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Title: CONSIDER RESOLUTION 19-023 AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW AND REVISED JOB CLASSIFICATION SPECIFICATIONS FOR RIGHT-OF-WAY OPERATIONS AND MAINTENANCE SUPERINTENDENT AND LANDSCAPE AND MAINTENANCE SUPERINTENDENT (CITY COUNCIL)

Sponsors:

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Attachments: 1. Resolution 19-023, 2. Right of Way Operations and Maintenance Superintendent Job Spec (Proposed), 3. Landscape and Building Maintenance Superintendent Job Spec (Proposed)

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, January 22, 2019

Consent

SUBJECT:

CONSIDER RESOLUTION 19-023 AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW AND REVISED JOB CLASSIFICATION SPECIFICATIONS FOR RIGHT-OF-WAY OPERATIONS AND MAINTENANCE SUPERINTENDENT AND LANDSCAPE AND MAINTENANCE SUPERINTENDENT (CITY COUNCIL)

I. SUMMARY

The job classification specifications are being presented to ensure that staff is able to address the vital service needs for the City. Since September of 2017, the position of Public Works Superintendent has been vacant, with the Director of Public Works absorbing the daily responsibilities associated with the role. This position is responsible for the oversight of 11 direct reports that supervise Administration, Public Works Right Of Way, Landscape and Building Maintenance crews. There have been two recruitments to backfill the Public Works Superintendent position. The first recruitment effort did not render any viable candidates, and the second recruitment effort rendered candidates whose expertise was more focused than general. Based on an assessment of the applicant pool from both recruitments, a reassessment of the posting, and the FY18/19 approved budget within the Public Works Department, bifurcating the responsibilities and filling two Superintendent

positions - one for Right of Way Operations and Maintenance and one for Landscape and Building Maintenance - is the most beneficial route for the City to take at this time.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 19-023, "AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW AND REVISED JOB CLASSIFICATION SPECIFICATIONS FOR RIGHT-OF-WAY OPERATIONS AND MAINTENANCE SUPERINTENDENT AND LANDSCAPE AND MAINTENANCE SUPERINTENDENT.

III. ALTERNATIVES

TAKE any action deemed appropriate.

IV. BACKGROUND

When turnover occurs, business needs dictate that the City reviews, updates and ensures that relevant job classification specifications meet our current vs. former needs. At this time, the Public Works Operations and Maintenance Superintendent position remains vacant since the resignation of Christopher Ortiz in 2017. Subsequent assessments of the needs of the City and the department have determined that two distinct positions are required. Staff is now presenting two job classifications specifications for consideration.

The Right-of-Way Operations and Maintenance Superintendent (Salary Range 166, \$8,748 - \$11,162) will be responsible for managing fleet maintenance and the service and repair of the public right of way infrastructure system including, traffic signals, streetlights, signs, storm drains, facilities, streets, sidewalks, medians and parkway trees. The Landscape and Building Maintenance Superintendent (Salary Range 166, \$8,748 - \$11,162) will be responsible for managing and supervising divisional maintenance activities involving custodial services, buildings and various soft and hardscaped areas.

The City is in position to make the necessary changes, due to the current vacancy. The plan is actively recruiting to fill these positions immediately. The City has met and conferred with the Association of Management Employees (AME) and they are in agreement with the above mentioned classifications specifications.

V. FISCAL IMPACT

The fiscal impact is between Step A at \$281,530 to Step F at \$337,984 for both positions. This increase will be assumed by the department's salary savings in the FY 2018-2019 budget.

VI. EXHIBITS

1. Resolution 19-023 (pgs. 4-5)
2. Proposed - Right-of-Way and Operations Maintenance Superintendent Job Spec (pgs. 6-10)
3. Proposed - Landscape and Building Maintenance Superintendent Job Spec (pgs. 11-15)

Prepared by: Faye Moseley, Director of Human Resources and Risk Management