

# *City of Brisbane*

## *Agenda Report*

To: City Council via City Manager  
From: Administrative Services Director  
Subject: Organizational Changes  
Date: December 17, 2012

### **Purpose:**

Ensure an organization which is able to meet the needs of the community and recognize employees for the work which they are doing.

### **Recommendation:**

Receive information related to organizational changes.

### **Background:**

The City Council adopted a two year budget in June 2007 for fiscal years 2007/08 and 2008/09. At that time staff recognized some issues with revenues which suggested there needed to be long-term changes in the organization. The City Manager brought this forward to the City Council with the idea of ultimately doing a reorganization which would result in fewer staff. The plan was to review all positions which came open to determine if there was some other way the duties could be performed or if they could be performed by other people within the organization. The City also reviewed which positions could be held open upon retirement of the employee. Since 2008 about 20 full-time positions out of 79 have been held open with their duties redistributed to other employees. There have also been 3 critical part-time positions held open.

During the last budget process the City Manager stated the organization was at that critical point of having enough revenues to maintain the current level of staffing and having the minimum amount of staff needed to perform the functions of the City. Given this he said he would bring back to City Council the new organizational chart with the 20 positions eliminated as well as any recommended changes in compensation needed in recognition of the duties or increased responsibilities of some of the employees.

### **Discussion:**

Attachment 1 shows the new organizational structure with the 20 positions eliminated. Some of the Department Heads have taken on additional areas of responsibilities. Further down the organization employees have picked up work load from eliminated positions. This is detailed out in attachment 2.

With the elimination of the positions the City has saved approximately \$2,900,000 a year. Attachment 2 also shows staff recommended changes to titles and compensation to ensure employees are properly recognized for their additional work loads. Attachment 3 shows the net savings per department and overall savings for the City if this plan was implemented (\$2,700,000 a year).

**Fiscal Impact:**

The City's five-year plan shown Council during the last budget had already taken into account the eliminated positions but did not account for the changes in compensation. Therefore, if everything was equal the impact on the budget would be approximately \$114,000 each year. In FY 2016/17 the original estimate was for a \$589,000 surplus. The new surplus would be \$475,000.

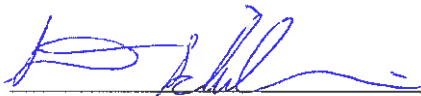
**Measure of Success**

The needs of the community are met by staff.

**Attachments:**

New Organizational Chart

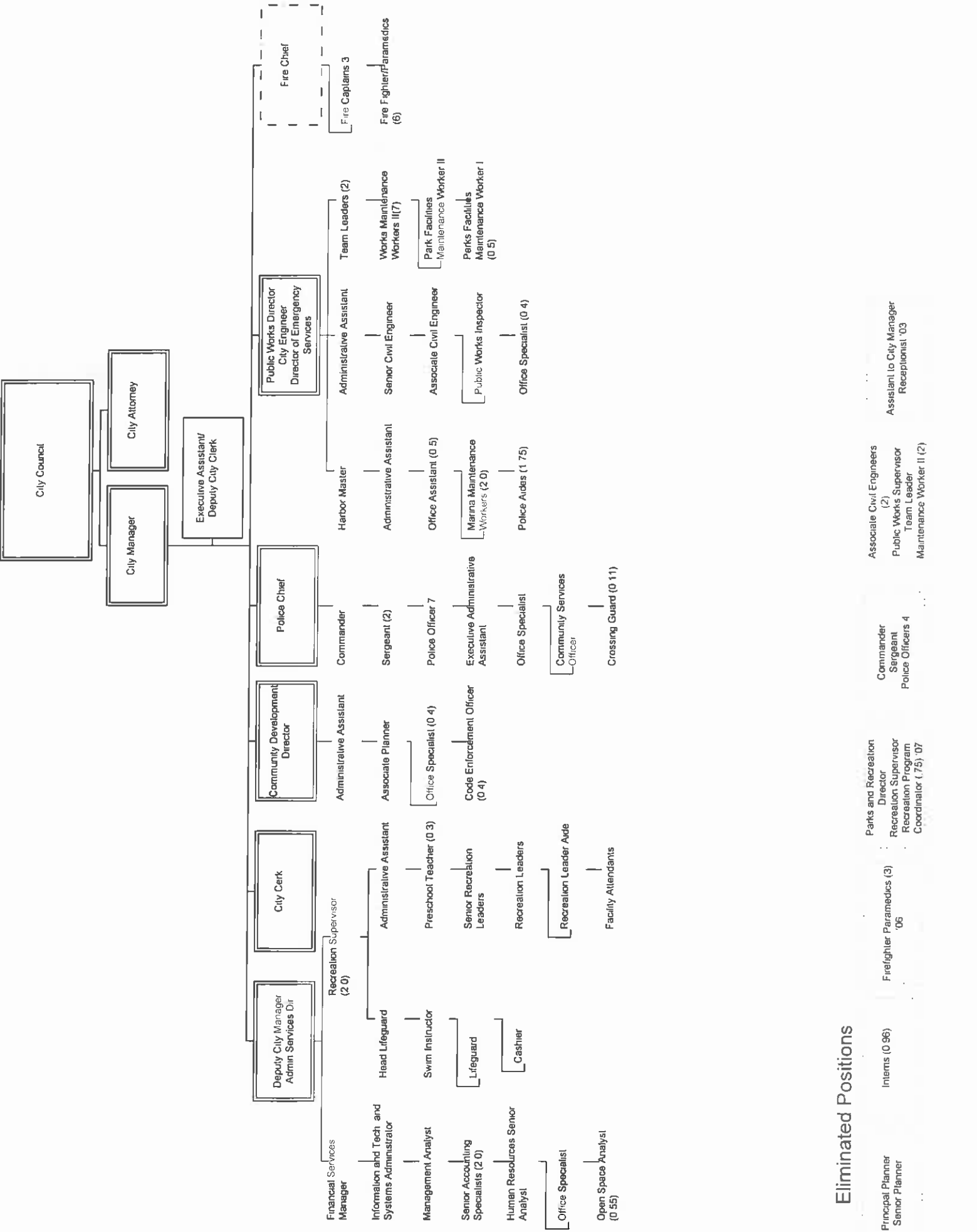
List of Positions eliminated and where the duties and responsibilities have been shifted to  
Savings per department of eliminated positions and recommended changes.



Stuart Schilfing  
Administrative Services Director



Clay Holstine  
City Manager



### Eliminated Positions

- Principal Planner
- Senior Planner
- Interns (0 96)
- Firefighter Paramedics '06
- Recreation Supervisor
- Recreation Program Coordinator (1 75) '07
- Commander
- Sergeant
- Police Officers 4
- Associate Civil Engineers (2)
- Public Works Supervisor
- Team Leader
- Maintenance Worker II (2)
- Assistant to City Manager
- Receptionist '03

Assistant to the City Manager eliminated – Saved \$179,876 a year. Responsibilities have been distributed to

**Senior Analyst HR** (Special projects, History Book, Solid Waste Franchise, Tree permits, transportation issues) currently receives \$6,000 for additional duties. Propose change title to Principal Analyst for City Manager and increase salary to \$99,750. Additional Cost of \$7,118 above current pay.

City Clerk (Redevelopment and Low/Mod Housing Issues) currently receives \$6,000 for additional duties.

Management Analyst (Public Information Officer Duties, Farmers Market)

Deputy City Manager (Open Space and Ecology Committee and school bus transportation issues)

Senior Planner eliminated – Saved \$130,956 a year. Responsibilities have been distributed to

**Associate Planner** (Counter coverage, new development processing, Planning Commission reports). Propose to promote to Senior Planner additional cost of \$16,308.

Outside assistance (Special Projects, General Plan consistency) currently budget \$50,000.

Associate Civil Engineer (Utilities/NPDES) eliminated – Saved \$142,774 a year. Responsibilities have been distributed to

**Associate Civil Engineer** (Sewer system, storm drain) propose to promote to Senior Civil Engineer additional cost \$27,257 a year.

Office Specialist (NPDES Reporting)

Associate Civil Engineer (Capital Projects, Streets) eliminated – Saved \$142,774 a year. Responsibilities have been distributed to

Senior Civil Engineer (Street Program, CIPs)

**Office Specialist** (Mapping) propose to promote to Administrative Assistant and make full-time in Public Works additional cost of \$11,829 a year.

With making the Office Specialist full-time in Public Works would need a **part-time Office Specialist in Community Development** at a cost of \$31,942 a year.

Director of Public Works and Emergency Services (Counter Assistance, Plan Checking)

Parks and Recreation Director eliminated – Saved \$215,237 a year. Responsibilities have been distributed to

Deputy City Manager (Strategic Direction of Department, Supervision of Departmental Staff, Parks and Recreation Commission, meeting with community groups)

Management Analyst (Capital projects for Department –playground-, program analysis)

Recreation Supervisors (More day to day operations of the department)

Recreation Supervisor eliminated – Saved \$122,943 a year. Responsibilities have been distributed to

Recreation Supervisors (Booking private parties in facilities, supervising and scheduling facility attendants)

Management Analyst (Concerts in the Park)

Senior Lifeguards (Day-to-day operations of pool including scheduling and supervision of lifeguards)

Recreation Coordinator eliminated – saved \$42,333 a year. Responsibilities have been distributed to

Recreation Supervisor (Teen Center supervision and programming)

Senior Recreation Leaders (Day-to-day oversight of teen center)

Director of Marina and Aquatic Services eliminated – saved \$169,333. Responsibilities have been distributed to

Director of Public Works and Emergency Services (Strategic Direction of Marina, Supervision of Marina Staff)

**Re-staff Harbor Master Position** – Cost \$145,507 at top step (Day to day operations of the Marina)

Deputy City Manager (Strategic Direction of Pool)

Recreation Supervisor (Supervision of Pool staff)

Receptionist eliminated – saved \$49,260 a year. Responsibilities have been distributed to

City Clerk (Council Packet coordination including copying and distribution, Records Management input)

Executive Assistant (answering City's general information line)

#### Other recommendations

**Promote Sergeant to re-staffed Commander.** Currently one sergeant is in the acting commander role. Additional cost of \$18,234 a year. If this was to occur the Police Department would have 2 Sergeant positions and three police Officer positions eliminated. Savings from these openings is \$765,963 a year.

**Promote Finance Manager to Assistant Finance Director.** Additional duties assigned (year-end audit, generation of financial reports for state, successor agency accounting, multiple agency accounting (SAMCAT), day-to-day operations of accounting). Additional cost is \$13,515.

**Senior Accounting Assistant** (greeting and directing public, reports for water quality and BAWSCA, higher level payroll work from Finance Manager, report writing for payroll and utility billing from Finance Manager and Finance Director, complete payroll year end reports (income tax and audit) recommend additional assignment pay \$7,412.

#### Other positions eliminated

##### Fire

Eliminated 3 firefighter positions. Savings \$154,036 per position. Overall savings of \$462,108 less \$100,000 in additional overtime costs net savings of \$362,108.

##### Public Works

Eliminated 1 Supervisor and 2 Maintenance Workers. Overall savings of \$307,963.

	Cost of Changes	Proposed new position
<b>City Manager</b>		
Receptionist (eliminated)	49,260	
Assistant to City Manager (eliminated)	179,876	
Senior Analyst - HR (upgrade)	(8,583)	Principal Analyst
<b>Total Savings (cost) for Department</b>	<b>220,553</b>	
<b>Administrative Services</b>		
Senior Accounting Assistant (upgrade)	(7,412)	Assignment Pay
Financial Services Manager (upgrade)	(13,515)	Deputy Finance Director
Interns (eliminated)	32,416	
<b>Total Savings (cost) for Department</b>	<b>11,489</b>	
<b>Community Development</b>		
Senior Planner (eliminated)	130,956	
Associate Planner (upgrade)	(16,308)	Senior Planner
Additional Counter assistance	(50,000)	Already in budget (Tim)
<b>Total Savings (cost) for Department</b>	<b>64,648</b>	
<b>Police</b>		
Commander (eliminated)	217,572	
Sergeant (eliminated)	185,935	
Police Officer (eliminated)	145,007	
Police Officer (eliminated)	145,007	
Police Officer (eliminated)	145,007	
Police Officer (eliminated)	145,007	
Sergeant (upgrade)	(18,234)	Commander
<b>Total Savings (cost) for Department</b>	<b>747,730</b>	
<b>Fire</b>		
Firefighter (eliminated)	154,036	
Firefighter (eliminated)	154,036	
Firefighter (eliminated)	154,036	
<b>Total Savings (cost) for Department</b>	<b>462,109</b>	

Public Works

Associate Civil Engineer (eliminated)	142,774	
Associate Civil Engineer (eliminated)	142,774	
Public Works Supervisor (eliminated)	111,261	
Team Leader (eliminated)	109,686	
Maintenance Worker II (eliminated)	98,351	
Maintenance Worker II (eliminated)	98,351	
Associate Civil Engineer (upgrade)	(27,257)	Senior Civil Engineer
Office Specialist (upgrade + more time)	(43,771)	Administrative Assistant
<b>Total Savings (cost) for Department</b>	<b>632,168</b>	

Parks and Recreation

Parks and Recreation Director (eliminated)	215,237	
Recreation Supervisor (eliminated)	122,943	
Recreation Coordinator (eliminated)	42,233	
Harbor Master (down graded)	23,826	Former Marina and Aquatics Director
Part-time Recreation Coordinator Pool (new)	(28,087)	On Hold
<b>Total Savings (cost) for Department</b>	<b>376,152</b>	
<b>Total Savings (cost) for City</b>	<b>2,732,421</b>	



# *City of Brisbane*

## *Agenda Report*

To: City Council via City Manager

From: Administrative Services Director

Subject: Resolutions for Organizational Change Implementation

Date: December 17, 2012

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

**Recommendation:** Adopt resolutions 2012-42 to 2012-48

### **Background and Discussion:**

As noted in the Administrative Services Director's staff report on Organizational Changes dated December 17, 2012, the City Manager is requesting direction to implement changes to the City's current organizational structure. To allow such changes to take place, the following items are necessary.

- Creation of new positions: Resolutions 2012-42, 2012-43, 2012-44 and 2012-45 are related to establishing new recommended positions: Deputy Finance Director and Principal Analyst.
- Transfer of Harbormaster position: With the departure of the Marina and Aquatics Services Director this year, the Marina will now fall under the Director of Public Works oversight. Since the Harbormaster is no longer a department head level position, it was determined that it should be placed in the appropriate bargaining group that shares a common interest. Resolution 2012-46 will remove the Harbormaster position from the Executive Management Employees Group and place it with the Mid-Management/Professional Employees Group.
- Renewal of Assignment Pay Program: The General Employees Association and Mid-Management/Professional Employees Group previously agreed via a letter of understanding to initiate an Assignment Pay Program. However, the letter of understanding has expired. Resolution 2012-47 and 2012-48 will renew this agreement with those respective groups.
- Police Commanders Memorandum of Understanding: The Police Commander position has not been staffed since the retirement of the previous Police Commander in 2009. Since that time, the MOU for the Police Commander has expired. Staff is planning to make a regular appointment to the Police Commander position using the provisions of the previous contract. Once an appointment is confirmed, staff will bring back an updated MOU for the council to consider for approval.

**Fiscal Impact:**

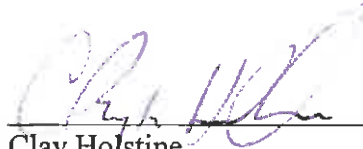
As noted in the previous staff report, the estimated new surplus would be \$475,000, down from the original estimate of \$589,000.

**Attachments:**

Resolution 2012-42, 2012-43, 2012-44, 2012-45, 2012-46, 2012-47, 2012-48



Stuart Schillinger  
Administrative Services Director



Clay Holstine  
City Manager

**RESOLUTION 2012-42**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION  
2001-11 TO INCLUDE THE CLASSIFICATION OF  
DEPUTY FINANCE DIRECTOR  
IN THE CLASS SPECIFICATION MANUAL**

**WHEREAS**, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

**WHEREAS**, the City Manager has established the need for the new classification of Deputy Finance Director; and

**WHEREAS**, the class description for Deputy Finance Director was developed in cooperation with and has been approved by the City Manager; and

**WHEREAS**, this newly developed class description for Deputy Finance Director meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the class description for the classification of Deputy Finance Director in Exhibit "A" is approved for inclusion in the Class Specification Manual.

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RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution No. 2012-42 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 17, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
SHERI MARIE SPEDIACCI  
City Clerk

**RESOLUTION 2012-42  
EXHIBIT "A"**

**CITY OF BRISBANE**

**DEPUTY FINANCE DIRECTOR**

**Definition**

Under general direction of the Administrative Services Director, provides supervision to the accounting staff and performs a wide range of complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports; makes complex and difficult account analyses and reports; develops, implements and revises accounting systems, procedures and internal controls; coordinates the outside audit preparation of the comprehensive annual financial report; coordinates various automated accounting systems and modules and trains accounting staff in the use of such systems; and performs related duties as assigned.

**Class Characteristics**

The Deputy Finance Director is an advanced level in the accounting series and is at the management level, performing diverse and specialized accounting work that is complex and involves significant accountability and decision-making responsibility. This class is responsible for supervising accounting staff and managing areas such as, payroll, billing, accounts payable, accounts receivable, general ledger, grant accounting, capital project accounting, fixed asset accounting, enterprise fund accounting, and other accounting related activities for all City funds. This classification is distinguished from the Administrative Services Director/Finance Director in that the latter has overall responsibility for providing administrative direction and oversight in all financial and related functions and activities for the Finance Department. This classification is distinguished from other lower-level accounting classes by its supervisory, complex report preparation and analysis requirements, as well as administrative responsibilities.

**Examples of Duties** (Illustrative Only)

- Perform a variety of accounting duties in support of accounting programs including accounting, financial reporting and fixed assets; prepare monthly journal entries; and maintain fixed asset register and schedules.
- Participate in posting, balancing and reconciliation of the general ledger and subsidiary accounts; ensure all transactions comply with accepted accounting practices.
- Administers and monitors the City's budget and provide assistance to all departments.
- Develops, reviews and implements policies and procedures to meet legal requirements and City needs.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Prepare a variety of monthly, periodic and annual financial and statistical reports and accounting summaries required by the City and outside agencies.
- Coordinate financial reporting and auditing activity with external auditors and other agencies; research, compile and analyze data; prepare reports as required.
- Prepare comprehensive annual financial statements, including narrative, financial and statistical data.
- Prepares and reconciles journals, ledgers and other accounting records; prepares or directs the preparation of records and reports for submissions to various regulatory and other governmental agencies.

- Provide technical advice to City's management and City Council in City financial and accounting matters.
- Prepares a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Perform fixed assets accounting; maintain accurate fixed assets records, provide statistics for capital and operating budgets.
- Provide assistance in preparing financial reports and other information required by City departments and external agencies.
- Assist in the annual closing of the City's financial records and in the compilation and review of the annual budget.
- Prepare audit schedules and confirmations; respond to inquiries from auditors and provide information within area of assignment.
- Provide professional, technical accounting and budget advice to City staff; coordinate activities with other department; assist in special projects as assigned.
- Train, motivate and assist in evaluating personnel; assist in establishing and monitor employee performance objectives; assist in the preparation of employee performance reviews; provide and coordinate staff training.
- Provide backup support to other staff in the Finance Department; may provide occasional or emergency backup to the Information Technology & Systems Manager.

### **Qualifications**

#### **Knowledge of:**

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development, administration and accountability.
- Operation, services and activities of accounting programs including accounts, financial reporting and fixed assets.
- Principles, methods and practices of municipal finance, budgeting, accounting and fiscal operations and record keeping.
- GAAP and GASB accounting standards and requirements.
- General and municipal accounting and auditing principles and practices.
- Principles and practices of effective supervision, training and performance evaluation.
- Principles of financial administration, including budgeting and reporting.
- Methods and techniques of conducting audits and cost depreciation.
- Applicable laws, codes, regulations, public finance and fiscal operations.
- Software applications utilized in accounting programs.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

#### **Skill in:**

- Performing professional level analysis and interpretation of financial and accounting records and fixed assets; examining, preparing and verifying financial statements, reports and documents.
- Planning, organizing, administering, coordinating, reviewing, evaluating and personally participating in a comprehensive public agency financial management program.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Preparing complex financial statements, reports and analyses.
- Examining, completing and analyzing detailed financial documents, forms and records.

- Developing and implementing modified and new accounting procedures and systems.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Providing for the training and professional development of staff.
- Supervising and evaluating assigned personnel.
- Effectively representing the department and the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Interpreting, applying and explaining rules and regulations regarding accounting and auditing practices.
- Establishing and maintaining cooperative and effective working relationships with those contacted in the course of work.
- Working independently in the absence of direct supervision.
- Communicating clearly and concisely, both orally and in writing.

**Education and Experience:**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:** Equivalent to graduating from an accredited college or university with a Bachelor's Degree with major coursework in accounting, finance, business administration, public administration, or a related field. Depending on the current needs of the City, either a GFOA examination certificate in Government Accounting, Auditing and Financial Reporting or GFOA examination certificate in Government Budgeting is required. A CPA certificate is desirable. Master's Degree in Public Administration or Business Administration is desirable.

**Experience:** Five years of increasingly responsible professional experience in accounting, auditing or finance, with at least two years in a supervisory capacity. Municipal finance experience preferred.

**License:**

Possession of a valid Class C California Driver's license and a satisfactory driving record.

**Working Conditions:**

Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean appearance; work protracted and irregular hours and evening meetings or off-sight work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

**Physical Demands:**

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

**RESOLUTION 2012-43**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION 2006-38, THE  
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF  
BRISBANE AND THE MID-MANAGEMENT/PROFESSIONAL EMPLOYEES  
GROUP, BY ADDING THE CLASSIFICATION OF  
DEPUTY FINANCE DIRECTOR**

**WHEREAS**, on July 17, 2006, the City Council approved Resolution 2006-38 concerning the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group; and

**WHEREAS**, since the adoption of Resolution 2006-38 the City Manager has established the need for the classification of Deputy Finance Director on a regular, fulltime basis; and

**WHEREAS**, the City Council has previously adopted Resolution 2012-42 approving the class description for Deputy Finance Director and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

**WHEREAS**, the City Manager has previously approved the class description and has now determined that this classification, when filled on a regular, fulltime basis, shares a community of interest with those employees in the Mid-Management/Professional Employees Group; and

**WHEREAS**, the Administrative Services Director, on behalf of the City Manager, has met with the representative of the Mid-Management/Professional Employees Group and discussed this amendment to the Mid-Management/Professional Employees Group Memorandum of Understanding; and

**WHEREAS**, Article 2, Recognition, of the Memorandum of Understanding with the Mid-Management/Professional Employees Group is amended to include the classification of Deputy Finance Director; and

**WHEREAS**, the pay scales, Exhibit A, to the Memorandum of Understanding with the Mid-Management/Professional Employees Group are amended to include the following salary range for the classification of Deputy Finance Director:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	8,340.13	8,757.14	9,195.00	9,654.75	10,137.49
Bi-weekly	3,849.29	4,041.76	4,243.85	4,456.04	4,678.84
Hourly	48.12	50.52	53.05	55.70	58.49

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group as adopted by Resolution 2006-38 be amended to include the recognition of and pay scale for the classification of Deputy Finance Director.

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RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution 2012-43 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 17, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk



**RESOLUTION 2012-44**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION  
2001-11 TO INCLUDE THE CLASSIFICATION OF  
PRINCIPAL ANALYST  
IN THE CLASS SPECIFICATION MANUAL**

**WHEREAS**, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

**WHEREAS**, the City Manager has established the need for the new classification of Principal Analyst; and

**WHEREAS**, the class description for Principal Analyst was developed in cooperation with and has been approved by the City Manager; and

**WHEREAS**, this newly developed class description for Principal Analyst meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the class description for the classification of Principal Analyst in Exhibit "A" is approved for inclusion in the Class Specification Manual.

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RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution No. 2012-44 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 17, 2012, by the following vote:

AYES:

NOES:

ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk

**RESOLUTION 2012-44  
EXHIBIT "A"**

**CITY OF BRISBANE**

**PRINCIPAL ANALYST**

**Definition**

Under direction of the City Manager or Deputy City Manager, provides a variety of professional management support to the City by developing policies and procedures, overseeing projects, programs, and agreements, conducting studies, developing recommendations for action, and acting as liaison for the City with a variety of private and public organizations and regulatory agencies; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships among City departments and other governmental and regulatory agencies; and performs related work as required.

**Class Characteristics**

This is an advanced level analyst position in which incumbents conducts difficult, sensitive, and complex administrative and technical work under general supervision, where assignments are subject to infrequent review while work is in progress and upon completion. The incumbent serves in a variety of administrative, coordinative, analytical and liaison capacities, as required by the changing needs of the City and as directed by the City Manager. Successful performance of the work requires knowledge of public policy, human resources policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. This position is distinguished from lower-level analyst positions by its assignment of greater or more complex and sensitive projects and negotiations and liaison position assignments.

**Examples of Duties** (Illustrative Only)

- Administers and coordinates a multiplicity of and serves as the City's representative for a variety of joint powers agreements and contracts for professional and support services; negotiates and administers franchise agreements for such City services as solid waste disposal, cable television and transportation management.
- Provides staff support, including preparing staff reports and following-up on actions taken by subcommittees and City Council
- Provides input into the development and implementation of goals, objectives, policies, procedures and work standards for the City; provides input into the development and administration of the City Manager's departmental budget.
- Conducts organizational, operational, financial and analytical studies; evaluates alternatives; prepares recommendations and narrative and statistical reports; and implements policy and procedural changes after approval.
- Makes presentations to the City Council, and other City commissions and committees; represents the City in meeting with members of community, business, professional, educational and governmental organizations.
- Serves as a professional staff resource to City managerial staff.
- May direct the work of staff on a project or day-to-day basis; trains staff in work procedures.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposals, agreements and other written materials.
- Monitors changes in laws, regulations and technology that may affect City activities and functions; implements policy and procedural changes as required.
- Prepares reports to State regulatory agencies.

- Reviews and approves or denies applications for tree removal permits.
- Receives, investigates and responds to citizen and employee complaints, inquiries and requests for services.

### **Qualifications**

#### **Knowledge of:**

- Principles, practices and procedures of public administration in a municipal setting.
- Functions and services of a municipal government.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Basic budgetary and contract administration practices in a public agency.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Principles, practices, and techniques of public human resources administration applicable to a variety of human resources functional areas, including recruitment and selection, classification, salary administration, benefits administration, labor and employee relations.

#### **Ability to:**

- Provide accurate interpretations of policies and regulations.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of human resources programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Develop written presentations and reports, which include drawing conclusions and making recommendations.
- Establish and maintain effective working relationships with applicants, employees, City officials, bargaining units, and the general public.
- Understand and follow directions.
- Organize own work, set priorities, and meet critical deadlines; use initiative and independent judgment within established procedural guidelines; plan and organize responsibilities so that reports are produced in a timely and accurate manner; exercise independent judgment; and make sound decisions.
- Accomplish work with a minimum of supervision and with only general direction.
- Maintain confidentiality of sensitive information and records.
- Assist directing the work of others on a project or day-to-day basis; train others in work procedures.

#### **Skill in:**

- Assisting and developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned functional areas.
- Conducting complex administrative, operational and financial studies, evaluating alternatives, making sound recommendations and preparing effective narrative and statistical reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Making effective presentations to groups.
- Maintaining accurate records and files.

- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines. Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:** Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. Masters in Public Administration or Business Administration or other related field is desirable.

**Experience:** Four to five years of increasingly responsible administrative management experience involving a combination of any of the following: research, project management, policy analysis, study and analysis of management, budget, organizational, procedural problems and issues, contract and program administration, preferably in a government agency.

**Licenses:**

Possession of a valid Class C California Driver's license and a satisfactory driving record.

**Working Conditions:**

Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean appearance; work protracted and irregular hours and evening meetings or off-site work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

**Physical Demands:**

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

**RESOLUTION 2012-45**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION 2006-39, THE  
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF  
BRISBANE AND THE CONFIDENTIAL EMPLOYEES GROUP,  
BY ADDING THE CLASSIFICATION OF  
PRINCIPAL ANALYST**

**WHEREAS**, on July 17, 2006, the City Council approved Resolution 2006-39 concerning the Memorandum of Understanding between the City of Brisbane and the Confidential Employees Group; and

**WHEREAS**, since the adoption of Resolution 2006-39 the City Manager has established the need for the classification of Principal Analyst on a regular, fulltime basis; and

**WHEREAS**, the City Council has previously adopted Resolution 2012-44 approving the class description for Principal Analyst and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

**WHEREAS**, the City Manager has previously approved the class description and has now determined that this classification, when filled on a regular, fulltime basis, shares a community of interest with those employees in the Confidential Employees Group; and

**WHEREAS**, the Administrative Services Director, on behalf of the City Manager, has met with the representative of the Confidential Employees Group and discussed this amendment to the Confidential Employees Group Memorandum of Understanding; and

**WHEREAS**, Article 2, Recognition, of the Memorandum of Understanding with the Confidential Employees Group is amended to include the classification of Principal Analyst and

**WHEREAS**, the pay scales, Exhibit A, to the Memorandum of Understanding with the Confidential Employees Group are amended to include the following salary range for the classification of Principal Analyst:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	7,603.26	7,983.42	8,382.60	8,801.72	9,241.81
Bi-weekly	3,509.20	3,684.66	3,868.89	4,062.33	4,265.45
Hourly	43.86	46.06	48.36	50.78	53.32

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the Confidential Employees Group as adopted by Resolution 2006-39 be amended to include the recognition of and pay scale for the classification of Principal Analyst.

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RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution 2012-45 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 17, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:

---

SHERI MARIE SPEDIACCI  
City Clerk

## **RESOLUTION 2012-46**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING RESOLUTION 2006-41, THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRISBANE AND THE EXECUTIVE MANAGEMENT EMPLOYEES GROUP, REMOVING THE CLASSIFICATION OF HARBORMASTER AND AMENDING RESOLUTION 2006-38, THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRISBANE AND THE MID- MANAGEMENT/PROFESSIONAL EMPLOYEES GROUP, TO INCLUDE THE CLASSIFICATION OF HARBORMASTER**

**WHEREAS**, on July 17, 2006, the City Council approved Resolution 2006-41 concerning the Memorandum of Understanding between the City of Brisbane and the Executive Management Employees Group; and

**WHEREAS**, on July 17, 2006, the City Council approved Resolution 2006-38 concerning the Memorandum of Understanding between the City of Brisbane and the Mid- Management/Professional Employees Group; and

**WHEREAS**, since the adoption of Resolution 2006-38 and Resolution 2006-41, the City Council has directed that the classification of Harbormaster no longer report to the City Manager and now report to the Director of Public Works; and

**WHEREAS**, the City Manager has determined that the classification of Harbormaster now shares a community of interest with those employees in the Mid-Management/Professional Employees Group; and

**WHEREAS**, the Administrative Services Director, on behalf of the City Manager, has met with the representatives of both Executive Management Employees Group and the Mid-Management/Professional Employees Group and discussed moving recognition of and the pay scale for the classification of Harbormaster into the Mid-Management/Professional Employees Group Memorandum of Understanding; and

**WHEREAS**, the classification of Harbormaster is removed from Article 2, Recognition, of the Memorandum of Understanding with the Executive Management Employees Group, and

**WHEREAS**, Article 2, Recognition, of the Memorandum of Understanding with the Mid-Management/Professional Employees Group is amended to include the classification of Harbormaster as a represented classification; and

**WHEREAS**, the pay scales, Exhibit A, to the Memorandum of Understanding with the Mid-Management/Professional Employees Group, are amended to include the following salary range for the classification of Harbormaster:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	6,175.04	6,483.79	6,807.98	7,148.38	7,505.80
Bi-weekly	2,850.02	2,992.52	3,142.14	3,299.25	3,464.22
Hourly	35.63	37.41	39.28	41.24	43.30

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the classification of Harbormaster be removed from Memorandum of Understanding between the City of Brisbane and the Executive Management Employees Group as adopted by Resolution 2006-41 as a recognized classification and that the Memorandum of Understanding with the Mid-Management/Professional Employees Group as adopted by Resolution 2006-38 be amended to include the recognition of and pay scale for the classification of Harbormaster.

---

RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution 2012-46 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 17, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:

---

SHERJ MARIE SPEDIACCI  
City Clerk



**RESOLUTION 2012-47**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE  
CONCERNING WAGES, HOURS AND WORKING CONDITIONS  
FOR THE GENERAL EMPLOYEES ASSOCIATION  
EFFECTIVE DECEMBER 17, 2012**

**WHEREAS**, on July 12, 2006, the City Council approved Resolution 2006-37 amending the Memorandum of Understanding between the City of Brisbane and the General Employees Association; and

**WHEREAS**, on October 1, 2012, the City Council approved Resolution 2012-28, extending the provisions of the Memorandum of Understanding between the City of Brisbane and the General Employees Association; and

**WHEREAS**, the City of Brisbane and the General Employees Association have since met and conferred in accordance with the requirements of the Meyers-Millias-Brown Act; and

**WHEREAS**, the City of Brisbane and the General Employees Association have reached an agreement regarding assignment pay program;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane as follows

1. The letter of understanding dated December 7, 2012 as set forth in Exhibit A is ratified and approved in all respects.
2. The City Manager is hereby authorized and directed to execute such letter of understanding, effective December 17, 2012.

\_\_\_\_\_  
RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution No. 2012-47 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 17, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
SHERI MARIE SPEDIACCI  
City Clerk



## CITY OF BRISBANE

50 Park Place  
Brisbane, California 94005-1310  
(415) 508-2100  
Fax (415) 467-4989

December 7, 2012

Gregory Morris  
General Employees Association  
City of Brisbane  
50 Park Place  
Brisbane, CA 94005

Dear Mr. Morris:

This letter will confirm our understanding regarding the Assignment Pay Program.

- A. During the term of this Side Agreement, employees in the General Employee bargaining unit may apply for and participate in the City Manager's Assignment Program, in which appointed employees are assigned to perform various and specific work duties that are not within the scope of their regular work duties. The application process for such an assignment (referred to hereafter as an "Additional Assignment") shall be in accordance with the Personnel Rules & Regulations sections 7.01 - 7.04. The scope and length of an Additional Assignment is at the sole discretion of the City Manager. The current scope of duties of the regular position of an employee appointed to an Additional Assignment shall be adjusted to accommodate the time needed to perform the new assignment. Such adjustment shall be approved and agreed upon by the City Manager, the Department Head and the employee.
- B. Prior to the employee agreeing to the assignment, an employee so assigned shall be advised of the monetary compensation from \$250 to \$750 per month and/or non-monetary compensation above and in addition to his/her current base salary for the full period of assignment. The appropriate amount of additional pay and scope and length of the assignment will be set prior to commencement of the assignment. There shall be no reduction in the amount of additional pay during the term of this agreement.
- C. Additional Assignments shall be no more than 5 - 6 hours per week on average, but in some weeks may be more and in others less. Should an assignment change in scope of duties and/or length of time during the agreed period, the employee may negotiate new compensation terms.
- D. The pay and scope of duties of an Additional Assignment shall not be incorporated in the salary or job description of the regular position of the employee appointed to the assignment, and an employee's participation in the Assignment Program shall not limit his/her future promotion eligibility. The probationary period and performance rating provisions of Article 34 of the General Employee bargaining unit MOU shall apply to

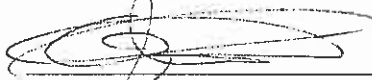
Additional Assignments. Application of Article 34's probationary period and performance rating provisions to an Additional Assignment shall be not affect application of those provisions to an employee's regular work assignment.

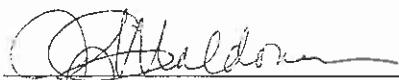
- E. Withdrawal from an Additional Assignment may be agreed upon by both the City Manager and the employee by written notification at least 2 weeks prior to the withdrawal date, provided that, if completion of a time-sensitive project to which an employee committed requires more than 2 weeks from the time of notification of withdrawal, the employee will complete the project prior to withdrawal from the additional Assignment. Withdrawal from an Additional Assignment shall not negatively affect an employee's regular position or eligibility for other assignments or promotions.
- F. Any adjustment made to the scope of duties of the regular position of an employee appointed to an Additional Assignment shall end upon the employee's completion of or withdrawal from the Additional Assignment, so that the full scope of duties of the regular position prior to the Additional Assignment is restored.

This Side Agreement shall be effective as of January 1, 2012, and shall remain in effect until December 31, 2013 unless the City and the GEA agree to extend the Side Agreement or include an Additional Assignment provision in the General Employee bargaining unit MOU.

The City and the General Employees Group acknowledge that this agreement shall not be in full force and effect until approved by the City Council of the City of Brisbane. If the foregoing is in accordance with your understanding, please so indicate by signing below.

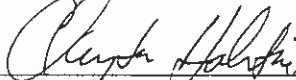
GENERAL EMPLOYEES GROUP

  
\_\_\_\_\_  
Gregory Morris

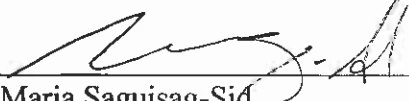
  
\_\_\_\_\_  
Jeannette Maldonado

12/7/12  
\_\_\_\_\_  
Date

CITY OF BRISBANE

  
\_\_\_\_\_  
Clayton Holstine  
City Manager

  
\_\_\_\_\_  
Stuart Schillinger  
Administrative Services Director

  
\_\_\_\_\_  
Maria Saguisag-Sid  
Senior Management Analyst

**RESOLUTION 2012-48**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE  
CONCERNING WAGES, HOURS AND WORKING CONDITIONS  
FOR THE MID-MANAGEMENT/PROFESSIONAL EMPLOYEES GROUP  
EFFECTIVE DECEMBER 17, 2012**

**WHEREAS**, on July 12, 2006, the City Council approved Resolution 2006-38 amending the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group; and

**WHEREAS**, on October 1, 2012, the City Council approved Resolution 2012-26, extending the provisions of the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group; and

**WHEREAS**, the City of Brisbane and the Mid-Management/Professional Employees Group have since met and conferred in accordance with the requirements of the Meyers-Millias-Brown Act; and

**WHEREAS**, the City of Brisbane and the Mid-Management/Professional Employees Group have reached an agreement regarding assignment pay program;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane as follows

1. The letter of understanding dated December 4, 2012 as set forth in Exhibit A is ratified and approved in all respects.
2. The City Manager is hereby authorized and directed to execute such letter of understanding, effective December 17, 2012.

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RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution No. 2012-48 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 17, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk



## CITY OF BRISBANE

50 Park Place  
Brisbane, California 94005-1310  
(415) 508-2100  
Fax (415) 467-4989

December 4, 2012

Steve Beaty  
Mid-Management/Professional Employees Group  
City of Brisbane  
50 Park Place  
Brisbane, CA 94005

Dear Mr. Beaty:

This letter will confirm our understanding regarding the Assignment Pay Program.

- A. During the term of this Side Agreement, employees in the Mid-Management/Professional Employees Group bargaining unit may apply for and participate in the City Manager's Assignment Program, in which appointed employees are assigned to perform various and specific work duties that are not within the scope of their regular work duties. The application process for such an assignment (referred to hereafter as an "Additional Assignment") shall be in accordance with the Personnel Rules & Regulations sections 7.01 - 7.04. The scope and length of an Additional Assignment is at the sole discretion of the City Manager. The current scope of duties of the regular position of an employee appointed to an Additional Assignment shall be adjusted to accommodate the time needed to perform the new assignment. Such adjustment shall be approved and agreed upon by the City Manager, the Department Head and the employee.
- B. Prior to the employee agreeing to the assignment, an employee so assigned shall be advised of the monetary compensation from \$250 to \$750 per month and/or non-monetary compensation above and in addition to his/her current base salary for the full period of assignment. The appropriate amount of additional pay and scope and length of the assignment will be set prior to commencement of the assignment. There shall be no reduction in the amount of additional pay during the term of this agreement.
- C. Additional Assignments shall be no more than 5 - 6 hours per week on average, but in some weeks may be more and in others less. Should an assignment change in scope of duties and/or length of time during the agreed period, the employee may negotiate new compensation terms.
- D. The pay and scope of duties of an Additional Assignment shall not be incorporated in the salary or job description of the regular position of the employee appointed to the assignment, and an employee's participation in the Assignment Program shall not limit his/her future promotion eligibility. The probationary period and performance rating provisions of Article 27 of the Mid-Management/Professional Employees Group MOU

shall apply to Additional Assignments. Application of Article 27's probationary period and performance rating provisions to an Additional Assignment shall not affect application of those provisions to an employee's regular work assignment.

- E. Withdrawal from an Additional Assignment may be agreed upon by both the City Manager and the employee by written notification at least 2 weeks prior to the withdrawal date, provided that, if completion of a time-sensitive project to which an employee committed requires more than 2 weeks from the time of notification of withdrawal, the employee will complete the project prior to withdrawal from the additional Assignment. Withdrawal from an Additional Assignment shall not negatively affect an employee's regular position or eligibility for other assignments or promotions.
- F. Any adjustment made to the scope of duties of the regular position of an employee appointed to an Additional Assignment shall end upon the employee's completion of or withdrawal from the Additional Assignment, so that the full scope of duties of the regular position prior to the Additional Assignment is restored.

This Side Agreement shall be effective as of January 1, 2013, and shall remain in effect until December 31, 2013 unless the City and the Mid-Management/Professional Employees Group agree to extend the Side Agreement or include an Additional Assignment provision in the Mid-Management/ Professional Employees MOU.

The City and the Mid-Management/Professional Employees Group acknowledge that this agreement shall not be in full force and effect until approved by the City Council of the City of Brisbane. If the foregoing is in accordance with your understanding, please so indicate by signing below.

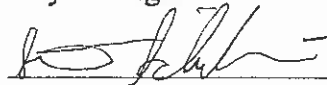
MID-MANAGEMENT/PROFESSIONAL  
EMPLOYEES GROUP

  
\_\_\_\_\_  
Steve Beaty

12-12-12  
Date

CITY OF BRISBANE

  
\_\_\_\_\_  
Clayton Høstine  
City Manager

  
\_\_\_\_\_  
Stuart Schillinger  
Administrative Services Director

  
\_\_\_\_\_  
Maria Saguisag-Sid  
Senior Human Resources Analyst