



# City of Morgan Hill

## Legislation Details (With Text)

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**Title:** CREATE FLEXIBLY STAFFED CLASSIFICATION SERIES  
**Sponsors:**  
**Indexes:**  
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**Attachments:** 1. Flexibly Staffed Classification Resolution

Date	Ver.	Action By	Action	Result
12/16/2015	1	City Council	approved	Pass

## CITY COUNCIL STAFF REPORT MEETING DATE: DECEMBER 16, 2015

PREPARED BY: Michelle Katsuyoshi, Human Resources Manager  
APPROVED BY: City Manager

### CREATE FLEXIBLY STAFFED CLASSIFICATION SERIES

#### RECOMMENDATION(S)

Adopt resolution authorizing the creation of flexibly staffed classification series and authorize the City Manager to designate flexibly staffed classifications and approve flexibly staffed job descriptions.

#### COUNCIL PRIORITIES, GOALS & STRATEGIES:

##### Ongoing Priorities

Maintaining fiscal responsibility  
Fostering a positive organizational culture  
Preserving and cultivating public trust

#### REPORT NARRATIVE:

Staff recommends that Council adopt the attached resolution authorizing the creation of flexibly staffed classifications and incorporate the provisions of the resolution in the next Personnel Rules update. Flexible staffing exists when a classification series has two or more levels and an employee can be initially appointed to any level in the series. Flexibly staffed classifications allow for testing

simultaneously for multiple levels within a classification series as well as the promotion of regular City employees to higher levels within a classification series by methods other than a traditional competitive examination process. This concept supports the Council's Long-Term Labor Relations Policy, Principles and Strategies, Recruitment and Retention Principle because it is designed to place the City in a more competitive position to recruit and retain well-qualified employees. Flexible-staffing also increases the capability of City department heads to effectively use the positions in their department, and recognizes performance by providing career advancement to the next higher classification.

The concept of flexibly staffed classifications has previously been discussed by staff and AFSCME. Included in the current AFSCME memorandum of understanding (MOU) (June 30, 2015 - December 31, 2018) is the following language, "City and Union consent to form a committee whose task shall be to create a program that provides for certain positions within City's classifications to be designated as flexibly staffed. Flexibly staffed positions will afford City the opportunity to increase the capacity of the work force to deliver quality services to citizens and provides City employees with advancement opportunities within their job classification. Once the program is established, Human Resources shall be responsible for its oversight." Staff has met and conferred in good faith with AFSCME on the proposed flexibly staffed classifications, and AFSCME supports the new flexibly staffed classifications. The salary ranges will remain unchanged (Steps A-F) for each separate classification in the current AFSCME salary range.

#### RECOMMENDED FLEXIBLY STAFFED JOB CLASSIFICATIONS

	CURRENT CLASSIFICATIONS	PROPOSED CLASSIFICATIONS
<b>ACCOUNTING SERIES</b>	Accounting Assistant I, Accounting Assistant II	Accounting Assistant I/II
<b>ENGINEER SERIES</b>	Assistant Engineer, Associate Engineer	Assistant/Associate Engineer
<b>MAINTENANCE WORKER SERIES</b>	Maintenance Worker I, Maintenance Worker II	Maintenance Worker I/II
<b>PLANNER SERIES</b>	Assistant Planner, Associate Planner	Assistant/Associate Planner
<b>UTILITY WORKER SERIES</b>	Utility Worker I, Utility Worker II	Utility Worker I/II

Furthermore, within the last month, the Community Development Department experienced a vacancy at the Assistant Planner level. The Assistant Planner incumbent had been hired into this position in August 2014, and separated from the City in November 2015 to accept a promotion in the Planner series at another government agency. Typically, after a few years of service in the entry-level Assistant position, candidates are ready to move on to the next level (i.e. Associate Planner). At the time the incumbent separated, the City had only a single-position classification for Associate Planner, meaning the only Associate Planner position was filled. In order for the incumbent to promote, he would have to wait for a vacant Associate Planner position. If the Assistant Planner and Associate Planner classifications were combined into the flexibly-staffed classification of Assistant/Associate Planner, the City would be able to promote someone from the entry-level Assistant Planner position into the next logical classification of Associate Planner while encouraging retention of planning staff, recognizing performance, and supporting career development.

#### Promotion Within Flexibly Staffed Classification Series

The Department Director will recommend appointments based on the needs of the department, demonstrated skills and abilities of the employee, and available funding. The requesting Department Director and the employee must fill out a Qualifying Promotional Form available from Human Resources. This form will be reviewed by the City Manager in consultation with Human Resources.

Promotions in a flexibly staffed classification series are not automatic or guaranteed. The fact that an employee meets the minimum qualifications of the next higher classification level does not guarantee promotion. In order to be eligible for promotion within the flexibly staffed classification series, the employee must have completed probation and have received a performance evaluation within the last six (6) months which "meets expectations". "Meets expectations" means that an employee must not have any marks of "needs improvement" or "unsatisfactory." At the time the employee is considered for a promotion within the flexibly staffed classification series, the employee must not be on a performance improvement plan or must have completed such a plan for a minimum of six (6) months.

The promotional decision of the City Manager is final and not subject to appeal.

#### **Flexibly Staffed Classification Series Probationary Period**

Once an employee is promoted by the City Manager to the next level classification in the flexibly staffed classification series, an employee will begin a new probationary period of six (6) months of continuous service in the higher classification.

The six (6) month probationary period may be extended by the Department Director or the City Manager for a period not to exceed six (6) months of continuous service if it serves the objectives of probationary employment. If the Department Director or City Manager determines that the probationary period should be extended, the probationary employee shall be given written notice prior to the expiration of the original probationary period. A performance evaluation shall be completed prior to the completion of probation which includes the recommendation of a supervisor or manager to be appointed to regular employee status.

Once an employee passes probation, he or she will retain the rights as established by any applicable MOU and the City's Personnel Rules, except as specified in this Policy.

Should the Council approve the concept of flexibly-staffed classifications, staff will meet and confer with AFSCME on the proposed flexibly staffed job descriptions. Staff will also return to Council with updated Personnel Rules to include the flexibly staffed classifications series.

#### **COMMUNITY ENGAGEMENT: Inform**

Staff will post the approved flexibly-staffed job descriptions on the City's Human Resources website.

#### **ALTERNATIVE ACTIONS:**

1. Do not approve the recommended flexibly-staffed classifications.
2. Provide staff with alternate direction.

#### **PRIOR CITY COUNCIL AND COMMISSION ACTIONS:**

None

#### **FISCAL AND RESOURCE IMPACT:**

As employees are promoted to the higher position in a flexibly-staffed classification, there will be minimal salary increases because most incumbents occupying the entry-level classifications are already at the top salary step (Step F), which falls at approximately Step D in the higher classification.

**CEQA (California Environmental Quality Act):**

Not a Project

**LINKS/ATTACHMENTS:**

Resolution