



City Council Staff Report

Subject: Various Personnel Updates

Date: August 27, 2024

Submitted By: Tameka Usher, Administrative Services Director

Department: Administrative Services - Human Resources

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin to Reallocate and Retitle 2.0 FTE Information Technology Analyst Positions as 1.0 FTE Information Technology Analyst I/II in the Confidential Bargaining Unit and 1.0 FTE Information Technology Analyst I/II in the Public Service Employee's Bargaining Unit (AFSCME Council 57, Local 146-AFL-CIO) and Adopt Revised Confidential and Public Service Employee's Bargaining Unit Salary Schedules.

Background:

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

The City has an Information Technology Analyst (journey-level) and a Senior Information Technology Analyst (advanced journey-level) classification series. No change is recommended for the Senior Information Technology Analyst. However, the City does not have an entry-level Information Technology Analyst classification. Due to previous failed recruitments, staff recommends creating a flexibly staffed Information Technology Analyst classification series, which would be titled Information Technology Analyst I (new entry-level) and Information Technology Analyst II (the current level titled Information Technology Analyst). Creating an Information Technology Analyst I/II will create additional internal career growth from the Information Technology Specialist classification series and will allow hiring to be made at either the I or II level. Introducing this model in the Information Technology Analyst classification series will not impact current staff. In addition, this flexible staffing concept is not new to the City, which currently uses this model for the GIS Analyst I/II, Building Inspector I/II, and Accountant I/II.

To implement this change, staff recommends the following:

- Reallocate 2.0 FTE Information Technology Analyst allocations to Information Technology I/II in the Administrative Services Department.
 - Public Service Employees' Bargaining Unit Salary Schedule:
 - Delete 1.0 FTE Information Technology Analyst and add 1.0 FTE Information Technology Analyst I/II.

- Set the salary range for the newly created I-level at salary range 35 (The II-level salary shall remain at salary range 39).
- Confidential Salary Schedule:
 - Delete 1.0 FTE Information Technology Analyst and add 1.0 FTE Information Technology Analyst I/II.
 - Set the salary range for the newly created I-level at salary range of 30 (The II-level salary shall remain at salary range 34).

Fiscal Impact:

There is no direct fiscal impact on the General Fund from the staff recommendation.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - Confidential Salary Schedule](#)
3. [Resolution Exhibit B - Public Service Employees' Bargaining Unit Salary Schedule A and B](#)