Legislation Text

File #: 24-187, **Version:** 1

Adopt a Resolution to Amend the San Leandro City Employees' Association (SLCEA) Salary Schedule

SUMMARY AND RECOMMENDATIONS

Staff recommends City Council adopt a resolution to amend the San Leandro City Employees' (SLCEA) Association salary schedule to adjust and establish the salaries for the following positions.

- Information Systems Application Specialist retitled to Information Technology Infrastructure Analyst I (salary adjustment)
- Systems Analyst retitled to Information Technology Infrastructure Analyst II (salary adjustment)
- Collection Systems Maintenance Supervisor (salary adjustment)
- Human Services Program Assistant (new salary placement)
- Human Services Program Coordinator (new salary placement)

BACKGROUND

Pursuant to the San Leandro City Employees' Association (SLCEA) Memorandum of Understanding, the City initiated a comprehensive classification and compensation study of all SLCEA classifications. The City contracted with Koff & Associates, a public sector human resources and recruitment firm that specializes in classification and compensation studies. To date, Koff has completed the classification portion of the study and has recommended revisions to existing class specifications and creation of new class specifications as needed. The compensation portion of the study is now underway. Upon completion of the compensation study, the City and SLCEA will meet and confer on the results and implementation strategy in the successor contract.

Although the full study is not yet complete, the City and SLCEA agreed that the classifications of Information Systems Application Specialist, Systems Analyst, and Collections Systems Maintenance Supervisor would benefit from an accelerated review of compensation due to the competitive labor market for these positions. In addition, the City and SLCEA met and conferred to agreement on two new job classifications for the Human Services Department, which are necessary to properly address human services responsibilities and initiatives. Proposed salary adjustment and placement for these classifications are based on market compensation data collected by Koff.

Analysis

Information Systems Applications Specialist and Systems Analyst will be retitled to Information Technology Infrastructure Analyst I and II respectively. The positions are responsible for maintaining the City's network and systems infrastructure, configuring hardware and software components; and conducting system upgrades and migrations. With the recent departures of long-time incumbents, an opportunity presented itself to update the job specifications to current industry language and propose

a more competitive salary to attract qualified candidates who possess the necessary skills and experience to excel in this role. The proposed salary for IT Infrastructure Analyst I will be set at $9,198-$11,180 monthly and IT Infrastructure Analyst II will be set at $10,141-$12,326 monthly.

Collection Systems Maintenance Supervisor supervises, plans, and coordinates the maintenance of the City's wastewater and stormwater collection systems, and related infrastructure and facilities. Over the past few recruitment cycles, the City has faced challenges in attracting and securing qualified candidates for this position due to the salary offered being below market standards. To hire skilled top talent in this specialized area, offering a competitive salary is essential. The proposed salary will be set at $10,388-$12,626 monthly.

When the Human Services Department was created, employees supporting Human Services programs held various classifications including Recreation Supervisor and Recreation Specialist. The newly created Human Services Program Coordinator classification will plan and coordinate human and community services programs and services designed to address basic community needs such as food insecurity, homelessness, and support for survivors of domestic violence. The Human Services Program Assistant will perform a variety of administrative duties in support of human services and community programs, classes, and activities, including senior recreation and paratransit services. The proposed salary for Human Services Program Assistant will be set at $5,378-$6,537 monthly. The proposed salary for Human Services Program Coordinator will be set at $6,074-$7,383 monthly.

The City has met and conferred with SLCEA to attain an agreement on the proposed salaries.

Board/Commission Review and Actions

At its meeting on April 18, 2024, the Personnel Relations Board approved the revisions to IT Infrastructure Analyst I/II and Collection Systems Maintenance Supervisor classification specifications. The Board also approved the newly created Human Services Program Assistant and Human Services Program Coordinator classifications.

Fiscal Impacts

The proposed salary adjustments require a FY2024-2025 budget increase of $99,735 from the General Fund.

There are currently two (2) FTE budgeted Systems Analyst (retitled to IT Infrastructure Analyst II) positions that are vacant and one (1) budgeted Information Technology Applications Specialist Analyst (retitled to IT Infrastructure Analyst I) that is filled. The proposed salary adjustment for three (3) positions would result in an annual net increase of $61,495.

There is currently one (1) FTE budgeted Collection Systems Maintenance Supervisor that is vacant. The proposed salary adjustment would result in an annual net increase of $38,240.

Conversion of existing FTE positions, budgeted as Recreation Supervisor, Recreation Specialist, Administrative Specialist, and Administrative Assistant, to these new classifications are proposed in the mid-year budget adjustment within approved budget parameters.

ATTACHMENTS

- A: Resolution amending the San Leandro City Employees' Association Salary Schedule
- B: San Leandro City Employees' Association Salary Schedule

PREPARED BY: Emily Hung, Human Resources Director