



Staff Report

RESOLUTION AUTHORIZING RECLASSIFICATION OF CITY ENGINEER TO ASSISTANT DIRECTOR OF PUBLIC WORKS/CITY ENGINEER AND PROPOSED NEW SALARY RANGE

Honorable Mayor and Council Members:

Summary

Staff recommends that the City Council adopt the attached resolution authorizing reclassification of City Engineer to Assistant Director of Public Works/City Engineer and proposed new salary range.

Background

The City Engineer position has been vacant since January, when the former incumbent left for an employment opportunity with another agency. This position serves as the City's top civil engineer and is the de facto second-in-command in the Public Works Department. Some of the essential duties of this position include: 1) overseeing the programs of the Engineering Division including planning, cost estimating, design, inspection, construction and contract administration of the City's Capital Improvement Plan projects, 2) supervision of the Engineering Division staff, 3) representing the City in interactions with other agencies including South Bay Waste Management Authority (SBWMA), South Bay Sewer Authority (SBSA) and City/County Association of Governments (CCAG), and 4) managing the City's solid waste and recycling programs. This position serves as the acting department head in the Director's absence.

The City is currently conducting a recruitment to fill the vacancy. With the vacancy, an opportunity exists to upgrade the position to a job title more commensurate with its current function. The City Manager and Public Works Director would like to reclassify the City Engineer to an Assistant Director of Public Works/City Engineer classification.

Discussion

Staff is requesting Council authorization to reclassify City Engineer to Assistant Director of Public Works/City Engineer for three significant reasons: 1) more appropriate job title, 2) a recruitment tool and 3) succession planning. These reasons are discussed below.

First, the City Engineer job title does not match the function of the position as it is utilized today. The City Engineer serves as the number two report in the Department, but the title does not reflect this important responsibility. Second, many public agencies are experiencing difficulty in attracting a sufficient number of quality candidates for professional civil engineer openings.

Compounding this issue is competition among local government agencies to hire and retain the best engineers. Reclassifying our City Engineer position to an Assistant Director will aid the City's recruitment and marketing efforts to attract a higher quality/quantity applicant pool. Our City Engineer salary is well below the market median of the Mid-management unit (MMCEA) compensation survey cities. Unfortunately, this may not be appealing to potential candidates. We could attract more interest and attention to our recruitment if it is upgraded to an Assistant Director level and the salary is increased to be more competitive in the labor market.

The third major reason to reclassify the position is to assist in succession planning. The Public Works Director would like to groom and develop the Assistant Director to potentially fill this key management position upon his retirement.

If the Council approves the reclassification request, based on previous practice, staff recommends that the proposed new salary range be determined by a survey of the MMCEA compensation cities and set at market median placement. Staff conducted a salary survey of the MMCEA cities using comparable positions to the proposed Assistant Director of Public Works/City Engineer. The results are displayed below:

Assistant Director of Public Works/City Engineer

Agency	Classification	Top Step Salary
Burlingame	Assistant Director of Public Works	12,150
San Mateo	Deputy Director of Public Works	11,801
Los Gatos	Town Engineer	11,640
Palo Alto	Assist. Dir. of Public Works/Assist. City Engineer	11,369
South SF	City Engineer	10,929
San Bruno	Deputy PW Director-Admin. & Engineering	10,368
Belmont	City Engineer	9,868

Belmont Max Salary	9,868
<u>Survey Median (excluding Belmont)</u>	<u>11,505</u>
Belmont Differential	-16.58%

The median top step of the survey group was \$11,505 per month. Based on the survey results, the proposed salary range would be as follows:

Assistant Director of Public Works/City Engineer
 Proposed Salary Range

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
\$9,015	\$9,466	\$9,939	\$10,436	\$10,958	\$11,505

The City Engineer classification is a member of the MMCEA bargaining unit. Staff has met and conferred with MMCEA on the proposed reclassification and new salary range and the Association endorses the change.

General Plan/vision Statement

There will be no impact to the General Plan/Vision Statement.

Fiscal Impact

The anticipated impact to the FY 2007/08 budget is estimated to be in the range of \$6,816 to \$13,080 (based on appointment at either Step D or E). The impact to budget for the remainder of this fiscal year is nominal since it is expected that the successful candidate will not start until sometime in June or later.

Public Contact

Posting of City Council Agenda.

Recommendation

Staff recommends that the City Council adopt the attached resolution authorizing the reclassification of City Engineer to Assistant Director of Public Works/City Engineer and proposed new salary range.

Alternatives

1. Do not approve reclassification and proposed salary range.
2. Provide staff with alternative direction.
3. Take no action at this time.

Attachments

- A. Resolution Authorizing Reclassification and Proposed New Salary Range for Assistant Director of Public Works/City Engineer.
- B. Job Description

Respectfully submitted,

Gregory L. Sam
Human Resources Director

Jack R. Crist
City Manager

Staff Contact:

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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING RECLASSIFICATION OF CITY ENGINEER TO ASSISTANT
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER AND PROPOSED NEW SALARY
RANGE**

WHEREAS, the City Engineer position is currently vacant and staff is recommending that it be reclassified to an Assistant Director of Public Works/City Engineer classification; and

WHEREAS, reclassifying the City Engineer to Assistant Director of Public Works/City Engineer will provide a more commensurate job title for its current role and function in the Public Works Department, aid in recruitment and marketing efforts to fill the vacancy and assist in succession planning; and

WHEREAS, a salary survey was conducted of the MMCEA compensation cities to develop a proposed salary range for the new position based on market median placement, and it is recommended that the salary range be as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
\$9,015	\$9,466	\$9,939	\$10,436	\$10,958	\$11,505

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont does hereby approve the reclassification of City Engineer to Assistant Director of Public Works/City Engineer and the proposed new salary range effective upon adoption of this resolution.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on May 8, 2007, by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

