



City of Chula Vista

Staff Report

File#: 15-0422, **Item#:** 6.

- A. RESOLUTION NO. 2015-278 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE COMPENSATION SCHEDULE AND CLASSIFICATION PLAN TO REFLECT THE ADDITION AND REMOVAL OF VARIOUS POSITION TITLES, AMENDING THE AUTHORIZED POSITION COUNT IN VARIOUS DEPARTMENTS WITH NO NET CHANGE IN AUTHORIZED STAFFING, AND APPROPRIATING FUNDS THEREFOR (4/5 VOTE REQUIRED)
- B. RESOLUTION NO. 2015-279 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2015/2016 COMPENSATION SCHEDULE EFFECTIVE DECEMBER 25, 2015 AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5
- C. RESOLUTION NO. 2015-280 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2015/2016 COMPENSATION SCHEDULE EFFECTIVE JANUARY 8, 2016 AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5
- D. ORDINANCE OF THE CITY OF CHULA VISTA AMENDING CHULA VISTA MUNICIPAL CODE SECTION 2.05.010 RELATING TO THE ESTABLISHMENT OF UNCLASSIFIED POSITIONS TO ADD CHIEF SUSTAINABILITY OFFICER (FIRST READING) (4/5 VOTE REQUIRED)

RECOMMENDED ACTION

Council adopt the resolutions and place the ordinance on first reading.

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 reclassification of certain positions and the addition of various new classifications. Additionally, to ensure compliance with the State of California's minimum wage law effective January 1, 2016, staff is proposing a salary adjustment for certain unclassified hourly positions.

Finally, as required by California Code of Regulations, Title 2, Section 570.5, approval of modifications to the 2015-2016 Compensation Summary is sought to reflect salary changes due to state minimum wage increases and salary adjustments set forth in the POA MOU and the Unrepresented Group Salary Summary for Executives and Senior Managers.

ENVIRONMENTAL REVIEW

The activity is not a "Project" as defined under Section 15378 of the California Environmental Quality

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Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

BOARD/COMMISSION RECOMMENDATION

The Civil Service Commission adopted the amendment to the classification plan, subject to the final approval of the City Council, at their December 3, 2015 meeting.

DISCUSSION

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 is proposing various new classifications and the reclassification of certain positions. The following identifies the affected positions, departments and proposed changes.

Department	Position Title	FTE
City Clerk	Deputy City Clerk I	-1.00
	Deputy City Clerk II	1.00
Economic Development (Environmental Services Fund)	Recycling Specialist II	-1.00
	Senior Recycling Specialist	1.00
Fire	Firefighter	-25.00
	Firefighter/Paramedic	25.00
Total City-Wide Position Changes (Net Increase/Decrease)		0.00

Summary of Proposed New Classifications and Updated Classifications

Position Title	PCN	Bargaining Group	Bi-Weekly E-Step Salary
Chief Sustainability Officer	2729	Senior Management	\$5,642.09
Conservation Specialist II	6202	CVEA	\$2,353.53
Principal Human Resources Analyst	3305	Middle Management Confidential	\$4,117.16
Senior Conservation Specialist	6204	CVEA	\$2,706.56
Senior Recycling Specialist	2746	CVEA	\$2,706.56

In September 2013, the California Legislature enacted legislation signed by the Governor of California, which included raising the minimum wage to \$10.00 effective January 1, 2016. To ensure compliance with the State's minimum wage law and to maintain the existing salary ties within the hourly Recreation classification series, staff is proposing a salary adjustment for the following

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unclassified hourly positions effective December 25, 2015.

Position Title	PCN	Bargaining Group	Hourly E-Step Salary
Recreation Aide	7605	Unclassified Hourly	\$12.16
Recreation Leader I	7609	Unclassified Hourly	\$13.92
Recreation Leader II	7607	Unclassified Hourly	\$16.01
Recreation Specialist	7601	Unclassified Hourly	\$19.21

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 2015-2016 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting of November 10, 2015. Approval of Resolution B will approve the revised Compensation Schedule to reflect the addition of the Chief Sustainability Officer, Conservation Specialist II, Senior Conservation Specialist and Senior Recycling Specialist; the change in bargaining unit designation for Principal Human Resources Analyst; the scheduled salary adjustment effective December 25, 2015 for positions in the Executive and Senior Management employee groups; and the salary adjustment for Recreation Aide, Recreation Leader I, Recreation Leader II, and Recreation Specialist.

Approval of Resolution C will approve the revised Compensation Schedule to reflect the scheduled salary adjustment effective January 8, 2016 for positions represented by the Chula Vista Police Officers' Association.

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 Chief Sustainability Officer.

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 reclassifications and proposed new classifications 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.

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Furthermore, approval of the revised Fiscal Year 2015-2016 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

Staff recommends an appropriation of \$5,940 to the Environmental Services Fund's Personnel Services expense category in order to reflect the proposed staffing changes. This appropriation will be made from the available fund balance of the Environmental Services Fund.

The proposed changes in the Human Resources and Fire departments have no fiscal impact. The proposed change in the City Clerk Department does have a cost but this cost will be offset through unanticipated salary savings in the current fiscal year; no budget changes are needed as a result of this change.

The proposed changes for the various hourly positions in the Recreation Department have an estimated fiscal impact of approximately \$4,000 in the current fiscal year. Staff will monitor the impact of this change and may return to Council as part of the quarterly financial report to request a budget amendment if one is needed.

The remaining changes do have a fiscal impact in the current fiscal year.

ONGOING FISCAL IMPACT

The ongoing salary costs associated with these positions will be incorporated into the baseline salary budgets for fiscal year 2016-17 of the respective departments and be considered by the City Council as part of the normal budget adoption process.

ATTACHMENTS

1. Revised Fiscal Year 2015-2016 Compensation Schedule Effective December 25, 2015
2. Revised Fiscal Year 2015-2016 Compensation Schedule Effective January 8, 2016

Staff Contact: Courtney Chase