



**Council Meeting: September 27, 2011**

**SUBJECT: Amendment to the Salary Resolution and Classification Plan to Include the Following Classification Title Changes: Wastewater Collections Supervisor; Public Works Supervisor; Water Distribution Supervisor; Wastewater Collections Crew Leader; Public Works Crew Leader; Senior Maintenance Worker; Senior Wastewater Collections Worker; Maintenance Worker I/II; Public Safety Maintenance Worker; WPC Mechanic; Senior WPC Mechanic; Heavy Equipment Operator; WPCP Division Manager; Solid Waste Programs Division Manager; Parks Manager; Community Services Manager; Street Operations Manager; Wastewater Operations Manager; Utility Billing Manager; and, Director of Environmental Services.**

### **BACKGROUND**

The Human Resources Department has undertaken the project of updating the City's job descriptions to more accurately reflect the duties and responsibilities of the position. As part of that project, the Human Resources Department has initiated a review of the classification titles to ensure they accurately describe the position and the appropriate level of responsibilities associated with each position.

### **EXISTING POLICY**

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager. Section 1104, Pay Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time upon recommendation of the City Manager.

### **DISCUSSION**

Over the years, the City has developed non-management classifications that are considered to be supervisory in nature, but haven't included the term supervisor in the classification title. Similarly, the City has developed management classifications that included the term supervisor in the classification title. Because several of the management classifications included the term supervisor in the title, the City chose not to utilize the term of supervisor in non-management classifications.

As a result of the review of the City's classification titles, the Human Resources Department has re-titled the above-referenced classifications to more clearly

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indicate the appropriate supervisor and/or management responsibilities associated with the position.

For example, the proposed classification title of Public Works Supervisor was formerly titled Senior Public Works Leader, despite having first-line supervisory duties. The Street Operations Manager and Wastewater Operations Manager were formerly titled Public Works Supervisor, despite having management responsibilities.

These recommended classification title changes clearly delineate the management classifications and the non-management classifications, as well as the appropriate bargaining group. The goal of the City will be to use the term supervisor in non-management, Sunnyvale Employees' Association classification titles.

For example, the proposed classification title of Public Works Supervisor is represented by the Sunnyvale Employees' Association and the proposed classification titles of Street Operations Manager and Wastewater Operations Manager are represented by the Sunnyvale Managers Association.

Additionally, the Human Resources Department has worked with the newly-created Environmental Services Department (ESD) and the Public Works Department to review their organizational structures and existing classifications. As a result, both the Environmental Services Department and the Public Works Department have requested title changes to existing classifications to more appropriately describe these positions.

The Sunnyvale Employees' Association (SEA) and the Sunnyvale Managers Association (SMA) were provided notice and an opportunity to comment on these classification title changes.

### **FISCAL IMPACT**

There is no fiscal impact related to the recommended classification title changes to the City's Classification Plan and Salary Resolution. These changes are for job titles only and do not impact salary ranges for any of the classifications.

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### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

### **ALTERNATIVES**

1. Adopt resolutions to amend the City's Classification Plan and Salary Resolution to change the classification titles that will become effective on September 28, 2011.
2. Do not approve the recommendation contained in this report.

### **RECOMMENDATION**

Staff recommends Alternative 1: Adopt resolutions to amend the City's Classification Plan and Salary Resolution to change the classification titles that will become effective on September 28, 2011.

Reviewed by:

Teri Silva, Director of Human Resources  
Prepared by: Karen Woblesky, Human Resources Manager

Approved by:

Gary M. Luebbers  
City Manager

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### **Attachments**

- A. Resolution to Amend the Classification Plan
- B. Resolution to Amend the Salary Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE CLASSIFICATION PLAN OF THE CIVIL SERVICE BY REVISING THE JOB CLASSIFICATIONS**

WHEREAS, the City Manager has proposed amendments to the Classification Plan of the Civil Service of the City of Sunnyvale to revise the job classifications for the classification titles of “Wastewater Collections Supervisor,” “Public Works Supervisor,” “Water Distribution Supervisor,” “Wastewater Collections Crew Leader,” “Public Works Crew Leader,” “Senior Maintenance Worker,” “Senior Wastewater Collections Worker,” “Maintenance Worker I/II,” “Public Safety Maintenance Worker,” “WPC Mechanic,” “Senior WPC Mechanic,” “Heavy Equipment Operator,” “WPCP Division Manager,” “Solid Waste Programs Division Manager,” “Parks Manager,” “Community Services Manager,” “Street Operations Manager,” “Wastewater Operations Manager,” “Utility Billing Manager,” and “Director of Environmental Services” to reflect the current job assignments, duties and responsibilities for these classifications; and

WHEREAS, the City Council having considered such proposals and recommendations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The City Council hereby amends the Classification Plan of the Civil Service by revising the classification titles of several positions as set forth in Exhibit A attached hereto and incorporated herein by reference.
2. Except as herein modified, the Classification Plan, Resolution No.143-77, as amended, shall remain in full force and effect.
3. This resolution shall take effect upon adoption.

Adopted by the City Council at a regular meeting held on \_\_\_\_\_, 2011, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
SEAL

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
David E. Kahn, City Attorney

### Classification Title Changes Matrix

<u>Job Code</u>	<u>Current Title</u>	<u>Proposed Title</u>	<u>Job Code</u>
<b><u>SEA Represented</u></b>			
5650	Senior Public Works Leader	Wastewater Collection Supervisor	5910
5650	Senior Public Works Leader	Public Works Supervisor	5640
5800	Senior Water Distribution Crew Leader	Water Distribution Supervisor	5800
5500	Public Works Leader	Wastewater Collections Crew Leader	5920
5500	Public Works Leader	Public Works Crew Leader	5510
5700	Senior Utility Worker	Senior Maintenance Worker	5710
5700	Senior Utility Worker	Senior Wastewater Collections Worker	5930
5860/5850	Public Works Maintenance Worker I/II	Maintenance Worker I/II	5860/5850
7400	Maintenance Worker	Public Safety Maintenance Worker	7400
5400	Plant Mechanic	WPC Plant Mechanic	5400
5425	Senior Plant Mechanic	Senior WPC Plant Mechanic	5425
5050	Equipment Mechanic	Heavy Equipment Operator	5050
<b><u>SMA Represented</u></b>			
0295	Environmental Division Manager	WPCP Division Manager	0295
0275	Solid Waste Program Manager	Solid Waste Programs Division Manager	0275
0330	Parks Supervisor	Parks Manager	0330
0213	Recreation Supervisor	Community Services Manager	0213
0350	Public Works Supervisor	Street Operations Manager	0353
0350	Public Works Supervisor	Wastewater Operations Manager	0352
0315	Revenue Systems Supervisor	Utility Billing Manager	0315
<b><u>Unrepresented</u></b>			
0185	Director of Utilities	Director of Environmental Services	0185

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY’S SALARY RESOLUTION, BY AMENDING THE PAY SCHEDULE**

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add the new classifications of “Wastewater Collections Supervisor,” “Public Works Supervisor,” “Water Distribution Supervisor,” “Wastewater Collections Crew Leader,” “Public Works Crew Leader,” “Senior Maintenance Worker,” “Senior Wastewater Collections Worker,” “Maintenance Worker I/II,” “Public Safety Maintenance Worker,” “WPC Mechanic,” “Senior WPC Mechanic,” “Heavy Equipment Operator,” “WPCP Division Manager,” “Solid Waste Programs Division Manager,” “Parks Manager,” “Community Services Manager,” “Street Operations Manager,” “Wastewater Operations Manager,” “Utility Billing Manager,” and “Director of Environmental Services” for which a pay schedule must be added to the City's Salary Resolution No. 190-05;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Resolution No. 190-05 is hereby amended by modifying Pay Plan Category F (Department Director) by adding the following classification, as set forth below:

<u>Classification</u>	<u>Job Code</u>	<u>From</u>	<u>To</u>
Director of Environmental Services	0185	\$171,033	\$201,215

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Resolution No. 190-05 is hereby amended by modifying Pay Plan Category D/E (Classified Management Employees) by adding the following classifications, as set forth below:

<u>Classification</u>	<u>Job Code</u>	<u>From</u>	<u>To</u>
WPCP Division Manager	0295	\$123,934	\$145,805
Solid Waste Programs Division Manager	0275	\$123,934	\$145,805
Parks Manager	0330	\$91,451	\$107,589
Community Services Manager	0213	\$91,451	\$107,589
Street Operations Manager	0353	\$91,451	\$107,589
Wastewater Operations Manager	0352	\$91,451	\$107,589
Utility Billing Manager	0315	\$110,655	\$130,183

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Resolution No. 190-05 is hereby amended by modifying Pay Plan Category B (Sunnyvale Employee Association) by adding the following classifications, as set forth below:

<u>Classification</u>	<u>Job Code</u>	<u>From</u>	<u>To</u>
Wastewater Collections Supervisor	5910	\$32.5639	\$41.5608
Public Works Supervisor	5640	\$32.5639	\$41.5608

Water Distribution Supervisor	5800	\$33.3767	\$42.5981
Public Works Crew Leader	5510	\$29.6038	\$37.7827
Wastewater Collections Crew Leader	5920	\$29.6038	\$37.7827
Senior Maintenance Worker	5710	\$26.2342	\$33.4822
Senior Wastewater Collections Worker	5930	\$26.2342	\$33.4822
Maintenance Worker I/II	5860/5850	\$23.0292	\$29.3917
		\$24.1806	\$30.8613
Public Safety Maintenance Worker	7400	\$23.0514	\$29.4202
WPC Plant Mechanic	5400	\$32.2896	\$41.2107
Senior WPC Plant Mechanic	5425	\$35.6214	\$45.4629
Heavy Equipment Operator	5100	\$28.2277	\$36.0264

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on \_\_\_\_\_, 2011, by the following vote:

AYES:  
 NOES:  
 ABSTAIN:  
 ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
 City Clerk  
 (SEAL)

\_\_\_\_\_  
 Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
 David Kahn, City Attorney