Date: January 14, 2016

To: Mayor and City Council

From: Jim Jakel, Interim City Manager

Prepared by: Alan Shear, Assistant City Manager

Subject: Establish the Assistant to the City Manager Job Classification and Salary Range, and Amend the Management Compensation Plan

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Recommendation
Adopt resolution to establish the Assistant to the City Manager job classification and salary range, and amend the Management Compensation Plan (MCP).

Background
The current job classification plan of the City provides limited career growth and promotional opportunities in the area of "general government." It is recommended that another tier be added to the "general management" category to include an Assistant to the City Manager, which is typically found in many municipalities. This will broaden the general management position job family to include Management Analyst, Senior Management Analyst and Assistant to the City Manager. The City also has a need to foster professional development and provide incentives for retention of its workforce.

Discussion
The current classification plan currently includes two positions on a "general management" career ladder: Management Analyst and Senior Management Analyst. The latter position was added in 2006. It is recommended to add an Assistant to the City Manager classification to this job family. The position would serve as a member of the City Manager's executive team and perform administrative functions of significant difficulty and sensitivity. The position would also be expected to exercise considerable independent judgment.

The Assistant to the City Manager (position description attached) is distinguished from the Senior Management Analyst by the degree of complexity and difficulty of the assigned work; the level of responsibility and independence exercised; and the amount of experience required. This classification would allow career growth opportunity in the Management Analyst classification and recognizes the expansion of job duties and increased responsibility that may occur as the employee gains experience. With the staff reductions of the last several years, combined with the City requiring a higher level of administrative responsibilities, the duties of the Senior Management Analyst have evolved to the point of taking on additional tasks that are more consistent with the Assistant to the City Manager position.

The Civil Service Commission met and approved the establishment of the new job classification and its position description in 2010.

A monthly salary range of $8,152 - $10,118 is recommended, using survey data from other public agencies. The recommended salary range is in the middle of the survey in comparison cities. Internal integrity and equity were also considered so that the salary range is lower than those classifications that manage functions and supervise staff in a Division of the City. As a point of reference, the monthly salary for the Senior Management Analyst is $7,282 – $9,297.

Fiscal Impact

The fiscal impact to the General Fund is minimal, and any adjustment to salary can be covered by existing appropriations for this fiscal year.

Attachments

Resolution
Job Description – Assistant to the City Manager
Job Description – Senior Management Analyst
Salary Market Survey
Internal City of Martinez Comparable Salaries

APPROVED BY:

Interim City Manager

RESOLUTION NO. -16

ESTABLISHING THE ASSISTANT TO THE CITY MANAGER JOB CLASSIFICATION AND SALARY RANGE, AND AMENDING THE MANAGEMENT COMPENSATION PLAN

WHEREAS, the City has a need to foster professional development and provide incentives for retention of its workforce; and

WHEREAS, staff reductions of the last several years, combined with the City requiring a higher level of administrative responsibilities, have created a need to establish a job classification and salary range for the Assistant to the City Manager position; and

WHEREAS, the City wishes to establish the Assistant to the City Manager job classification as recommended by the Civil Service Commission at its June 29, 2010 meeting; and

WHEREAS, the recommended salary range for the position is $8,162 to $10,118; and

WHEREAS, the Management Compensation Plan will be amended to create the Assistant to the City Manager job classification.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Martinez establishes the Assistant to the City Manager job classification and salary range and amends the Management Compensation Plan as reflected in the staff report.

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I HEREBY CERTIFY the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at an Adjourned Regular Meeting of said Council held on the 19th day of January 2016 by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

ASSISTANT TO THE CITY MANAGER

Definition

Performs administrative functions of considerable difficulty in executing programs and projects for the City Manager. Makes recommendations for action and assists in policy and procedure implementation. May direct and/or supervise the work of professional, technical or clerical staff. Undertakes special projects as assigned by the City Manager.

Distinguishing Characteristics

This incumbent in this classification functions as a member of the City Manager's executive management team, performing complex and sensitive administrative work on programs and projects with City-wide implications. Incumbent has considerable latitude to exercise independent judgment. The position represents the City Manager with other City departments, agencies, boards, commissions, and community groups.

Examples of Duties

Duties may include, but are not limited to the following:

- Responsible for the design, implementation, administration, monitoring and evaluation of various City programs.
- Makes recommendations on the formulation and revision of policies and procedures that have citywide impact.
- Receives, prepares, responds to, and facilitates solutions to citizen complaints, inquiries and requests.
- Prepares correspondence, reports and other written materials for the City Manager, Mayor and City Council.
- Manages a variety of City contract and franchise programs such as solid waste, recycling, and cable television.
- Prepares staff reports; provides consultation and recommendations to the City Manager; makes presentations to the City Council on a wide variety of issues.
- Represents the City at meetings with other agencies, community groups, or special task forces.

- Assists in the development and implementation of goals and objectives related to the City's budget.

- Makes written recommendations to the City Manager in areas such as organizational structure, staffing, facilities, and equipment.

Minimum Qualifications

Requires any combination of education and experience that would likely provide the required knowledge, skills, and abilities. A typical way to obtain the knowledge, skill and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field

Experience:

Six years of professional experience in an administrative, management or operations capacity for a local government agency

Knowledge of:

- Modern public administration and management principles
- Principles of budget development and monitoring
- Research methods, program analysis and report preparation
- Methods and techniques for effective written reports and oral presentations
- Methods and techniques of supervision, training and motivation of employees

Ability to:

- Analyze complex and sensitive administrative, operational and organizational issues
- Evaluate policy and programmatic alternatives and reach sound conclusions
- Collect, evaluate and interpret a variety of information and data
- Work simultaneously on multiple projects and assignments and meet critical deadlines
- Prepare and present complete and concise reports
- Use technology in the course of performing duties of the position
- Effectively represent the City Manager's Office by demonstrating excellent customer service
- Exercise sound judgment in making difficult decisions
- Maintain and exhibit discretion and integrity when handling sensitive situations

- Be politically astute when working with outside agencies, internal committees and community groups
- Lead cross functional projects with minimal direction

License Requirement: Possession of a valid California Class C drivers' license.

December 2006

SENIOR MANAGEMENT ANALYST

Definition

Under general direction, the Senior Management Analyst performs a wide variety of highly responsible and complex technical, confidential, administrative and analytical work; manages citywide and specialized projects and programs: oversees administrative processes, procedures and programs; performs a wide variety of research; conducts analytical studies of administrative, organizational, and operational issues; evaluates impact of new or proposed legislation; directs and coordinates administrative operations; and performs other related work as assigned.

Distinguishing Characteristics

This classification is an advanced professional level position in the Management Analyst series. The position is distinguished from Management Analyst by its increased level of responsibility and independence, and the degree of experience required. The position is responsible for managing projects and programs of considerable size, difficulty, and complexity. Incumbents will demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties which enables them to use independent judgment and be capable of carrying out work with little guidance or supervision. The position may supervise or approve the work of consultants and contractors. In addition, the position will research, analyze, prepare and present reports, and deal with a wide variety of public agency issues that may be sensitive or confidential in nature.

Representative Duties

- Manage projects and programs of considerable size, difficulty, and complexity.
- Conduct highly complex research, including policy and legislative analysis.
- Prepare and present reports both within the City organization and to external bodies and organizations which present and interpret data, identify alternatives, and propose options and recommendations. Assist in the implementation of solutions to identified problems.
- Participate in the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls.
- Analyze and monitor legislation and regulatory controls, and ensure compliance with local, State and Federal requirements; prepare and file government-mandated reports in accordance with associated regulations and funding agency requirements in a timely manner.
- Administer and monitor a variety of contractual services, leases and agreements; review, negotiate and coordinate the finalization of contracts/agreements; monitor timelines, progress and quality of performance.
- Conduct studies for organizational and administrative issues; review and analyze processes, procedures, and work methods; develop funding proposals, policy alternatives, and strategies; prepare and present reports and recommendations.

Modern office procedures, methods and computer hardware and software, including word processing and spreadsheet applications.

Strong organizational, administrative and analytical skills.

Records management principles and practices.

Basic accounting, statistical and business administration concepts.

Ability to:
Lead complex cross-functional projects and programs with minimal direction.

Understand, interpret and apply rules, regulations and procedures.

Interpret new legislation and determine its impact on the organization, and develop new policy and procedures to reflect legislative changes.

Coordinate and supervise the work of other professionals as required in managing special projects.

Research, compile, and analyze complex and sensitive information.

Communicate clearly and concisely, orally and in writing, and make effective presentations.

Handle difficult and sensitive situations in a diplomatic and confidential manner.

Assistant to the City Manager - Salary Market Survey

Agency	Monthly Salary Range	
City of San Pablo	$9,225	$11,213
City of Pittsburg	9,044	10,993
City of Oakley	8,346	10,293
City of Martinez	**8,162**	**10,118**
City of El Cerrito		9,669
City of Walnut Creek	7,919	9,582
City of Albany	7,829	9,516

City of Martinez Comparable Salaries

Job Title	Monthly Salary Range	
City Engineer	$9,749	$11,469
Deputy Director of Public Works	$9,749	$11,469
Finance Manager	$9,749	$11,469
Planning Manager	$9,749	$11,469
Senior Civil Engineer	$8,552	$10,131
Information Technology Admin	$8,162	$10,118
Assistant to the City Manager	**$8,162**	**$10,118**
Senior Management Analyst	$7,282	$9,297
Senior Planner	$7,085	$8,613