



# City of Corona

400 S. Vicentia Ave.  
Corona, CA 92882

## Staff Report

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**File #:** 22-0685

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### **REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 09/07/2022

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

**FROM:** Human Resources Department

**SUBJECT:**

Side Letter with the City of Corona Public Service Employees Association adopting the City of Corona Position Library and Compensation Plan and repealing all prior plans.

**EXECUTIVE SUMMARY:**

City Council consideration for approval of (1) Resolution No 2022-109 adopting the City of Corona Position Library and Compensation Plan, which includes updating two job titles, (2) Side Letter with the Corona Public Service Employees Association to update job titles and positions eligible for Standby Pay.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Adopt Resolution No. 2022-109, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2022-0062, effective June 15, 2022.
  
- b. Approve the attached Side Letter of Agreement modifying the 2021-2024 Memorandum of Understanding between the City of Corona and the Corona Public Service Employees Association, and authorize the City Manager, or his designee, to sign the Agreement.

**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:**

Updates to the City of Corona Position Library

The Position Library and Compensation Plan has been updated with the following changes:

Title Change: Police Trainee to Police Officer Trainee

Department Change: Asset Management Coordinator in Finance to Asset Management Coordinator in Public Works.

The Side Letter drafted for the June 15, 2022 Council Meeting did not include verbiage from the entire sections impacted by the new positions added for Fiscal Year 2023. Additionally, the Side Letter presented on June 15, 2022 was not left in a track change format. The City of Corona's Lead Negotiator corrected the Side Letter with Corona Public Service Employees Association as it must remain a standalone document until a new MOU is posted. This has been corrected and fully documented in the attached Side Letter.

The following position has been added to Section 22.1 - How Holidays are Observed and Paid.

1. Animal Control Officer

This position was inadvertently excluded in Section 22.1. The Animal Control Officer position typically works on holidays.

The following positions are also being added to Section 5.3 - Standby Pay:

2. Senior Parks & Landscape Technician
3. Senior Utility Service Worker
4. Lead Utility Service Worker
5. Systems Engineer
6. Radio Technician

These positions were inadvertently excluded from the list of those positions eligible to receive Standby Pay as outlined in Section 5.3 of the Corona Public Service Employees Association.

**FINANCIAL IMPACT:**

The changes made to the Side Letter reflect the new positions included in the Fiscal Year 2023 Adopted 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 2023 Adopted 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. This action is simply approving a Side Letter of Agreement to update the MOU with the Corona Public Service Employees Association ("CPSEA"). There is no possibility that this action will have a significant effect on the environment. Therefore, no further environmental analysis is required.

**PREPARED BY:** REBECCA CHRISTOPHER, HUMAN RESOURCES SUPERVISOR

**REVIEWED BY:** ANGELA RIVERA, CHIEF TALENT OFFICER

**Attachments:**

1. Exhibit 1 - Side Letter to the 2021-2024 CPSEA MOU
2. Exhibit 2 - Position Library and Compensation Plan - Redline Version
3. Exhibit 3 - Resolution 2022-109 - Position Library and Compensation Plan