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.

March 6, 2012
Page 2 of 2

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  Mayor

SEAL

APPROVED AS TO FORM AND LEGALITY:

___________________________________________
David E. Kahn, City Attorney
### Classification Title Changes Matrix

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Current Title</th>
<th>Proposed Title</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEA Represented</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1349</td>
<td>Senior Industrial Waste Inspector</td>
<td>Senior Environmental Compliance Inspector</td>
<td>1349</td>
</tr>
<tr>
<td>1350</td>
<td>Industrial Waste Inspector</td>
<td>Environmental Compliance Inspector</td>
<td>1350</td>
</tr>
<tr>
<td>6800</td>
<td>Accounting Technician – Collections Specialist</td>
<td>Collections Specialist</td>
<td>6805</td>
</tr>
<tr>
<td>I: 4200</td>
<td>Traffic Engineering Assistant I/II</td>
<td>Traffic Engineering Technician I/II</td>
<td>I: 4200</td>
</tr>
<tr>
<td>II: 4201</td>
<td></td>
<td></td>
<td>II: 4201</td>
</tr>
<tr>
<td><strong>SMA Represented</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0395</td>
<td>Water Pollution Control Maintenance and Facility Manager</td>
<td>Water Pollution Control Maintenance Manager</td>
<td>0395</td>
</tr>
<tr>
<td>0363</td>
<td>Finance Manager – Treasury</td>
<td>Treasury Manager</td>
<td>0363</td>
</tr>
<tr>
<td>0216</td>
<td>Superintendent of Recreation</td>
<td>Superintendent of Community Services</td>
<td>0216</td>
</tr>
<tr>
<td><strong>Unrepresented</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0282</td>
<td>Human Resources Manager</td>
<td>Risk Manager</td>
<td>0285</td>
</tr>
</tbody>
</table>
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:

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

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:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job Code</th>
<th>Range</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Environmental Compliance Inspector</td>
<td>1349</td>
<td>146</td>
<td>$37.1849</td>
<td>$39.0443</td>
<td>$40.9965</td>
<td>$43.0462</td>
<td>$45.1985</td>
<td>$47.4585</td>
</tr>
<tr>
<td>Environmental Compliance Inspector</td>
<td>1350</td>
<td>135</td>
<td>$32.0291</td>
<td>$33.6306</td>
<td>$35.3121</td>
<td>$37.0777</td>
<td>$38.9316</td>
<td>$40.8781</td>
</tr>
<tr>
<td>Collections Specialist</td>
<td>6805</td>
<td>646</td>
<td>$25.5536</td>
<td>$26.8313</td>
<td>$28.1729</td>
<td>$29.5815</td>
<td>$31.0605</td>
<td>$32.6135</td>
</tr>
<tr>
<td>Traffic Engineering Technician II</td>
<td>4201</td>
<td>607</td>
<td>$27.5464</td>
<td>$28.9237</td>
<td>$30.3699</td>
<td>$31.8884</td>
<td>$33.4828</td>
<td>$35.1569</td>
</tr>
</tbody>
</table>
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: 

_____________________________ 
City Clerk 
(SEAL) 

_____________________________ 
Mayor 

APPROVED AS TO FORM AND LEGALITY: 

______________________________________ 
David Kahn, City Attorney