



City of Chula Vista

Staff Report

File#: 14-0452, **Item#:** 2.

ORDINANCE NO. 3317 OF THE CITY OF CHULA VISTA AMENDING CHULA VISTA MUNICIPAL CODE SECTION 2.05.010 RELATING TO THE ESTABLISHMENT OF UNCLASSIFIED POSITIONS TO REMOVE ASSISTANT TO THE CITY MANAGER/CONTINUOUS IMPROVEMENT MANAGER AND ADD PERFORMANCE AND ORGANIZATIONAL DEVELOPMENT MANAGER (SECOND READING AND ADOPTION) (4/5 VOTE REQUIRED)

RECOMMENDED ACTION

Council adopt the ordinance.

SUMMARY

Civil Service Rule 1.02(A) 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.

Human Resources staff conducted department-initiated classification reviews on positions assigned to the Animal Care Facility and Office of the City Clerk. Additionally, a re-organization of the Office of the City Manager resulted in a change in the scope of duties and responsibilities assigned to one position.

ENVIRONMENTAL REVIEW

The Development Services Director 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(b)(2) of the State CEQA Guidelines because it is a personnel related action; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

BOARD/COMMISSION RECOMMENDATION

The Civil Service Commission adopted the amendments to the classification plan, subject to the final approval of the City Council, at their July 10, 2014 meeting.

DISCUSSION

Human Resources staff conducted department-initiated classification reviews on various positions assigned to the Animal Care Facility and Office of the City Clerk to determine if the permanent and on-going duties and responsibilities of the positions were assigned to the appropriate classifications. The following identifies the reviewed positions, departments and rationale for the staff's recommendations.

Animal Care Assistant and Animal Care Assistant (Hourly)

Bargaining Units: CVEA and UCHR

Department: Administration (Animal Care Facility)

Recommendation: Title change to new classifications of Animal Care Specialist and Animal Care Specialist (Hourly) (Bi-weekly E step salary will remain unchanged at \$1,636.45)

Discussion: Human Resources staff recently completed a classification review of the Animal Care Assistant position. The review indicated that while the incumbents in the Animal Care Assistant positions were still responsible for performing animal shelter and kennel maintenance and operations work, they were now responsible for performing general office (clerical) work, assisting the public with adoptions and providing support at the public counter. Due to fiscal constraints and the subsequent loss of administrative support staff, it became necessary for these duties to be absorbed by existing animal care staff. After a thorough review of the information provided by the incumbents and their supervisor and a review of related documentation, it was evident that the duties performed by the incumbents had changed. As a result, staff recommends that the classification be re-titled to Animal Care Specialist. In consideration of the level of complexity of the additional duties, further supported by salaries of comparable positions in the City's local and regional labor market, it is recommended that no change be made to the current salary range.

This change will result in the reclassification of 5.0 Animal Care Assistant positions to Animal Care Specialist in the fiscal year 2014-15 authorized position count of the Animal Care Facility.

Additionally, this change will result in the reclassification of an unclassified, hourly Animal Care Assistant (Hourly) to Animal Care Specialist (Hourly).

Senior Animal Care Assistant

Bargaining Unit: CVEA

Department: Administration (Animal Care Facility)

Recommendation: Title change to a new classification of Senior Animal Care Specialist (Bi-weekly E step salary will remain unchanged at \$1,881.91)

Discussion: Human Resources staff also completed a classification review of the Senior Animal Care Assistant position. Similar to the review of the Animal Care Assistant, this review showed that while the incumbents were still responsible for leading and performing animal shelter and kennel maintenance and operations work, they were also now responsible for performing general office (clerical) work, assisting the public with adoptions and providing support at the public counter. After a thorough review of the information provided by the incumbents and their supervisor and a review of related documentation, it was evident that the duties performed by the incumbents had changed. As a result, staff recommends that the classification be re-titled to Senior Animal Care Specialist. In consideration of the level of complexity of the additional duties, it is recommended that no change be made to the current salary range.

This change will result in the reclassification of 2.0 Senior Animal Care Assistant positions to Senior Animal Care Specialist in the fiscal year 2014-15 authorized position count of the Animal Care Facility.

Deputy City Clerk

Bargaining Unit: Professional Unclassified

Department: City Clerk

Recommendation: Title change to a new classification of Deputy City Clerk II (Bi-weekly E step salary will remain unchanged at \$2,563.78)

Discussion: In 2010, Human Resources staff completed a classification review in which a Records Specialist position was recommended to be reclassified to a new classification of Deputy City Clerk I. It was also recommended by staff that the current Deputy City Clerk classification be re-titled to Deputy City Clerk II, establishing a career advancement position, whereby advancement from Deputy City Clerk I to Deputy City Clerk II could be attained upon successful completion of established department criteria. While the new classification of Deputy City Clerk I was included and subsequently approved in the Fiscal Year 2010-2011 Budget, the re-title of Deputy City Clerk was inadvertently not included.

The classification of Deputy City Clerk is not included in the fiscal year 2014-15 budget; no changes to the authorized position count are needed at this time. The establishment of the classification of Deputy City Clerk II may be used in future budgets.

In addition to the position classification reviews conducted by Human Resources staff, this report includes a reclassification of one position assigned to the Office of the City Manager, Administration Department.

Assistant to the City Manager/Continuous Improvement Manager

Bargaining Unit: Senior Management

Department: Administration (Office of the City Manager)

Recommendation: Reclassification to a new classification of Performance and Organizational Development Manager (Bi-weekly E step salary will remain unchanged at \$4,675.60)

Discussion: A re-organization of the Office of the City Manager resulted in a change in the scope of duties and responsibilities assigned to the Assistant to the City Manager/Continuous Improvement Manager. While the position will still manage the City's continuous improvement efforts, the duties and responsibilities of the position have shifted from providing highly complex assistance to the City Manager to managing and facilitating organizational development processes and programs to maintain and improve the City's effectiveness and performance. These processes and programs include, but are not limited to, the City's Strategic Plan, Employee Engagement Program, and the facilitation of operational reviews and infrastructure financing project. In consideration of the level of complexity of the duties and responsibilities of the position, it is recommended that salary range remain unchanged.

This change will result in the reclassification of 1.0 Assistant to the City Manager/Continuous Improvement Manager position to Performance and Organizational Development Manager in the fiscal year 2014-15 authorized position count of the Administration Department.

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 2014-2015 Compensation Schedule ("Compensation Schedule") was originally approved by the City Council at their meeting of

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July 8, 2014. Approval of Resolution B will approve the revised Compensation Schedule to reflect the addition of the Animal Care Specialist, Senior Animal Care Specialist, Deputy City Clerk II and Performance and Organizational Development Manager position titles and the removal of the Animal Care Assistant, Senior Animal Care Assistant, Deputy City Clerk and Assistant to the City Manager/Continuous Improvement Manager position titles.

Lastly, Chula Vista Municipal Code Section 2.05.010 also needs to be updated to reflect the position changes impacting the unclassified positions. Chula Vista City Charter Section 500 requires that all unclassified positions not mentioned specifically in Charter Section 500 be adopted by ordinance. Adoption of the ordinance will add the position title of Performance and Organizational Development Manager to Municipal Code Section 2.05.010 and delete the position title of Assistant to the City Manager/Continuous Improvement Manager.

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.

LINK TO STRATEGIC GOALS

The City's Strategic Plan has five major goals: Operational Excellence, Economic Vitality, Healthy Community, Strong and Secure Neighborhoods and a Connected Community. The position title changes and reclassification support the City-wide strategic goal of Operational Excellence by providing more accurate position titles that better reflect the needs of the City's workforce. Furthermore, approval of the revised Fiscal Year 2014-2015 Compensation Schedule and its posting on the City's internet website supports the goal of Operational Excellence as it enhances disclosure and transparency of employee compensation and, as a result, fosters public trust through an open and ethical government.

CURRENT YEAR FISCAL IMPACT

Approval of the resolutions will result in the amendment of the compensation schedule and classification plan to add the classifications of Performance and Organizational Development Manager, Animal Care Specialist and Senior Animal Care Specialist. Approval of the resolutions will also amend the authorized position count for the Administration and Animal Care Facility departments to reflect the changes in position titles. There is no fiscal impact associated with this action.

ONGOING FISCAL IMPACT

There is no ongoing fiscal impact as a result of this action.

ATTACHMENTS

Revised Fiscal Year 2014-2015 Compensation Schedule

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