



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/03/2019

ITEM NO: 6

DATE: November 21, 2019
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve an Amendment to the Classification Plan to Create a Flexibly Staffed Engineering Technician Job Series

RECOMMENDATION:

Approve an amendment to the classification plan to create a flexibly staffed Engineering Technician 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 or through the labor negotiations process.

DISCUSSION:

The Town has an existing Engineering Technician 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 will better meet the needs of the Parks and Public Works Department to provide a vehicle for succession planning and a career ladder for existing and future employees.

In accordance with the Town's existing 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 Engineering Technician series would contain the following classifications: Engineering Technician, Associate Engineering Technician, and Senior Engineering Technician. If approved, the Associate Engineering Technician and Senior Engineering Technician will be added to the Salary Schedule for TEA Classifications (Attachment 1) with appropriate advancing salary ranges that have been calculated using external and internal compensation data to ensure 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 changes.

CONCLUSION:

Staff is requesting the approval of an amendment to the classification plan to create a flexibly staffed series for the Engineering Technician classification that will result in the addition of Associate Engineering Technician and Senior Engineering Technician 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.

FISCAL IMPACT:

Staff is not requesting funding of a full-time equivalent position at this time. If a vacancy occurs or a need is identified to promote an existing approved full-time equivalent into a higher level class within the series during the 2019/20 budget year, the cost will be absorbed into the Department's existing operating budget.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Salary Schedule for TEA Classifications