



Legislation Text

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AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

DATE: 4/4/2018

TO: Honorable Mayor and City Council Members

FROM: Administrative Services Department

SUBJECT:

City Council Consideration of Resolution No. 2018-016 approving the City of Corona Position Library and Compensation plan.

RECOMMENDED ACTION:

That the City Council adopt Resolution No. 2018-016 approving the City of Corona Position Library and Compensation Plan and repealing prior Plans, including Resolution No. 2018-011.

ANALYSIS:

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 services levels. Additionally, it allows members of the public to see what any given position, even those not currently filled, would be paid. To this end, it is important 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 current list of full time budgeted positions can be located on the City's website.

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 being requested to incorporate compensation range adjustments (green), new classifications (yellow), deleted classifications (blue), and footnote updates (orange).

With another state-mandated minimum wage increase which took effect January 1, 2018, all staff earning less than the new minimum wage of \$11 per hour were increased to comply. The increase closed the gap again between minimally skilled positions and those positions with certifications and experience requirements. The Lifeguard, Water Safety Instructor, and Pool Manager positions are

being increased by 10 steps. Historically, aquatics positions have been difficult to fill. Most cities struggle to hire sufficient staff to offer a robust summer aquatics program. To attract and retain staff, and to remain competitive as compared to surrounding Cities, the compensation ranges for Lifeguard, Water Safety Instructor, and Pool Manager are being increased as noted above. Additionally, the Library & Recreation Leader II/III positions are being increased by 10 steps and the Park Maintenance II position is being increased by 3 steps to address the compaction created by the minimum wage increase.

Other compensation range changes: The Recreation Specialist position is being increased 20 steps to be consistent with the level of the Pool Manager compensation range. The Recreation Services Manager is being reduced by 16 steps to be a level consistent with the Utilities Project Manager and the DWP Customer Care Manager. As a result of a reorganization in the Fire Prevention Division, the Fire Prevention Assistant is being increased by 32 steps, the Deputy Fire Marshal is being increased by 8 steps, and the Fire Marshal is being increased by 18 steps. The elimination of a vacant Fire Inspector II position will offset the changes in the Fire Prevention Division. The Assistant Public Works Director/City Engineer is being increased by 23 steps due to the larger scope of responsibility involving the duties and obligations of City Engineer as stipulated in the Corona Municipal Code and will now include supervision of the District Engineer which involves significantly more responsibility than the previous scope of the position. Finally, the Business Manager position is being decreased by 28 steps in-line with the Operations Manager compensation range.

Footnote "D" addressing the minimum wage increase that went into effect on January 1, 2018 is being deleted, resulting in existing Footnote "E" retitled to Footnote "D" and Footnote "F" retitled to Footnote "E". A new Footnote "G" is being included to address temporary employees performing overflow work consistent with the rules addressing employment after retirement in Government Code 21224.

Position title changes have been incorporated to add new or amend classifications due to creating new classifications or creating classification series which allow the City to hire at a journey level or below and also create growth for employees into positions which require added experience and accountability at each level. While these changes can be added to the Plan, the position cannot be filled until budget is available to fund the position. Budget for the position can occur through City Council approval or through a staff level reorganization that generates budgetary reductions in personnel to offset the cost of the new or amended classification. Obsolete classifications have been deleted from the Plan as well.

COMMITTEE ACTION:

Not applicable.

STRATEGIC PLAN:

Not applicable.

FISCAL IMPACT:

Changes to the Position Library and Compensation plan may have a fiscal impact if the position is new, and is proposed to be included in the current adopted budget or if changes made during the fiscal year are not accompanied by a corresponding deduction in personnel costs. None of the changes included in this update would meet either of these criteria at this time.

ENVIRONMENTAL ANALYSIS:

Environmental review is not required. The proposed actions are not a project under the California Environmental Quality Act.

PREPARED BY: EDELIA EVELAND, HUMAN RESOURCES MANAGER

REVIEWED BY: KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

SUBMITTED BY: DARRELL TALBERT, CITY MANAGER

Attachments:

City of Corona Position Library and Compensation Plan (Redline)

Resolution No. 2018-016 approving the City of Corona Position Library and Compensation Plan