



**Council Meeting: March 6, 2012**

**SUBJECT: Amendment to the Salary Resolution and Classification Plan to Include the Following Classification Title Changes: Senior Environmental Compliance Inspector; Environmental Compliance Inspector; Collections Specialist; Traffic Engineering Technician I/II; Water Pollution Control Maintenance Manager; Treasury Manager; Superintendent of Community Services; and, Risk Manager**

**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.

**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.

**DISCUSSION**

As part of the job description update project, the Human Resources Department has worked with City Department Directors to review the classification titles. As a result, the above-referenced classifications have been re-titled to better describe the position and the duties performed.

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.

Amendment to the Salary Resolution and Classification Plan to Include the Following Classification Title Changes: Senior Environmental Compliance Inspector; Environmental Compliance Inspector; Collections Specialist; Traffic Engineering Technician I/II; Water Pollution Control Maintenance Manager; Treasury Manager; Superintendent of Community Services; and, Risk Manager.

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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 listed within this report.
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 listed within this report that will become effective on March 7, 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 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 “Senior Industrial Waste Inspector,” “Industrial Waste Inspector,” “Accounting Technician – Collections Specialist,” “Traffic Engineering Assistant I/II,” “Water Pollution Control Maintenance and Facility Manager,” “Finance Manager – Treasury,” “Superintendent of Recreation,” and “Human Resources Manager” 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 \_\_\_\_\_, 2012, 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>			
1349	Senior Industrial Waste Inspector	Senior Environmental Compliance Inspector	1349
1350	Industrial Waste Inspector	Environmental Compliance Inspector	1350
6800	Accounting Technician – Collections Specialist	Collections Specialist	6805
I: 4200 II: 4201	Traffic Engineering Assistant I/II	Traffic Engineering Technician I/II	I: 4200 II: 4201
<b><u>SMA Represented</u></b>			
0395	Water Pollution Control Maintenance and Facility Manager	Water Pollution Control Maintenance Manager	0395
0363	Finance Manager – Treasury	Treasury Manager	0363
0216	Superintendent of Recreation	Superintendent of Community Services	0216
<b><u>Unrepresented</u></b>			
0282	Human Resources Manager	Risk Manager	0285

**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 "Senior Environmental Compliance Inspector," "Environmental Compliance Inspector," "Collections Specialist," "Traffic Engineering Technician I/II," "Water Pollution Control Maintenance Manager," "Treasury Manager," "Superintendent of Community Services," and "Risk Manager" for which a pay schedule must be added to the City's Salary Resolution No. 190-05;

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:

<b><u>Classification</u></b>	<b><u>Job Code</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Risk Manager	0285	\$108,915	\$128,135
Water Pollution Control Maintenance Manager	0395	\$102,629	\$120,740
Treasury Manager	0363	\$110,655	\$130,183
Superintendent of Community Services	0216	\$123,934	\$145,805

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:

<b><u>Classification</u></b>	<b><u>Job Code</u></b>	<b><u>Range</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>	<b><u>Step 6</u></b>
Senior Environmental Compliance Inspector	1349	146	\$37.1849	\$39.0443	\$40.9965	\$43.0462	\$45.1985	\$47.4585
Environmental Compliance Inspector	1350	135	\$32.0291	\$33.6306	\$35.3121	\$37.0777	\$38.9316	\$40.8781
Collections Specialist	6805	646	\$25.5536	\$26.8313	\$28.1729	\$29.5815	\$31.0605	\$32.6135
Traffic Engineering Technician I	4200	127	\$25.0421	\$26.2943	\$27.6090	\$28.9894	\$30.4388	\$31.9608
Traffic Engineering Technician II	4201	607	\$27.5464	\$28.9237	\$30.3699	\$31.8884	\$33.4828	\$35.1569

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