



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 14

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**TO:** City Council

**FROM:** Alex Khojikian, City Manager

**PREPARED BY:** Human Resources Department

**MEETING DATE:** September 16, 2024

**SUBJECT:**

Public Works Department, Community Development Department and Police Department – Classification Updates

**RECOMMENDATION:**

Adopt a Resolution to approve 1) the job specification and salary range for the new classification of Laboratory Analyst III in the Public Works department; 2) the revisions to the job specification for the classification of Deputy Community Development Director and the proposed salary range for the classification of Deputy Building Official in the Community Development department; and 3) the reallocation of the vacant Executive Assistant position to Management Analyst I-II position in the Police department.

**BACKGROUND:**

**Public Works Department**

The proposed new classification, Laboratory Analyst III, is the advanced journey level of the existing Laboratory Analyst I-II classification and will be responsible for conducting quality assurance and control as required by California's new Wastewater Treatment Plant Laboratory standards. The incumbent in this position will perform lead duties over the Laboratory Analyst I-II employees and provide training to operations and Laboratory staff. In maintaining our internal salary relationships, the recommended monthly salary range for the Laboratory Analyst III is \$9,427.42 - \$11,242.18 which is 10 percent above the salary range for the Laboratory Analyst II.

**Community Development Department**

The Building Official position manages almost half of the Community Development Department's staff within the Building Division and is responsible for coordinating with other departments and outside agencies to ensure an effective and user-friendly permitting and construction process while also making sure that building code and life safety requirements are being met. To recognize the size and scope of the responsibilities assigned to this position, and the importance that this role plays in resolving complex and challenging situations that are community priorities, reallocation of this position to a Deputy Director level is proposed.

The reallocation of the Building Official to Deputy Community Development Director (Deputy CDD Director) was approved as part of the FY24-25 Budget and the updates to the Deputy CDD Director job specification are proposed to support this reallocation. Allowing for this reallocation will also alleviate a salary compaction issue between the Building Official and Deputy Building Official (DBO). The two positions are needed to work in concert to handle the day-to-day and more complex personnel and customer service matters, to ensure this large Division within the Department runs smoothly and delivers uninterrupted service.

The DBO position was reactivated in the previous fiscal year but has been vacant. The DBO has direct supervision over Building Division staff and the Plan Check Supervisor position is the DBO's highest level subordinate. Currently the DBO

salary range is approximately 3 percent below that of the Plan Check Supervisor. In order to correct the internal salary relationship between the DBO and Plan Check Supervisor, the recommended monthly salary range for the DBO position is \$12,665.22 - \$15,103.98 which is 10 percent above the Plan Check Supervisor position.

### **Police Department**

There have been significant changes in the demands and expectations of the Police Department in recent years, and providing high-level analytical support to executive management is an increasingly essential function. The Police Department's Executive Assistant retired in July of 2024, after over fifty years of dedicated public service. During this admirable and lengthy tenure, the needs of the Department in terms of the duties to be performed by the position have changed considerably and require reconsideration in how the position is structured and staffed to best provide services. Staff wishes to reallocate the vacant Executive Assistant position to a Management Analyst I-II position to better reflect the current needs of the Department.

In a modern-day police department, effective support to the Chief of Police requires a skill set that extends beyond that of an Executive Assistant position, which traditionally has included administrative support tasks such as scheduling appointments, managing calendars, preparing documents, and coordinating travel arrangements. There is an increased need for an analytical and managerial skill set that includes responsibilities such as serving as the custodian of records, managing personnel files, writing agenda reports for City Council, preparing and delivering presentations to City Council, conducting procurement activities, administering contracts, and acting as a Workday manager. These duties have a much broader scope than what is currently represented within the Executive Assistant classification; the duties require a higher level of expertise which aligns well with the existing Management Analyst I-II classification.

It is recommended that the vacant Executive Assistant position be reallocated to a Management Analyst I-II position to better align with the Department's needs and allow for the recruitment of an analyst who can provide a higher level of professional involvement, manage critical departmental functions, and ensure the smooth operation of executive tasks essential to the leadership of a modern-day Police Department.

### **BUDGET IMPACT:**

The addition of the new Laboratory Analyst III position was included in the 2024-25 adopted budget so this will have no fiscal impact.

The reallocation of the Building Official to a Deputy Community Development Director was included in the 2024-25 adopted budget so this will have no fiscal impact. The total estimated compensation increase for the Deputy Building Official in Fiscal Year 2024-25 will be \$30,000. Any future costs will be built into the Community Development's personnel budget.

There is no budget impact associated with the revisions to the job specification for the classification of Deputy Community Development Director.

The reallocation of the Executive Assistant position to a Management Analyst I-II position will result in an annual cost of approximately \$40,000 to the General Fund. Costs incurred in the current Fiscal Year can be accommodated in the Police Department's operating budget using salary savings from vacant positions. Future costs will be incorporated into the 2025-2026 Budget.

### **ENVIRONMENTAL DETERMINATION:**

These classification updates are exempt from CEQA review because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

### **NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Proposed Resolution

Exhibit A – Job Specifications

Exhibit B – Merit Salary Schedule

Att 2 – Job Specification with tracked changes

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