



Staff Report

File #: 23-0891

REQUEST FOR CITY COUNCIL ACTION

DATE: 11/01/2023

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 staff report asks the City Council to adopt an updated City of Corona Position Library and Compensation Plan for Fiscal Year ("FY") 2024. To fully effectuate this action, the City Council will consider authorizing the City Manager to sign a Side Letter with the Corona Public Service Employees Association amending the Memorandum of Understanding to reflect the addition of new positions. The City Council will also consider adopting a Resolution revising one position title within the Management/Confidential Employee Group Resolution.

RECOMMENDED ACTION:

That the City Council:

- a. Adopt Resolution No. 2023-104, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2023-049, effective November 1, 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. 2023-105 between the City of Corona and the Management/Confidential Group to add new positions for the FY 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 has previously adopted and updated 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 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 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:

Updates to the City of Corona Position Library and Compensation Plan

The Position Library has been modified to reflect newly added positions for FY 2024:

1. Junior Applications Analyst, Information Technology Services (CPSEA)
2. Junior Data Analyst, Information Technology Services (CPSEA)
3. Senior SCADA Engineer, Utilities Department (CPSEA)

The Position Library has been modified to reflect title changes for FY 2024:

1. Recreation Coordinator to Recreation Specialist, Community Services (CPSEA)
2. GIS Data Analyst to Data Analyst, Information Technology Services (Mgmt/Conf)
3. Professional/Graduate Student Intern to Law Clerk, Legal and Risk Management (Part-time)

Each new position listed above for FY 2024 has been reviewed by the Human Resources Department.

FINANCIAL IMPACT:

The recommended actions will add new position titles and change existing position titles to the City of Corona Position Library and Compensation Plan. There is no financial impact resulting from the recommended actions.

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

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REVIEWED BY: ANGELA RIVERA, CHIEF TALENT OFFICER

Attachments:

1. Exhibit 1 - Position Library and Compensation Plan - Redline Version
2. Exhibit 2 - Resolution 2023-104 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 2023-105 Governing Compensation and Benefits of Non-represented Management Confidential Group Employees - Clean Version