



CITY COUNCIL AGENDA STATEMENT



November 17, 2020
December 1, 2020

File ID: 20-0443
20-0483

TITLE

ORDINANCE OF THE CITY OF CHULA VISTA AMENDING CHULA VISTA MUNICIPAL CODE SECTION 2.05.010 ADDING THE UNCLASSIFIED POSITION TITLE OF HUMAN RESOURCES MANAGER AND DELETING THE HUMAN RESOURCES OPERATIONS MANAGER AND PERFORMANCE AND ORGANIZATIONAL DEVELOPMENT MANAGER POSITION TITLES (FIRST READING) (4/5 VOTE REQUIRED)

RECOMMENDED ACTION

Council adopt the ordinance.

SUMMARY

In an effort to address the needs of various departments and the City's workforce, the Human Resources Department, in conjunction with the affected departments, is proposing the addition and deletion of certain classifications. Staff is also recommending approval of the revised Fiscal Year 2020-2021 Compensation Schedules effective November 20, 2020 and January 1, 2021.

ENVIRONMENTAL REVIEW

Environmental Notice

The activity is not a "Project" as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

Environmental Determination

The Director of Development Services has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

The Civil Service Commission approved the new classified position title included in this item at their regular meeting of November 5, 2020.

DISCUSSION

1. Classification Plan Changes

Civil Service Rule 1.02(A), which applies to the City’s classified positions, provides for necessary reviews and changes so that the City’s classification plan is kept current, and that changes in existing classes, the establishment of new classes, or the abolition of classes are properly reflected in the classification plan.

In an effort to address the needs of various departments and the City's workforce, the Human Resources Department, in conjunction with the affected departments, is proposing certain position changes. The following identifies the affected positions and proposed changes.

Department	Position Title	FTE
Engineering	Management Analyst II	-1.00
	Senior Management Analyst	1.00
Human Resources	Human Resources Operations Manager	-1.00
	Performance and Organizational Development Manager	-1.00
	Human Resources Manager	2.00
Information Technology Services	Senior Information Technology Support Specialist	-4.00
	Senior Information Technology Support Specialist II (T)	4.00
Police	Facility and Supply Specialist	-1.00
	Police Facility and Supply Coordinator	1.00
	Senior Police Technology Specialist	-1.00
	Senior Information Technology Support Specialist II (T)	1.00
Total City-Wide Position Changes (Net Increase/Decrease)		0.00

Summary of New Classifications

Position Title	Bargaining Group	Bi-Weekly E Step
Human Resources Manager	SM	\$5,465.90
Police Facility and Supply Coordinator	ACE	\$2,537.96

In addition, staff is recommending the deletion of the Associate Accountant II (Terminal) position title.

2. State Minimum Wage Law

In September 2013, the California Legislature enacted legislation signed by the Governor of California, which included raising the minimum wage to \$14.00 per hour effective January 1, 2021, unless temporarily suspended by the Governor, based on certain determinations. To ensure compliance with the State's minimum wage law, staff is proposing an E step salary of \$14.00 per hour for the Clerical Aide, Library Aide, Police Support Services Aide, Recreation Aide and Seasonal Assistant classifications (currently \$13.00 per

hour); the elimination of: the A and B Step salaries (currently \$13.24 and \$13.91 per hour) for the Animal Care Aide and Park Ranger classifications; the C Step salary (currently \$13.36 per hour) for the Intern, Undergraduate classification; and the A and B Step salaries (currently \$13.17 and \$13.83) for the Tiny Tot Aide classification. These changes would be effective January 1, 2021, unless temporarily suspended by the Governor.

Position Title	PCN	Bargaining Group	Hourly Rate				
			A Step	B Step	C Step	D Step	E Step
Animal Care Aide	5316	Unclassified, Hourly	--	--	\$14.61	\$15.34	\$16.10
Clerical Aide	0241	Unclassified, Hourly	--	--	--	--	\$14.00
Intern, Graduate	0269	Unclassified, Hourly	--	\$14.03	\$14.70	\$15.43	\$16.20
Intern, Undergraduate	0267	Unclassified, Hourly	--	--	--	\$14.03	\$14.73
Library Aide	7181	Unclassified, Hourly	--	--	--	--	\$14.00
Lifeguard I	7587	Unclassified, Hourly	--	\$14.52	\$15.24	\$16.00	\$16.80
Park Ranger	7434	Unclassified, Hourly	--	--	\$14.61	\$15.34	\$16.10
Police Support Services Aide	5207	Unclassified, Hourly	--	--	--	--	\$14.00
Recreation Aide	7605	Unclassified, Hourly	--	--	--	--	\$14.00
Recreation Leader	7603	Unclassified, Hourly	--	--	\$14.52	\$15.25	\$16.01
Seasonal Assistant	0231	Unclassified, Hourly	--	--	--	--	\$14.00
Tiny Tot Aide	7503	Unclassified, Hourly	--	--	\$14.52	\$15.25	\$16.01

3. Compensation Schedule Requirement

California Code of Regulations, Title 2, Section 570.5 requires that, for purposes of determining a retiring employee's pension allowance, the pay rate be limited to the amount listed on a pay schedule that meets certain requirements and be approved by the governing body in accordance with the requirements of the applicable public meeting laws. The Fiscal Year 2020-2021 Compensation Schedule ("Compensation Schedule") was approved by the City Council at their meeting of October 6, 2020. This item ensures continued compliance with California Code of Regulations, Title 2, Section 570.5, by ensuring the City has an up-to-date, publicly approved Compensation Schedule.

4. Resolutions

Approval of Resolution A will approve the addition and deletion of various position titles and amend the authorized position count in the Engineering, Human Resources, Information Technology Services and Police Departments with no net increase in authorized staffing.

Approval of Resolution B will approve the revised Fiscal Year 2020-2021 Compensation Schedule effective November 20, 2020, to reflect: (1) the addition of the Human Resources Manager and Police Facility and Supply Coordinator position titles and (2) the deletion of the Human Resources Operations Manager, Performance and Organizational Development Manager, and Associate Accountant II (Terminal) position titles.

Approval of Resolution C will approve the revised Fiscal Year 2020-2021 Compensation Schedule effective January 1, 2021, to reflect the salary range adjustments which will ensure compliance with the State's minimum wage law.

5. Unclassified Ordinance

Lastly, Chula Vista Municipal Code Section 2.05.010 requires updating to reflect the position changes impacting the unclassified positions. Chula Vista City Charter Section 500(a) requires that all unclassified positions not mentioned specifically in Charter Section 500(a) be adopted by ordinance. Adoption of the Ordinance will add the position title of Human Resources Manager and delete the Human Resources Operations Manager and Performance and Organizational Development Manager position titles from Municipal Code section 2.05.010.

DECISION-MAKER CONFLICT

Staff has determined that the action contemplated by this item is ministerial, secretarial, manual, or clerical in nature and, as such, does not require the City Council members to make or participate in making a governmental decision, pursuant to California Code of Regulations Title 2, section 18702.4(a). Consequently, this item does not present a conflict under the Political Reform Act (Cal. Gov't Code § 87100, et seq.). Staff is not independently aware, and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision maker conflict of interest in this matter.

CURRENT FISCAL IMPACT

The position changes are estimated to total a net cost of approximately \$38,487. There is anticipated salary savings projected in the department to absorb the additional cost, resulting in no net impact to the General Fund.

The changes required as part of the State's new minimum wage law will not have a net impact on the General Fund. The minimum wage increase was included in the Fiscal Year 2021 Adopted Budget.

ONGOING FISCAL IMPACT

The ongoing costs associated with these proposed changes are estimated at approximately \$69,572 annually. The overall cost will increase along with future cost of living adjustments and benefit changes. The costs will be incorporated into the baseline salary budgets of the respective departments in future fiscal years.

ATTACHMENTS

1. Revised Fiscal Year 2020-2021 Compensation Schedule Effective November 20, 2020
2. Revised Fiscal Year 2020-2021 Compensation Schedule Effective January 1, 2021

Staff Contact: Courtney Chase, Director of Human Resources/Risk Management