ 72,415
Laboratory Assistant (Proposed)	\$ 46,343	\$ 35,723	\$ 82,066
Increase per year/position	\$ 6,953	\$ 2,698	\$ 9,651
Positions: 2			\$ 19,302
Laboratory Technician I	\$ 45,832	\$ 35,562	\$ 81,394
Laboratory Analyst I	\$ 54,184	\$ 38,802	\$ 92,986
Increase per year/position	\$ 8,352	\$ 3,240	\$ 11,592
Positions: 1			\$ 11,592
Laboratory Technician II	\$ 55,645	\$ 39,370	\$ 95,015
Laboratory Analyst II	\$ 65,709	\$ 43,274	\$ 108,983
Increase per year/position	\$ 10,064	\$ 3,904	\$ 13,968
Positions: 2			\$ 27,936
Estimated Total Annual Increased Cost			\$ 60,513