



## Staff Report

**TO:** City Council  
**FROM:** Kristine Day, Assistant City Manager  
**DATE:** April 20, 2021  
**SUBJECT:** Approval of Title, Classification and Salary Changes

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### **Background and Analysis:**

#### **Community Development Department**

The Community Development Department has requested that the Senior Planner position be retitled to Planning Manager. This position represents the department before the community, advisory committees, local, state, federal, other planning agencies, and professional organizations as well as manages the Planning function within the department. The Community Development Department has provided a matrix of job duties and assignments that highlights the responsibilities of this position and demonstrates the appropriateness of the title change to Planning Manager. This position now allows for more complex job duties to be performed in house instead of contracting out the function and allows for a manager to be in charge in the absences of the department director. The job description and department organization chart have also been included for reference. According to current market data there is no salary adjustment necessary for this title change at this time.

#### **Public Works Department**

The Public Works Department is requesting two organizational changes to maximize the efficiency and workload within the department. The first is a title change from Public Works Manager to Principal Engineer. The Public Works Manager position has been vacant since October 2020. Public Works has a need for more engineering support and has requested the redesignation of this position as a Principal Engineer. This change is in title only as both titles are classified in the same salary range. This new title will have additional requirements of a Professional Engineer license which will afford the City expanded professional quality control over projects and development.

The second position request change is promoting the Principal Engineer to the Assistant Director of Public Works/Assistant City Engineer. The City is now engineering

and designing more capital projects in-house, like street maintenance/reconstruction. Additionally, the City has launched 42 capital projects and anticipates that this project list will further increase over the next couple of years. The need for technical expertise and support will grow and this position redesignation will allow this to be achieved more efficiently and cost effectively. The creation of the Assistant Director of Public Works/Assistant City Engineer will also allow City staff to ensure that there are minimal gaps in legal signing authority for items that require it (improvement plans, engineering reports, subdivision maps and special studies).

The Public Works Department has provided a matrix of job duties and assignments to highlight the variations in each of the positions as well as the proposed job descriptions and department organization chart. The existing pay scale for the Principal Engineer is Step 70-80, currently \$99,361 to \$127,171 annually. The proposed pay scale for the Assistant Director of Public Works/Assistant City Engineer based on current market data is Step 76-86, currently \$115,211 to \$143,874. Based on personnel qualifications of the candidate this position redesignation is projected to increase personnel expenditures by approximately \$3,230 for the remainder of this fiscal year and \$28,000 in the next fiscal year.

### **Community Services Department**

The Transit Division has requested a title change for the Transit Operations Supervisor to Transit Operations Manager. This position has recently begun managing fleet maintenance services as well as overseeing daily transit operations. The Transit Division has provided a matrix of job duties and assignments to highlight the changes in responsibilities as well as the proposed job descriptions and department organization chart. The existing pay scale for the Transit Operations Supervisor is Step 57-67, currently \$72,072 to \$92,248 annually. The proposed pay scale for the Transit Operations Manager based on current market data is Step 63-73, currently \$83,574 to \$106,974. Based on personnel qualifications of the candidate this position redesignation is projected to increase personnel expenditures by approximately \$576 for the remainder of this fiscal year and \$5,000 in the next fiscal year.

### **Fiscal Impact:**

All negotiated salary increases were adopted in FY 20/21 budget and the two increases totaling \$4,000 can be sustained through salary saving in the current fiscal year.

### **Recommended Action:**

Approval of Planning Manager title change,

Approval of Assistant Director of Public Works/Assistant City Engineer classification and salary scale,  
Approval of Public Works Manager to Principal Engineer title change, and  
Approval of Transit Operations Manager classification and salary scale.

**Attachments:**

- A. Job Duties Matrix
- B. Job Descriptions
- C. Department Organizational Charts