



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: July 29, 2014

TO: Mayor and Councilmembers

FROM: Human Resources, Administrative Services

SUBJECT: Classification And Compensation Adjustments

RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending Resolution No. 14-046, the Position and Salary Control Resolution for Fiscal Year 2015, To Implement Two Position Reclassifications and Two Classification Salary Adjustments Effective July 26, 2014.

DISCUSSION:

This action will achieve several recommended position reclassifications and salary adjustments, as follows:

- Reclassify a vacant part-time Administrative Specialist in Information Systems Division of the Administrative Services Department to a full-time PC/Network Technician II;
- Reclassify a vacant full-time Library Circulation Supervisor in the Library Department to a Senior Librarian;
- Increase the salary range of the City TV Production Specialist classification by 13%; and
- Increase the salary range of the vacant Airport Operations Supervisor by 10%.

These reclassification requests were initiated by the respective departments and, following review, have been recommended by Human Resources. Several of these positions are currently vacant, so staff is recommending that the adjustments be made for this fiscal year so that recruitment can occur at the adjusted classification level.

Information Systems: With a recent vacancy in the Administrative Specialist position in Information Systems, the department reevaluated its needs. The recommended change will combine the vacant half-time Administrative Specialist position (Salary Range 268) with a full-time hourly PC/Network Technician I (Range 297), creating a full-time regular PC/Network Technician II (Range 314). The duties of the former position can be spread among the three PC/Network Technician staff members, and the increase to permanent Help Desk staffing will enhance front line service to computer users. There is no cost

associated with this change, as this will combine budgeted full-time hourly funds with a budgeted half-time position.

Main Library: With a vacancy in the Library Circulation Supervisor position (Salary Range 342) at the Central Library, the department reevaluated its needs. Reclassifying this position to a Senior Librarian (Range 375), which requires a master's degree in library science and professional-level expertise in collection development and patron service, will allow the department to continue its evolution to a "single point of service" desk, part of the Library's *Santa Barbara Way* plan for library modernization. The annual cost of this change is estimated at \$13,458. No additional funds are requested for Fiscal Year 2015, since the additional cost will be met through salary savings from staff vacancies.

City TV: Following a request to examine the salary alignment of the City TV Production Specialist, an adjustment to the salary for this position is recommended. Staff reductions in City TV during the recession increased the scope of duties of this position. Further, the position has evolved with new technologies related to the digitization of programming and the inclusion of programming across many mediums other than television. Based on the duties and responsibilities, an increase of 13% from Salary Range 316 to Range 342 is recommended. The annual cost of this change is estimated at \$9,282. No additional funds are requested for Fiscal Year 2015, since the additional cost will be met through salary savings from other vacancies in the City Administrator's Office.

Airport Operations: Following an unsuccessful recruitment effort, the Airport Department asked Human Resources to examine the internal and market alignment of the new Airport Operations Supervisor classification. Based on the duties and responsibilities, an increase of 10% from Salary Range 351 to Range 371 is recommended. The annual cost of this change is estimated at \$8,253. No additional funds are requested for Fiscal Year 2015, since the cost can be covered through the Airport's budgeted and unexpended appropriated reserves.

BUDGET/FINANCIAL INFORMATION:

The annual cost impact of these changes will be \$13,458 for the Library and \$9,282 for City TV, for a total of \$22,740 to the General Fund. The annual cost to the Airport Fund will be \$8,253. No increased funding is necessary for Fiscal Year 2015, as the costs can be covered with other anticipated budget savings.

SUBMITTED BY: Kristine Schmidt, Administrative Services Director

APPROVED BY: City Administrator's Office