

AGENDA ITEM NO.

COUNCIL MEETING 03/11/2008

APPROVED BY


DEPARTMENT DIRECTOR

CITY MANAGER

March 11, 2008

FROM: TERRY A. BOND, Director of Personnel Services
 Personnel Services Department

SUBJECT: ADOPT THE SEVENTH AMENDMENT TO THE FY08 SALARY RESOLUTION 2007-217
 MODIFYING THE STATUS AND PROBATIONARY PERIODS FOR THE
 CLASSIFICATIONS OF EXECUTIVE ASSISTANT TO DEPARTMENT DIRECTOR IN
 EXHIBIT 2 NON-REPRESENTED CLASSES AND COMMUNICATION TECHNICIAN I IN
 EXHIBIT 1 NON-SUPERVISORY BLUE COLLAR EMPLOYEES (LOCAL39)

KEY RESULT AREAS

Customer Service, Employee Satisfaction, Financial Management

RECOMMENDATIONS

It is recommended that Council adopt the Seventh Amendment to the Salary Resolution No. 2007-217, deleting the probationary period for the classifications of Executive Assistant to Department Director in Exhibit 2 Non-represented Classes and Communication Technician I in Exhibit 1 Non-Supervisory Blue Collar Employees (Local 39) and establish the classification of Communication Technician I as a trainee classification in which incumbents do not attain permanent status.

EXECUTIVE SUMMARY

The Seventh Amendment to the Salary Resolution No. 2007-217 makes two modifications to the probationary periods designated in the FY2008 Salary Resolution. The classification of Executive Assistant to Department Director is at-will and non-represented. The modification corrects inconsistency between the job specification and the Salary Resolution. The Seventh Amendment also changes the classification of Communications Technician I to a trainee-level position, removes the probationary period and corrects the reference note designating that incumbents in the Communications Technician I class will be expected to progress to, and meet minimum qualifications for, the Communications Technician II class within eighteen (18) months of appointment. The City has met its meet and confer obligation with the International Union of Operating Engineers, Stationary Engineers, Local 39, as of February 4, 2008.

KEY OBJECTIVE BALANCE

The classification modifications balance the Key Objectives of Customer Service, Employee Satisfaction and Financial Management by the clarification of probationary status for the two classifications and by establishing clear standards for employees in the classification of Communications Technician I in order to achieve permanent status.

BACKGROUND

The Seventh Amendment to the Salary Resolution No. 2007-217 makes two modifications to the probationary periods designated in the FY2008 Salary Resolution. The job specification for the position of Executive Assistant to Department Director designates it as an at-will position with no probationary period. The

Background cont.

requested change to this non-represented classification corrects the Salary Resolution to be consistent with that specification.

The change to the classification of Communications Technician I designates the class as a trainee-level position in which incumbents do not achieve permanent status. The Salary Resolution is modified to both remove the probationary period and correct the reference note to designate that incumbents in the Communications Technician I class will be expected to progress to, and meet minimum qualifications for, the Communications Technician II class within eighteen (18) months of appointment. International Union of Operating Engineers, Stationary Engineers, Local 39, has met and conferred and agreed upon the revised specifications as of February 4, 2008.

FISCAL IMPACT

There is no fiscal impact to the modifications.

February 27, 2008

Attachment: Seventh Amendment to 2007-217 FY08 Salary Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO MAKING THE SEVENTH AMENDMENT TO RESOLUTION NO. 2007-217 ENTITLED "A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO ESTABLISHING RULES FOR THE APPLICATION OF CITY EMPLOYEE COMPENSATION RATES AND SCHEDULES AND RELATED REQUIREMENTS, AND ESTABLISHING COMPENSATION RATES AND SCHEDULES FOR FY08"

RESOLVED, by the Council of the City of Fresno, as follows:

SECTION 1.

Exhibit 2.—Section 2.0 Non-represented Classes is hereby amended to delete the probationary period for the class of Executive Assistant to Department Director in the said exhibit, effective March 11,2008.

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E
Executive Assistant to Department Director	115003e	12		2704	-	4888	

SECTION 2.

Exhibit 1 – Unit 1 – Non-Supervisory Blue Collar (Local 39) is hereby amended to delete the probationary period for the class of Communications Technician I and designate it as a training class in which incumbents do not achieve permanent status in the said exhibit, and are expected to progress to, and meet the minimum qualifications for, the Communications Technician II class within eighteen (18) months of appointment. The change shall become effective March 11,2008.

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E
Communications Technician I	710050^{¶10}	12	3438	3611	3790	3979	4178

[¹⁰ This is an entry level class in which incumbents do not achieve permanent status within the classified service, as defined in Fresno Municipal Code Section 3-202. Incumbents are expected to progress to, and meet the minimum qualifications for, the Communications Technician II class within eighteen months of appointment.]

SECTION 3.

Upon final legislative approval, this resolution shall become effective on March 11,2008.

EXHIBIT 2
Section 2.0 – Non-Represented Classes

CLASS TITLE	JOB CODE	PROB PER	RANGE	A	B	C	D	E
Deputy City Attorney II	160006e	–	E3		2704	-	8413	
Deputy City Attorney III	160007e	–	E3		2704	-	8413	
Deputy City Manager	150140e	–	E3		2704	-	8413	
Deputy Development Director- Inspection	230035e	–	E2		4580	-	12020	
Deputy Development Director- Planning	220015e	–	E2		4580	-	12020	
Deputy Mayor	150200e	–	E3		2704	-	8413	
Director of Aviation	310045e	–	E1		5720	-	12730	
Director of Development	220020e	–	E1		5720	-	12730	
Director of General Services	150150e	–	E1		5720	-	12730	
Director of Personnel Services	150042e	–	E1		5720	-	12730	
Director of Public Utilities	620101e	–	E1		5720	-	12730	
Director of Transportation	310040e	–	E1		5720	-	12730	
Economic Development Coordinator	150090e	–	E3		2704	-	8413	
Economic Development Director	150099e	–	E1		5720	-	12730	
Economic Development Manager	150100e	–	E1		5720	-	12730	
Education Liaison	150210e	–	E3		2704	-	8413	
Executive Analyst to the Council	150120e	–	E3		2704	-	8413	
Executive Assistant to Department Director	115003e	12			2704	-	4888	
Executive Assistant to the City Manager	115001e	12			2704	-	4888	
Film Commissioner	820051e	–	E3		2704	-	8413	
Fire Chief	425007e	–	E1		5720	-	12730	
Human Resources Manager	150025e	–	E3		2704	-	8413	
Internal Auditor	135010e	12			2704	-	5133	
Labor Relations Manager	150030e	–	E3		2704	-	8413	
Labor Relations Secretary	115010e	12			2704	-	4888	
Ombudsperson	150116e	–	E3		2704	-	8413	

*3/11/08 Seventh Council Amendment
Supersedes Second Council Amendment*

EXHIBIT 1
Unit 1 – Non-Supervisory Blue Collar (Local 39)

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E
Airport Maintenance Leadworker	310010	6	3042	3195	3355	3524	3698
Airports Building Maintenance Technician	310011	12	2873	3017	3170	3328	3494
Airports Operations Specialist	310012	6	2759	2899	3042	3195	3355
Automotive Parts Leadworker	145006	6	2978	3129	3286	3450	3623
Automotive Parts Specialist	145005	6	2702	2836	2978	3129	3286
Body & Fender Repairer	320036	6	3456	3629	3811	4002	4202
Body & Fender Repairer Leadworker	320037	6	3811	4002	4202	4412	4634
Body & Fender Repairer Trainee	320035	6	2841	2984	3135	3291	3456
Brake & Front End Specialist	710085	6	3811	4002	4202	4412	4634
Bus Air Conditioning Mechanic	320031	6	3456	3629	3811	4002	4202
Bus Air Conditioning Mechanic Leadworker	320032	6	3811	4002	4202	4412	4634
Bus Air Conditioning Mechanic Trainee	320030	6	2841	2984	3135	3291	3456
Bus Equipment Attendant Leadworker	320040	6	2728	2866	3011	3161	3319
Bus Mechanic I	320020 ²		2841	2984	3135	3291	3456
Bus Mechanic II	320021	6	3456	3629	3811	4002	4202
Bus Mechanic Leadworker	320022	6	3811	4002	4202	4412	4634
Collection System Maintenance Operator I	630003	-	2381	2491	2605	2724	2852
Collection System Maintenance Operator II	630001	12	2948	3095	3250	3411	3583
Collection System Maintenance Operator III	630002	12	3250	3411	3583	3762	3952
Combination Welder II	710065	6	3456	3629	3811	4002	4202
Combination Welder Leadworker	710066	6	3811	4002	4202	4412	4634
Communications Technician I	710050^{*10}	12	3438	3611	3790	3979	4178
Communications Technician II	710051 ⁴	12	3790	3979	4178	4388	4608
Cross Connection Control Technician	610040	6	3421	3593	3772	3963	4163
Custodian	810001	12	2123	2221	2330	2434	2547
Electronic Equipment Installer	710060	6	2766	2905	3050	3202	3364
Equipment Service Worker I	710075	12	2203	2312	2429	2551	2676
Equipment Service Worker II	710076	6	2886	3031	3182	3343	3511

3/11/08 Seventh Council Amendment
Supersedes Fourth Council Amendment

APPENDIX TO SALARY RESOLUTION

- 1 This is a training class in which incumbents do not achieve permanent status within the classified service, as defined in Fresno Municipal Code Section ~~2-1601.1(p)(5)~~ **3-302**.
- 2 This is an entry level class in which incumbents do not achieve permanent status within the classified service, as defined in Fresno Municipal Code Section ~~2-1601.1(p)(5)~~ **3-302**.
- 3 This class is in a flexibly-staffed series which allows an employee to "flex" to the journey level after six months of satisfactory service for a total probationary period of twelve months. In those cases in which an employee is hired at the journey level, twelve months of satisfactory service is required.
- 4 This class is in a flexibly-staffed series which requires one year of satisfactory service before an employee can "flex" to the journey level.
- 5 This class is in a flexibly-staffed series. The probationary period for employees in the Emergency Services Dispatcher I class shall be up to 18 months, at the discretion of management. An employee in this series must serve a minimum one year probationary period.
- 6 Appointments to positions in this class may be made at any point within the specified pay range, with approval of the City Manager based upon experience and qualifications.
- 7 Applicable to Police Chief only pursuant to employment agreement.
- 8 A person selected to fill a vacant position is a "student driver." A "student driver" is a new operator who must be trained and instructed on all lines and bus equipment of the system until, in the opinion of the Director of Transportation, the person is capable of performing the duties of a regular or extra board operator. A "student driver" shall be employed as a temporary employee at \$9.50 per hour. Overtime for a "student driver" shall be paid for work in excess of 40 hours in a week, at the rate of time and one-half.
- 9 Firefighter Trainee not in the City of Fresno Fire Department Academy.
- 10 **This is an entry level class in which incumbents do not achieve permanent status within the classified service, as defined in Fresno Municipal Code Section 3-202. Incumbents are expected to progress to, and meet the minimum qualifications for, the Communications Technician II class within eighteen months of appointment.**
- e Exempt class, see Narrative Section 4.