



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: April 17, 2024

To: Honorable Mayor and City Council Members

From: Charles A. Montoya, City Manager;
Andrea Russell, Director of Human Resources & Risk Management

Department: Human Resources & Risk Management

Subject: **Adopt Resolution Approving Job Classifications and Amending the City-wide Salary Schedule**

Recommendation:

It is recommended that the Mayor and City Council of the City of San Bernardino, California, adopt Resolution No. 2024-073:

1. Amending the Administrative Analyst classification job series;
2. Establishing the Land Development Engineer job classification;
3. Amending the City-Wide Salary Schedule for full time, part-time, temporary, and seasonal positions

Executive Summary

The Administrative Analyst job classifications were inadvertently removed from the City-wide salary schedule. This item places them back onto the schedule and brings their salary to market. The establishment of Land Development Engineer classification is a continued item from the strategic initiatives approved on September 12, 2023.

Background

As the City continues its efforts in improving service delivery, staff recommends reactivating the Administrative Analyst job series. Adding these classifications back onto the City-wide salary schedule will allow the City to utilize the classification to better support departmental activities, functions and programs as it relates to policy, procedure, legal and legislative positions. Stemming from City Council's request to assess staffing needs in the Council Office, staff plans to use these classifications within the department if approved.

On September 12, 2023, staff made a presentation providing an analysis of the City's economic forecast, position control, and a comparative analysis of other cities. The presentation contained the addition of several new positions, including the Land

Development Engineer. As such, staff is bringing forward the position to add it to the City-wide salary schedule.

Discussion

Administrative Analyst Job Series

The Administrative Analyst I (U), Administrative Analyst II (U), and the Senior Administrative Analyst (U) classifications are positioned in the Management & Confidential group. They perform a variety of complex and difficult advanced professional, technical, administrative, legal, and analytical duties to coordinate municipal policies, procedures, and services for a large division, small department, or a complex functional area of City government. In addition, they provide professional and technical administrative and analytical assistance to compile, review, evaluate and make recommendations on the formulation of policy and procedure, and staffing and organizational changes.

The Administrative Analyst I (U) is the entry level classification that performs professional analytical and management support work assignments ranging from routine to moderately difficult or assists others in performing more difficult analytical work in support of department functions, programs, goals and objectives. The Administrative Analyst II (U) is the advanced journey level classification that performs more difficult analytical and program assignments involving the gathering and interpretation of data from multiple sources on issues of significant impact and importance. The Senior Administrative Analyst (U) is the advanced journey-level class in the Administrative Analyst series. Incumbents perform complex and responsible analyses and studies on a wide range of management, administrative, program and other organization issues in support of the planning and execution of City-wide or department goals and objectives. This position may supervise lower-level professional, technical, and support staff.

Due to the inadvertent removal of these classifications from the salary schedule, the compensation that was tied to them has not been updated and does not reflect what the market compensates. Therefore, an external compensation study comprised of agencies with similar classifications was conducted to determine the recommended salary for the classifications. Based on this study, the salary recommendation for the positions are as follows:

Administrative Analyst I (U) – Range 496 (\$5,706.33 - \$6,935.77/monthly)

Administrative Analyst II (U) – Range 526 (\$6,627.06 - \$8,055.81/monthly)

Senior Administrative Analyst (U) – Range 574 (\$8,419.77 - \$10,235.22/monthly)

Land Development Engineer

The Land Development Engineer will be positioned in the Management & Confidential group, responsible for providing professional civil engineering guidance through the

land development process for the City's Engineering Division, including construction, civil engineering, Americans with Disabilities Act (ADA) compliance, and storm water/national pollutant discharge elimination system (NPDES) compliance. An internal compensation study was performed anchoring this classification to the Engineering Project Manager. The recommended salary range is as follows:

Land Development Engineer – Range 590 (\$9,119.52 - \$11,085.54/monthly)

As changes are made to salaries or classifications, the City is required to adopt a revised salary schedule in a public meeting. The attached salary schedule meets the California Public Employees Retirement Systems (CalPERS) pay rate reporting requirements in accordance with Government Code Section 20636 defining "Compensation Earnable" and the California Code of Regulations (CCR) Section 570.5.

2021-2025 Strategic Targets and Goals

Establishing these classifications aligns with Key Target No. 2: Focused, Aligned Leadership and Unified Community by enabling the City to improve service delivery and function more efficiently.

Fiscal Impact

There is no other impact to the General Fund for establishing any of these classifications. In addition, the Land Development Engineer's costs were previously approved by the Mayor and City Council on September 12, 2023 and formally adopted and the budget amended on October 4, 2023.

Conclusion

It is recommended that the Mayor and City Council of the City of San Bernardino, California, adopt Resolution No. 2024-073:

1. Amending the Administrative Analyst classification job series;
2. Establishing the Land Development Engineer job classification;
3. Amending the City-Wide Salary Schedule for full time, part-time, temporary, and seasonal positions

Attachments

Attachment 1 Resolution 2024-073

Attachment 2 Resolution 2024-073 Exhibit A – City-wide Salary Schedule

Ward:

All Wards

Synopsis of Previous Council Actions:

April 3, 2024

Mayor and City Council adopted Resolution No. 2024-065 amending the City-wide salary schedule for full time, part-time, temporary, and seasonal positions.