



City Council Staff Report

Subject: Various Personnel Updates

Date: August 8, 2023

Submitted By: Tameka Usher, Administrative Services
Tameka Usher, Administrative Services

Department: Administrative Services - Human Resources

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Salary Range for Communications Specialist; Reallocate One Website Technician to Communications Specialist; and Adopt Revised Confidential Employees and Temporary Employees Salary Schedule.
- B. Adopt a Resolution of the City Council of the City of Rocklin to Adopt a Salary Range for Senior Management Analyst City Clerk; Reallocate One Management Analyst and One Accounting Supervisor to Senior Management Analysts; and Adopt Revised Management Employees Salary Schedule.

Background:

Title 2 of the California Code of Regulations, section 570.5 requires the City's salary schedules to be adopted at a public meeting.

Communications Specialist

In the Fiscal Year (FY) 2023/24 Operating Budget, four non-benefited temporary positions were converted to benefited part-time positions. One of those positions is a Website Technician within the City Manager's Office. The City does not have a classification specification for Website Technician; therefore, Human Resources (HR) staff conducted a review of the classification's essential duties and responsibilities to develop a classification specification. Following that review and development of the classification specification, staff recommends retitling the position to Communications Specialist since the essential duties and responsibilities are not only related to maintenance of the City's website.

In accordance with the City of Rocklin Employee/Employer Resolution, staff further recommends that the classification of Communications Specialist be placed in the Confidential employees' unit since it will be assigned solely to the City Manager's Office and therefore will

have knowledge of, and regular access to, decisions of City management affecting employer-employee relations.

Staff recommends that the classification of Communications Specialist be placed at salary range 8 (\$44,035 - \$60,703) of the Confidential Employees salary schedule and the incumbent's salary will be set consistent with the hourly equivalent salary.

Lastly, staff recommends removing the Website Technician title from the Temporary Employees Salary Schedule since it will no longer be in use.

Regarding the aforementioned changes, it is being recommend that City Council:

1. Delete 0.50 FTE Website Technician allocation in the City Manager's Office.
2. Add 0.50 FTE Communications Specialist allocation in the City Manager's Office.

Senior Management Analyst

Human Resources Division

Recent staffing changes in the Human Resources Division of Administrative Services created an opportunity to reevaluate the department organizational structure consistent with the consultant's recommendation in 2021. To help create an improved functional structure in the Department, staff recommends the following organizational change.

The current organizational structure of the HR Division includes one (1) Director of Administrative Services who has four (4) direct reports in addition to other direct reports from the Finance Division, Payroll Division, and Information Technology Division. The Director of Administrative Services is responsible for supervising all functions of the HR Division. Staff recommends creating a supervisory-level position to supervise the day-to-day activities of the HR Division. The City does not currently have a supervisory-level human resources position; therefore, the Senior Management Analyst classification was developed. HR recommends that the salary for the classification be set to salary range 18 (\$98,514 - \$135,802) of the Management Salary Schedule.

In accordance with the definition of Management Employee in the City of Rocklin Employee/Employer Resolution, staff recommends that the classification of Senior Management Analyst be assigned to the Management Employee's unit.

To offset the cost of this recommendation, HR further recommends deleting 1.0 FTE vacant Management Analyst allocation in the HR division.

Finance Division

The Accounting Supervisor in the Finance Division has been vacant since January 2023; recruitment efforts have been unsuccessful and the caliber of applicants has been low. Given these challenges, staff has reevaluated the department organizations structure and recommends the Accounting Supervisor be reallocated to a Senior Management Analyst. As indicated above, the Senior Management Analyst will serve as a supervisor-level classification and be able to provide oversight of the day-to-day activities of the Accounting unit and will also expand the level of essential duties assigned and provide a higher level of support to the Deputy Director of Administrative Services/City Treasurer.

To offset the cost of this recommendation, HR recommends deleting 1.0 FTE vacant Accounting Supervisor allocation in the Finance Division.

Regarding the aforementioned changes, it is being recommend that City Council:

1. Delete 1.0 FTE Management Analyst allocation in Human Resources Division of the Administrative Services Department.
2. Add 1.0 FTE Senior Management Analyst allocation in the Human Resources Division of the Administrative Services Department.
3. Delete 1.0 FTE Accounting Supervisor allocation in the Finance Division of the Administrative Services Department.
4. Add 1.0 FTE Senior Management Analyst allocation in the Finance Division of the Administrative Services Department.

City Clerk

The recent resignation of the City Clerk created an opportunity to change the reporting structure of the City Clerk. Currently, the City Clerk serves at the pleasure of the City Council, under the general day-to-day direction of the City Manager. To create operational efficiencies, and consistent with other management-level positions, staff recommends changing the reporting structure to have the City Clerk report to the City Manager.

Additionally, staff recommends making this position an at-will position as defined in the City of Rocklin Personnel Rules, and recommends that the salary for the classification be set to salary range 18 (\$98,514 - \$135,802) of the Management Salary Schedule.

Fiscal Impact:

The fiscal impact to the General Fund from the recommendations is cost neutral. The changes in the Communication Specialist and City Clerk positions are expected to be cost neutral. With the establishment of Senior Management Analyst positions, there is expected to be an increase in cost of approximately \$23,000. This cost will be offset by the deletion of the Accounting Supervisor and Management Analyst positions and expected savings through departmental vacancies.

ATTACHMENTS:

1. [Resolution A - Communications Specialist](#)
2. [Resolution A Exhibit 1 - Confidential Salary Schedules A & B](#)
3. [Resolution A Exhibit 2 - Temporary Positions Salary Schedule](#)
4. [Communications Specialist Class Specification](#)
5. [Resolution B - Management Positions.docx](#)
6. [Resolution B Exhibit A - Management Salary Schedules A & B Effective 8-12-23](#)
7. [Senior Management Analyst Class Specification](#)