



Council Meeting: January 31, 2012

SUBJECT: Amendment to the Salary Resolution and Classification Plan to Include the Updated and Re-Titled Classification of Emergency Management Coordinator.

BACKGROUND

The Human Resources Department has worked with the Department of Public Safety to update the classification that covers the duties and responsibilities for emergency services. We are recommending the title of Emergency Management Coordinator that more accurately reflects the position and organizational structure. This classification will replace the current classification of Community Services Officer – Emergency Preparedness Planner.

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 Human Resources Department is working with the Department of Public Safety to update classifications to better describe the duties performed. Currently, the City has a general Community Services Officer classification with specific assignments as sub-classes. One of the sub-class assignments was Community Services Officer – Emergency Preparedness Planner.

This sub-class assignment was updated and re-titled to become a new, single-position classification of Emergency Management Coordinator. The classification of Emergency Management Coordinator clearly identifies the knowledge, skills and abilities that are necessary in order to perform the job.

There is no salary change recommended with the updated and re-titled classification of Emergency Management Coordinator. The Emergency Management Coordinator classification has been benchmarked at the Community Services Officer salary range.

The Sunnyvale Employees Association (SEA) has reviewed and is in agreement with the updated and re-titled Emergency Management Coordinator classification.

FISCAL IMPACT

There is no fiscal impact related to the recommended classification update and title change to the City's Classification Plan and Salary Resolution. The change is to the job title only and does not impact the budget adopted.

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 updated and re-titled Emergency Management Coordinator classification.
2. Do not approve the recommendation contained in this report.

RECOMMENDATION

1. Staff recommends Alternative 1: Adopt resolutions to amend the City's Classification Plan and Salary Resolution to include the updated and re-titled Emergency Management Coordinator classification that will become effective the beginning of the first pay period after January 31, 2012.

Reviewed by:

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

Approved by:

Gary M. Luebbers
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 EMERGENCY MANAGEMENT COORDINATOR BY ADDING THE CLASSIFICATION SPECIFICATIONS THEREFORE

WHEREAS, at the request of the Department of Public Safety, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the newly-established job classification of Emergency Management Coordinator and to add the classification specifications therefore; 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 adding the new job classification title of Emergency Management Coordinator and by adding the classification specifications to read as set forth in Exhibit A attached hereto.
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 at the beginning of the first pay period after January 10, 2012.

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 Kahn, City Attorney

Classification Title Changes Matrix

<u>Job Code</u>	<u>Current Title</u>	<u>Proposed Title</u>	<u>Job Code</u>
<i><u>SEA Represented</u></i>			
2150	Community Services Officer – Emergency Preparedness Planner	Emergency Management Coordinator	2160

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 FOR PAY PLAN CATEGORY B (MISCELLANEOUS CLASSIFIED EMPLOYEES)**

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add the new classification of Emergency Management Coordinator 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 B (Miscellaneous Classified Employees) by adding the following classification, as set forth below:

Classification	Job Code	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Management Coordinator	2160	106	29.3280	30.7944	32.3341	33.9507	35.6483	37.4306

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on _____, 2012, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

 City Clerk
 (SEAL)

 Mayor

APPROVED AS TO FORM AND LEGALITY:

 David Kahn, City Attorney