



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 23, 2016**
FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**
SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO: 1) DELETE NO LONGER UTILIZED JOB CLASSIFICATIONS AND TITLES; AND 2) APPROPRIATELY DESIGNATE CERTAIN NEW JOB CLASSIFICATIONS

ISSUE:

The item for City Council consideration is the approval of revisions to the Master Fringe Benefits and Salary Plan to: 1) delete no longer utilized job classifications and titles; and 2) appropriately designate certain new job classifications.

RECOMMENDATIONS:

That the City Council approve the attached Master Fringe Benefits and Salary Plan, which has been revised to:

1. Delete existing job classifications and titles that are no longer utilized; and
2. Appropriately designate certain new job classifications.

BACKGROUND:

Deletion of Existing Classifications

The Human Resources Department periodically reviews the City's Classification Plan to maintain accuracy. A recent audit showed that a number of job classifications were no longer used, typically because the function of the job had changed and classifications became obsolete. A list of the identified classifications and titles is found in Exhibit B of this report. It is recommended that these obsolete classifications be deleted from the City's Classification Plan.

Modification to Existing Classifications

Council has previously reviewed an analysis of classification designations carried out for the purpose of properly aligning management positions into one of two groups: "non-classified/at-will" employees and "classified employees." Concurrent with this change, a sub-group of designations was created: Senior Management, Management, Supervisory, Professional, Para-professional and Confidential. Each management group was then assigned to a benefits levels (Level I or Level II). A number of classifications needed adjustment based on the Fair Labor Standards Act (FLSA), which essentially establishes which jobs can be treated as salaried and which must be paid on an hourly basis. These modifications have either no impact or resulted in a slight adjustment to the assigned benefit levels. The modifications proposed to the City's Classification

and Salary Plan in the Fringe Benefits and Salary Plan are described in Exhibit A and summarized below.

Classification	Recommendation
Business Systems Support Analyst	Change from Non-Classified to Classified Change from Professional to Confidential Change from Benefit Level II to Benefit Level I
Senior Plan Check Engineer	Change from Professional to Para-Professional Change from Benefit Level II to Benefit Level I
Utilities Supervising Engineering Technician (Electric)	Change from Para-Professional to Supervisory

FISCAL IMPACT:

There is no fiscal impact associated with approving these revisions to the Master Fringe Benefits and Salary Plan.

Prepared by: Pia Rose, Interim Human Resources Director
Certified as to
availability of funds: Scott G. Miller, Interim Finance Director/Treasurer
Approved by: Marianna Marysheva-Martinez, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment:

1. Resolution Amending the Fringe Benefits and Salary Plan
Exhibit A – Redlined Fringe Benefits and Salary Plan
Exhibit B – Job Code Table