Council Meeting: October 2, 2012

SUBJECT: Amendment to the Salary Resolution and Classification Plan to Include the Following Classification Title Changes: Library Circulation Manager; Superintendent of Public Works Operations; Golf Operations Manager; Community Services Coordinator I/II; Storekeeper I/II; and to Add the Newly-Established Classification of Assistant Director of Finance.

BACKGROUND
This report recommends amending the City’s Salary Resolution and Classification Plan to: change several classification titles to better describe the position, and add the newly-established classification of Assistant Director of Finance.

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
The following classifications have been re-titled to better describe the position and the duties performed:

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Proposed Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant: Library Circulation</td>
<td>Library Circulation Manager</td>
</tr>
<tr>
<td>Superintendent of Field Services</td>
<td>Superintendent of Public Works Operations</td>
</tr>
<tr>
<td>Golf Operations Supervisor</td>
<td>Golf Operations Manager</td>
</tr>
<tr>
<td>Recreation Coordinator I/II</td>
<td>Community Services Coordinator I/II</td>
</tr>
<tr>
<td>Storekeeper/Sr. Storekeeper/Principal Storekeeper</td>
<td>Storekeeper I/II</td>
</tr>
<tr>
<td></td>
<td>Principal Storekeeper</td>
</tr>
</tbody>
</table>

The Sunnyvale Employees’ Association (SEA) and the Sunnyvale Managers Association (SMA) were provided notice and an opportunity to comment on these classification title changes.
Newly-Established Classification
In June 2012, the Office of the City Manager requested that the Department of Human Resources develop a new classification of Assistant Director of Finance as part of a broader reorganization. Staff conducted a classification and compensation study of the Assistant Director of Finance that included the following: review of internal management reporting relationships and associated salary differentials; and a review of outside agencies classifications and compensation.

Based on this review, a new classification of Assistant Director of Finance was developed.

The Assistant Director of Finance would be represented by the Sunnyvale Managers Association (SMA) bargaining unit; the position would not be designated as confidential. As a result, the net salary increase would be 5% above the current salary range for the Budget Manager classification.

**FISCAL IMPACT**
There is no new fiscal impact related to the recommended classification title changes to the City’s Classification Plan and Salary Resolution. These changes are in title only and do not impact salary ranges.

The newly-established Assistant Director of Finance classification is part of a broader reorganization that was implemented as a part of the reductions in the FY 2011/12 Adopted Budget. This reorganization also included downgrading a vacant Accounting Manager position to a Budget Analyst and upgrading the Senior Accountant position to a Principal Accountant. These actions in total resulted in a savings to the General Fund of approximately $26,000. As a result, creation of the Assistant Director of Finance classification merely completes the reorganization of the Department of Finance. The Department’s current budget absorbs this change.

**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.
Amendment to the Salary Resolution and Classification Plan to Include the Following Classification Title Changes: Library Circulation Manager; Superintendent of Public Works Operations; Golf Operations Manager; Community Services Coordinator I/II; Storekeeper I/II; and to Add the Newly-Established Assistant Director of Finance.

October 2, 2012
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**ALTERNATIVES**

1. Adopt resolutions to amend the City’s Classification Plan and Salary Resolution as detailed within this report and reflected by Attachments A and B.

2. Do not approve the recommendations 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 and respective compensation for Assistant Director of Finance as listed within this report that will become effective the beginning of the first pay period after October 2, 2012.

Reviewed by:

Teri Silva, Director of Human Resources
Prepared by: Patricia Lord, Senior Management Analyst

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

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 of the City of Sunnyvale to revise the classification titles of “Administrative Assistant,” “Superintendent of Field Services,” “Golf Operations Supervisor,” “Recreation Coordinator I/II,” and “Sr. Storekeeper/Storekeeper” to reflect the current job assignments, duties and responsibilities for these classifications as set forth in Exhibit A attached hereto and incorporated herein by reference.

2. The City Council hereby amends the Classification Plan of the Civil Service of the City of Sunnyvale to add the new job classification title of “Assistant Director of Finance” and by adding the classification specifications to read as set forth in Exhibit B attached hereto and incorporated herein by reference.

3. Except as herein modified, the Classification Plan, Resolution No. 143-77, as amended, shall remain in full force and effect.

4. This resolution shall take effect at the beginning of the first pay period after October 2, 2012.

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:

_________________________
Michael D. Martello, Interim 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>2351/2300</td>
<td>Recreation Coordinator I/II</td>
<td>Community Services Coordinator I/II</td>
<td>2351/2300</td>
</tr>
<tr>
<td>6700/6600</td>
<td>Storekeeper/Sr. Storekeeper/Principal Storekeeper</td>
<td>Storekeeper I/Storekeeper II</td>
<td>6700/6600</td>
</tr>
<tr>
<td>6701</td>
<td></td>
<td>Principal Storekeeper</td>
<td>6701</td>
</tr>
<tr>
<td><strong>SMA Represented</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0303</td>
<td>Administrative Assistant: Circulation Manager</td>
<td>Library Circulation Manager</td>
<td>0303</td>
</tr>
<tr>
<td>0270</td>
<td>Superintendent of Field Services</td>
<td>Superintendent of Public Works Operations</td>
<td>0270</td>
</tr>
<tr>
<td>0327</td>
<td>Golf Operations Supervisor</td>
<td>Golf Operations Manager</td>
<td>0327</td>
</tr>
</tbody>
</table>
ASSISTANT DIRECTOR OF FINANCE

DEFINITION

Under general direction of the Director of Finance, is responsible for the oversight and direction of several divisions within the Department of Finance such as budget management, accounting services, payroll, performance audit and accounts payable. The Assistant Director of Finance manages assigned departmental services and supervises and coordinates the work of staff engaged in operations related to assigned functional areas. Provides direct administrative and analytical support to the Director of Finance and assists in the overall management of the Department; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Director of Finance is a single position management level classification within the Finance Department. The Assistant Director of Finance is directly responsible for the oversight and supervision of several divisions within the Department of Finance and performs general administrative functions for a director. It is distinguished from the Director of Finance in that the latter has overall responsibility for all operations, functions, divisions and units of the Finance Department, including Administration, Accounting Services, Budget Management, Treasury, Payroll, Purchasing, and Utility Billing and Collection. It is further distinguished from the next lower classification of Finance Manager in that the latter is a division-level manager.

TYPICAL DUTIES (May include, but are not limited to, the following):

- Assists the Director of Finance in managing and directing department staff, operations and service levels.
- Assists in developing goals and objectives; assists in the development of policies and procedures; recommends modifications to existing policies and the establishment of new policies to the Director of Finance.
- Trains and supervises staff; assists in establishing and monitoring employee performance objectives and evaluations; provides and coordinates staff training.
- Monitors departmental fiscal operations; administers fiscal controls and fiscal policies to ensure compliance with administrative and legal restrictions.
- Oversees and manages development of city budget; leads departmental budget reviews.
- Analyzes and recommends strategies to improve effectiveness of operations by conducting a variety of organizational studies and operational objectives.
- Conducts analysis and provides recommendations on sensitive issues that may include labor negotiations.
- Prepares and manages the development of complex financial and management reports, including presentations to the City Manager and City Council.
• Manages large and complex projects by coordinating work with other City departments as well as other agencies or financial institutions.

• Administers major projects as determined by the Director.

• Participates and attends a variety of professional group meetings, committees and task forces.

• Acts as liaison to independent auditors.

• Directs the preparation of interim and annual financial reports, and manages the financial reporting requirements of the City’s Federal and State grant programs.

• Provides oversight of financial systems including the maintenance and upgrade of the financial, budget, and payroll systems as required.

• Act as the Director of Finance in his/her absence.

WORKING CONDITIONS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard. Additionally, the position requires near and far vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, push and pull files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

Bachelor’s degree from an accredited college or university in economics, accounting, finance, business or public administration or a closely related field, AND

Six years of increasingly responsible management/administrative analytical work experience which included a minimum of two years in a supervisory capacity.

Knowledge and Abilities

Thorough knowledge of:

• Principles and practices of municipal budgeting (operating and capital).

• Governmental accounting; GAAP and GASB accounting standards and pronouncements.
• Principles and practices of public administration.

• Budget and financial analysis.

• Principles and practices of financial policy development and implementation, revenue forecasting, financial control systems and methodology, laws, rules and regulations that apply to local government fiscal operations, sources of revenue and expenditures typical of a local government.

• Investment of public funds; debt management; and financial analysis, including revenue forecasting and long range financial planning.

Working knowledge of:

• Principles of supervision, training and performance evaluation.

• Principles and practices of organizational analysis and management.

• Software applications utilized in governmental accounting programs.

• Auditing principles and practices.

• Statistical research and reporting methods.

Ability to:

• Perform professional level analysis and interpretation of financial and accounting records and fixed assets; examine, prepare and verify financial statements, reports and documents.

• Develop and implement modified and new accounting procedures and systems.

• Supervise, train and evaluate staff.

• Interpret, apply and explain rules and regulations regarding accounting and auditing practices.

• Establish and maintain effective working relationships with those contacted in the course of work.

• Demonstrate a high level of proficiency in various software applications, including spreadsheets, databases and presentation software.

• Exercise sound and independent judgment, conduct independent analysis and make recommendations on difficult and sensitive issues.

• Prepare and present clear, concise and complex written and oral reports.

• Communicate effectively both orally and in writing.
• Represent the Finance Department to outside agencies and organizations; participate in community and professional groups and committees; provide technical assistance as necessary.

• Observe safety principles and work in a safe manner.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver’s license and a safe driving record or the ability to supply alternate transportation as approved by the appointing authority.

**Desirable Qualifications:**

A Master’s degree in Public or Business Administration or current Certified Public Accountant (CPA) certificate.
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) AND CATEGORY D/E (CLASSIFIED MANAGEMENT)

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) and Category D/E (Classified Management) 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>Library Circulation Manager</td>
<td>0303</td>
<td>15</td>
<td>$78,405</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$92,241</td>
</tr>
<tr>
<td>Superintendent of Public Works Operations</td>
<td>0270</td>
<td>20</td>
<td>$123,934</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$145,805</td>
</tr>
<tr>
<td>Golf Operations Manager</td>
<td>0327</td>
<td>17</td>
<td>$91,451</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$107,589</td>
</tr>
<tr>
<td>Community Services Coordinator I</td>
<td>2351</td>
<td>164</td>
<td>$28.2143</td>
<td>$29.6250</td>
<td>$31.1062</td>
<td>$32.6615</td>
<td>$34.2946</td>
<td>$36.0093</td>
</tr>
<tr>
<td>Community Services Coordinator II</td>
<td>2300</td>
<td>628</td>
<td>$32.6617</td>
<td>$34.2948</td>
<td>$36.0096</td>
<td>$37.8101</td>
<td>$39.7006</td>
<td>$41.6857</td>
</tr>
<tr>
<td>Storekeeper I</td>
<td>6700</td>
<td>182</td>
<td>$25.8822</td>
<td>$27.1764</td>
<td>$28.5352</td>
<td>$29.9621</td>
<td>$31.4602</td>
<td>$33.0331</td>
</tr>
<tr>
<td>Storekeeper II</td>
<td>6600</td>
<td>176</td>
<td>$27.2371</td>
<td>$28.5990</td>
<td>$30.0289</td>
<td>$31.5302</td>
<td>$33.1068</td>
<td>$34.7611</td>
</tr>
<tr>
<td>Principal Storekeeper</td>
<td>6701</td>
<td>668</td>
<td>$29.4160</td>
<td>$30.8867</td>
<td>$32.4311</td>
<td>$34.0527</td>
<td>$35.7553</td>
<td>$37.5430</td>
</tr>
<tr>
<td>Assistant Director of Finance</td>
<td>259</td>
<td>27</td>
<td>$132,354 (annual)</td>
<td>$63.6316 (hourly)</td>
<td></td>
<td></td>
<td></td>
<td>$155,709 (annual)</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: __________________________
APPROVED: ________________________

______________________________  _________________________
City Clerk  Mayor
(SEAL)
APPROVED AS TO FORM AND LEGALITY:

______________________________
Michael D. Martello, Interim City Attorney