



Staff Report

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**File #:** 23-0512

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 06/21/2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Human Resources Department

**SUBJECT:**

SIDE LETTER WITH THE CITY OF CORONA PUBLIC SERVICE EMPLOYEES ASSOCIATION, AND THE MANAGEMENT/CONFIDENTIAL GROUP RESOLUTION ADOPTING THE CITY OF CORONA POSITION LIBRARY AND COMPENSATION PLAN AND REPEALING ALL PRIOR PLANS, TO ADD NEW POSITIONS FOR FISCAL YEAR 2024

**EXECUTIVE SUMMARY:**

This report asks the City Council to adopt a Resolution amending the City of Corona Position Library and Compensation Plan for Fiscal Year 2024. To fully effectuate this action, staff recommends the City Council authorize the City Manager to sign a Side Letter with the Corona Public Service Employees Association amending the Memorandum of Understanding and adopt a Resolution with the Management/Confidential Employee Group to reflect the changes in the updated Position Library and Compensation Plan.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Adopt Resolution No. 2023-049, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2023-034, effective May 3, 2023.
- b. Authorize the City Manager, or his designee, to approve the Side Letter of Agreement modifying the 2021-2024 Memorandum of Understanding between the City of Corona and the Corona Public Service Employees Association.
- c. Adopt Resolution No. 2023-053 between the City of Corona and the Management/Confidential Group Resolution to add new positions for Fiscal Year 2024.

**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 regularly adopts and updates the Position Library and Compensation Plan, a document that 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, is paid. To this end, it is essential to note that this document is strictly a resource of all employment positions, and 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 and within the City's Operating Budget.

**ANALYSIS:**

Updates to the City of Corona Position Library and Compensation Plan

The Plan has been modified to reflect newly added positions for Fiscal Year 2024 based on the needs of the organization:

Corona Public Service Employees Association ("CPSEA"):

1. Meter Service Technician
2. Nurse Educator
3. Project Coordinator
4. Senior Public Safety Technical Support Engineer
5. Street Sign Maintenance Technician
6. Utility Service Worker Crew Leader

Management/Confidential Group:

7. Chief Data Officer
8. City Management Fellow
9. Senior Deputy City Attorney (Constitutional Policing Advisor)

The Human Resources Department has reviewed each position and recommends they be included in the Plan for Fiscal Year 2024.

**FINANCIAL IMPACT:**

The changes made to the Position Library reflect the new positions included in the Fiscal Year 2024 Proposed Budget. As part of the budget process, the new positions have been reviewed and discussed at the budget workshops. Costs associated with the positions have been incorporated in the Fiscal Year 2024 Proposed Budget. Therefore, there is no financial impact to the City resulting from this recommended action.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California 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. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the 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 2023-049 Position Library and Compensation Plan
3. Exhibit 3 - Side Letter to the 2021-2024 CPSEA MOU
4. Exhibit 4 - 2021-2024 Management Confidential Group Resolution - Redline Version
5. Exhibit 5 - Resolution 2023-053 Governing Compensation and Benefits of Non-Represented Management Confidential Group Employees - Clean Version