



CITY OF POMONA COUNCIL REPORT

February 26, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Linda Matthews, Human Resources/Risk Management Director

Subject: **Adoption of Resolutions 1) Amending the Memorandum of Understanding (MOU) with the Pomona Mid-Management/Confidential Employee Association (PMMCEA) and Adjusting Authorized Staffing Levels in the Fiscal Year 2017/18 Operating Budget, 2) Amending the 2016-17 Memorandum of Understanding (MOU) with the Pomona City Employees Association/Teamsters Local 1932 (PCEA) and Adjusting Authorized Staffing Levels in the Fiscal Year 2017/18 Operating Budget, and 3) Amending the Citywide Salary Schedule To Make Classification Changes in the Development Services, Neighborhood Services, Public Works, and Human Resources Departments**

OVERVIEW

Recommendations - That the City Council adopt the attached resolutions:

1. Amending Appendix A of the PMMCEA MOU and adjusting authorized staffing levels in the Fiscal Year 2017/18 Operating Budget;
2. Amending Appendix A of the PCEA MOU and adjusting authorized staffing levels in the Fiscal Year 2017/18 Operating Budget; and
3. Approving the updated Salary Schedule to meet the California Code of Regulations Title 2, Sections 570.5 and 571.

Fiscal Impact - The estimated cost of reclassifying Homeless Services Coordinator to Homeless Program Supervisor is \$5,700 annually and \$1,900 for the remainder of Fiscal Year 2018. The estimated cost will be paid from various homeless services program funds in the Neighborhood Services Department budget. The estimated General Fund cost of reclassifying the Program Assistant to Planning Technician in the Development Services Department is \$4,030 annually and \$1,320 for the remainder of Fiscal Year 2017/18. There is no fiscal impact associated with any of the other actions. The estimated cost for the remainder of Fiscal Year 2017/18 will be absorbed within current budget appropriations.

EXECUTIVE SUMMARY

Approval of the proposed resolutions will implement the following classification actions: 1) reclassify Homeless Services Coordinator to Homeless Programs Supervisor; 2) change the title of Rehabilitation Specialist to Housing Rehabilitation Specialist; 3) reclassify one (1) Program Assistant to Planning Technician; 4) reclassify one (1) Contracts Coordinator to Parks and Landscape Supervisor; 5) create a new classification series of Safety and Emergency Preparedness Analyst I and II; and 6) change the title of Human Resources Technician/Analyst to Human Resources Analyst I/II. There is no change to the number of authorized positions as a result of this action.

DISCUSSION

This item recommends six separate, unrelated classification changes as described below. Most of the proposed changes are related to vacant positions that need to be filled. The changes are being proposed at this time to help ensure qualified candidates can be recruited for each position. The title change for Human Resources Technician/Analyst series is being made to better align the titles with the proposed changes in the Safety and Emergency Preparedness series.

Department	Action	From Current Class	To Proposed Class	Status of Position	Current Salary Range Monthly	Proposed Salary Range Monthly
Neighborhood Services	Reclassify	Homeless Services Coordinator	Homeless Programs Supervisor	Vacant	\$5,873 - \$7141 (MC-070)	\$6,484 - \$7,880 (MC-074)
Neighborhood Services	Title Change	Rehabilitation Specialist	Housing Rehabilitation Specialist	Vacant	\$4,825-\$5,860 (GS-062)	No change
Development Services	Reclassify	Program Assistant	Planning Technician	Vacant	\$3,585-\$4,357 (GS-050)	\$3,957 - \$4,806 (GS-054)
Public Works	Reclassify	Contracts Coordinator	Parks and Landscape Supervisor	Vacant	\$5,873 - \$7141 (MC-070)	No change
Human Resources	Create New Series	Safety and Emergency Preparedness Analyst I		Vacant (Will be used to underfill the Safety and Emergency Preparedness Officer position, range MC-072)		\$4,367 - \$5,308 (MC-058)
Human Resources	Create New Series	Safety and Emergency Preparedness Analyst II				\$5,319 - \$6,468 (MC-066)
Human Resources	Title Change	Human Resources Technician	Human Resources Analyst I	Filled	\$4,367 - \$5,308 (MC-058)	No change
Human Resources	Title Change	Human Resources Analyst	Human Resources Analyst II		\$5,319 - \$6,468 (MC-066)	No change

Homeless Programs Supervisor. The proposed Homeless Programs Supervisor will oversee homeless programs for the City, including the Centralized Service Center that is being built. This position will shift focus from being more of a direct service provider to overseeing the contracted

providers. The proposed range is approximately 10% higher due to the expanded scope of responsibility for the proposed position, especially related to the Centralized Service Center. It will also move from Group D to Group C due to its program supervisory responsibilities. The primary difference between the two groups is Group D is eligible for premium overtime and Group C receives Executive Leave in lieu of overtime. This action does not add a body to the authorized number of positions currently approved in the City's operating budget.

Housing Rehabilitation Specialist. The Rehabilitation Specialist is assigned to the Housing Rehabilitation Unit in the Housing Services Division and is responsible for preparing contracts and monitoring home improvement construction work. A recruitment was recently conducted and did not attract the quality of applicants needed for the position. One potential issue identified is that the title may not accurately reflect the duties. The proposed title of Housing Rehabilitation Specialist clarifies that the position is related to housing and construction rehabilitation, and not other types of rehabilitation. There is no change to compensation and no cost associated with this action.

Parks and Landscape Supervisor. The position of Contracts Coordinator is responsible for supervising all of the City's park and landscape maintenance contractors, plus a few in-house staff positions. The person hired must have knowledge of parks and landscape maintenance as well as the ability to prepare and monitor contracts. The proposed reclassification provides a new title and updates the job description to better reflect the current duties and responsibilities of the position. This action does not add a body to the authorized number of positions currently approved in the City's operating budget.

Planning Technician. The classification of Planning Technician provides technical support to the planning permit process. The classification was eliminated during the recession. This action will reinstate the classification and reclassify a recently vacated Program Assistant position to Planning Technician. This action does not add a body to the authorized number of positions currently approved in the City's operating budget.

Safety and Emergency Preparedness Analyst I/II. This is a proposal to create a new flex classification series to support the safety and emergency preparedness functions in the Human Resources Department. The Safety and Emergency Preparedness Officer position was recently vacated. The goal is to underfill the position with a lower level series. The Officer position is paid at range MC-072 (\$6,172 to \$7,499 per month). The proposed salary range for the I level is MC-058 (\$4,367 - \$5,308 per month) and the II level at range MC-066 (\$5,319 - \$6,468). Creating these lower level underfill classifications will give the Department the option to hire someone with less experience that will be able to grow with the position. This goal is to provide continuity to the program and at the same time reduce costs for the next several years. This new series will be used as an optional staffing level and no changes to the authorized, budgeted position are proposed at this time. The I and II levels will be a flex classification series, which means the incumbent can be promoted from the I to the II level after gaining the necessary experience and meeting all performance expectations. This action does not add a body to the authorized number of positions currently approved in the City's operating budget.

Human Resources Analyst I/II. Human Resources Technician/Analyst is a flex classification series where the incumbent can be hired at the Technician level and promote to the Analyst level upon gaining sufficient education and experience. There is currently one authorized position in Human Resources. The proposed action retitles this series and the incumbent to Human

Resources Analyst I/II to better reflect the existing duties of the position. It is being done at this time to align with the proposed classification of Safety and Emergency Preparedness Analyst I/II in the Risk Management Division of the Human Resources Department. This action does not add a body to the authorized number of positions currently approved in the City's operating budget.

Approval of the first resolution (Attachment 1) authorizes implementation of positions represented by PMMCEA and adjusts authorized staffing levels in the FY 2017/18 Operating Budget. Approval of the second resolution (Attachment 2) implements the position actions for positions in PCEA, specifically Housing Rehabilitation Specialist and Planning Technician. The effective date of the actions will be March 4, 2018.

Finally, Attachment 3 includes the citywide Salary Schedule for all job classifications and pay ranges for all represented and unrepresented employee groups that reflect the changes proposed herein. In accordance with the requirements of the California Code of Regulations, Title 2, Sections 570.5 and 571, the City must adopt and publically post a consolidated Salary Schedule for all City classifications. The only material changes made to the Salary Schedule is to reflect the classification changes proposed herein.

Attachments:

1. Resolution Amending the PMMCEA MOU and Amending the Authorized Staffing Levels Approved within the Fiscal Year 2017/18 Operating Budget
2. Resolution Amending the PCEA MOU and Amending the Authorized Staffing Levels Approved within the Fiscal Year 2017/18 Operating Budget
3. Resolution approving updated Salary Schedule
Exhibit A – Salary Schedule