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**Title:** Staff Report for a Resolution Amending the San Leandro Management Organization (SLMO) salary schedule to add the classifications of Deputy Public Works Services Director, Deputy Community Development Director, and Principal Planner

**Sponsors:** LaTanya Bellow

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Staff Report for a Resolution Amending the San Leandro Management Organization (SLMO) salary schedule to add the classifications of Deputy Public Works Services Director, Deputy Community Development Director, and Principal Planner

**SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro Management Organization (SLMO) to establish the salaries for the new classifications of Deputy Public Works Services Director, Deputy Community Development Director, and Principal Planner.

**BACKGROUND**

Staff recommends that the following classifications be added to the San Leandro Management Organization (SLMO) salary schedule to provide needed support to City departments.

The Deputy Public Works Services Director would provide administrative and operational support to the Public Works Department on a wide variety of issues; serve as the project/program manager responsible for initiating and executing work assignments; address customer complaints and service requests; coordinate operations with City departments and outside agencies; and perform related work as required. This position will be essential to creating a management structure that recognizes the need for citywide economies, yet provides a strong base for implementation of departmental goals and policies.

The Deputy Community Development Director would assist in managing and directing the operations and services of the department; perform technical work in current and long range planning, development and implementation of land use and related policies and regulations; participate in the

transportation and capital improvement planning and the general plan; manage the department's budget; administer the housing programs; and perform related work as assigned.

The Principal Planner would manage staff and major program functions in various Community Development divisions, including planning, economic development, affordable housing, or other designated areas as assigned; perform project management and coordination; and other related work as required.

The City has met, conferred, and come to agreement with SLMO regarding the above positions.

### **Board/Commission Review and Actions**

The Personnel Relations Board approved Deputy Public Works Services Director, Deputy Community Development Director and Principal Planner classification specifications at its meeting on July 18, 2013.

### **Fiscal Impacts**

The Deputy Public Works Services Director classification is equivalent to other mid-management level positions that require similar levels of experience and responsibility. The position is represented by San Leandro Management Organization (SLMO) and the salary range is set internally at range 10 (\$95,808- \$116,460 annually). Funding for this position at the proposed salary range has been included in the FY 2013-14 budget. The Deputy Public Works Services Director position would replace the Administrative Analyst I position. In addition, the existing Facilities & Open Space Manager which is currently vacant and budgeted for \$172,000 would be eliminated, resulting in a savings of approximately \$55,500.

The Deputy Community Development Director classification is equivalent to other mid-management level positions that require similar levels of experience and responsibility. The position is represented by San Leandro Management Organization and the salary range is set internally at range 6 (\$116,460 -141,552 annually). The recommended classification would replace the current Housing-CDBG Manager position.

The Principal Planner classification is equivalent to other mid-management level positions that require similar levels of experience and responsibility. The position is represented by San Leandro Management Organization and the salary range is set internally at range 9 (\$100,596- \$122,280 annually). The recommended classification would replace the current Senior Project Specialist position.

The cost of these two Community Development positions will be covered by personnel savings from the Community Development Director and Business Development Manager positions, which were both budgeted at the highest step but are or will be filled at a lower salary. This savings is estimated to be \$57,000. The additional cost for the two Community Development positions is projected to be approximately \$40,000, for a net savings of \$17,000.

### **ATTACHMENTS**

- Draft minutes of Personnel Relations Board meeting on July 18, 2013.

**PREPARED BY:** LaTanya Bellow, Human Resources Manager, City Manager's Office