



Staff Report

File #: 23-0167

REQUEST FOR CITY COUNCIL ACTION

DATE: 03/01/2023

TO: Honorable Mayor and City Council Members

FROM: Human Resources Department

SUBJECT:

Resolution approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2023-001, to equitably adjust two salary ranges in the Community Services Department.

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve the City of Corona Position Library and Compensation Plan updating the Community Assistance Manager and Library Supervisor compensation ranges due to internal equity in the Community Services Department.

RECOMMENDED ACTION:

That the City Council adopt Resolution No. 2023-013, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2023-001, effective January 14, 2023.

BACKGROUND & HISTORY:

State regulations for public employers require disclosure of position classifications and corresponding compensation. In an effort to ensure compliance, and for even greater transparency, the City Council has previously adopted and updated the Position Library and Compensation Plan, a document which includes a list of all authorized employment positions for the City and their corresponding compensation ranges ("Plan").

The Plan provides added organizational efficiency and permits departments to continue streamlining operations without impacting service levels. Additionally, it allows members of the public to see what any given position, even those not currently filled, are paid. To this end, it is essential to note that this document is strictly a resource document of available employment positions, as the positions listed will not necessarily be budgeted or funded in any given fiscal year. A list of full-time budgeted positions is located on the City's website.

ANALYSIS:

Community Assistance Manager

The Community Assistance Manager position was moved to the Community Services Department in July 2021 as part of a City-wide reorganization. As a result of the Classification and Compensation project implemented in March 2022, the Community Assistance Manager was benchmarked to be at Salary Range 270, which is \$11,007 per month. Since the Classification and Compensation Plan was implemented, the Community Assistance Manager position has assumed the following additional functions: Housing/Rent Stabilization Program, Transit/Operations Analysis and New Transit System and Services, Airport Management, and Director Designee functions in the absence of the Community Services Director. With these additional job functions, it is the recommendation of Human Resources that the Community Assistance Manager position is paid at the same level of the other three Community Services Department Managers: Recreation Services Manager, Library Manager, and the Facilities, Parks, and Landscape Manager: Range 275, which is \$11,285 per month. The increase associated with this action would be 2.5%, which comes to \$278 per month.

Library Supervisor

The Library Supervisor is currently at Salary Range 196, which is \$7,610 per month. This position is responsible for the direction and supervision of full-time staff and part-time staff within the Library and the Community Services Department. The Recreation Supervisor and Park Ranger Supervisor, both at Salary Range 197 (\$7,648 per month) within the Community Services Department are both responsible for the direction and supervision and assumes the same level of responsibility within the Community Services Department. In efforts to create equity among the Supervisor role within the Community Services Department, it is the recommendation of Human Resources that the following Community Service Supervisors are in the same pay range: Recreation Supervisor, Park Ranger Supervisor, and Library Supervisor. The increase associated with this action would be 0.5%, which comes to \$38 per month.

FINANCIAL IMPACT:

Approval of the recommended actions will be retroactive to January 14, 2023. The pro-rated costs through the end of Fiscal Year 2023 will result in an estimated increase of \$2,106. The Community Services' Department personnel budget will be adjusted by a total of \$1,083 as follows: General Fund 110 by \$618 and the Airport Fund 275 by \$465. The remaining difference of \$1,023 will be covered within the existing personnel budgets for the Corona Housing Authority Fund 291, CDBG Fund 431, and Transit Services Fund 577.

<u>Position Title</u>	<u>Prorated 5.5 mos.</u>
Community Assistance Manager	1,860
Library Supervisor	246
Total Cost	\$ 2,106

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California

File #: 23-0167

Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. This action will increase wages of three employees within the Community Services Department to create equity among identical titled classifications. This activity is not subject to CEQA. There is no possibility that the acceptance of this report will have a significant effect on the environment.

PREPARED BY: REBECCA CHRISTOPHER, HUMAN RESOURCES SUPERVISOR

REVIEWED BY: ANGELA RIVERA, CHIEF TALENT OFFICER

Attachments:

1. Exhibit 1 - Position Library and Compensation Plan - Redline Version
2. Exhibit 2 - Resolution 2023-013, Position Library and Compensation Plan