

CITY OF YUBA CITY
STAFF REPORT

Date: June 2, 2020
To: Honorable Mayor & Members of the City Council
From: Human Resources Department
Presentation By: Natalie Springer, Human Resources Director

Summary

Subject: City Administration Job Reclassification

Recommendation: Adopt a Resolution authorizing:

- A. The reclassification of the Assistant to the City Manager position to City Clerk Administrator
- B. The Finance Director to amend the salary schedule to add a City Clerk Administrator job classification and remove the Assistant to the City Manager job classification

Fiscal Impact: No financial impact

Purpose:

To implement organizational changes and corresponding modifications to the salary schedule in order to most efficiently support the needs of Council, the City Manager's Office, and the public.

Background:

Staff has identified the need to modify the organizational structure of City Administration in order to meet the management and operational responsibilities of the Office of the City Clerk.

Currently, the City of Yuba City has an elected City Clerk. The City Clerk is elected every four years as provided by state law. The primary function of the City Clerk is to prepare the minutes from City Council meetings and arrange for ceremonial and official functions. The elected City Clerk earns a stipend of \$75 per month.

In addition to ceremonial functions, state law dictates that the City Clerk administer democratic processes such as elections, access to city records, and oversee all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. Due to the workload and specialized skill set required to fulfill these duties, City staff has provided substantial administrative support behind the scenes to meet the requirements of the City Clerk position. For the past several years, Terrel Locke, the Assistant to the City Manager has managed these

responsibilities and has supported the City Clerk to ensure that the City remains in compliance with all requirements of the City Clerk position.

After many years of dedicated service, Terrel Locke, will be retiring her position with the City on June 26, 2020. In anticipation of her departure and the impending need to support the City Clerk going forward, staff recommends reclassifying the current Assistant to the City Manager (Executive Team) position to City Clerk Administrator (Mid-Manager). In evaluating the scope of this position, staff found that the City Clerk Administrator job classification is common among agencies with elected City Clerks and more accurately describes the functions associated with this position. Reclassifying and incorporating this job classification into the Mid-Manager bargaining unit more accurately aligns with the duties associated with this position. Staff has communicated with the affected bargaining unit, Mid-Managers.

In order to effectively recruit a qualified candidate for this position, no changes to the salary range are recommended

Add: City Clerk Administrator (Mid-Manager)

	1	2	3	4	5
JCN	\$6,236	\$6,548	\$6,875	\$7,219	\$7,581
7418	\$35.98	\$37.78	\$39.66	\$41.65	\$43.73

	1	2	3	4	5	6	7	8	9
JCN	\$6,236	\$6,392	\$6,548	\$6,712	\$6,875	\$7,047	\$7,219	\$7,400	\$7,581
7419	\$35.98	\$36.88	\$37.78	\$38.72	\$39.66	\$40.65	\$41.65	\$42.69	\$43.73

This addition shall become effective June 2, 2020.

Note: As part of the Mid-Manager’s Letter of Understanding, a 9-step salary range was negotiated for new hires within this bargaining group. The 5-step salary schedule will continue to apply to City employees that promote into a Mid-Manager position.

Remove: Assistant to the City Manager (Executive Team)

	1	-	-	-	5
JCN	\$6,236	-	-	-	\$7,581
8160	\$35.98	-	-	-	\$43.73

This change shall become effective July 4, 2020.

Fiscal Impact:

No financial impact

Alternatives:

1. Do not approve the reclassification of this position.
2. Provide alternative direction to staff.

Recommendation:

Adopt a Resolution authorizing:

- A. The reclassification of the Assistant to the City Manager position to City Clerk Administrator
- B. The Finance Director to amend the salary schedule to add a City Clerk Administrator job classification and remove the Assistant to the City Manager job classification

Attachments:

- A. Resolution
- B. Proposed Salary Schedule

Prepared By:

[/s/ Ciara Wakefield](#)
Ciara Wakefield
Administrative Analyst II

Submitted By:

[/s/ Diana Langley](#)
Diana Langley
Interim City Manager

Reviewed By:

Human Resources
Finance
Special Counsel

[NS](#)
[SM](#)
[SS by email](#)

ATTACHMENT A

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE DIRECTOR OF FINANCE TO AMEND THE SALARY SCHEDULE
TO REFLECT JOB RECLASSIFICATION WITHIN CITY ADMINISTRATION**

WHEREAS, the Assistant to the City Manager has for several years provided necessary administrative and technical support for the City's elected City Clerk; and

WHEREAS, the City Council has determined that such support in the future is more appropriately provided at the mid-manager level; and

WHEREAS, in the light of an upcoming retirement, the Assistant to the City Manager position will become vacant, thus facilitating this amendment to the classification plan;

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF YUBA CITY AS FOLLOWS:

SECTION I.

Authorize the reclassification of the Assistant to the City Manager position to City Clerk Administrator.

SECTION II.

Approve modification of the City's salary schedule to reflect the organizational changes and new job classifications within City Administration.

Add: City Clerk Administrator (Mid-Manager):

	1	2	3	4	5
JCN	\$6,236	\$6,548	\$6,875	\$7,219	\$7,581
7418	\$35.98	\$37.78	\$39.66	\$41.65	\$43.73

	1	2	3	4	5	6	7	8	9
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This addition shall become effective June 2, 2020.

Remove: Assistant to the City Manager (Executive Team):

	1	-	-	-	5
JCN	\$6,236	-	-	-	\$7,581
8160	\$35.98	-	-	-	\$43.73

This change shall become effective July 4, 2020.

SECTION II.

The Director of Finance is hereby authorized to make the necessary salary schedule modifications to implement the provisions of this resolution.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 2nd day of June, 2020.

AYES:

NOES:

ABSENT:

ATTEST:

Shon Harris, Mayor

Patricia Buckland, City Clerk

Approved as to form:

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT B

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JULY 4, 2020**

Department Heads

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS					
			1	2	3	4	5	
8070 *	CITY MANAGER	CM	-	-	-	-	17,083	Monthly
			-	-	-	-	98.56	Hourly
8090*	PUBLIC WORKS DIRECTOR//CITY ENGINEER	DH	11,817	-	-	-	14,364	Monthly
			68.17	-	-	-	82.87	Hourly
8040*	DIRECTOR OF DEVELOPMENT SERVICES	DH	10,718	-	-	-	13,028	Monthly
			61.84	-	-	-	75.16	Hourly
8010*	DIRECTOR OF HUMAN RESOURCES	DH	10,020	-	-	-	12,180	Monthly
			57.81	-	-	-	70.27	Hourly
8140*	DIRECTOR OF COMMUNITY SERVICES	DH	8,600	-	-	-	12,642	Monthly
			49.61	-	-	-	72.93	Hourly
8170	DEPUTY CITY MANAGER, ECONOMIC GROWTH AND PUBLIC AFFAIRS	Contract	7,920	-	-	-	12,000	Monthly
			45.69	-	-	-	69.23	Hourly
8030*	FIRE CHIEF	DH	12,461	-	-	-	15,146	Monthly
			71.89	-	-	-	87.38	Hourly
8150*	HUMAN RESOURCES MANAGER	Contract	6,726	-	-	-	8,174	Monthly
			38.80	-	-	-	47.16	Hourly
8050*	POLICE CHIEF	DH	12,461	-	-	-	15,146	Monthly
			71.89	-	-	-	87.38	Hourly
8020*	DIRECTOR OF FINANCE	DH	10,022	-	-	-	13,764	Monthly
			57.82	-	-	-	79.41	Hourly
8200	DIRECTOR OF ENGINEERING-SBFCA	Contract	10,000	-	-	-	15,000	Monthly
			57.69	-	-	-	86.54	Hourly

- * Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).
Executive Unit employees who are certified as bilingual will receive a bilingual pay incentive of \$100.00 per month:

EMPLOYEE BARGAINING GROUPS

CON - Confidential

PUE, Local #1 - General Employees

DH - Department Head

MM - Middle Manager

FM - Fire Management

FLM - 1st Level Manager

PD - Police Department

FIRE - Fire Department

PS - Police Sergeant

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JUNE 2, 2020**

Mid Managers - EMPLOYEES HIRED PRIOR TO APRIL 28, 2018

CLASSIFICATION	Group	SALARY STEPS					
		1	2	3	4	5	
7165* ACCOUNTING MANAGER	MM	6,722	7,058	7,411	7,782	8,171	Monthly
		38.78	40.72	42.76	44.90	47.14	Hourly
7070* ADMINISTRATIVE ANALYST III	MM	6,361	6,679	7,013	7,364	7,733	Monthly
		36.70	38.53	40.46	42.48	44.61	Hourly
7010* ADMINISTRATIVE MANAGER	MM	7,743	8,130	8,536	8,963	9,412	Monthly
		44.67	46.90	49.25	51.71	54.30	Hourly
7125* ANIMAL SERVICES MANAGER	MM	6,893	7,238	7,600	7,980	8,379	Monthly
		39.77	41.76	43.85	46.04	48.34	Hourly
7115* ASSISTANT CHIEF - FIRE	MM	9,932	10,429	10,950	11,497	12,072	Monthly
		57.30	60.17	63.17	66.33	69.64	Hourly
7116* ASSISTANT CHIEF - FIRE OPERATIONS (INTERIM)	MM	10,429	10,950	11,497	12,072	12,675	Monthly
		60.17	63.17	66.33	69.65	73.13	Hourly
7117* ASSISTANT CHIEF - FIRE ADMINISTRATION (INTERIM)	MM	9,932	10,429				Monthly
		57.30	60.17				Hourly
7135* ASSISTANT PUBLIC WORKS DIRECTOR	MM	9,827	10,318	10,834	11,376	11,945	Monthly
		56.69	59.53	62.50	65.63	68.91	Hourly
7140* ASSISTANT P.W. DIRECTOR - UTILITIES	MM	9,827	10,318	10,834	11,376	11,945	Monthly
		56.69	59.53	62.50	65.63	68.91	Hourly
7112* CHIEF BUILDING OFFICIAL	MM	7,447	7,819	8,210	8,620	9,051	Monthly
		42.96	45.11	47.37	49.73	52.22	Hourly
7418* CITY CLERK ADMINISTRATOR	MM	6,236	6,548	6,875	7,219	7,581	Monthly
		35.98	37.78	39.66	41.65	43.73	Hourly
7175* DEPUTY P.W. DIRECTOR - ENGINEERING	MM	8,710	9,145	9,602	10,082	10,587	Monthly
		50.25	52.76	55.40	58.17	61.08	Hourly
7195* DEPUTY P.W. DIRECTOR - MAINTENANCE	MM	7,942	8,339	8,756	9,194	9,653	Monthly
		45.82	48.11	50.52	53.04	55.69	Hourly
7160* DEPUTY P.W. DIRECTOR - UTILITIES	MM	8,273	8,687	9,121	9,577	10,056	Monthly
		47.73	50.12	52.62	55.25	58.02	Hourly
7110* DIVISION FIRE CHIEF	MM	9,458	9,931	10,428	10,949	11,496	Monthly
		54.57	57.29	60.16	63.17	66.33	Hourly

7120*	ENGINEER - SENIOR	MM	7,858 45.33	8,251 47.60	8,664 49.98	9,097 52.48	9,552 55.11	Monthly Hourly
7310*	ENGINEER - SENIOR - CITY SURVEYOR	MM	7,501 43.28	7,876 45.44	8,270 47.71	8,683 50.09	9,117 52.60	Monthly Hourly
7105*	INFORMATION TECHNOLOGY MANAGER	MM	8,650 49.90	9,082 52.40	9,536 55.02	10,013 57.77	10,514 60.66	Monthly Hourly
7043*	PARK MAINTENANCE MANAGER	MM	6,449 37.21	6,771 39.06	7,110 41.02	7,466 43.07	7,840 45.23	Monthly Hourly
7044*	PARKS AND GROUNDS SUPERINTENDENT	MM	6,893 39.77	7,238 41.76	7,600 43.85	7,980 46.04	8,379 48.34	Monthly Hourly
7130*	PLANNER-PRINCIPAL	MM	7,315 42.20	7,681 44.31	8,065 46.53	8,468 48.85	8,891 51.30	Monthly Hourly
7060*	PLANNING MANAGER	MM	7,942 45.82	8,339 48.11	8,756 50.52	9,194 53.04	9,653 55.69	Monthly Hourly
7085	PROJECT MANAGER	MM	7,144 41.22	7,501 43.28	7,876 45.44	8,270 47.71	8,683 50.10	Monthly Hourly
7090*	PUBLIC WORKS SUPERINTENDENT	MM	7,492 43.22	7,867 45.39	8,260 47.65	8,673 50.04	9,107 52.54	Monthly Hourly
7046*	RECREATION MANAGER	MM	6,449 37.21	6,771 39.06	7,110 41.02	7,466 43.07	7,840 45.23	Monthly Hourly
7200*	REGULATORY COMPLIANCE ADMINISTRATOR	MM	7,512 43.34	7,888 45.51	8,282 47.78	8,696 50.17	9,131 52.68	Monthly Hourly
7091*	UTILITIES SUPERINTENDENT	MM	8,710 50.25	9,145 52.76	9,602 55.40	10,082 58.17	10,587 61.08	Monthly Hourly

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**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JUNE 2, 2020**

Mid Managers - EMPLOYEES HIRED ON OR AFTER APRIL 28, 2018

CLASSIFICATION	Group	SALARY STEPS									
		1	2	3	4	5	6	7	8	9	
7565* ACCOUNTING MANAGER	MM	6,722	6,890	7,058	7,235	7,411	7,597	7,782	7,977	8,171	Monthly
		38.78	39.75	40.72	41.74	42.76	43.83	44.90	46.02	47.14	Hourly
7470* ADMINISTRATIVE ANALYST III	MM	6,361	6,520	6,679	6,846	7,013	7,189	7,364	7,548	7,733	Monthly
		36.70	37.62	38.53	39.50	40.46	41.48	42.48	43.55	44.61	Hourly
7410* ADMINISTRATIVE MANAGER	MM	7,743	7,937	8,130	8,333	8,536	8,750	8,963	9,187	9,412	Monthly
		44.67	45.79	46.90	48.08	49.25	50.48	51.71	53.00	54.30	Hourly
7525* ANIMAL SERVICES MANAGER	MM	6,893	7,066	7,238	7,419	7,600	7,790	7,980	8,180	8,379	Monthly
		39.77	40.77	41.76	42.80	43.85	44.94	46.04	47.19	48.34	Hourly
7515* ASSISTANT CHIEF - FIRE	MM	9,932	10,181	10,429	10,690	10,950	11,224	11,497	11,784	12,072	Monthly
		57.30	58.74	60.17	61.67	63.17	64.75	66.33	67.98	69.64	Hourly
7116* ASSISTANT CHIEF - FIRE OPERATIONS (INTERIM)	MM	10,429	10,690	10,950	11,224	11,497	11,785	12,072	12,374	12,675	Monthly
		60.17	61.67	63.17	64.75	66.33	67.99	69.65	71.39	73.13	Hourly
7117* ASSISTANT CHIEF - FIRE ADMINISTRATION (INTERIM)	MM	9,932	10,181	10,429							Monthly
		57.30	58.74	60.17							Hourly
7136* ASSISTANT PUBLIC WORKS DIRECTOR	MM	9,827	10,073	10,318	10,576	10,834	11,105	11,376	11,661	11,945	Monthly
		56.69	58.11	59.53	61.02	62.50	64.07	65.63	67.28	68.91	Hourly
7540* ASSISTANT P.W. DIRECTOR - UTILITIES	MM	9,827	10,073	10,318	10,576	10,834	11,105	11,376	11,661	11,945	Monthly
		56.69	58.11	59.53	61.02	62.50	64.07	65.63	67.28	68.91	Hourly
7512* CHIEF BUILDING OFFICIAL	MM	7,447	7,633	7,819	8,015	8,210	8,415	8,620	8,836	9,051	Monthly
		42.96	44.04	45.11	46.24	47.37	48.55	49.73	50.98	52.22	Hourly
7419* CITY CLERK ADMINISTRATOR	MM	6,236	6,392	6,548	6,712	6,875	7,047	7,219	7,400	7,581	Monthly
		35.98	36.88	37.78	38.72	39.66	40.66	41.65	42.69	43.73	Hourly
7575* DEPUTY P.W. DIRECTOR - ENGINEERING	MM	8,710	8,928	9,145	9,374	9,602	9,842	10,082	10,334	10,587	Monthly
		50.25	51.51	52.76	54.08	55.40	56.78	58.17	59.62	61.08	Hourly
7595* DEPUTY P.W. DIRECTOR - MAINTENANCE	MM	7,942	8,141	8,339	8,548	8,756	8,975	9,194	9,424	9,653	Monthly
		45.82	46.97	48.11	49.32	50.52	51.78	53.04	54.37	55.69	Hourly
7560* DEPUTY P.W. DIRECTOR - UTILITIES	MM	8,273	8,480	8,687	8,904	9,121	9,349	9,577	9,817	10,056	Monthly
		47.73	48.92	50.12	51.37	52.62	53.94	55.25	56.64	58.02	Hourly
7510* DIVISION FIRE CHIEF	MM	9,458	9,695	9,931	10,180	10,428	10,689	10,949	11,223	11,496	Monthly
		54.57	55.93	57.29	58.73	60.16	61.67	63.17	64.75	66.33	Hourly

7520*	ENGINEER - SENIOR	MM	7,858 45.33	8,055 46.47	8,251 47.60	8,458 48.80	8,664 49.98	8,881 51.24	9,097 52.48	9,325 53.80	9,552 55.11	Monthly Hourly
7710*	ENGINEER - SENIOR - CITY SURVEYOR	MM	7,501 43.28	7,689 44.36	7,876 45.44	8,073 46.58	8,270 47.71	8,477 48.91	8,683 50.09	8,900 51.35	9,117 52.60	Monthly Hourly
7505*	INFORMATION TECHNOLOGY MANAGER	MM	8,650 49.90	8,866 51.15	9,082 52.40	9,309 53.71	9,536 55.02	9,775 56.39	10,013 57.77	10,264 59.22	10,514 60.66	Monthly Hourly
7443*	PARK MAINTENANCE MANAGER	MM	6,449 37.21	6,610 38.13	6,771 39.06	6,941 40.04	7,110 41.02	7,288 42.05	7,466 43.07	7,653 44.15	7,840 45.23	Monthly Hourly
7444*	PARKS AND GROUNDS SUPERINTENDENT	MM	6,893 39.77	7,066 40.77	7,238 41.76	7,419 42.80	7,600 43.85	7,790 44.94	7,980 46.04	8,180 47.19	8,379 48.34	Monthly Hourly
7530*	PLANNER-PRINCIPAL	MM	7,315 42.20	7,498 43.26	7,681 44.31	7,873 45.42	8,065 46.53	8,267 47.69	8,468 48.85	8,680 50.08	8,891 51.30	Monthly Hourly
7460*	PLANNING MANAGER	MM	7,942 45.82	8,141 46.97	8,339 48.11	8,548 49.32	8,756 50.52	8,975 51.78	9,194 53.04	9,424 54.37	9,653 55.69	Monthly Hourly
7485	PROJECT MANAGER	MM	7,144 41.22	7,323 42.25	7,501 43.28	7,689 44.36	7,876 45.44	8,073 46.58	8,270 47.71	8,477 48.91	8,683 50.10	Monthly Hourly
7490*	PUBLIC WORKS SUPERINTENDENT	MM	7,492 43.22	7,680 44.31	7,867 45.39	8,064 46.52	8,260 47.65	8,467 48.85	8,673 50.04	8,890 51.29	9,107 52.54	Monthly Hourly
7446*	RECREATION MANAGER	MM	6,449 37.21	6,610 38.13	6,771 39.06	6,941 40.04	7,110 41.02	7,288 42.05	7,466 43.07	7,653 44.15	7,840 45.23	Monthly Hourly
7600*	REGULATORY COMPLIANCE ADMINISTRATOR	MM	7,512 43.34	7,700 44.42	7,888 45.51	8,085 46.64	8,282 47.78	8,489 48.98	8,696 50.17	8,914 51.43	9,131 52.68	Monthly Hourly
7092*	UTILITIES SUPERINTENDENT	MM	8,710 50.25	8,928 51.51	9,145 52.76	9,374 54.08	9,602 55.40	9,842 56.78	10,082 58.17	10,334 59.62	10,587 61.08	Monthly Hourly

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EMPLOYEE BARGAINING GROUPS

- CON - Confidential
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