



Agenda Item # _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Wilson and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Marcie Scott, Human Resources Director
Neil Miller, Public Works Director
Richard Gill, Parks & Recreation Director

DATE: February 1, 2005

SUBJECT: Consideration of a Resolution Implementing the Findings of Phase II of the Classification Study in the Miscellaneous Unit Covering the Public Works and Parks & Recreation Departments

RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 5960, implementing the findings of Phase II of the Classification Study in the Miscellaneous Unit covering the Public Works and Parks & Recreation Departments.

FISCAL IMPLICATION:

The cost of the recommended action within the Parks & Recreation Department is estimated at \$3,500 and within the Public Works Department we expect the costs to be approximately \$5,500 this fiscal year. These costs may be absorbed in the respective departments' budget. We anticipate new costs of \$14,160 in next fiscal year's budget. All of these costs are accounted for in the budget.

BACKGROUND:

The City negotiated a Memorandum of Understanding (MOU) with the Miscellaneous Unit (represented by the Teamsters) two years ago. One provision in the MOU is an agreement that the City will study various job classifications in several phases. The City allocated one-half of one percent of the payroll of the unit, which is \$30,000, to use for any compensation adjustments resulting from these studies. Human Resources staff completed Class Study Phase I (Finance Dept – Account Services Representative and Revenue Services Specialist) in July 2003 which did not recommend any changes for ASRs, but Council approved an adjustment to the pay range of the Revenue Services Specialist. Phase II, covering various positions in the Public Works and Parks & Recreation Departments, has just been completed and staff is presenting several recommendations for Council approval. Phase III includes 3 civilian classifications in the Police Department: Community Services Officer, Police Services Officer and Records Technician/Matron. The timeframe for this final phase is January 2005 through January 2006.

DISCUSSION:

Phase II of the study analyzed 43 incumbents in 19 different classifications. Employees participated by completing a Position Description Questionnaire, which was reviewed by their supervisors. Human Resources staff discussed the questionnaires with employees and in some cases made field visits to fully understand the nature of the job. After analysis of the information, Human Resources staff worked with Public Works and Parks & Recreation managers to develop the following recommendations. We took into account the demands of the current work assignments and the organizational goals of each department.

Public Works Department

Staff recommends deleting several classifications that are single-incumbent classes or specialized positions. We recommend creating two new classifications: Maintenance Worker III and Maintenance Worker IV. These two higher level positions will be allocated at existing salary levels of Equipment Operator/Concrete Finisher and Foreman, respectively. The reason for this change is to create a job family of Maintenance Worker I – IV, which is a group of jobs having the same nature of work but requiring different levels of skill, effort and responsibility. This allows us to clearly differentiate the expectations at each level. At Maintenance Worker III, incumbents are expected to have higher level technical skills and may lead a small work group for limited and specified duration. The Maintenance Worker IV regularly leads up to several work groups at a time in addition to more administrative responsibilities. Any incumbents would be reclassified to more appropriate classes as described below:

DELETE:	INCUMBENT(S)	NOTES
Foreman – Streets Foreman – Landscape (vacant) Foreman – Wastewater (vacant)	(2)	Retitle to MW IV at same rate of pay and collapse into one class.
Equipment Operator	(1)	Retitle to MW III at same rate of pay. This will be a broader class, with responsibility to oversee a project in the field, such as an asphalt or concrete crew. There is no need for the current specialized position
Concrete Finisher	(1)	Retitle to MW III at same rate of pay. This will be a broader class, with responsibility to oversee a project in the field, such as an asphalt or concrete crew. There is no need for the current specialized position.
Mechanic/Welder	None	Delete. It has been vacant for several years; appears there is no need for this class.

Mechanic Helper	None	Currently vacant, retitle to Equipment Mechanic I and create a flex class with current Equipment Mechanic position. This will give us flexibility in recruitment to bring a new hire in at the lower level as a trainee if needed.
Traffic Painter	None	Currently this salary range is 5% above MW II. We propose retitling to MW II with certification pay of 5% for technical knowledge required.
Irrigation Repair Worker	(1)	Retitle to Maintenance Worker II at same rate of pay. No need for specialized class.

And finally, we recommend establishing several types of certification pay at 5% above base salary. The Study found the need for some higher level technical skills in the areas of concrete finishing, welding, traffic/signage, lead over small work crews for limited duration and state certification in water distribution. The certification pay is a better option than using specialized positions because we can use one primary job family and still recognize those employees who apply specialized technical skills to their jobs. This also provides management with more flexibility in assigning work. While we expect employees who are assigned to jobs providing certification pay to stay in the jobs for the duration of the assignment, over time, it will be possible to make these opportunities available to more employees. Only one employee will be able to receive each certification pay at a time, except in the case of the water certification pay, as the State requires employees to pass the Distribution III level of the state exam to fully perform the duties of the water maintenance worker.

We believe this will encourage employees to develop their skills, which supports our succession planning effort, and to develop strong worker/leaders in middle management. It will also serve as a retention measure for those employees who are uniquely skilled above the MW II level. Certifications from professional organizations that management designates will be required before the certification pay is approved. The certifications will be in these areas:

CERTIFICATION PAY	CLASSIFICATION ELIGIBLE	CERTIFICATION REQUIRED	# INCUMBENT(S) ALLOCATED
Water Distribution	Maintenance Worker II – Water	Distribution III. This is a relatively new requirement imposed by the State.	6

Welding	Maintenance Worker II	Certified Welder/American Welding Society	1
Concrete Finishing	Maintenance Worker II	City performance test	1
Signs	Maintenance Worker II	International Municipal Sign Association (IMSA) Traffic Signs and Marking Level I	1
Traffic Painter	Maintenance Worker II	International Municipal Sign Association (IMSA) Traffic Signs and Marking Level I	1
Lead	Maintenance Worker II	Must attend City-approved supervisory training	0 for now

Parks & Recreation Department

Human Resources staff also studied the classifications of Recreation Coordinator and Recreation Arts Education Coordinator, which has Parks, Arts and Recreation program responsibility, budget oversight and supervision of part-time and full-time employees. We recommend merging both classes and changing the title, which is more in line with the industry standard.

RETITLE	INCUMBENT(S)	NOTES
Recreation Coordinator	(3)	Retitle to Recreation Supervisor
Recreation Arts Education Coordinator	(1)	Retitle to Recreation Supervisor

Costing

We conducted salary surveys which determined the Public Works positions studied are all within 5% of the market average, with several classifications slightly above the market average. Therefore we are not recommending any salary range changes. The Parks & Recreation class study is a different story. The Recreation Coordinator class is significantly below the market average. Staff recommends increasing the salary range by 10% and moving the incumbents an immediate 5% step with a performance evaluation of Meets Standards or better. We recommend an additional 3% adjustment in the range in the first pay period of the next fiscal year. The incumbents will be eligible for future step increases at their annual evaluation date pursuant to City policy.

We have described below the estimated new costs for this fiscal year and the next, based on our recommendations. These costs will not require any new budget reallocations.

CHANGE	NUMBER OF INCUMBENTS	NEW COSTS TO CURRENT FY BUDGET 04-05
Reclassify Recreation Coordinator to Recreation Supervisor and increase the pay range 10% (incumbents receive 5% step immediately if qualified)	(4)	\$3,540
Water Certification pay (5% on base)	(6)	\$5,580
	Total for remaining FY 04-05	\$9,120
NEW COSTS FOR NEXT FY 05-06:		
Increase pay range for Recreation Supervisor by an additional 3% in pay period with July 1, 2005	(4)	\$4,116
Cert Pays @ 5% on base (Signs, Traffic Painter, Welder, Concrete Finisher)	Maximum of 1 employee for each of 4 cert pays	\$8,928
Cert Pay for ½ yr Lead Pay (We think we'll only use this part-time, as work projects require)		\$1,116
	Total new costs next FY 05-06	\$14,160

CONCLUSION:

The changes proposed will create a streamlined, consistent classification system that will encourage employees to improve themselves through skill development and certification. This system will also provide flexibility to managers to use employees who are cross trained to address work priorities. Additionally, we believe these changes will help in the development of employees to move upward in the organization over time as a part of succession planning as well as retaining those employees who currently apply specialized technical skills in their jobs.

ATTACHMENT: Resolution 5960
 Classification Plan (Attachment A to Personnel Rules)

RESOLUTION 5960

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, AMENDING RESOLUTION 5898 OF SAID COUNCIL (PERSONNEL RULES) BY MODIFYING THE CLASSIFICATION PLAN FOR THE CITY OF MANHATTAN BEACH AND AMENDING THE 2002-2006 TEAMSTERS MEMORANDUM OF UNDERSTANDING.

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The Classification Plan be modified pursuant to Attachment A to reflect the following:

Add the following classes:

Equipment Mechanic I
Maintenance Worker III
Maintenance Worker IV

Delete the following classes:

Concrete Finisher
Equipment Operator
Foreman – Landscape Maintenance
Foreman – Streets
Foreman – Wastewater
Irrigation Repair Worker
Mechanic Helper
Mechanic Welder
Recreation Arts Education Coordinator
Traffic Painter

Amend the Class Titles for the following classes:

Building Repair Craftsman to Building Repair Craftsperson
Equipment Mechanic to Equipment Mechanic II
Recreation Coordinator to Recreation Supervisor

SECTION 2. Amend the 2002-2006 Teamsters Memorandum of Understanding by implementing the following changes:

(A) Adjust the Recreation Coordinator (Supervisor) salary range as follows:

	A	AA	B	C	D	E
Recreation Coordinator	\$3521	\$3697	\$3882	\$4076	\$4280	\$4494

(B) Effective the pay period including July 1, 2005, the salary range for Recreation Coordinator (Supervisor) shall be further adjusted by 3%, in addition to the negotiated July 1, 2005 MOU increase.

(C) Add Certification Pay calculated at 5% on base salary to various Public Works positions as follows:

Concrete Finisher – Available to the Maintenance Worker II assigned to perform concrete finishing duties and certified by the City to perform such duties.

Lead - Available to Maintenance Worker II's who have taken supervisory training courses and are assigned to serve as crew leaders on a temporary basis.

Signs – Available to the Maintenance Worker II assigned to Traffic Signs and certified by I.M.S.A.

Traffic Paint – Available to the Maintenance Worker II assigned to Traffic Painting and certified by I.M.S.A.

Water Distribution – Available to Maintenance Worker II's assigned to water and in possession of a Water Distribution III certification by the State Department of Health Services.

Welding – Available to the Maintenance Worker II certified by the American Welding Society.

SECTION 3. The City Clerk shall make this Resolution reasonably available for public inspection within thirty (30) days of the date this Resolution is adopted.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter the same shall be in full force and effect.

PASSED, APPROVED and ADOPTED this 1st day of February, 2005.

Ayes:
Noes:
Absent:
Abstain:

Mayor, City of Manhattan Beach, California

ATTEST:

City Clerk

City of Manhattan Beach
Personnel Rules
ATTACHMENT A

Classification Plan

Account Services Representative 1 (Resolution 5111)
Accounting Technician (Resolution 4928)
Administrative Assistant (Resolution 4838)
Administrative Clerk I (Resolution 3312)
Administrative Clerk II (Resolution 3312)
Assistant Finance Director
Assistant Planner (Resolution 4697)
Assistant to the City Manager/Deputy City Manager (Resolution 4793 and
5529)
Associate Engineer (Resolution 5634)
Associate Planner (Resolution 4697)
Battalion Chief (Resolution 5176)
Budget Analyst
Building Inspector
Building Official (Resolution 4605)
Building Repair Craftsperson
Carpenter
Chief of Police (Resolution 4522)
City Attorney
City Clerk
City Engineer
City Manager
Code Enforcement Officer (Resolution 4697)
Community Programs Supervisor (Resolution 5437)
Community Services Supervisor (Resolution 5762)
Community Services Officer
Controller (Resolution 5111)
Crime Analyst/Information Technology Specialist (Resolution 5450)
Cultural Arts Manager (Resolution 5090)
Data Entry Operator (Resolution 4567)
Deputy City Clerk
Director of Community Development
Director of Finance (Resolution 4844)
Director of Parks and Recreation
Director of Public Works (Resolution 4068)
Electrician
Engineering Assistant (Resolution 5634)
Engineering Technician I (Resolution 5454)
Engineering Technician II (Resolution 5454)

Equipment Maintenance Supervisor (Resolution 5678)
Equipment Mechanic I
Equipment Mechanic II
Equipment Mechanic Foreman (Resolution 3823)
Executive Secretary (Resolution 3312)
Facilities Reservation Clerk (Resolution 5514)
Financial Services Manager (Resolution 5111)
Fire Captain
Fire Captain/Paramedic
Fire Chief (Resolution 4707)
Fire Engineer (Resolution 4707)
Fire Engineer/Paramedic (Resolution 4707)
Firefighter (Resolution 4319)
Firefighter/Paramedic (Resolution (4319)
General Services Coordinator
General Services Manager (Resolution 4944)
Geographic Information Systems Analyst (Resolution 5582)
Human Resources Assistant (Resolution 5678)
Human Resources Director (resolution 5678)
Human Resources Technician (Resolution 5678)
Information Systems Manager (Resolution 5127)
Information Systems Specialist (Resolution 5220)
Legal Secretary
Maintenance Superintendent (Resolution 5678)
Maintenance Worker I (Resolution 5678)
Maintenance Worker II (Resolution 5678)
Maintenance Worker III
Maintenance Worker IV
Management Analyst (Resolution 4944)
Meter Repair Worker
Network Administrator (Resolution 5556)
Park Services Enforcement Officer
Permits Technician (Resolution 4614)
Plan Check Engineer
Police Academy Trainee
Police Captain (Resolution 4750)
Police Lieutenant (Resolution 4752)
Police Officer (Academy Graduate)/Police Officer)
Police Records Supervisor (Resolution 5444)
Police Records Technician/Matron (Resolution 5678)
Police Sergeant
Police Services Officer
Principal Building Inspector (Resolution 5678)

Principal Plan Check Engineer (Resolution 5535)
Public Works Inspector (Resolution 4930)
Purchasing Clerk (Resolution 5543)
Receptionist Clerk (Resolution 4076)
Recreation Supervisor
Recreation Services Manager (Resolution 5090)
Revenue Services Manager (Resolution 5111)
Revenue Services Specialist (Resolution 5437)
Risk Manager
Secretary (Resolution 3312)
Senior Building Inspector
Senior Civil Engineer (Resolution 4739)
Senior Human Resources Analyst (Resolution 4944)
Senior Irrigation/Backflow Technician (Resolution 5454)
Senior Management Analyst
Senior Plan Check Engineer
Senior Permit Technician (Resolution 5711)
Senior Planner
Senior Water Plant Operator
Sewer Maintenance Worker
Transportation Services Operator
Utilities Manager (Resolution 5678)
Wastewater and Electrical Supervisor (Res. 4384)
Water Distribution Supervisor (Resolution 4051)
Water Plan Operator