



City of Palo Alto

City Council Staff Report

(ID # 6383)

Report Type: Consent Calendar

Meeting Date: 12/14/2015

Summary Title: Resolution to Amend SEIU MOA to Increase Traffic Operations Lead Salary

Title: Adoption of a Resolution Amending the Memorandum of Agreement for Service Employees International Union (SEIU), Local 521 to: 1) Increase the Salary Range for the “Traffic Operations Lead” Position in the Planning and Community Environment (PCE) Department, and 2) Change the Classification Title to “Traffic Engineering Lead”; and Adoption of a Related Ordinance Amending the Table of Organization

From: City Manager

Lead Department: Human Resources

Recommendation

Staff recommends Council adopt the attached resolution amending the 2013-2015 Memorandum of Agreement for the Service Employees International Union, (SEIU) Local 521 to increase the salary of the Traffic Operations Lead (class code 575) to a higher engineering salary range. Staff also recommends Council approve an ordinance amending the Table of Organization that changes the name of the classification from “Traffic Operations Lead” to “Traffic Engineering Lead.”

Discussion

The salary range for the Traffic Operations Lead classification was adopted by Council on June 8, 2015. This range did not accurately reflect the minimum qualifications or duties of the position. The Planning and Community Environment Department plans to have this position lead project teams and provide significant guidance to other team members. Even though no one will directly report to the Traffic Engineering Lead, other team members include: two Project Engineers and a Senior Planner. The Chief Transportation Official (CTO) – who supervises the Traffic Engineering Lead - will also assign this individual to review the division budget and provide input as needed.

The Traffic Engineering Lead is required to possess a Bachelor's degree in engineering, with four (4) years of traffic engineering and safety management experience. The Traffic Engineering Lead must also be registered in the State of California as a professional engineer or traffic engineer.

The proposed salary is equivalent to the highest-paid engineering classification in the SEIU unit (Electric Project Engineer). The requested salary will be approximately 5.2% higher than the Project Engineer salary. Staff believes this is appropriate as the Traffic Operations Lead will be asked to provide guidance to Project Engineers. Currently, the salary for the Project Engineer classification is approximately 7.62% higher than the current Traffic Operations Lead salary, included in the Fiscal Year 2016 budget. However, the Traffic Engineering Lead is differentiated from the Project Engineer in that the Traffic Engineering Lead may perform supervisory and budget related duties.

SEIU has approved changes to the job description and title as well as the salary proposed for the Traffic Engineering Lead. This position is key to the Planning and Community Environment Department's work plan and recruitment will proceed immediately upon Council approval.

Resource Impact

This position is a new position added to the Planning Community Environment Department for the 2016 fiscal year. If the proposed salary range is adopted, the annual financial impact will be an increase in salary between \$11,793.60 and \$14,455.80 per year, depending on the salary offer based on candidate's experience and skills. For fiscal year 2016, the Planning and Community Environment Department will use salary savings to fund the position increase. As part of the development of the Fiscal Year 2017 budget, staff will include the additional cost for the Traffic Engineer Lead position.

Policy Implications

The action recommended by this report is consistent with City policies requiring Council approval of employee salaries and proposed amendments outside of the budget cycle.

Environmental Review

This is not a project under the California Environmental Quality Act (CEQA).

Attachments:

- Attachment A - RESO Amending SEIU Salary Schedule (PDF)
- Attachment B - ORD Amending Table of Organization (PDF)

Resolution No. ____
Resolution of the Council of the City of Palo Alto Amending
Salary Schedule for the Service Employees International
Union (SEIU) Local 521

The Council of the City of Palo Alto RESOLVES as follows:

SECTION 1. Pursuant to the provisions of Section 12 of Article III of the Charter of the City of Palo Alto, the Salary Schedule attached to the 2013-2015 SEIU Memorandum of Agreement, as adopted by Resolution No. 9527 (CMR 5813), is hereby amended as set forth in Exhibit "1", attached hereto and incorporated herein by reference, effective with the pay period including June 8, 2015.

SECTION 2. The Director of Administrative Services is authorized to implement the amended Salary Schedule as set forth in Section 1.

SECTION 3. The Council finds that this is not a project under the California Environmental Quality Act and, therefore, no environmental impact assessment is necessary.

INTRODUCED AND PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

APPROVED:

Deputy City Attorney

City Manager

Director of Administrative Services

Chief People Officer

Ordinance No. _____
Ordinance of the Council of the City of Palo Alto
Amending the Table of Organization for Fiscal Year 2016
to Incorporate Classification Title and Salary Change

The Council of the City of Palo Alto does ORDAIN as follows:

SECTION 1. Findings and Declarations. The City Council finds and declares as follows:

A. As part of its Budget Amendment Ordinance No. 5329 adopting the Fiscal Year 2016 Budget, Council adopted the Fiscal Year 2016 Table of Organization.

B. As a result of subsequent Council action, a classification title and salary change is necessary to the Fiscal Year 2016 Table of Organization. This change is only needed to update the Table of Organization; funding has been identified in the Fiscal Year 2016 Adopted Budget.

SECTION 2. The Table of Organization shall be amended as provided in Exhibit "1".

SECTION 3. As provided in Section 2.04.330 of the Palo Alto Municipal Code, this ordinance shall become effective upon adoption.

SECTION 4. The Council finds that adoption of this ordinance is not a project under the California Environmental Quality Act and, therefore, no environmental impact assessment is necessary.

INTRODUCED AND PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

APPROVED:

Deputy City Attorney

City Manager

Director of Administrative Services

Chief People Officer