



Staff Report

File #: 21-0814

REQUEST FOR CITY COUNCIL ACTION

DATE: 10/06/2021

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. 2021-098, to implement salary range corrections and updates, and to establish salary ranges for new positions.

EXECUTIVE SUMMARY:

City Council consideration and approval for Resolution No. 2021-112, which includes the addition of new positions, updates to select compensation ranges, and the revision of a position. Human Resources has reviewed each requested addition and change and is in support of each item listed in Recommended Action.

RECOMMENDED ACTION:

That the City Council:

- a. Adopt Resolution No. 2021-112, approving the City of Corona Position Library and Compensation Plan and repealing all prior Plans, including Resolution No. 2021-098.
 1. Revise the CIP Manager position to reflect: CIP Manager/Assistant City Engineer at Step 589 (\$11,365) to Step 629 (\$13,875).
 2. Add the Development Services Manager position to the Position Description Library at Step 549 (\$9,310) to Step 589 (\$11,365).
 3. Update the Recreation Supervisor salary range to Step 451 (\$5,710) to Step 491 (\$6,971) retroactive to 08/28/2021.
 4. Update the Park Ranger Supervisor salary range to Step 451 (\$5,710) to Step 491 (\$6,971).

5. Revise the salary ranges for the Combination Plans Examiner and the Plan Check Engineer to Step 465 (\$6,123) to Step 505 (\$7,475).
 6. Revise the salary range for the Electric Utility Manager to Step 549 (\$9,310) to Step 589 (\$11,365).
 7. Update all titles that include Department of Water and Power in the job title or department use. Eliminate Department of Water and Power positions that are no longer in use.
 8. Update all department position assignments due to the recent City reorganization.
 9. Update the title of Community Development Director to Planning & Development Director.
- b. Authorize budgetary adjustments for the impacted departments based on the Position Library and Compensation Plan changes:
1. Reduce Planning and Development's General Fund budget by \$45,340.
 2. Increase Public Works' General Fund budget by \$38,213.
 3. Increase Community Services' General Fund budget by \$7,127.
 4. Appropriate \$95,978 to the Utilities Department from the Electric Utility Fund 578.

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:

Revisions to the Plan are highlighted on the attached redline version, with the highlight colors varying based on the reason for the change. Revisions are requested to update compensation ranges (green), add compensation ranges (yellow), and department name changes (blue).

Public Works proposes combining the roles of the vacant CIP Manager and Assistant City Engineer to oversee and manage the Engineering and Inspection related functions including Capital Improvement Projects, National Pollutant Discharge Elimination System (NPDES), and Utilities District Engineering. This role will also serve as a back-up to the City Engineer/Director of Public Works. The new title for this position will be CIP Manager/Assistant City Engineer. The salary this position will be Step 589 (\$11,365) to Step 629 (\$13,875), which is 15% below the Director of Public Works, and 20% above the District Engineer.

The Development Services Manager was approved with the adoption of the Fiscal Year (FY) 2022 budget on June 16, 2021 and was inadvertently left off the Position Description Library. The position was originally budgeted with salary range of Step 529 (\$8,426) to Step 569 (\$10,286). The revised salary range is Step 549 (\$9,310) to Step 589 (\$11,365). Staff is requesting to add this position to the Position Description Library.

The current Corona Supervisors Association (CSA) MOU states that the pay range of a member who supervises an employee in a lower classification must be at least 12.5% higher. In Community Services, the recently filled Program Coordinator positions have a salary range of Step 426 (\$5,041) to Step 466 (\$6,154). The salary range for the classification that supervises this position, Recreation Supervisor, is Step 436 (\$5,299) to Step 476 (\$6,469). In efforts to comply with the CSA MOU, Article XI, Section 11.3, staff is recommending the pay range for the Recreation Supervisor to be increased to Step 451 (\$5,710) to Step 491 (\$6,971).

The initial salary range for the Park Ranger Supervisor was aligned with the Recreation Supervisor when approved for budget. The Park Ranger Supervisor salary range needs to be updated to reflect the Recreation Supervisor range of Step 451 (\$5,710) to Step 491 (\$6,971).

Two positions added on the June 16, 2021 Position Library Update, Combination Plans Examiner and Plan Check Engineer, were both inadvertently listed with an incorrect higher salary. Both positions are under recruitment and posted at the correct salary of Step 465 (\$6,123) to Step 505 (\$7,475).

The Utilities Department has requested to align the Electric Utility Manager position with other managers in the department: Department of Water and Power Operations Manager, Business Manager, and Maintenance Manager. The Electric Utility Manager is the only manager in the Utilities Department that is not in salary range Step 549 (\$9,310) to Step 589 (\$11,365). This change will allow for better alignment and equity among the managers in the Utilities Department.

Due to the recent reorganization of the City, the Department of Water and Power (DWP) is now called the Utilities Department. Positions in the library containing "DWP" will be modified as appropriate to reflect these changes.

FINANCIAL IMPACT:

Funding for the proposed changes will have FY 2022 budgetary impacts as shown in the following table. The General Fund changes will transfer funds within existing appropriations. The CIP Manager/Assistant City Engineer is also budgeted in the Gas Tax Fund, the Water Utility Fund, and

the Water Reclamation Utility Fund. The position is budgeted sufficiently in those funding sources. Funding for the Electric Utility Manager will have an appropriation of \$95,978 in the Electric Utility Fund as the position is not currently budgeted. Funding for future years will be addressed through the budget process.

Department	Description	General Fund	Electric Utility Fund	Total
Public Works	CIP Manager/Assistant City Engineer <i>Adjustment for General Fund only. Sufficient budget in Gas Tax, Water Utility, and Water Reclamation Utility.</i>	\$ 38,213	\$ -	\$ 38,213
Community Services	Recreation Supervisor <i>Positions sufficiently budgeted in FY 2022</i>	-	-	-
Community Services	Park Ranger Supervisor	7,127	-	7,127
Planning and Development	Development Services Manager <i>Position already budgeted, salary savings to cover cost of revised salary range.</i>	-	-	-
Planning and Development	Combination Plans Examiner	(22,670)	-	(22,670)
Planning and Development	Plan Check Engineer	(22,670)	-	(22,670)
Utilities Department	Electric Utility Manager	-	95,978	95,978
Totals		\$ -	\$ 95,978	\$ 95,978

Fund	07/01/21 Est. Working Capital	Budgeted Revenues/ Sources	Budgeted Expenditures/ Uses	Working Capital Impacts	06/30/22 Est. Working Capital
Electric Utility Fund 578	\$7,280,797	\$16,286,836	(\$16,498,245)	Appropriation (\$95,978)	\$6,973,410

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 general rule 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 adoption of the resolution may have a significant effect on the environment, the action is not subject to CEQA. This action merely approves the updates Position Library and Compensation Plan, and there is no possibility that adopting the above resolution will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: REBECCA CHRISTOPHER, HUMAN RESOURCES SUPERVISOR

REVIEWED BY: ANGELA RIVERA, CHIEF TALENT OFFICER

Attachments:

1. Exhibit 1 - Position Library and Compensation Plan - Redline
2. Exhibit 2 - Resolution No. 2021-112, Exhibit A Position Library and Compensation Plan - Clean
3. Exhibit 3 - Employees and Departments Impacted by City Reorganization