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Title: Adopt a Resolution Amending the San Leandro Management Organization Salary Schedule to Add the Classification of Senior Management Analyst and Revise Additional Classification Titles

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Attachments: 1. Att A - Reso SLMO SS Reorg Revisions, 2. Att B - SLMO SS

Date	Ver.	Action By	Action	Result
6/21/2022	1	City Council	Received and Filed	Pass

Adopt a Resolution Amending the San Leandro Management Organization Salary Schedule to Add the Classification of Senior Management Analyst and Revise Additional Classification Titles

SUMMARY AND RECOMMENDATIONS

Staff recommends the City Council adopt a resolution to amend the salary schedule for the San Leandro Management Organization (SLMO) to add the Senior Management Analyst classification, revise the Administrative Analyst I classification title to Management Analyst I, revise the Administrative Analyst II classification title to Management Analyst II; and revise the Principal Engineer classification title to Engineering Manager.

BACKGROUND

On January 18, 2022, the City Manager presented a citywide staffing reorganization to the City Council, which included enhancements to ensure adequate levels of service delivery to the community. This comprehensive organizational restructure focused on the need for purposeful succession planning and retention strategies, reorganizing current staff to address the level of work being completed, creating a broad administrative classification across departments for consistency amongst similar bodies of work, and correcting disparities among internal class structures.

Also, in support of this extensive review of the internal staffing structure, the City contracted with Koff & Associates to conduct a classification and compensation study of management classifications, as agreed upon with the San Leandro Management Organization (SLMO). The classification and compensation study is still in progress; staff will propose additional classification changes at later dates. However, approval of the Senior Management Analyst and Engineering Manager classifications at this time are critical for the recruitment of vacant positions.

Analysis

A Management Analyst classification series was created to provide complex professional analytical and technical duties in support of departments' business activities, functions, programs, and services. The existing Administrative Analyst I and II classifications have been retitled to Management Analyst I and II. The new titles are more descriptive of the work performed and common among other municipal agencies. Senior Management Analyst is a new classification proposed to provide an advanced level in the Management Analyst series.

Engineering Manager is the revised title of the existing Principal Engineer classification. The new title reflects the level of work performed, is an established industry title, and establishes hierarchical consistency within the City's classification structure. The duties remain the same as Principal Engineer, which is to plan, manage, and oversee the engineering functions, operations, and activities, which may include project development, land development, survey and mapping services, transportation planning and operations, traffic engineering, and construction inspection.

The City met and conferred to agreement with San Leandro Management Organization (SLMO) on the new and revised classifications.

Board/Commission Review and Actions

The Personnel Relations Board approved the new and revised classification specifications at its April 21, 2022 regular meeting.

FINANCIAL IMPACTS

Sufficient funds are included in the Fiscal Year 2022-2023 General Fund budget for the proposed classifications changes. No salary changes are proposed for the revised classification titles of Management Analyst I/II or Engineering Manager. The salary range for the Senior Management Analyst classification is set at a salary range of \$126,744 - \$154,032 annually. The City Council authorized appropriations and budget adjustments on January 18, 2022 under the City Manager's staffing reorganization plan, which included positions that will be classified as Senior Management Analyst.

This Council action will not impact fund balance because there are funds available in the FY2022-2023 adopted budget.

ATTACHMENT(S)

Attachment(s) to Staff Report

- *Attachment A: Resolution Amending the San Leandro Management Organization Salary Schedule to Add the Classification of Senior Management Analyst and Revise Additional Classification Titles*
- *Attachment B: San Leandro Management Organization (SLMO) Salary Schedule*

PREPARED BY: Emily Hung, Human Resources Director, Human Resources Department