



**Council Meeting: September 27, 2011**

**SUBJECT: Amendment to the Salary Resolution and Classification Plan to Include the New and Revised Classifications of Water and Sewer Systems Division Manager and Regulatory Programs Division Manager.**

**BACKGROUND**

The Human Resources Department has worked with the Environmental Services Department to analyze the new organization and develop classifications that support the new organizational structure. The organizational analysis included the review of existing classifications, current vacancies and distribution of assignments.

As a result of this organizational analysis, several current vacant classifications were eliminated and two new classifications developed to better perform the duties and responsibilities within the Environmental Services Department: Water and Sewer Systems Division Manager and Regulatory Programs Division Manager.

**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**

The Water and Sewer Systems Division Manager is a new classification that was developed to manage the Field Services function within the Environmental Services Department, as well as being responsible for planning and performing technical activities relative to the potable and recycled water and sanitary and storm sewer systems. The classification placeholder of Water and Sewer Systems Manager was established by earlier City Council action on April 26, 2011, RTC 11-084, and salary placement, Grade 20, \$123,934 - \$145,805/year was also approved by City Council action, RTC 11-084 on April 26, 2011.

The Regulatory Programs Division Manager was revised upward from an existing classification, Regulatory Programs Manager, to better describe the

divisional responsibilities. Responsibilities for this classification include management of the various environmental regulatory and compliance issues, including: stormwater permit, the industrial pretreatment program, environmental enforcement, environmental compliance, the environmental laboratory and landfill post-closure activities. The recommended salary placement of Grade 20, \$123,934 - \$145,805/year is consistent with the three other division manager salary placements within the Environmental Services Department.

The Sunnyvale Managers Association (SMA) has reviewed and is in agreement with the new and revised Water and Sewer Systems Division Manager and Regulatory Program Division Manager job specifications and the associated compensation recommendations.

### **FISCAL IMPACT**

The two new classifications requested are part of the larger organizational change implemented last fiscal year to split the utilities-related operations out of the Department of Public Works and into the newly created Environmental Services Department (ESD). This organizational restructure has resulted in a number of staffing changes, including the creation of new positions/classifications, the closing of existing vacancies for positions no longer necessary, and the reallocation of shared administrative staff between the two departments. The net fiscal impact of all of these actions in aggregate have occurred as a result from the reorganization. In total, this reorganization is expected to yield a slight savings to the total City budget and a reduction to the General Fund.

No budget modifications are necessary.

### **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 include the following new and revised classifications: Water and Sewer Systems Division Manager and Regulatory Programs Division Manager 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 include the following new and revised classifications: Water and Sewer Systems Division Manager and Regulatory Programs Division Manager that will become effective on September 28, 2011.

Reviewed by:

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

Reviewed by:

Grace Leung, Director of Finance

Approved by:

Gary M. Luebbbers  
City Manager

**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 ADDING THE NEW JOB CLASSIFICATION OF WATER AND SEWER SYSTEMS DIVISION MANAGER AND REVISING THE JOB SPECIFICATIONS FOR THE REGULATORY SYSTEMS DIVISION MANAGER**

WHEREAS, the City Manager has proposed amendments to the Classification Plan of the Civil Service of the City of Sunnyvale to add the newly-established job classification of Water and Sewer Systems Division Manager and to add the classification specifications therefore and upgrade the job specifications for the classification of Regulatory Systems Division Manager to reflect the current job assignments, duties and responsibilities for this classification; 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 to add the newly-established job classification of Water and Sewer Systems Division Manager and to add the classification specifications therefore and upgrade the job specifications for the classification of Regulatory Systems Division Manager as set forth in Exhibits A and B 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

**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 PAY PLAN CATEGORY D/E (CLASSIFIED MANAGEMENT EMPLOYEES)**

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add the new classifications of Water and Sewer Systems Division Manager and Regulatory Systems Division Manager 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 D/E (Classified Management Employees) by amending the following classifications, as set forth below:

<b>Classification</b>	<b>Job Code</b>	<b>Grade</b>	<b>Range Minimum</b>	<b>Range Maximum</b>
Water and Sewer Systems Division Manager	0201	20	\$123,934	\$145,805
Regulatory Systems Division Manager	0218	20	\$123,934	\$145,805

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