



# CITY COUNCIL AGENDA STATEMENT



February 2, 2021

File ID: 20-0566

## TITLE

- A. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE COMPENSATION SCHEDULE AND CLASSIFICATION PLAN TO REFLECT THE ADDITION AND DELETION OF VARIOUS POSITION TITLES AND AMENDING THE AUTHORIZED POSITION COUNT IN THE INFORMATION TECHNOLOGY SERVICES AND POLICE DEPARTMENTS WITH NO NET INCREASE IN AUTHORIZED STAFFING
- B. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE COMPENSATION SCHEDULE TO REFLECT CHANGES IN COMPENSATION FOR THE FA DEPUTY EXECUTIVE DIRECTOR AND FA DIRECTOR OF SD LECC EFFECTIVE JANUARY 1, 2021
- C. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2020-2021 COMPENSATION SCHEDULE EFFECTIVE FEBRUARY 12, 2021, AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

## RECOMMENDED ACTION

Council adopt the resolutions.

## 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.

Per HIDTA (High Intensity Drug Trafficking Area) policy, the compensation for the FA (Fiscal Agent) Deputy Executive Director and FA Director of SD LECC (San Diego Law Enforcement Coordination Center) positions are tied to the Federal General Schedule (GS) Salary Table, with the most recent changes effective January 1, 2021. Staff is proposing adjusting the compensation for these two positions based upon the Federal General Schedule salary guidelines effective January 1, 2021.

Staff is also recommending approval of the revised Fiscal Year 2020-2021 Compensation Schedule effective February 12, 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

N/A

## 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
Information Technology Services	Senior Information Technology Support Specialist II (T)	-4.00
	Senior Information Technology Support Specialist II (T)/ Senior Police Technology Specialist	4.00
Police	Senior Information Technology Support Specialist II (T)	-1.00
	Senior Information Technology Support Specialist II/ Senior Police Technology Specialist (T)	1.00
<b>Total City-Wide Position Changes (Net Increase/Decrease)</b>		<b>0.00</b>

### Summary of New and Updated Classifications

Position Title	Bargaining Group	Bi-Weekly E Step
COVID Site Assistant	UCHR	1,361.37
Senior Information Technology Support Specialist II/ Senior Police Technology Specialist (T)*	PROF	4,057.88

\* Retitle of Senior Information Technology Support Specialist II (T) position; no change in salary

**2. Salary Adjustments for FA Deputy Executive Director AND FA Director of SD LECC**

The Police Department entered into an agreement with the Office of National Drug Control Policy in 1996 to be the fiscal agent for the California Border Alliance Group (CBAG), which is now referred as the San Diego/Imperial High Intensity Drug Trafficking Area (HIDTA). In essence, the City receives full funding, plus a 5% administrative fee, to hire and administer salary and benefits for HIDTA positions. To date, there are currently 15 HIDTA positions with the City of Chula Vista that are fully funded from the Office of National Drug Control Policy (ONDCP).

Per HIDTA policy, the salaries for the FA Deputy Executive Director and FA Director of SD LECC positions are tied to the Federal General Schedule Salary Table. Approval of the Resolution B will amend the City's Compensation Plan to reflect eligible step increases based upon the Federal General Schedule salary guidelines, as indicated in the table below.

Title	Unclassified	Bargaining Group	Current Bi-Weekly E Step	Proposed Bi-Weekly E Step
FA Deputy Executive Director	Yes	SM	\$5,259.35	\$5,311.92
FA Director of SD LECC	Yes	SM	\$6,186.54	\$6,248.31

The salary adjustments for these two positions are retroactive to January 1, 2021 which is the effective date of the Federal General Schedule Salary Table.

**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 November 17, 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 in the Classification Plan and Compensation Schedule and amend the authorized position count in the Information Technology Services and Police Departments with no net increase in authorized staffing.

Approval of Resolution B will implement salary increases for FA Deputy Executive Director and FA Director of SD LECC.

Approval of Resolution C will approve the revised Fiscal Year 2020-2021 Compensation Schedule effective February 12, 2021, to reflect: (1) the addition of the COVID Site Assistant and Senior Information Technology Support Specialist II/Senior Police Technology Specialist (T) position titles, (2) the deletion of the Senior

Information Technology Support Specialist II (T) position title, and (3) the salary increases for FA Deputy Executive Director and FA Director of SD LECC.

### **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 addition of the Senior Information Technology Support Specialist II/Senior Police Technology Specialist (T) position title is a re-title of existing, budgeted positions with no changes to salary or benefits. Therefore, there is no fiscal impact associated with this action.

The addition of the COVID Site Assistant position title will allow the Fire Department to hire temporary staff to assist at COVID testing and vaccination sites; the cost of which is 75% reimbursable by FEMA. Because staffing has not yet been determined, the fiscal impact is unknown at this time. No additional appropriations are requested as this time as staff will look for offsetting savings within the General Fund budget. If necessary, staff will request additional appropriations as part of the Quarterly Financial Report.

With respect to the salary adjustments for FA Deputy Executive Director and FA Director of SD LECC, the City is fully reimbursed for HIDTA positions and receives a 5% administrative fee to act as a fiscal agent. The costs of the compensation adjustments for the FA Deputy Executive Director and FA Director of SD LECC will be completely offset by personnel savings of current HIDTA vacant positions, resulting in no net fiscal impact.

### **ONGOING FISCAL IMPACT**

There is no ongoing fiscal impact associated with these items. The proposed FY 2022 HIDTA budget will incorporate anticipated salary adjustments for the FA Deputy Executive Director and FA Director of SD LECC positions and the funding from ONDCP will fully offset these costs.

### **ATTACHMENTS**

1. Revised Fiscal Year 2020-2021 Compensation Schedule Effective February 12, 2021

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