



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/06/2021

ITEM NO: 7

DATE: March 30, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve an Amendment to the Classification Plan to Create a Flexibly Staffed Parking Control Officer Job Series

RECOMMENDATION:

Approve an amendment to the classification plan to create a flexibly staffed Parking Control Officer job series.

BACKGROUND:

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require that amendments and revisions to the classification plan are effective upon approval by Town Council. Typically, these changes are presented to Council for approval as part of the formal budget adoption, through the labor negotiations process or as needed.

DISCUSSION:

The Town has an existing Parking Control Officer classification that was created in November 2000. In the process of reviewing the classification in conjunction with a reclassification study, it was determined that a flexibly staffed classification series would better meet the needs of the Police Department to provide for succession planning and a career ladder for existing and future employees.

In accordance with the Town's Flexibly Staffed Classes procedure, flexible staffing is the alternate use of two or more classes in a designated series. Flexibly staffed classes allow Departments to hire at the entry-level and provide a career incentive as employees become proficient and gain more experience which ultimately benefits the Town through retention and reduced training time. Alternatively, departments may hire new employees at the more

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Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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DISCUSSION (continued):

advanced levels within the series depending on the complexity of assignments and experience needed when vacancies exist.

The revised Parking Control Officer series would contain the following classifications: Senior Parking Control Officer and Parking Control Officer. If approved, the Senior Parking Control Officer will be added to the Salary Schedule for TEA Classification (Attachment 1) with an appropriate advanced salary range that ensures compensation equity.

Since this is a Town Employees' Association (TEA) represented classification, staff has met its obligation to meet and confer regarding the proposed classification and salary range.

CONCLUSION:

Staff is requesting the approval of an amendment to the classification plan to create a flexibly staffed series for the Parking Control Officer classification that would result in the addition of a Senior Parking Control Officer to the plan. The Town's Personnel Rules and Municipal Code require Council approval of classification plan amendments. The California Public Employees' Retirement System (CalPERS), that provides the Town's employee pension benefits, requires that any changes proposed to Town salary schedules are formally approved by a municipal agency Governing Body (i.e., Town Council).

FISCAL IMPACT:

Staff is not requesting funding of a full-time equivalent position. In anticipation of the growth of the Parking Control Officer series and a request for a reclassification study, the adopted Fiscal Year 2020/21 Operating Budget for the Police Department includes an existing Parking Control Officer at a higher salary range. If a vacancy occurs or a need is identified to promote an existing approved full-time equivalent into the higher-level class within the series during the 2020/21 budget year, there will not be a fiscal impact.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Salary Schedule for TEA Classifications