



ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: June 21, 2016

Subject

Accept the Final Report of the Classification Study, dated May 23, 2016.

Recommended Action

1. Accept the Report, approve title changes, re-classifications, new classifications and deleted classification effective July 1, 2016.
2. Adopt Resolution 16-___ Amending the Unrepresented Employees' Compensation Program and salary schedule.
3. Approve budget adjustments to the FY 2016-17 Final Budget as described in the fiscal impact section of this report.

Description

In August 2015 the City began work with Koff & Associates for a Classification and Compensation Study for the City of Cupertino. Katie Kaneko from Koff & Associates kicked-off the study and met with City employees that were invited to participate. Subsequent to these meetings, employees completed a Position Description Questionnaire (PDQ's). The PDQ's were reviewed by the employee's supervisor and forwarded to Katie and her staff for further review. Katie then met with the employees and supervisors for a final interview and made a determination regarding employee classifications.

Discussion

The classification study was conducted to ensure that employees are recognized for the level and scope of work performed, and that class descriptions reflect current programs, responsibilities, and technology.

The goals and objectives of the study were to: Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management; Prepare an updated classification plan, including recommended class descriptions and position allocations that recognizes the scope and level of the various classes and positions, and is perceived equitable by management and employees alike; Provide class descriptions

and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and provide sufficient documentation to allow the City to maintain the classification system on a regular basis.

The following are Koff & Associates recommended changes:

Recommendations for **Title Changes**: Five (5) Classifications:

Current Class Title	Proposed Class Title
Assistant Director of Public Works - Engineering	Assistant Director of Public Works
Maintenance Worker III (6)	Lead Maintenance Worker (6)
Media Coordinator (3)	Multimedia Communication Specialist (3)
Public Works Supervisor (4)	Maintenance Supervisor (4)
Service Center Superintendent	Maintenance Superintendent

Recommendations for **Reclassifications**: Twelve (12) Incumbents:

The study resulted in eleven (12) incumbents, allocated to eight (8) classifications, to be reclassified, as noted in the table below. These recommendations are based on the individual positions interviewed. Not every incumbent in the current classification are recommended for a reclassification.

Current Class Title and Number of Incumbents reclassified	Proposed Class Title
Administrative Assistant (1)	Management Analyst
Administrative Clerk (2)	Administrative Assistant
Maintenance Worker I/II (1)	Environmental Programs Compliance Technician
Office Assistant (1)	Administrative Assistant

Current Class Title and Number of Incumbents reclassified	Proposed Class Title
Office Assistant (1)	Senior Office Assistant
Office Assistant (1)	Communication Outreach Specialist
Recreation Assistant (1)	Office Assistant
Senior Code Enforcement Officer (1)	Environmental Programs Specialist
Senior Office Assistant (2)	Administrative Assistant
Web Specialist (1)	Business Systems Analyst/Project Manager

Recommendations for New Classifications and a Classification Deletion:

The study resulted in several new classifications. There were two classifications which were assigned to the GIS function but classified within broad classifications. Koff & Associates found that the role of GIS systems within public sector organizations is becoming more prominent and that the skill set is unique and warranted creating a distinct classification series. Accordingly, Koff & Associates created a GIS Technician and GIS Program Manager classification.

Koff & Associates created the City Engineer and Deputy City Manager classifications to provide flexibility in anticipation of potential organization changes in the City Manager’s Office and the Public Works Department. Neither of these positions are currently filled and are available only if management determines that it would be appropriate given the organizational structure and budget capacity. Recommended salary ranges for these new classifications are included as part of attached Unrepresented groups compensation program.

The Environmental Programs Specialist and the Environmental Programs Compliance Technician were created due to two employees re-classifications. New salary ranges for these classifications are currently being negotiated and will be updated when a successor memorandum of understanding is brought before Council for approval.

The study resulted in the deletion of the Administrative Clerk classification. The two Administrative Clerks will be re-classified to Administrative Assistant. With the existing classifications of Office Assistant, Senior Office Assistant and Administrative Assistant, there is no longer a need for the Administrative Clerk classification.

Lastly, as part of the preparation of this report staff noted that the prior Unrepresented compensation agreement had mistakenly deleted the Public Information Officer

classification. This updated agreement has corrected that error and has added back this class. There has been no change to this salary.

The City's classification plan is a fluid plan that will require adjustments from time to time as staff and organizational changes occur, if these changes impact an employees job duties.

Fiscal Impact

The City will incur a cost of \$129,354 as a result of the recommended reclassifications and new classifications. The chart below summarized the costs by position:

Current Classification	Current Costs	Recommended Classification	New Costs	Increased Costs
Administrative Assistant (1)	\$114,225	Management Analyst	\$122,871	\$8,646
Administrative Clerk (2)	\$217,152	Administrative Assistant	\$228,072	\$10,920
Maintenance Worker I/II (1)	\$108,289	Environmental Programs Compliance Technician	\$121,825	\$13,536
Office Assistant (1)	\$80,526	Administrative Assistant	\$94,516	\$13,990
Office Assistant (1)	\$88,294	Senior Office Assistant	\$92,801	\$4,507
Office Assistant (1)	\$81,614	Community Outreach Specialist I	\$93,811	\$12,197
Recreation Assistant (1)	\$61,151	Office Assistant	\$74,858	\$13,707
Senior Code Enforcement Officer (1)	\$133,257	Environmental Programs Specialist	\$145,296	\$12,039
Senior Office Assistant (2)	\$194,072	Administrative Assistant	\$208,283	\$14,211
Web Specialist (1)	\$138,858	Business Systems Analyst/Project Manager	\$146,032	\$7,174
Total Reclassification Costs	\$1,217,438		\$1,328,365	\$110,927
New Classification Costs				
Engineering Technician (1)	\$114,389	GIS Technician (1)	\$114,389	\$0
Senior Management Analyst (1)	\$148,396	GIS Program Manager (1)	\$166,823	\$18,427
City Engineer	N/A	N/A	N/A	N/A
Deputy City Manager	N/A	N/A	N/A	N/A
Total New Classification Costs	\$262,785		\$281,212	\$18,427
TOTAL INCREASED COSTS	\$1,480,223		\$1,609,577	\$129,354
RECLASSES AND NEW CLASSES				

It is recommended the following budget adjustments be approved to FY2016-17 Final Budget:

GL String	Budget Adjustment
61035986	18427
10030300	8394
10030304	700
61034310	4196
61035986	700
10030300	10367
61532308	1220
10030304	610
23081802	4214
52081801	7825
10061602	7105
57063621	13707
10062608	4507
10070700	1729
10071701	3458
10071702	1729
10073713	1730
10011175	273
10071701	3276
10011170	546
10071702	1092
10011142	273
10073713	2730
10073715	2730
10080800	7106
23081802	4738
52081801	8798
10030304	717
10030300	2870
61532308	3587
Total Budget Adjustments	129,354

Prepared by: Laura Miyakawa and Maria Jimenez, HR Analyst II

Reviewed for submission by: Kristina Alfaro, Director of Administrative Services

Approved for Submission by: David Brandt, City Manager

Attachments:

A: Draft Resolution

B: Final Classification Report and Appendix

C: Green lined Amended Unrepresented Employees' Compensation Program

D: New Classification Descriptions