

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND
SALARY PLAN TO ADJUST THE DEPARTMENTAL
APPLICATION SPECIALIST SALARY RANGE ON COUNCIL
RESOLUTION 27554 FROM \$4,490 - \$4,713 - \$4,948 -
\$5,196 - \$6,252 PER MONTH TO \$5,145 – \$5,401 – \$5,674
– \$5,953 – \$6,252 PER MONTH.
STAFF PRESENTER: CHRISTOPHER JEFFERY, HUMAN RESOURCES
ANALYST
HUMAN RESOURCES DEPARTMENT
AGENDA ACTION: RESOLUTION

ISSUE(S)

Should the Council adjust the salary range of Departmental Application Specialist

COUNCIL GOALS AND STRATEGIES

This relates to Council goal 3 in that it maintains the morale of the staff who are employed in this classification by having the appropriate salary range for performance merit increases.

BACKGROUND

1. Council approved a resolution to adjust the salary range for Departmental Application Specialist on January 5, 2010 as shown in resolution #27554 due to an increased level of responsibility and technical knowledge required to perform the work. The resolution correctly stated the top step, however the entry through fourth steps in the salary range were incorrect. This resolution corrects the error from the previous resolution.

ANALYSIS

1. The Departmental Application Specialist classification salary range was amended due to increased level of responsibility in supporting software, related hardware and network equipment. The recommendation was to match the salary range of Information Technology Technician which is \$5,145 - \$5,401 - \$5,674 - \$5,953 - \$6,252 per month. Due to a clerical oversight, the resolution and staff report for January 5, 2010 displayed an inaccurate salary range recommendation which

was \$4,490 - \$4,713 - \$4,948 - \$5,196 - \$6,252 per month. The top of the range was accurate, however the entry through fourth steps did not match the Information Technology Technician salary range. It is the recommendation of the Human Resources Department to correct this error and adjust the Departmental Application Specialist salary range to \$5,145 - \$5,401 - \$5,674 - \$5,953 - \$6,252 per month. If this is not approved, it will result in a large gap between the entry step of the salary range and the top step of the salary range.

There are no additional funds requested.

RECOMMENDATION

This resolution, recommended by the Human Resources Department, amends the City Classification and Salary Plan to adjust the Departmental Application Specialist salary range on Council resolution #27554 from \$4,490 - \$4,713 - \$4,948 - \$5,196 - \$6,252 per month to \$5,145 - \$5,401 - \$5,674 - \$5,953 - \$6,252 per month effective January 10, 2010.

Author: Christopher Jeffery

Attachments:

- Resolution 27554
- January 5, 2010 consent item 10.9 staff report

RESOLUTION NO. 27554

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING THE CITY CLASSIFICATION AND SALARY PLAN TO ADD A DEPARTMENTAL APPLICATION SPECIALIST AND ELIMINATE A SENIOR ADMINISTRATIVE ASSISTANT, AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT THESE CHANGES

WHEREAS, the Personnel Officer, on behalf of the City Manager, ensures the orderly and consistent administration of the City Council's adopted classification and salary plan; and,

WHEREAS, the Personnel Officer recommends that various classifications be abolished, created or modified, and that some existing salary ranges be adjusted; and,

WHEREAS, meet and confer requirements of the Meyers-Milias-Brown Act regarding salary and classification matters have occurred for the Technical Unit.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa amends the City Classification and Salary Plan for permanent budgeted positions as follows:

- (1) Eliminate 1.0 FTE Senior Administrative Assistant in org 1386, Subregional Laboratory.
- (2) Add 1.0 FTE Departmental Application Specialist to org 1389, Environmental Compliance.
- (3) Adjust the monthly salary range of the classification of Departmental Application Specialist to \$4,490 - \$4,713 - \$4,948 - \$5,196 - \$6,252.

BE IT FURTHER RESOLVED that the Council authorizes the City Manager to implement these changes consistent with the orderly and continual administration of the City's classification and salary plan.

IN COUNCIL DULY PASSED this 5th day of January, 2010.

AYES: (7) Mayor Gorin, Vice Mayor Wysocky, Councilmembers Bender, Sawyer, Jacobi, Olivares and Vas Dupre

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

ATTEST: Susan Stoneman, City Clerk

APPROVED: Susan Gorin, Mayor

APPROVED AS TO FORM:

Caroline Fowler, City Attorney

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: AMENDMENT TO THE CITY SALARY AND
CLASSIFICATION TO ADD A DEPARTMENTAL
APPLICATION SPECIALIST AND ADJUST THE SALARY
RANGE FOR THE CLASSIFICATION
STAFF PRESENTER: Christopher Jeffery, Human Resources Analyst
Human Resources Department
AGENDA ACTION: Resolution

ISSUE(S)

Should the Council add one Departmental Application Specialist position in Utilities?

Should the Council adjust the salary range of Departmental Application Specialist?

BACKGROUND

1. Utilities Environmental Services division Environmental Compliance pretreatment program software is currently housed on an alpha based mainframe computer which is being phased out. Utilities is in the process of purchasing and implementing a new specialized pretreatment software system for the Environmental Compliance section that will meet new EPA guidelines. As a result there is a need to have a technical support position to support this specialized software and related hardware full time.
2. The Utilities Subregional Laboratory previously used a VAX based system in conjunction with a Laboratory Information System (LIMS) software. The VAX based program is being phased out. As new analyses and report requirements are mandated, the LIMS software used has required work-arounds and specialized development. There is currently one Departmental Application Specialist supporting the LIMS software full time performing these duties including data querying using sql and report development, and troubleshooting of networked laboratory instruments.

ANALYSIS

1. The Utilities department consulted with Human Resources to determine the appropriate classification to install, configure and maintain the new specialized Environmental Compliance pre-treatment software system which includes providing software technical support to end users, configuration and maintenance of wireless handheld computers for end users, developing digital reports and forms, data validation and maintenance, configuration of approval and notification workflows and interfaces with other software. It was determined through analysis of existing classifications that the appropriate classification is Departmental Application Specialist with modifications to the job description. This work is at a similar level as Information Technology Technician, though more focused on supporting specialized software and related hardware. The job description has been updated to match the scope and complexities of the duties, and for parity, retention and recruitment, the salary range is recommended to be increased to \$4,490 - \$4,713 - \$4,948 - \$5,196 - \$6,252 per month which is the same as Information Technology Technician. The current Departmental Application Specialist is supporting the Subregional Laboratory full time and is unable to be assigned the additional responsibilities due to the number of hours required and so it has been request to add one full time position to support this new system. The cost of the adding a position is reduced by eliminating a vacant budgeted full time Senior Administrative Assistant. Impacts of the salary adjustment will result in an increase of \$797 per month to the existing filled position and an increase of \$2,082 per month for adding a new position supporting the Environmental Compliance software.

Utilities has indicated that the additional costs can be covered by their current budget and no additional funding is requested.

RECOMMENDATION

Amend the City Classification and Salary Plan to eliminate 1.0 FTE Senior Administrative Assistant and add 1.0 FTE Departmental Application Specialist and adjust the Departmental Application Specialist salary range to \$4,490 - \$4,713 - \$4,948 - \$5,196 - \$6,252 per month.

Author: Christopher Jeffery

Attachments: None