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Sacramento City Council  
Housing Authority &  
Redevelopment Agency of the  
City of Sacramento  
Sacramento, California

Honorable Members in Session:

SUBJECT: Agency Classification and Salary Plan Implementation for Administrative and Technical Unit.

**LOCATION & COUNCIL DISTRICT**

All Districts

**RECOMMENDATION**

Staff recommends adoption of the attached resolution(s) which authorize(s) the Executive Director or her designee to: Establish a Classification and Salary Plan for positions in the Administrative and Technical unit as identified in Attachments I and II, and implement the adjustments accordingly, and execute an addendum to the labor agreement that reflects the tentative agreement reached between the Agency and the Employees Association.

**CONTACT PERSONS**

Cassandra Jennings, Deputy Executive Director, 440-1308  
Glory Wicklund, HR Director, 440-1308

**FOR COUNCIL MEETING OF**

June 27, 2000

# **SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

Housing Authority & Redevelopment Agency of the City of Sacramento

June 27, 2000

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## **SUMMARY**

This report recommends adoption of a Classification and Pay Plan for positions in the Administrative and Technical unit which is represented by the Sacramento Housing and Redevelopment Agency Employees Association (SHRA-EA).

## **BACKGROUND**

In 1998 Agency staff reengineered six key businesses: Neighborhood Strategic Planning, Developer and Development Services, Lending, Construction Management, Construction Bidding, and Property Management and Maintenance.

The 1999 budget incorporated structural changes to support recommendations generated from the reengineering process and approved by the governing bodies.

From January through October 1999, a Classification and Salary Study was conducted for Agency positions by Personnel Management Offices (PMO). Subsequently, the Agency followed Meet and Confer labor requirements with the SHRA-EA the bonafide labor bargaining agent for the Administrative/Technical Unit. A tentative agreement with the SHRA-EA was reached in May 2000.

## **FINANCIAL CONSIDERATIONS**

The proposed implementation date for the implementation of the Classification and Salary Plan for the Administrative/Technical unit is May 1, 2000. The cost is spread over a 5-1/2 year period in the amount of \$427,323. The Agency 2000 budget includes funds for the salary implementation.

## **POLICY CONSIDERATIONS**

The recommended action in this report is consistent with Agency policy. No policy changes are recommended.

## **ENVIRONMENTAL REVIEW**

The proposed action does not constitute a project under CEQA per Guidelines Section 15378 (b) (3), or a federal undertaking under NEPA.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

Housing Authority & Redevelopment Agency of the City of Sacramento

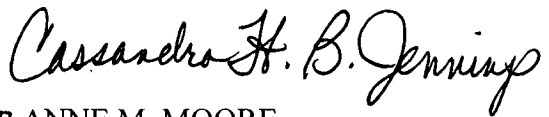
June 27, 2000

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**M/WBE CONSIDERATIONS**

The items discussed in this report have no M/WBE impact; therefore M/WBE considerations do not apply.

Respectfully submitted,

  
ANNE M. MOORE  
Executive Director

Transmittal approved,



ROBERT P. THOMAS  
City Manager

Current Classification	Proposed Classification	Salary Grade	Step 1	Step 5
ACCOUNTANT I	Accountant Specialist	EE	\$ 31,784	\$ 38,633
ACCOUNTANT II	Accountant	G	\$ 36,794	\$ 44,723
ANALYST I - Community Development	Community Development Specialist	G	\$ 36,794	\$ 44,723
ANALYST I - Portfolio Management	Program Operations Analyst - Portfolio Management	HH	\$ 42,593	\$ 51,772
ANALYST II - Community Development	Community Development Analyst	HH	\$ 42,593	\$ 51,772
ANALYST II - Portfolio Management	Housing Finance Analyst - Range 2	HH	\$ 42,593	\$ 51,772
ANALYST II - Strategic Planning	Strategic Planning Analyst	HH	\$ 42,593	\$ 51,772
ASSISTANT HOUSING/FINANCE SPECIALIST	Housing Finance Analyst - Range 1	G	\$ 36,794	\$ 44,723
ASSISTANT PLANNER - Community Development	Redevelopment Planner - Range 1	G	\$ 36,794	\$ 44,723
ASSISTANT PLANNER - Development Services	Development Specialist - Range 1	G	\$ 36,794	\$ 44,723
ASSOCIATE CONSTRUCTION ARCHITECT	Construction Architect	J	\$ 49,307	\$ 59,933
ASSOCIATE HOUSING/FINANCE SPECIALIST	Housing Finance Analyst - Range 2	HH	\$ 42,593	\$ 51,772
ASSOCIATE PLANNER - Community Development	Redevelopment Planner - Range 2	HH	\$ 42,593	\$ 51,772
ASSOCIATE PLANNER - Development Services	Development Specialist - Range 2	HH	\$ 42,593	\$ 51,772
BUYER I/II	Buyer	G	\$ 36,794	\$ 44,723
COMPLIANCE SPECIALIST I/II	Compliance Analyst	G	\$ 36,794	\$ 44,723
CONSTRUCTION TECH I/II & SENIOR	Construction Technician	H	\$ 40,565	\$ 49,307
DATA PROCESSING SPECIALIST	IT Customer Support Specialist	G	\$ 36,794	\$ 44,723
HOUSING AUTHORITY SPECIALIST I	Housing Authority Specialist	F	\$ 33,373	\$ 40,565
HOUSING AUTHORITY SPECIALIST II	Principal Housing Authority Analyst - Section 8 & Applications	H	\$ 40,565	\$ 49,307
HOUSING MANAGER & PROPERTY AGENT	Public Housing Agent	H	\$ 40,565	\$ 49,307
LOAN ADMINISTRATOR	Loan Administrator	G	\$ 36,794	\$ 44,723
LOAN SPECIALIST I/II	Loan Processing Analyst	G	\$ 36,794	\$ 44,723
NEW	Finance Specialist - Payroll	E	\$ 30,270	\$ 36,794
NEW	CAD Operator	F	\$ 33,373	\$ 40,565
NEW	Housing Authority Analyst - Section 8	H	\$ 40,565	\$ 49,307
NEW	Housing Authority Analyst - Grants Management	H	\$ 40,565	\$ 49,307
NEW	Principal Housing Authority Analyst - Administration	HH	\$ 42,593	\$ 51,772
NEW	IT PC Development Analyst	K	\$ 54,361	\$ 66,076
NEW	Principal Housing Authority Analyst - Community Planning	HH	\$ 42,593	\$ 51,772
PRINCIPAL CONSTRUCTION ARCHITECT	Principal Construction Architect	KK	\$ 57,079	\$ 69,380
PROGRAM TECHNICIAN	Program Technician	F	\$ 33,373	\$ 40,565
PROGRAMMER/ANALYST	IT Applications Analyst	J	\$ 49,307	\$ 59,933
RESIDENT SERVICES SPECIALIST I/II	Resident Services Specialist	F	\$ 33,373	\$ 40,565
SENIOR ACCOUNTANT	Principal Accountant	HH	\$ 42,593	\$ 51,772
SENIOR BUYER	Principal Procurement Services Analyst	HH	\$ 42,593	\$ 51,772
SENIOR HOUSING FINANCE SPECIALIST	Housing Finance Analyst - Range 3	J	\$ 49,307	\$ 59,933
SENIOR LOAN SPECIALIST	Principal Loan Processing Analyst	HH	\$ 42,593	\$ 51,772
SENIOR PLANNER - Community Development	Redevelopment Planner - Range 3	J	\$ 49,307	\$ 59,933
SENIOR PLANNER - Development Services	Development Specialist - Range 3	J	\$ 49,307	\$ 59,933
SENIOR SYSTEMS ANALYST	IT Senior Analyst	K	\$ 54,361	\$ 66,076
SOFTWARE SUPPORT SPECIALIST I/II & SENIOR DP SPEC	IT Customer Support Specialist	G	\$ 36,794	\$ 44,723
STRATEGIC PLANNING ANALYST	Strategic Planning Analyst	HH	\$ 42,593	\$ 51,772
SUPERVISING LOAN OFFICER	Loan Servicing Analyst	H	\$ 40,565	\$ 49,307

<b>SHRA Salary Matrix</b>					
<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>A</b>	\$ 20,488	\$ 21,512	\$ 22,588	\$ 23,717	\$ 24,903
<b>AA</b>	\$ 21,512	\$ 22,588	\$ 23,717	\$ 24,903	\$ 26,148
<b>B</b>	\$ 22,588	\$ 23,717	\$ 24,903	\$ 26,148	\$ 27,456
<b>BB</b>	\$ 23,717	\$ 24,903	\$ 26,148	\$ 27,456	\$ 28,829
<b>C</b>	\$ 24,903	\$ 26,148	\$ 27,456	\$ 28,829	\$ 30,270
<b>CC</b>	\$ 26,148	\$ 27,456	\$ 28,829	\$ 30,270	\$ 31,784
<b>D</b>	\$ 27,456	\$ 28,829	\$ 30,270	\$ 31,784	\$ 33,373
<b>DD</b>	\$ 28,829	\$ 30,270	\$ 31,784	\$ 33,373	\$ 35,041
<b>E</b>	\$ 30,270	\$ 31,784	\$ 33,373	\$ 35,041	\$ 36,794
<b>EE</b>	\$ 31,784	\$ 33,373	\$ 35,041	\$ 36,794	\$ 38,633
<b>F</b>	\$ 33,373	\$ 35,041	\$ 36,794	\$ 38,633	\$ 40,565
<b>FF</b>	\$ 35,041	\$ 36,794	\$ 38,633	\$ 40,565	\$ 42,593
<b>G</b>	\$ 36,794	\$ 38,633	\$ 40,565	\$ 42,593	\$ 44,723
<b>GG</b>	\$ 38,633	\$ 40,565	\$ 42,593	\$ 44,723	\$ 46,959
<b>H</b>	\$ 40,565	\$ 42,593	\$ 44,723	\$ 46,959	\$ 49,307
<b>HH</b>	\$ 42,593	\$ 44,723	\$ 46,959	\$ 49,307	\$ 51,772
<b>I</b>	\$ 44,723	\$ 46,959	\$ 49,307	\$ 51,772	\$ 54,361
<b>II</b>	\$ 46,959	\$ 49,307	\$ 51,772	\$ 54,361	\$ 57,079
<b>J</b>	\$ 49,307	\$ 51,772	\$ 54,361	\$ 57,079	\$ 59,933
<b>JJ</b>	\$ 51,772	\$ 54,361	\$ 57,079	\$ 59,933	\$ 62,929
<b>K</b>	\$ 54,361	\$ 57,079	\$ 59,933	\$ 62,929	\$ 66,076
<b>KK</b>	\$ 57,079	\$ 59,933	\$ 62,929	\$ 66,076	\$ 69,380
<b>L</b>	\$ 59,933	\$ 62,929	\$ 66,076	\$ 69,380	\$ 72,849
<b>LL</b>	\$ 62,929	\$ 66,076	\$ 69,380	\$ 72,849	\$ 76,491
<b>M</b>	\$ 66,076	\$ 69,380	\$ 72,849	\$ 76,491	\$ 80,316
<b>MM</b>	\$ 69,380	\$ 72,849	\$ 76,491	\$ 80,316	\$ 84,331
<b>N</b>	\$ 72,849	\$ 76,491	\$ 80,316	\$ 84,331	\$ 88,548
<b>NN</b>	\$ 76,491	\$ 80,316	\$ 84,331	\$ 88,548	\$ 92,975
<b>O</b>	\$ 80,316	\$ 84,331	\$ 88,548	\$ 92,975	\$ 97,624
<b>OO</b>	\$ 84,331	\$ 88,548	\$ 92,975	\$ 97,624	\$ 102,505
<b>P</b>	\$ 88,548	\$ 92,975	\$ 97,624	\$ 102,505	\$ 107,631
<b>PP</b>	\$ 92,975	\$ 97,624	\$ 102,505	\$ 107,631	\$ 113,012
<b>Q</b>	\$ 97,624	\$ 102,505	\$ 107,631	\$ 113,012	\$ 118,663

RESOLUTION NO. 2000-380

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF



**ESTABLISHMENT AND IMPLEMENTATION OF CLASSIFICATION  
AND SALARY PLAN FOR SACRAMENTO HOUSING AND  
REDEVELOPMENT AGENCY ADMINISTRATIVE AND  
TECHNICAL UNITS**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

Section 1: The Sacramento Housing and Redevelopment Agency is authorized to take all actions necessary to implement the Classification and Salary Plan for the Administrative and Technical Units as set out in Attachment I & II to the staff report that accompanies this resolution, effective as of May 1, 2000.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**RESOLUTION NO. 2000-007**

**ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO**

ON DATE OF

**ESTABLISHMENT AND IMPLEMENTATION OF  
CLASSIFICATION AND SALARY PLAN FOR  
ADMINISTRATIVE AND TECHNICAL UNITS**

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF  
SACRAMENTO:

Section 1. The Executive Director is authorized to take all actions necessary to implement the Classification and Salary Plan as set out in Attachment I & II to the staff report that accompanies this resolution., including without limitation, the amendment of the contract with Sacramento Housing and Redevelopment Agency Employees Association, effective as of May 1, 2000.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

(7)

**RESOLUTION NO. 2000-046**

**ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO**

ON DATE OF



**ESTABLISHMENT AND IMPLEMENTATION OF  
CLASSIFICATION AND SALARY PLAN FOR  
ADMINISTRATIVE AND TECHNICAL UNITS**

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF  
SACRAMENTO:

Section 1: The Executive Director is authorized to take all actions necessary to implement the Classification and Salary Plan for the Administrative and Technical Units as set out in Attachment I & II to the staff report that accompanies this resolution, including without limitation, the amendment of the contract with Sacramento Housing and Redevelopment Agency Employees Association, effective as of May 1, 2000.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_ (8)  
DATE ADOPTED: \_\_\_\_\_