



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/16/2020

ITEM NO: 8

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DATE: June 11, 2020  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve an Amendment to the Classification Plan to Create a Flexibly Staffed Equipment Mechanic Job Series and Correct the Title of Assistant Parks and Public Works Director

**RECOMMENDATION:**

Approve an amendment to the classification plan to create a flexibly staffed Equipment Mechanic job series and correct the title of Assistant Parks and Public Works Director.

**BACKGROUND:**

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require that amendments and revisions to the classification plan are effective upon approval by Town Council. Changes may be presented to Council for approval as part of the formal budget adoption, through the labor negotiations process, or as needed.

**DISCUSSION:**

The Town has an existing Equipment Mechanic classification that was revised in May 2014. In the process of reviewing the classification in conjunction with a reclassification study, it was determined that a flexibly staffed classification series would better meet the needs of the Parks and Public Works Department to provide a mechanism for succession planning and a career ladder for existing and future employees.

In accordance with the Town's existing Flexibly Staffed Classes procedure, flexible staffing is the alternate use of two or more classes in a designated series. Flexibly staffed classes allow Departments to hire at the entry-level and provide a career incentive as employees become proficient and gain more experience which ultimately benefits the Town through retention and reduced training time. Alternatively, Departments may hire new employees at the more

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Human Resources Director

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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advanced levels within the series depending on the complexity of assignments and experience needed when vacancies exist.

The revised Equipment Mechanic series would contain the following classifications: Assistant Equipment Mechanic, Equipment Mechanic, and Supervising Equipment Mechanic. If approved, the Assistant Equipment Mechanic and Supervising Equipment Mechanic would be added to the Salary Schedule for AFSCME Classifications (Attachments 1 and 2) with appropriate advances in salary ranges that have been calculated using external and internal compensation data to ensure equity.

Since this is an American Federation of State, County and Municipal Employees (AFSCME) represented classification, staff has met its' obligation to meet and confer regarding the proposed classification and salary range changes.

In March 2018, the Town Council approved an amendment to the classification plan reclassifying Town Engineer to Assistant Parks and Public Works Director/Town Engineer. While preparing for a recruitment to fill an upcoming vacancy of the position, staff found that the current Town Council approved Salary Schedules (Attachments 3 and 4) for Town Council and Management did not reflect Town Engineer in the title of Assistant Parks and Public Works Director. Staff is requesting that the title is corrected to accurately reflect the previously approved classification change to Assistant Parks and Public Works Director/Town Engineer. This is an administrative correction since it was previously approved by Council but is submitted for Council authority for documentation to prevent future confusion of the title change on the salary schedule.

#### CONCLUSION:

Staff is requesting the approval of an amendment to the classification plan to create a flexibly staffed series for the Equipment Mechanic classification that would result in the addition of Assistant Equipment Mechanic and Supervising Equipment Mechanic to the plan. Staff is also requesting approval to correct the classification title of Assistant Parks and Public Works Director. The Town's Personnel Rules and Municipal Code require Council approval of classification plan amendments. The California Public Employees' Retirement System (CalPERS), that provides the Town's employee pension benefits, requires that any changes proposed to Town salary schedules are formally approved by a municipal agency Governing Body.

#### FISCAL IMPACT:

Staff is not requesting funding of a full-time equivalent position. If a vacancy occurs or a need is identified to promote an existing approved full-time equivalent into a higher-level class within the series during the 2020/21 budget year, the cost will be absorbed into the Department's existing operating budget. The recommended administrative title correction does not have a fiscal impact.

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SUBJECT: Approve an Amendment to the Classification Plan

DATE: June 11, 2020

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Salary Schedule for AFSCME Classifications Effective July 1, 2019
2. Salary Schedule for AFSCME Classifications Effective July 1, 2020
3. Salary Schedule for Town Council and Management Classifications Effective July 1, 2019
4. Salary Schedule for Town Council and Management Classifications Effective July 1, 2020