



DATE: November 18, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Linda Le, Director of Human Resources
Aman Kaur, Senior Human Resources Analyst

SUBJECT: Resolution Amending the Classification and Compensation Plan and Authorizing and Eliminating Position Allocations Associated with the Reorganization of the Information Technology and Data and Systems Divisions within the Economic Development and Open Government Department by 1) Establishing the Classifications and Pay Ranges of Information Technology Technician, Information Technology Analyst, and Senior Information Technology Analyst; 2) Revising the Classification Specification and Pay Range of Business Systems Analyst; 3) Authorizing the Position Allocations of Two Information Technology Technicians, Two Information Technology Analysts, and Three Senior Information Technology Analysts; 4) Eliminating the Classifications of Information Technology Specialist I, Information Technology Specialist II, and Information Technology Specialist III; 5) Eliminating the Position Allocations of Six Information Technology Specialist IIs and One Information Technology Specialist III; and if Approved, 6) Revising the Pay Ranges of Geographic Information Systems Technician I/II, GIS Analyst, GIS Administrator, and GIS Manager

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution Amending the Classification and Compensation Plan and Authorizing and Eliminating Position Allocations Associated with the Reorganization of the Information Technology and Data and Systems Divisions within the Economic Development and Open Government Department by:

1. Establishing the Classifications and Pay Ranges of Information Technology Technician, Information Technology Analyst, and Senior Information Technology Analyst;
2. Revising the Classification Specification and Pay Range of Business Systems Analyst;
3. Authorizing the Position Allocations of Two Information Technology Technicians, Two Information Technology Analysts, and Three Senior Information Technology Analysts;
4. Eliminating the Classifications of Information Technology Specialist I, Information

Technology Specialist II, and Information Technology Specialist III;

5. Eliminating the Position Allocations of Six Information Technology Specialist IIs and One Information Technology Specialist III; and if Approved,
6. Revising the Pay Ranges of Geographic Information Systems Technician I/II, GIS Analyst, GIS Administrator, and GIS Manager.

BACKGROUND

The City has been considering revamping the organizational structure of the Information Technology (IT) and Data and Systems (DS) Divisions within the Economic Development and Open Government (EDOG) Department to meet the demands of a 21st century city. This was further exacerbated by the COVID-19 pandemic and subsequent reliance on technology to conduct essential city services. As we learn to adapt to new ways of conducting business and growing technology needs, the need to analyze and appropriately restructure the divisions has never been greater.

Utilizing the services of an external Classification and Compensation Consultant (Consultant), the City conducted an in depth evaluation of the existing organizational structure and classifications of Information Technology Specialist I/II/III and Business Systems Analyst. Although existing classifications were last updated in 2021¹, there has been growing desire to review post pandemic based on the redesigned technology landscape. Furthermore, it was concluded that existing classifications do not reflect the duties and responsibilities needed by the department for conducting effective business operations.

DISCUSSION

Following a multi-faceted review of the organizational structure, existing classifications, operational needs, and work of existing incumbents, the final recommendation includes creating two broad classifications in line with classification and compensation best practices and internal City goals. The benefits of broad classifications include flexibility, stability in the City's Classification and Compensation Plan (Plan), as well as opportunity for staff development. The proposed reorganization includes establishing two uniform levels of classifications which can be assigned to either division:

- Information Technology Technician [Exhibit A]
- Senior Information Technology Analyst [Exhibit B]

Furthermore, the reorganization maintains the existing classification structure of Business Systems Analyst for DS and recommends converting the existing Information Technology Specialist II to Information Technology Analyst as its counterpart for IT [Exhibit C]. The duties and responsibilities of these individual classifications are similar to the existing classifications and therefore, following a thorough meet & confer process with applicable labor groups, the recommendation is to maintain the existing classification structure at this level. The recommended structure adequately meets the City's operational needs.

¹ 2021 classification specification modifications were based on analysis conducted in 2019-2020.

Subsequently, this recommendation includes the elimination of the Information Technology Specialist I, Information Technology Specialist II, and Information Technology Specialist III classifications as well as the revision of the classification specification of Business Systems Analyst [Exhibit D].

In relation to setting compensation for this series of classifications, Information Technology Analyst (ITA) is the journey level classification and therefore, surveyed consistent with survey methodology utilized at the City. A market analysis² of our comparable agencies found matches for the ITA at 10 out of 12 comparable agencies and the median top step for the surveyed positions was approximately 4.65% above the current Information Technology Specialist II salary (i.e., journey level classification within the existing structure). In the current market, recruiting and retaining qualified and experienced staff continues to be an ongoing challenge and often, the City of Petaluma is competing directly with comparable agencies for top talent. Due to these challenges and the City's desire to recruit and retain top talent, the recommended action considers the 4.65% market position and subsequently, recommends the below pay ranges for this series, which are in line with the Consultant's recommendations. Furthermore, the Geographic Information Systems (GIS) Analyst is currently internally aligned to the existing Business Systems Analyst and with this recommendation, will now be internally aligned to the new ITA. This will result in pay range adjustments to GIS Tech I/II, GIS Analyst, GIS Administrator, and GIS Manager. GIS Tech I/II and GIS Manager are currently not allocated/funded but remain on the City's Plan.

² Market analysis is a common exercise in which the City of Petaluma is analyzed in relation to recognized comparable agencies, typically local agencies within roughly 50 miles, with a comparable size, operation, and staffing needs to provide an idea of how similarly situated positions compare to those in Petaluma.

Proposed Salaries - IT Analyst set to market 4.65% Market Adj		1	2	3	4	5
Information Technology Technician	hourly	\$ 39.88	\$ 41.86	\$ 43.96	\$ 46.16	\$ 48.48
	monthly	\$ 6,912.53	\$ 7,255.73	\$ 7,619.73	\$ 8,001.07	\$ 8,403.20
	annual	\$ 82,950.40	\$ 87,068.80	\$ 91,436.80	\$ 96,012.80	\$ 100,838.40
		1	2	3	4	5
Information Technology Analyst	hourly	\$ 47.86	\$ 50.23	\$ 52.75	\$ 55.39	\$ 58.17
	monthly	\$ 8,295.73	\$ 8,706.53	\$ 9,143.33	\$ 9,600.93	\$ 10,082.80
	annual	\$ 99,548.80	\$ 104,478.40	\$ 109,720.00	\$ 115,211.20	\$ 120,993.60
		1	2	3	4	5
Business Systems Analyst	hourly	\$ 47.86	\$ 50.23	\$ 52.75	\$ 55.39	\$ 58.17
	monthly	\$ 8,295.73	\$ 8,706.53	\$ 9,143.33	\$ 9,600.93	\$ 10,082.80
	annual	\$ 99,548.80	\$ 104,478.40	\$ 109,720.00	\$ 115,211.20	\$ 120,993.60
		1	2	3	4	5
Sr Information Technology Analyst	hourly	\$ 52.65	\$ 55.25	\$ 58.03	\$ 60.93	\$ 63.99
	monthly	\$ 9,126.00	\$ 9,576.67	\$ 10,058.53	\$ 10,561.20	\$ 11,091.60
	annual	\$ 109,512.00	\$ 114,920.00	\$ 120,702.40	\$ 126,734.40	\$ 133,099.20
		1	2	3	4	5
GIS Technician I	hourly	\$ 33.23	\$ 34.88	\$ 36.63	\$ 38.47	\$ 40.40
	monthly	\$ 5,759.87	\$ 6,045.87	\$ 6,349.20	\$ 6,668.13	\$ 7,002.67
	annual	\$ 69,118.40	\$ 72,550.40	\$ 76,190.40	\$ 80,017.60	\$ 84,032.00
		1	2	3	4	5
GIS Technician II	hourly	\$ 39.88	\$ 41.86	\$ 43.96	\$ 46.16	\$ 48.48
	monthly	\$ 6,912.53	\$ 7,255.73	\$ 7,619.73	\$ 8,001.07	\$ 8,403.20
	annual	\$ 82,950.40	\$ 87,068.80	\$ 91,436.80	\$ 96,012.80	\$ 100,838.40
		1	2	3	4	5
GIS Analyst	hourly	\$ 47.86	\$ 50.23	\$ 52.75	\$ 55.39	\$ 58.17
	monthly	\$ 8,295.73	\$ 8,706.53	\$ 9,143.33	\$ 9,600.93	\$ 10,082.80
	annual	\$ 99,548.80	\$ 104,478.40	\$ 109,720.00	\$ 115,211.20	\$ 120,993.60
		1	2	3	4	5
GIS Administrator	hourly	\$ 52.65	\$ 55.25	\$ 58.03	\$ 60.93	\$ 63.99
	monthly	\$ 9,126.00	\$ 9,576.67	\$ 10,058.53	\$ 10,561.20	\$ 11,091.60
	annual	\$ 109,512.00	\$ 114,920.00	\$ 120,702.40	\$ 126,734.40	\$ 133,099.20
		1	2	3	4	5
GIS Manager	hourly	\$ 57.92	\$ 60.78	\$ 63.83	\$ 67.02	\$ 70.39
	monthly	\$ 10,039.47	\$ 10,535.20	\$ 11,063.87	\$ 11,616.80	\$ 12,200.93
	annual	\$ 120,473.60	\$ 126,422.40	\$ 132,766.40	\$ 139,401.60	\$ 146,411.20

Since reorganization efforts and subsequent results have implications on incumbent employees, the Consultant conducted a Position Description Questionnaire (PDQ) process for each impacted incumbent to analyze the duties and responsibilities being performed and to provide information in order to recommend the appropriate new classification for each employee. Incumbent employees will be reclassified appropriately.

The Information Technology Technician and ITA classifications will be represented by the American Federation of State, County, and Municipal Employees (AFSCME). AFSCME has reviewed and is supportive of the proposed actions. The Senior ITA will be represented by the Petaluma Professional and Mid-Managers Association (PPMMA) and PPMMA already represents Business Systems Analyst. PPMMA has reviewed and is supportive of the proposed actions.

PUBLIC OUTREACH

This agenda item was noticed in compliance with the California Brown Act.

COUNCIL GOAL ALIGNMENT

The ratification of this action aligns with the City Council Goal of “A City That Works For Everyone.” This objective includes recruiting, hiring, retaining, and advancing a workforce that is diverse, representative, skilled, talented, and prepared to meet the demands of a full-service City.

CLIMATE ACTION/SUSTAINABILITY EFFORTS

There is no climate action or sustainability impacts associated with this item.

ENVIRONMENTAL REVIEW

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA's definition of a "project," because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

FINANCIAL IMPACTS

The recommended action will result in salary increases and the total financial impact, including salary and benefits, is approximately \$80,530 annually, \$39,460 allocated to the General Fund and \$41,070 to Non-General Funds.

ATTACHMENTS

1. Resolution
 - Exhibit A - Information Technology Technician Class Specification
 - Exhibit B - Senior Information Technology Analyst Class Specification
 - Exhibit C - Information Technology Analyst Class Specification
 - Exhibit D - Business Systems Analyst Class Specification