



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 3, 2017  
FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL  
SUBJECT: REVISIONS TO THE CITY'S MASTER FRINGE BENEFITS AND SALARY PLAN  
TO EFFECTUATE THE CREATION OF A PRINCIPAL PROJECT MANAGER  
CLASSIFICATION

## **ISSUE:**

Approve revisions to the Citywide Fringe Benefits and Salary Plan for the creation of the Principal Project Manager classification.

## **RECOMMENDATION:**

That the City Council

1. Approve the creation of the classification and salary range for the Principal Project Manager classification;
2. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the classification and salary range.

## **BACKGROUND:**

A classification study was requested and conducted for an incumbent in the Community & Economic Development Department to determine the appropriate classification. The incumbent directs the activities of the Successor Agency and Real Property Services Divisions, in which the functions are to plan, direct, supervise, and coordinate the acquisition, disposition, valuation, and recordation, lease negotiation, displace relocation and property management activities for real property interests of the City. Additionally, the incumbent manages redevelopment projects and related programs and activities.

## **DISCUSSION:**

After conducting the study involving a review of the position description questionnaire, addendum, job description and the desk audit results, it was determined that the incumbent is

performing duties above the scope of their current classification. The determination was based on the nature, difficulty and complexity of work assignments, the oversight of multiple functional areas and divisions within the department, the level of decision making and independence required, negotiating skills required related to real property functions, level of accountability and leadership role managing staff. These functional levels and responsibilities revealed the necessity to create a Principal level classification in the Project Manager series.

Project Manager is part of a series which includes two lower level classifications (Project Assistant and Project Coordinator) which provide career advancement to the Project Manager and Senior Project Manager classifications. Project Managers develop and implement strategies, policies and programs related to urban and community redevelopment and/or economic development within one or more designated geographic or functional areas and work closely with related divisions to coordinate seamless service delivery within target functional areas.

The Principal Project Manager level would allow for the advanced functional level, knowledge, skills and abilities required for this area of assignment within the Community & Economic Development Department.

The salary determination was made using internal and external parity methods. The City's approved market basket was surveyed, in addition to an internal comparison with the knowledge, skills and abilities with other Principal level positions, and consideration of the current compensation for the lower level classifications in the series.

New Classification	Proposed Monthly Salary Range
Principal Project Manager	\$6,475 - \$11,288

### **FISCAL IMPACT:**

Upon approval of the new Principal Project Manager classification, the employee will be eligible for a minimum of a five percent (5%) increase upon reclassification. This will be a cost increase of \$8,217 annually. This cost includes salary and benefits, including CalPERS. The additional expenditures will be absorbed in the Community & Economic Development Department's FY 2017-18 budget.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Adam Raymond, Chief Financial Officer/City Treasurer
Approved by:	Marianna Marysheva, Assistant City Manager
Approved as to form:	Gary Geuss, City Attorney

### **Attachments:**

1. Resolution Amending the Fringe Benefits and Salary Plan
2. Job Code Table
3. Redline Fringe Benefits and Salary Plan