

*City of Brisbane*  
*Agenda Report*

To: City Council via City Manager

From: Maria Saguisag-Sid  
Principal Analyst

Subject: Approval of Resolutions in order to Update Existing Job Classifications, Add New Job Classifications to Class Specification Manual, and Amend Related Memorandum of Understandings and Pay Scales

Date: Meeting of June 19, 2014

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**Purpose:** To ensure the City is able to provide quality services to the public with appropriate staff resources.

**Recommendation:** Adopt resolutions 2014-21 to 2014-28

**Background and Discussion:**

During the 2014/2015 budget process, the City Council has discussed the possibility of adding positions to address service needs. To prepare for those positions should they be approved through the budget process, staff reviewed current classification specifications and is requesting direction from Council to add and update the following classifications.

- Associate Planner, Senior Planner and Community Development Technician: These job classifications are being updated to include the need for website updating and graphics skills, as well as environmental review process knowledge. It also removed Design Review Board language which is no longer relevant. (Resolutions 2014-21, 2014-22 and 2014-23)
- Recreation Program Coordinator: This job classification is being updated to encompass responsibilities and qualifications related to aquatics programs and pool oversight. (Resolution 2014-24)
- Engineering Technician: This is a new classification designed to provide technical support for the Public Works Engineer staff. This position will be responsible for assisting the professional/licensed engineers with detail work in plan reviews, permit preparation and other day-to-day activities. While this position is similar to the Community Development Technician and Human Resources Technician, the proposed salary is slightly higher than those due to the specialize knowledge area and skills set required for this position and

historic difficulty in recruiting for engineering related positions. (Resolution 2014-25 and 2014-26)

- Payroll and Utility Billing Technician: The duties and responsibilities of one of our current Senior Accounting Assistants have grown to a level above her current job classification. We have been paying her Assignment Pay as allowed in the employee's group's MOU for these additional assignments, which include preparing quarterly and annual fiscal/payroll reports, having independent authority to problem solve utility billing related issues, working with other departments to provide detailed reports and researching. As these assignments are no longer temporary, staff has created this new position to encompass the current duties along with the new ones. This new position will also help in creating career growth opportunities within the finance department in the future. (Resolution 2014-27 and 2014-28)


As staff continues to review various departments staffing needs, we will evaluate the need to improve the classification system to accommodate the ongoing changes to the organizational structure.

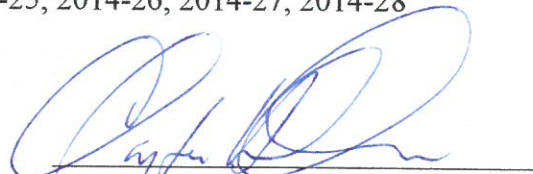
**Fiscal Impact:**

There is no fiscal impact to amending or adding these classifications as no actions will be taken until final budget approval. Fiscal impacts are identified in the proposed budget.

**Attachments:**

Resolutions 2014-21, 2014-22, 2014-23, 2014-24, 2014-25, 2014-26, 2014-27, 2014-28

  
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Maria Saguisag-Sid  
Principal Analyst

  
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Clay Holstine  
City Manager