



**Sacramento
Housing &
Redevelopment
Agency**

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 OPERATIONS AND MAINTENANCE, AND GENERAL CLERICAL
AND SERVICE UNIT.**

LOCATION & COUNCIL DISTRICT - Citywide

RECOMMENDATION

Staff recommends adoption of the attached resolutions which authorize the Executive Director or her designee to establish a Classification and Salary Plan for positions in the Operations and Maintenance and General Clerical and Service unit as identified in Attachments I and II, implement the adjustments accordingly and execute an addendum to the labor agreement that reflects the tentative agreement reached between the Agency and the Operations and Maintenance and General Clerical and Service unit.

CONTACT PERSONS

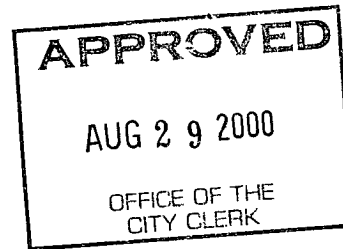
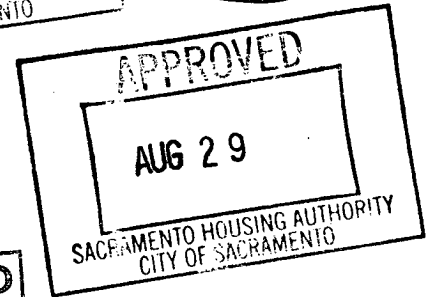
Cassandra Jennings, Deputy Executive Director, 440-1308
Glory Wicklund, HR Director, 440-1308

FOR COUNCIL MEETING OF - August 29, 2000



1.4

August 15, 2000



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority & Redevelopment Agency of the City of Sacramento

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SUMMARY

This report recommends adoption of a Classification and Pay Plan for positions in the Operations and Maintenance, and General Clerical and Service unit which is represented by the American Federation of State, County, and Municipal Employees, Local 146 (AFSCME).

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 AFSCME, the bonafide labor bargaining agent for the Operations and Maintenance, and General Clerical and Service Unit. A tentative agreement with AFSCME was reached in July 2000.

Classification and Salary plans for the Administrative/Technical unit represented by the SHRA Employees Association and the unrepresented units were approved by the governing boards on June 27, 2000.

FINANCIAL CONSIDERATIONS

The proposed implementation date for the implementation of the Classification and Salary Plan for the Operations and Maintenance, and General Clerical and Service unit is July 1, 2000. The cost is spread over a 5-1/2 year period in the amount of \$299,918. 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

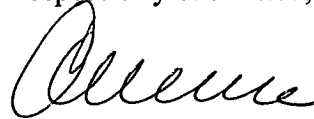
August 15, 2000

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M/WBE CONSIDERATIONS

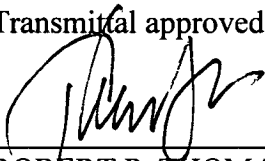
The items discussed in this report have no M/WBE impact; therefore M/WBE considerations do not apply.

Respectfully submitted,



ANNE M. MOORE
Executive Director

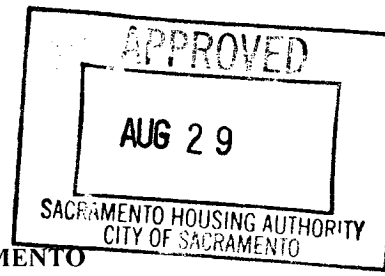
Transmittal approved,



ROBERT P. THOMAS
City Manager

| Current Classification | Proposed Classification | Salary Grade | Step 1 | Step 5 |
|--|--|--------------|-----------|-----------|
| ACCOUNT CLERK I | Finance Assistant | B | \$ 22,588 | \$ 27,456 |
| ACCOUNT CLERK II | Account Clerk | D | \$ 27,456 | \$ 33,373 |
| ACCOUNTING TECHNICIAN | Accounting Technician | E | \$ 30,270 | \$ 36,794 |
| ADMINISTRATIVE SECRETARY | Administrative Secretary | F | \$ 33,373 | \$ 40,565 |
| CENTRAL SERVICES CLERK | Messenger | B | \$ 22,588 | \$ 27,456 |
| CUSTODIAN | Custodian | AA | \$ 21,512 | \$ 26,148 |
| GROUND MAINTENANCE WORKER I | Maintenance Worker | D | \$ 27,456 | \$ 33,373 |
| GROUND MAINTENANCE WORKER II | Maintenance Worker | D | \$ 27,456 | \$ 33,373 |
| HOUSING ASSISTANT | Housing Assistant | BB | \$ 23,717 | \$ 28,829 |
| HOUSING TECHNICIAN | Housing Technician | C | \$ 24,903 | \$ 30,270 |
| MAINTENANCE DISPATCHER | Dispatcher | DD | \$ 28,829 | \$ 35,041 |
| MAINTENANCE SPECIALIST - CARPENTER | Maintenance Specialist - Carpenter | H | \$ 40,565 | \$ 49,307 |
| MAINTENANCE SPECIALIST - ELECTRICIAN | Maintenance Specialist - Electrician | H | \$ 40,565 | \$ 49,307 |
| MAINTENANCE SPECIALIST - HAZARDOUS MATERIALS | Maintenance Specialist - Hazardous Materials | GG | \$ 38,633 | \$ 46,959 |
| MAINTENANCE SPECIALIST - HVAC | Maintenance Specialist - HVAC | H | \$ 40,565 | \$ 49,307 |
| MAINTENANCE SPECIALIST - INSPECTOR | Maintenance Specialist - Inspector | H | \$ 40,565 | \$ 49,307 |
| MAINTENANCE SPECIALIST - LOCKSMITH | Maintenance Specialist - Locksmith | GG | \$ 38,633 | \$ 46,959 |
| MAINTENANCE SPECIALIST - PAINTER | Maintenance Specialist - Painter | H | \$ 40,565 | \$ 49,307 |
| MAINTENANCE SPECIALIST - PLUMBER | Maintenance Specialist - Plumber | H | \$ 40,565 | \$ 49,307 |
| MAINTENANCE SPECIALIST - RELOCATION | Maintenance Specialist - Relocation | GG | \$ 38,633 | \$ 46,959 |
| MAINTENANCE SPECIALIST - STATIONARY ENGINEER | Maintenance Specialist - Stationary Engineer | H | \$ 40,565 | \$ 49,307 |
| MAINTENANCE WORKER I/II | Maintenance Worker | D | \$ 27,456 | \$ 33,373 |
| NEW | Clerical Assistant | A | \$ 20,488 | \$ 24,903 |
| OFFICE ASSISTANT I/II | Office Technician | D | \$ 27,456 | \$ 33,373 |
| PROGRAM AIDE, RESIDENT SERVICES | Resident Services Assistant | AA | \$ 21,512 | \$ 26,148 |
| SENIOR ACCOUNT CLERK | Account Clerk | D | \$ 27,456 | \$ 33,373 |
| SENIOR CENTRAL SERVICES CLERK | Photocopy Services Clerk | BB | \$ 23,717 | \$ 28,829 |
| SENIOR GROUND MAINTENANCE WORKER | Maintenance Technician | F | \$ 33,373 | \$ 40,565 |
| SENIOR MAINTENANCE WORKER | Maintenance Technician | F | \$ 33,373 | \$ 40,565 |
| SENIOR OFFICE ASSISTANT | Office Technician | D | \$ 27,456 | \$ 33,373 |
| STOCK CLERK I/II | Stock Clerk | D | \$ 27,456 | \$ 33,373 |
| STOREKEEPER | Storekeeper | D | \$ 27,456 | \$ 33,373 |

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



RESOLUTION NO. 2000-010

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF

**ESTABLISHMENT AND IMPLEMENTATION OF CLASSIFICATION
AND SALARY PLAN FOR OPERATIONS AND MAINTENANCE,
AND GENERAL CLERICAL AND SERVICE UNIT**

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 the American Federation of State, County, and Municipal Employees, Local 146 (AFSCME), effective as of July 1, 2000.

CHAIR

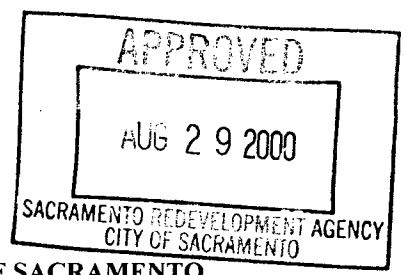
ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____



RESOLUTION NO. 2000-057

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

ESTABLISHMENT AND IMPLEMENTATION OF CLASSIFICATION AND SALARY PLAN FOR OPERATIONS AND MAINTENANCE, AND GENERAL CLERICAL AND SERVICE UNIT

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 as set out in Attachment I & II to the staff report that accompanies this resolution, including without limitation, the amendment of the contract with the American Federation of State, County, and Municipal Employees, Local 146 (AFSCME), effective as of July 1, 2000.

CHAIR

ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

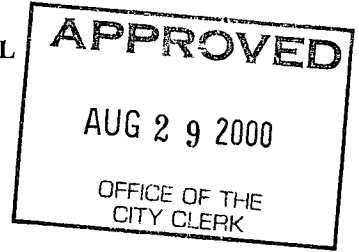
RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO. 2000-525

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF



**ESTABLISHMENT AND IMPLEMENTATION OF CLASSIFICATION
AND SALARY PLAN FOR OPERATIONS AND MAINTENANCE,
AND GENERAL CLERICAL AND SERVICE UNIT**

BE IT RESOLVED BY THE CITY COUNCIL 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 the American Federation of State, County, and Municipal Employees, Local 146 (AFSCME), effective as of July 1, 2000.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____