



City of Sacramento City Council

915 I Street, Sacramento, CA, 95814
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Meeting Date: 10/18/2011

Report Type: Consent

Title: FY2011/12 Staffing Realignment

Report ID: 2011-00905

Location: citywide

Recommendation: Adopt a Resolution authorizing 1) proposed staffing changes to address department's operational requirements, and 2) clarification of the use and classification of Staff Aides resulting from the implementation of the SCXEA bargaining units.

Contact: John Green, Labor Relations Manager, (916) 808-5095; Ken Cosgrove, Human Resources Manager, (916) 808-7473, Department of Human Resources

Presenter: none

Department: Human Resources / Finance and Labor Relations

Division: Employment & Compensation

Dept ID: 08001111

Attachments:

- 1-Description/Analysis
 - 2-Resolution
-

City Attorney Review

Approved as to Form
Sandra Talbott
10/13/2011 1:14:51 PM

Approvals/Acknowledgements

Department Director or Designee: Geri Hamby - 10/12/2011 12:45:01 PM

Description/Analysis

Issue: On June 21, 2011, the City Council approved the FY2011/12 Operating Budget which included staffing classifications by department (Resolution 2011-391). Pursuant to the Budget Resolution changes in authorized classifications by departments need to be approved by the City Council. Departments have identified the following staffing adjustments necessary to address operational requirements, since adoption of the budget:

- Community Development Department: inactivate 1.0 FTE Permit Services Manager and add 1.0 FTE Deputy Chief Building Official. The Deputy Chief Building Official position has a broader range of responsibility in addition to managing permit issuance and plan review activities than the Permit Services Manager position. The proposed change is consistent with the recommendations included in the October 6, 2011 Performance Audit of the department.
- Finance Department: inactivate 1.0 FTE Senior Management Analyst and add 1.0 FTE Budget Manager. The Budget Manager position was unfunded in FY2009/10 budget. The proposed change in positions will ensure that the City's Budget Office is available to assist with the upcoming labor negotiations.
- Utilities Department: inactivate 1.0 FTE Typist Clerk II and add 1.0 FTE Storekeeper. This change will assist in inventory control and is consistent with audit findings as outlined in the Auditor's report to the City Council on February 17, 2009.
- Reclassifications: The following reclassifications are necessary to properly align positions in the Mayor/Council and City Manager's Office with the Executive Management (Unit 20) and the Mayor/Council Support (Unit 21) units created by the City Council on June 14, 2011 (Resolution 2011-333).

Department	Budgeted Classification	Proposed Reclassification	FTE
Mayor/Council	Administrative Technician (10)	Staff Aide (21)	1.0
City Manager	Administrative Assistant (10)	Staff Aide (20)	2.0

On June 14, 2011, the City Council adopted Resolution 2011-333 amending the Employer-Employee Relations Policy (EERP) by adding two new representation units and modifying existing representation units given the organization of the Sacramento City Exempt Employees Association (SCXEA). The exhibits to the Resolution included the use of "Staff Aide" in both of the new units. Additionally, the Staff Aide classification is used in other bargaining units.

Staff Aide is a temporary classification used by Human Resources while a position is under review. Upon completion of a formal review of the duties of these positions, the Human Resources Department will determine the proper classification titles, representation unit, and make the necessary changes. In an effort to provide the City Council and Labor Organizations with an understanding of which bargaining unit a staff aide is being proposed in, staff will include the bargaining unit in the title following Staff Aide on all future resolutions and reclassification schedules.

Policy Considerations: The Approved Budget Resolution (2011-391, Section 5.1) includes the adoption of positions by classification within each department. The changes requested will address operational needs and establish reporting structures that are necessary. Furthermore, the clarification of the City's use of Staff Aide by referencing specific bargaining units fulfills the City's obligations under the Meyers-Milias-Brown Act, California Government Code 3500 et seq. and furthers the City's positive labor-management relations program.

Environmental Considerations: Not applicable.

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: The proposed realignment of positions within the departments is necessary to ensure that positions are aligned with duties and are properly classified. The proposed changes will not result in a change in the total FTE by department or fund.

Financial Considerations: The maximum impact between the currently budgeted positions and the proposed changes in FTE for the Community Development, Finance, and Utilities Departments is approximately \$62,000 (top salary range to top salary range). The actual cost to the departments will be dependent on when the positions are filled and at what level. The departments have adequate resources in their budget to cover the proposed staffing changes.

Emerging Small Business Development (ESBD): Not applicable.

RESOLUTION NO.

Adopted by the Sacramento City Council

FY2011/12 Staffing Realignment

BACKGROUND

- A. On June 14, 2011, the City Council adopted Resolution 2011-333 amending the Employer-Employee Relations Policy (EERP) by adding two new representation units and modifying existing representation units given the organization of the Sacramento City Exempt Employees Association (SCXEA).
- B. On June 21, 2011, the City Council approved the FY2011/12 Operating Budget which included staffing classifications by department (Resolution 2011-391).
- C. Since adoption of the budget, departments have identified staffing adjustments necessary to address operational requirements.
- D. The proposed realignment of positions within the departments is necessary to ensure that positions are aligned with duties and are properly classified.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager is authorized to amend the FY2011/12 Approved Budget to include the following position changes:
- (a) inactivate 1.0 FTE Permit Services Manager and add 1.0 FTE Deputy Chief Building Official in the Community Development Department;
 - (b) inactivate 1.0 FTE Senior Management Analyst and add 1.0 FTE Budget Manager in the Finance Department; and
 - (c) inactivate 1.0 FTE Typist Clerk II and add 1.0 FTE Storekeeper in the Department of Utilities.
- Section 2. The City Manager is authorized to add the following reclassifications to the FY2011/12 Summary of Reclassification Request as included in the Approved Budget (Schedule 8):

Department	Budgeted Classification	Proposed Reclassification	FTE
Mayor/Council	Administrative Technician (10)	Staff Aide (21)	1.0
City Manager	Administrative Assistant (10)	Staff Aide (20)	2.0

Section 3. Staff Aide is a temporary classification to be used while a position is being studied by the Human Resources Department and can be used within any bargaining unit.