

CITY OF YUBA CITY
STAFF REPORT

Date: November 5, 2019
To: Honorable Mayor and Members of the City Council
From: Human Resources Department
Presentation By: Natalie Springer, Human Resources Director

Summary

Subject: Human Resources Job Reclassification – Human Resources Technician I/II to Administrative Analyst I

Recommendation: Adopt a Resolution authorizing the reclassification of the vacant Human Resources Technician I/II to an Administrative Analyst I as outlined in the staff report

Fiscal Impact: Net cost increase of \$5,734.15 for FY 19/20. Salary savings will offset the expense in the current fiscal year. Ongoing costs will be approximately 13,762.00 annually.

Purpose:

To appropriately staff the Human Resources Department to efficiently provide services to employees and the public.

Background:

The Human Resources Department has identified the need to reclassify the Human Resources Technician I/II position to an Administrative Analyst I in order to address operational needs and recruitment/retention challenges for this position. This position supports key functions related to labor relations, workers' compensation claims, family medical leave, payroll and benefit management for City employees and their families.

The Human Resources Department is currently budgeted for five full-time positions including the Human Resources Director, one Human Resources Analyst II, one Human Resources Analyst I, and two Human Resources Technician I/II. One of the HR Technician I/II is responsible for supporting the recruitment and onboarding function in HR – This position is properly classified and will remain unchanged. The other HR Technician I/II position – currently vacant - has been responsible for managing the front counter, as well as supporting benefits, payroll, and labor relations functions. Over the last 18 months, Human Resources has recruited and appointed three different employees to this vacancy, but none were able to successfully fill the role despite extensive training from the current Analyst II and Analyst I employees.

Analysis:

Recently, staff has spent time analyzing the core functions of the position to determine whether or not the Human Resources skill set requirements and functions of the Human Resources Technician position was properly aligned with the classification and corresponding compensation. The analysis included looking at the necessary support for the labor relations function. In recent years, the labor

relations function has become more complex with changing laws and the need to be in contact with the bargaining units on a regular basis, both during a given negotiations cycle and between cycles. The Human Resources Department supports labor relations for eight different bargaining units on an ongoing basis:

Public Employees Union, Local #1
First Level Managers
Mid-Managers
Fire Local 3793
Fire Management
Police Officers' Association
Police Sergeants
Sworn Police Mid-Managers

The labor relations function is currently supported by one Administrative Analyst I. As a result, the assigned staff member, in addition to the regular duties, has spent more than 35 hours per week supporting the negotiations and labor relations process, often at the expense of other duties intended for the position. While a Technician level employee could provide notetaking support during negotiations, the need in Human Resources stretches beyond the notetaking responsibility. Labor relations requires the ability for staff to research data and make recommendations, attend bargaining unit meetings to present the City's information, draft bargaining contract language, and implement bargaining unit language with minimal oversight. In an effort to divide the responsibilities and workload surrounding labor relations in the future, staff recommends a reclassification of the vacant Human Resources Technician I/II position to an Administrative Analyst I. This will provide the needed higher-level staff support for the City's overlapping collective bargaining contracts and the entire labor relations process moving forward. In addition, this new higher-level position will share responsibilities in workers' compensation claims, family medical leave, payroll and benefit management for City employees and their families. With more than 675 people enrolled in City medical benefits and 950 people enrolled in dental/vision benefits, it is imperative that the Human Resources Department recruit and retain a staff member that can accurately and successfully support these important functions with limited oversight. Additionally, with the current Finance Director scheduled to retire at the end of the year, the Human Resources Department anticipates potentially absorbing additional staff functions related to payroll and the salary schedule.

If approved, the Administrative Analyst I position will remain vacant through the holiday period and Human Resources staff will begin recruiting to fill the Administrative Analyst I position on a permanent basis after January 1, 2020. We do not anticipate filling this position before February 2020.

Fiscal Impact:

The proposed changes will result in a net cost increase of \$5,734.15 for FY 19/20. Salary savings will offset the expense in the current fiscal year. Ongoing costs will be approximately \$13,762.00 annually.

The Human Resources Technician I/II is a flexibly staffed position. Because the Human Resources Department has the ability to hire at the Human Resources Technician II level, the above calculations reflect the difference in total compensation between a Human Resources Technician II and an Administrative Analyst I.

Alternatives:

Do not approve the job reclassification and direct staff to submit the requested changes through the budget process.

Recommendation:

Adopt a Resolution authorizing the reclassification of one (1) Human Resources Technician I/II to an Administrative Analyst I as outlined in the staff report.

Attachments:

A. Resolution – Reclassification/Salary Schedule

Prepared By:

/s/ Ciara Wakefield
Ciara Wakefield
Administrative Analyst II

Submitted By:

/s/ Michael Rock
Michael Rock
City Manager

Reviewed By:

Human Resources
Finance
City Attorney

NS
SM
SLC by email

ATTACHMENT A

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE RECLASSIFICATION OF A HUMAN RESOURCES TECHNICIAN I/II
TO ADMINISTRATIVE ANALYST I WITHIN THE HUMAN RESOURCES 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; and

WHEREAS, the Human Resources Director, with approval from the City Manager, has determined additional support is needed at the analyst level in Human Resources;

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

SECTION I.

The currently vacant Human Resources Technician I/II position shall be reclassified to an Administrative Analyst I position and compensated in accordance with the existing publicly-available pay schedule.

SECTION II.

The above modifications shall become effective with the payroll period beginning November 9, 2019. However, the recruitment for the position will not begin until approximately January 1, 2020, with the goal of filling the position in or after February 2020.

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 5th day of November 2019.

AYES:

NOES:

ABSENT:

ATTEST:

Shon Harris, Mayor

Patricia Buckland, City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Stacey Sheston,
Special Counsel, BBK