



**CITY OF LARKSPUR
Staff Report**

May 15, 2019 City Council Meeting

DATE: May 6, 2019
TO: Honorable Mayor Morrison and the Larkspur City Council
FROM: Dan Schwarz, City Manager
SUBJECT: ESTABLISHING AUTHORIZED POSITIONS TO FACILITATE A REORGANIZATION IN THE DEPARTMENT OF PUBLIC WORKS

ACTION REQUESTED

Approve the attached resolution.

SUMMARY AND BACKGROUND

Following months of assessment, the City Manager has determined that the Department of Public Works will better fulfill its mission with the addition of two positions described below. To add these positions while maintaining the fiscal sustainability of the Department, it will be necessary to eliminate one position, the Administrative Assistant II. Unfortunately, the eliminated position is occupied and there is no vacant position to offer the incumbent. The incumbent will separate from employment with the City prior to the hiring of the new employees.

The new positions added to Public Works shall be an Administrative Analyst I and a Public Works Inspector. There currently exists an Administrative Analyst classification and there is an employee in Public Works with that position. The proposed actions include modifying the Administrative Analyst class to have two levels, with the higher level given greater responsibility and discretion over assignments, adding a Public Works Inspector classification, establishing pay scales for these positions, and authorizing recruitment by directing inclusion of these positions in the Fiscal Year 2019-20 budget.

The incumbent will be reclassified as an Administrative Analyst II and the City will open a recruitment for an Administrative Analyst I. The Administrative Analyst II will work primarily for Engineering, with an emphasis on oversight of projects in the Capital Improvement Plan, including budget management and compliance issues. The Administrative Analyst I will work for Engineering and Maintenance, serving as the liaison to the Finance Department for Public Work's operational budget and helping track assignment of the Maintenance crews. Both positions will assume a variety of general office tasks.

A Public Works Inspector visits public and private job sites to ensure compliance and safety matters are being addressed, and to help monitor whether real world conditions warrant a reassessment of authorized work. The Department currently outsources its inspection work. Current market rates have driven the

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City's inspection work above the \$200,000 annual threshold for the past two years and there is no indication the cost will drop. Based on the current cost to employ an Inspector in-house, it more cost-effective and the City will be better served by having this work done by a City employee.

FISCAL IMPACT

It is anticipated that the cost to employ a newly-hired Administrative Analyst I will be roughly equivalent to the cost to employ the eliminated Administrative Assistant II position, meaning this change should have no significant fiscal impact in the upcoming fiscal year.

There are sufficient remaining funds in the Fiscal Year 2018-19 budget to promote the current Administrative Analyst to Administrative Analyst II upon approval of this resolution.

The Public Works Inspector position is primarily funded through cost-recovery on fees charged to internal project funds and external applicants. Bringing the position in-house should help the City better control the cost of this work, helping reduce the need to increase cost-recovery fee in the near future.

STAFF RECOMMENDATIONS

Adopt the attached resolution.

Respectfully submitted,

Dan Schwarz, City Manager

Attachments

1. Resolution, including exhibits for classifications, pay rates, and authorized positions.

RESOLUTION 28/19

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR
ESTABLISHING AUTHORIZED POSITIONS TO FACILITATE A REORGANIZATION IN THE
DEPARTMENT OF PUBLIC WORKS

WHEREAS, the City Manager has assessed the Department of Public Works and determined that a reorganization of staff will increase efficiencies and provide greater service to the public;

WHEREAS, facilitation of these changes requires adoption of a description and pay range for a modified Administrative Analyst classification, such that there are two levels to the classification; and

WHEREAS, further facilitation of these changes requires adoption of a description and pay range for a Public Works Inspector.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Larkspur approves the attached exhibits establishing the classifications of Administrative Analyst I/II (Exhibit A) and Public Works Inspector (Exhibit B) and their associated pay ranges (Exhibit C).

BE IT FURTHER RESOLVED that it is the intent of the City Council to approve a Fiscal Year 2019-20 budget that includes sufficient funds for an Administrative Analyst I and Public Works Inspector to be added to the Fiscal Year 2019-20 Allocated Position List and, therefore, the City Manager is authorized to initiate a recruitment of these positions.

BE IT FURTHER RESOLVED that the Authorized Positions List (Exhibit D) is amended to indicate that the current Administrative Analyst in Public Works is reclassified as Administrative Analyst II.

IT IS HEREBY CERTIFIED that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at the regular meeting held on the 15th day of May 2019, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ATTEST:

Ann Morrison, Mayor

Jamie Kuryllo, City Clerk



City of Larkspur Administrative Analyst I Administrative Analyst II

DEFINITION

Under general direction from departmental managers, performs a variety of responsible and complex administrative staff duties, including fiscal research and analysis and project tracking.

DISTINGUISHING CHARACTERISTICS

The focus of this position is on providing a broad range of highly responsible administrative support to the assigned department, tracking and managing project, program, and department budgets; researching and analyzing a variety of data; and assisting with the preparation and presentation of fiscal, policy or program reports, assessments and recommendations. The incumbent is expected to function independently and with minimal ongoing supervision.

Administrative Analyst I is the entry level class in the Administrative Analyst series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as the Administrative Analyst II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Administrative Analyst II is the journey-level class in the Administrative Analyst series. Positions at this level are distinguished from the Administrative Analyst I level by the performance of the range of duties as assigned, working independently, applying well developed knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Adequate performance at this level requires the knowledge of departmental or office procedures and precedents, and the ability to choose among alternatives in solving many problems. Work is normally reviewed only on completion and for overall results. Advancement from the I level to the II level is not automatic; such advancement is contingent on the availability of allocated positions, department needs, and possession of required skills.

SUPERVISION RECEIVED AND EXERCISED

The Administrative Analyst reports to an assigned departmental manager or managers. There are no direct reports, although the incumbent may provide technical direction or training to other

EXHIBIT A

administrative support staff, volunteers, and/or interns as needed. The Administrative Analyst II may provide technical direction to other professional staff on projects as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Include but are not limited to the following :*)

- ☐ Conduct analytical studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, office automation, facilities, contract, and personnel management.
- ☐ Design data collection systems; collects and analyzes data from a variety of sources including departmental and external records, reports, documents, informational surveys, and contracts; develop and present written and verbal reports and recommendations for appropriate action based on an analysis of gathered data.
- ☐ Develop and implement changes in administrative and/or operational process and paperwork for assigned programs in response to federal or state regulatory requirements.
- ☐ Develop and produce a variety of forms, reports, data collection and analysis spreadsheets and other documents related to programs.
- ☐ Participate in the training of clerical personnel and may provide work direction to others.
- ☐ Educate other city staff, city council, community representatives, and citizens.
- ☐ Compute, verify, track and maintain budget records as assigned.
- ☐ Assist with budget preparation, expenditure and revenue tracking, and project and funding audits, verify and reconcile requisitions, invoices, schedules, funding and reimbursement requests and other accounting documents and records.
- ☐ Prepare data and perform data entry of accounting information; may perform standard accounting procedures within prescribed guidelines; may assist in the development of fiscal procedures and guidelines.
- ☐ May develop and/or produce standardized or automated reports and forms and verify accuracy.
- ☐ May be responsible for management of specific programs.
- ☐ Perform a range of general clerical and office management tasks, including typing, maintaining files, copying and answering the telephone.
- ☐ Participate in the collection, processing and tracking of internal and external service requests from the initial request through to resolution.
- ☐ Perform related duties as required.

In addition, Administrative Analyst II incumbents also:

- ☐ Identify needs for consultant and/ or contractor assistance.
 - Develop and administer Request for Qualifications and Request for Proposals to address the City's consultant/ contractor needs.
- ☐ Oversee the work of contractors and consultants.
- ☐ Represents the City in meetings and events and serves as liaison with a variety of public agencies, community groups, and organizations.
- ☐ Assist with intergovernmental relations, including public policy research and analysis;

EXHIBIT A

conducts special research projects, including gathering, compiling, and analyzing information to provide recommendations and alternative courses of action.

- ☐ Coordinate the preparation of a wide variety of reports and presentations to the City Council, Commissions, staff, and outside organizations.
- ☐ Identify grant opportunities, prepare grant proposals, and monitor grant activities to ensure compliance with stipulations and reporting requirements;
- ☐ Oversee and facilitate stakeholder and community outreach assignments related to assigned projects

REQUIREMENTS

Knowledge of

- ☐ Standard office practices and administrative procedures, including records management and the operations of standard office equipment including PC and related software.
- ☐ Policies, objectives and funding of municipal operations and programs including federal and state rules pertaining to public contracting and procurement of services.
- ☐ Practices and techniques of administrative and financial record keeping and report preparation.
- ☐ Research methods, basic statistical and data analysis techniques.
- ☐ Effective oral and written communications methods.
- ☐ Correct English usage, spelling, punctuation and grammar.
- ☐ Principles of training and work direction.
- ☐ Standard procedures and guidelines for assigned accounting tasks.

Skill and Ability to

- ☐ Develop and maintain recordkeeping systems and procedures.
- ☐ Gather and analyze data, compile information, and prepare reports.
- ☐ Learn and utilize new technology.
- ☐ Communicate effectively with co-workers and customers.
- ☐ Understand and apply policies and procedures, and to adhere to program standards and objectives.
- ☐ Organize own work, setting priorities and meeting critical deadlines.
- ☐ Make effective decisions and judgments.
- ☐ Use of a range of office software, including advanced use of word processing and spreadsheets, and general competence with databases, project management tools, and desktop publishing; and ability to perform data input quickly and accurately.
- ☐ Competently apply mathematical knowledge and make accurate calculations, including such concepts such as means, medians, percentages, ratios and proportions to practical situations.
- ☐ Read, analyze, and interpret general business policies and governmental regulations in order to resolve specific situations appropriately.
- ☐ Write reports, business correspondence, and procedure manuals.
- ☐ Effectively organize and present detailed information clearly and concisely in written or oral form, and to respond to questions from managers, officials and the general public.

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- ☐ Establish and maintain effective working relationships with others.
- ☐ Identify and work cooperatively alongside stakeholders including residents, other City departments, and other agencies in implementing programs and policies.
- ☐ Provide outstanding customer service in person or by phone or email or other means.
- ☐ Interpret and effectively apply a variety of instructions furnished in written, oral, diagram, or schedule form.

In addition to the above abilities, Administrative Analyst II incumbents also have the skill and ability to:

- ☐ Evaluate and develop improvements in operations, procedures, policies, and methods.
- ☐ Perform administrative duties with minimal supervision.
- ☐ Effectively administer a variety of programs, functions, and administrative activities.
- ☐ Independently manage time effectively, adjust to changing priorities quickly, and meet deadlines in a fast paced and fluid work environment.

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to project, budget and/or office administration to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Administrative Analyst I: Equivalent to a Bachelor's Degree in Accounting, Public or Business Administration or related field, and at least two (2) years of progressively responsible experience in general office administration activities, accounting, fiscal/budgetary analysis, or personnel administration which involved research, analysis and the preparation of written reports and recommendations. Experience performing such work in a public sector environment is highly desirable. Additional experience may be substituted for the required education on a year for year basis.

Administrative Analyst II: Equivalent to a Bachelor's Degree in Accounting, Public or Business Administration or related field, and at least five (5) of progressively responsible experience in general office administration activities, accounting, fiscal/budgetary analysis, or personnel administration which involved research, of which two (2) of these years requires demonstrated successful time management and project management skills and abilities and demonstrated success in public administration work including performing policy, community outreach, or program work requiring analysis and interpretation of data.

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- ☐ Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl.
- ☐ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly exposed to video display terminals.
- ☐ Repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard for extensive periods of time are required.
- ☐ Acute hearing and understandable speech is required when providing phone and personal service.
- ☐ The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.
- ☐ While performing the duties of this job, the employee regularly works in an indoor office environment. The noise level in the work environment is usually quiet.

OTHER:

FLSA Status: *Non-exempt*
Bargaining Unit: *Larkspur Miscellaneous Employees Association*
Approved by: *City Manager Dan Schwarz*
Date: *May 15, 2019*

EXHIBIT B

May 15, 2019



City of Larkspur Public Works Inspector

DEFINITION

Inspects public works construction projects in various stages of construction for conformance with approved plans and codes; processes and issues encroachment permits; answers questions concerning construction requirements; makes field inspections on a variety of public and private construction projects in conformance with applicable standards, specifications, and City ordinances; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Public Works Inspector is responsible for the day-to-day operation of public works inspections. The Public Works Inspector reviews plans, specifications, and calculations for conformance to regulations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Director of Public Works/City Engineer. Although there are no direct reports, responsibilities may include providing project-based task direction to technical and/or administrative personnel. The Public Works Inspector may exercise technical and functional supervision over lower level technical engineering staff and consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Include but are not limited to the following:)

- ☐ Inspects public works construction projects for conformance with applicable standards, codes, plans, specifications, ordinances, and regulations; plan checks and reviews plans and specifications in accordance with construction standards and ordinances for a variety of public works construction projects
- ☐ Reviews quantities and quality of materials being used in a variety of public works projects during various stages of construction; inspects grading, paving, sidewalks, curbs, gutters, storm drains, lot grading, and other construction including storm drainage, trenching, shoring, dewatering, bedding for pipe, manhole construction, trench backfill and resting
- ☐ Inspect underground utilities. The City is responsible for storm drains and underground facilities for street lights and traffic signals. In addition to inspection of installation of these facilities,

EXHIBIT B

provides inspections of right-of-way impacts of other utilities' installations including water, sewer, communication and electrical facilities.

- Inspects building permit construction activities for erosion and sediment control measures per the City's Phase II Stormwater permit.
- ☐ Notes defects in construction and interprets applicable codes and ordinances for contractors and the general public.
- ☐ Observe work during progress and upon completion and throughout warranty periods as may be required; recommend progress payments and enter into pay books as necessary; confer with developers, contractors, superintendents, inspectors, and owners; ensure that safety procedures are followed advise contractors of changes in plans and variances.
- ☐ Coordinate and communicate with project stakeholders including homeowners, resource and utility agency representatives throughout construction activities.
- ☐ Monitor contractors, subcontractors and developers through all phases of construction to ensure construction progresses in a timely and safe manner and in accordance with rules, regulations and permit conditions.
- ☐ Provides general information regarding code requirements.
- ☐ Reviews, drafts conditions for, Issues, inspects and closes out encroachment permits.
- ☐ Prepares daily construction reports, progress diaries, and reports of public works construction activities; maintains records and reports of inspections.
- ☐ Maintains accurate as-built drawings for completed projects.
- ☐ Prepares correspondence; prepares monthly progress payments.
- ☐ Perform cost control; recognize potential cost increases and provide alternatives, recommendations, and solutions.
- ☐ Investigates and responds to complaints related to public works construction activities; may coordinate inspection assignments with other City departments and government agencies and utilities.
- ☐ Assist in developing specifications for future contracts; gather quantity information for contract bids and billing.

REQUIREMENTS

Knowledge of:

- ☐ Principles, terms and practices of civil engineering as applies to public works, including planning and development, design and construction, operation and maintenance.
- ☐ Construction materials, methods and equipment.
- ☐ Principles and Best Method Practices of Erosion and Sediment Control for building and civil construction sites and activities.
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- ☐ Engineering economics and specification and contract procedures.
- ☐ Cost estimating methods.
- ☐ Pertinent Federal, State and local laws, codes and regulations used in the design and construction of public works, traffic and related engineering projects.

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- ☐ Safe work practices as they relate to the position.
- ☐ Computer engineering programs (Auto CAD, GIS (ESRI), Project Management and Microsoft Office (Excel, Word, Project, Power Point) applications.
- ☐ Standard administrative engineering office practices and procedures.

Skill and Ability to:

- ☐ Prepare and maintain complex technical records and reports. Review plans and documents for conformance to regulations.
- ☐ Perform the full range of engineering, drafting, and survey work. Prepare plans and specifications neatly and accurately.
- ☐ Understand, interpret and prepare legal property descriptions, engineering records and maps. Gather data and perform complex engineering computations.
- ☐ Understand and carry out oral and written directions. Communicate clearly and concisely, both orally and in writing.
- ☐ Establish and maintain effective working relationships with those contacted in the course of work.
- ☐ Maintain mental capacity which allows for effective interaction and communication with others.

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to professional public works engineering practices to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Possession of: Equivalent of a high school diploma and four years of related public works, surveying, or code enforcement experience.

In addition, qualified candidates must:

- Possession of a class C Driver's License
- ☐ Pass a physical exam as established by City Policy.

PHYSICAL WORKING CONDITIONS

- ☐ Prolonged standing, walking, kneeling, squatting and stooping, and gripping are required in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl; or to work in confined spaces.
- ☐ Geographic conditions in a field environment with potential exposure to loud noise, chemicals, fumes and other environmental substances; traverse uneven terrain; stand for long periods of time; work long or unusual hours as situations demand; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.
- ☐ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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- ☐ Acute hearing is required to distinguish and identify sounds in a noisy environment.
- ☐ The employee is required to use repetitive hand movement and fine coordination for short periods when entering data and preparing reports using a computer keyboard.
- ☐ The employee is frequently exposed to outdoor weather conditions, slippery surfaces, uneven ground or floor surfaces, sudden changes and/or extremes in air temperature.
- ☐ The employee regularly works with chemicals; and occasionally works with: extreme noise or vibration; electrical, mechanical, chemical or explosive hazards; and hazardous waste.
- ☐ The noise level in the work environment is frequently loud.

OTHER:

FLSA Status: Non-exempt
Bargaining Unit: Larkspur Miscellaneous Employees' Association
Approved by: City Manager Dan Schwarz
Date: May 15, 2019

EXHIBIT C
PROPOSED PAY RATES FOR NEW POSITIONS (May 2019)

PW Inspector	36.04	37.84	39.73	41.72	43.81	46.00
Admin Analyst I	33.69	35.37	37.14	39.00	40.95	43.00
Admin Analyst II	37.73	39.62	41.60	43.68	45.86	48.16

Notes: PW Inspector will be benchmarked to Junior Engineer at this time.

EXHIBIT D

AUTHORIZED POSITIONS IN THE COMPETITIVE SERVICE AND THEIR SALARY RANGE

FIRE	Monthly		
Fire Captain	9,237	to	11,230
Battalion Chief	11,153	to	13,558
Firefighter -Engineer	8,163	to	9,924
Firefighter - Paramedic	7,101	to	8,632

FIRE	Hourly		
Code Enforcement Official	50.00	to	60.00

MANAGEMENT	Monthly		
Administrative Services Director	To		14,096
Assistant to the City Manager	To		9,594
Child Care Administrator/Prog Director	To		6,780
City Clerk	To		9,594
City Manager	To		16,595
Deputy Fire Chief	To		15,592
Director/City Engineer	To		15,243
Fire Chief	To		17,151
Fire Marshal	To		12,824
Library Director	To		9,582
Planning & Building Director	To		12,567
Recreation Director	To		11,190
Recreation Supervisor	To		7,255
Senior Planner	To		9,265
Public Works Superintendent	To		8,910

MISCELLANEOUS	Hourly Base Rate		
Accounting Specialist	33.69	to	42.99
Administrative Analyst I	33.69	to	42.99
Administrative Analyst II	37.73	to	48.16
Administrative Assistant I	28.92	to	36.91
Administrative Assistant II	31.24	to	39.86
Assistant Planner	35.60	to	45.43
Associate Planner	38.34	to	48.93
Child Care Asst. Dirctr/Pre-K Head Teach.	26.51	to	33.84
Child Care Assistant Teacher	16.39	to	20.91
Child Care Lead Teacher	22.40	to	28.76
Child Care Senior Lead Teacher	24.90	to	31.78
Child Care Teacher Assistant	14.32	to	18.27
Circulation Supervisor	27.00	to	34.46
Junior Engineer	36.04	to	46.00
Librarian I	31.33	to	39.99
Librarian II	33.69	to	42.99
Library Assistant	21.18	to	27.03
Maintenance Worker I	25.41	to	32.44
Maintenance Worker II	27.45	to	35.03
Permit Technician	33.69	to	42.99
Public Works Inspector	36.04	to	46.00
Public Works Technician	31.24	to	39.86

CONFIDENTIAL	Hourly Base Rate		
Accounting Technician	33.69	to	42.99