

CITY OF YUBA CITY
STAFF REPORT

Date: October 7, 2014
To: Honorable Mayor & Members of the City Council
From: Human Resources Department
Presentation by: Natalie Walter, Human Resources Director

Summary

Subject: Classification Changes to positions within the Parks & Recreation and Community Development Departments

Recommendation: Adopt a resolution consolidating the Recreation Supervisor Positions I, II and III into a two level series that is flexibly staffed and replace the Senior Planner position with a Principal Planner while authorizing the Director of Finance to amend the salary schedule as necessary to reflect the consolidations as outlined in the staff report.

Fiscal Impact: Recreation Supervisor Classifications:
\$16,796 in additional salary and benefit costs annually.
Planner Position:
\$14,600 in additional salary and benefit costs annually.

Purpose:

To combine the Recreation Supervisor Positions I, II and III into a two level series that is flexibly staffed, replace the Senior Planner position with a Principal Planner.

Background:Recreation Supervisor Classifications:

Parks and Recreation Department relies on four Recreation Supervisors to provide recreation opportunities to the general public. These positions provide important services and activities for youth, adults and seniors in our community. These positions require a wide variety of skilled experience relating to the service they provide to our community. The current position structure provides for three levels of Recreation Supervisor (I, II, and III).

The Human Resources Director reviewed the job descriptions for Recreation Supervisor and determined an outside review of the clarification series was necessary. An outside consultant, Bryce Consulting, was hired to perform the classification study. Bryce Consulting met onsite with both the involved employees and department head to gather information in order to perform a thorough analysis of the classification series.

Planner Position:

The Community Development Department currently operates with no full-time City Planner which is necessary to manage multiple planning projects. It is for that reason that City Council approved a new Senior Planner position in the Fiscal Year 2014/2015 budget year.

Analysis:**Recreation Supervisor Classifications:**

From the independent classification analysis, it is being recommended that the current three level series (i.e. I, II, and III) be collapsed into a two level series with an entry and journey level. Currently, the Recreation Supervisor I is the entry level, the II is the journey level, and the III level supervises other Recreation Supervisors, according to the job descriptions. However, based on the department's structure and business needs, the III is not supervising other Recreation Supervisors; therefore, there is minimal, if any distinction between the II and III levels.

Under the proposed structure, the II and III levels will essentially be collapsed with the I being the entry level and the II being the journey level. Because the III is currently being used as a journey level supervisor, it is recommended that proposed II be set to the current III salary with the I 10% below the proposed II salary.

The Recreation Supervisor I is the entry level in the series, distinguished from level II by experience necessary to perform the full range of duties assigned to the level II.

The proposed flexibly staffed position reflects the most appropriate organizational structure, is more consistent with industry standards, and still ensures that outstanding professional technical and customer service is provided to our customers.

Planner Position:

The recruitment of a Senior Planner, as approved in the Fiscal Year 2014/2015 budget, was not successful due to a lack of candidates that had skill sets to meet the needs of the department. Given the importance of the position it is recommended that the Senior Planner position be replaced with a Principal Planner. If approved a new recruitment process will commence immediately.

Fiscal Impact:**Recreation Supervisor Classifications:**

\$16,796 in additional salary and benefit costs annually.

Planner Position:

\$14,600 in additional salary and benefit costs annually.

Alternatives:

Do not approve the Classification Changes.

Recommendation:

Adopt a resolution consolidating the Recreation Supervisor Positions I, II and III into a two level series that is flexibly staffed and replace the Senior Planner position with a Principal Planner while authorizing the Director of Finance to amend the salary schedule as necessary to reflect the consolidations as outlined in the staff report.

Prepared by:

/s/Amber Darrach

Amber Darrach
Human Resources Analyst

Submitted by:

/s/Brad McIntire

Brad McIntire
Director of Parks and Recreation

/s/Steven C. Kroger

Steven C. Kroeger
City Manager

Reviewed by:

Finance

RB

City Attorney

TH

Human Resources

NW

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE DIRECTOR OF FINANCE TO AMEND THE SALARY SCHEDULE
FOR THE RECREATION SUPERVISOR I/II AND RECREATION SUPERVISOR III**

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

SECTION I.

The salary schedule shall reflect the following salary adjustments to the Recreation Supervisor I/II and Recreation Supervisor III:

FROM:

JCN	TITLE	1	2	3	4	5
5110	Recreation Supervisor I	\$3,214	\$3,375	\$3,544	\$3,721	\$3,907
		\$18.54	\$19.47	\$21.47	\$21.47	\$22.54
5110/5120	Recreation Supervisor II	\$3,628	\$3,809	\$3,999	\$4,199	\$4,409
		\$20.93	\$21.98	\$23.07	\$24.23	\$25.44
5130	Recreation Supervisor III	\$4,171	\$4,380	\$4,599	\$4,829	\$5,071
		\$24.06	\$25.27	\$26.53	\$27.86	\$29.25

TO:

JCN	TITLE	1	2	3	4	5
5110	Recreation Supervisor I	\$3,628	\$3,809	\$3,999	\$4,199	\$4,409
		\$20.93	\$21.98	\$23.07	\$24.23	\$25.44
5110/5120 5130	Recreation Supervisor II	\$4,171	\$4,380	\$4,599	\$4,829	\$5,071
		\$24.06	\$25.27	\$26.53	\$27.86	\$29.25

SECTION II.

The Director of Finance is hereby authorized to amend the salary schedule to reflect the adjustments, including deleting the Senior Planner Classification and adding the Principal Planner Classification. The forgoing 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 7th day of October 2014.

AYES:

NOES:

ABSENT:

Kash Gill
Mayor

ATTEST:

Terrel Locke
City Clerk