

**Meeting Date:** 11/19/2013

**Report Type:** Consent

**Report ID:** 2013-00843

**Title:** Position Reclassifications in Community Development Department

**Location:** Citywide

**Issue:** The Community Development Department (CDD) has four vacant positions and requests to have the positions studied for reclassification to more appropriate classifications in order to meet the needs of the department.

**Recommendation:** Pass a Resolution approving the addition of 4.0 full time equivalent (FTE) positions to be added to the Fiscal Year 2013/14 Reclassification Requests for the Community Development Department.

**Contact:** Candace Noguchi, Support Services Manager, (916) 808-8880, Community Development Department

**Presenter:** None

**Department:** Community Development Dept

**Division:** Administrative Services

**Dept ID:** 21001011

**Attachments:**

1-Description/Analysis

2-Resolution

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**City Attorney Review**

Approved as to Form  
Michael Benner  
11/4/2013 9:26:54 AM

**City Treasurer Review**

Reviewed for Impact on Cash and Debt  
Russell Fehr  
10/28/2013 3:29:35 PM

**Approvals/Acknowledgements**

Department Director or Designee: Max Fernandez - 10/29/2013 3:19:32 PM

## **Description/Analysis**

**Issue:** The Community Development Department (CDD) has four vacant positions and requests to have the positions studied for reclassification to more appropriate classifications in order to meet the needs of the department.

**Policy Considerations:** Pursuant to section 5.5 of City Council resolution 2013-198 approving the FY2013/14 Operating Budget (R2013-0198), any changes in classifications are subject to review and approval by the Human Resources Director.

**Economic Impacts:** None.

**Environmental Considerations:** None.

**Sustainability:** Not applicable.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** The department continually analyzes staffing and organizational changes to meet the current and future needs of the department. Such analysis is consistent with the recommendation in the Performance Audit report (October 6, 2010), citing the need to ensure proper control, oversight, and authority is present. Further, the restoration of development services technicians for the public counter is consistent with the recommendation by Management Partners in the recent Operational Fee Study for CDD (July 2013).

**Financial Considerations:** There is no net change to the authorized FTE and funding levels in the department associated with this request. The proposed reclassifications would result in a savings to the General Fund of approximately \$70,000, as each of the proposed classifications have lower salary ranges than the existing budgeted classifications. In addition, there is no change to the represented units associated with the proposed reclassifications.

**Emerging Small Business Development (ESBD):** There are no ESBD considerations with this report.

## **RESOLUTION NO.**

Adopted by the Sacramento City Council

### **POSITION RECLASSIFICATIONS IN COMMUNITY DEVELOPMENT DEPARTMENT**

#### **BACKGROUND**

- A. On June 11, 2013, the City Council adopted Resolution 2013-198 approving the FY2013/14 Operating Budget.
- B. Schedule 8 of the approved Operating Budget includes a summary of all position reclassifications.
- C. The Community Development Department continues to review and analyze its organization for adequate and appropriate staffing for department functions.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The City Manager, or the City Manager's designee, is authorized to add the following reclassifications to the Fiscal Year (FY) 2013/14 Summary of Reclassification Requests as included in the Approved Budget (Schedule 8):

<b>Dept ID</b>	<b>Budgeted Classification</b>	<b>Union (Rep Unit)</b>	<b>Proposed Reclassification</b>	<b>Union (Rep Unit)</b>	<b>FTE</b>
21001222	Senior Planner	SCXEA (01)	Senior Accountant Auditor	SCXEA (01)	1.0
21001211	Building Inspector II/III	L39 (16)	Development Services Tech II	L39 (16)	2.0
21001313	Code Enforcement Manager	SCXEA (01)	Principal Building Inspector	SCXEA (01)	1.0

Section 2. The recommended position and reclassification adjustments are subject to review and approval by the Human Resources Director.