



## Legislation Text

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Staff Report for a Resolution Amending the San Leandro City Employees' Association (SLCEA) Salary Schedule to Add the Classification of Purchasing Technician

### **SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro City Employees' Association (SLCEA) to establish the salary for the new classification of Purchasing Technician.

### **BACKGROUND**

Staff recommends that the following classification be added to the San Leandro City Employees' Association (SLCEA) salary schedule to provide needed support for the Finance Department.

The Purchasing Technician will provide professional level purchasing activities, including reviewing contracts, evaluating and analyzing bids, interpreting and applying purchasing policies following established local ordinances and administrative regulations. The position will monitor and advise departments regarding purchasing policies and procedures in order to prevent misuse, fraudulent activity and the exceeding of budgetary allocations; fully coordinate competitive bidding needs for important and complex City capital projects; and maintain control over the City's purchasing card system.

The City has met and conferred to agreement with SLCEA regarding the above position.

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

The Personnel Relations Board approved the Purchasing Technician classification specification at its August 13, 2015 meeting.

### **Fiscal Impacts**

The Purchasing Technician classification is set internally at range 69 (\$5,777.00-\$7,022.00 per month). The recommended position would replace the current Administrative Specialist III position, and this position will be eliminated on the 2015-16 adopted budget; it will have no impact in the current fiscal year because the new employee will not commence work prior to the fall 2015.

### **Budget Authority**

In the 2015-16 adopted budget, funding for this position upgrade is adequate.

### **ATTACHMENTS**

- Draft minutes of Personnel Relations Board meeting on August 13, 2015
- SLCEA Salary Schedule

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