



City of Chula Vista

Staff Report

File#: 15-0434, **Item#:** 2.

ORDINANCE NO. 3351 OF THE CITY OF CHULA VISTA AMENDING CHULA VISTA MUNICIPAL CODE SECTION 2.05.010 RELATING TO THE ESTABLISHMENT OF UNCLASSIFIED POSITIONS TO ADD FA IVDC-LECC EXECUTIVE DIRECTOR, FA FINANCIAL MANAGER AND FA SENIOR FINANCIAL ANALYST AND DELETE CBAG IV-LECC DIRECTOR (SECOND READING AND ADOPTION) (4/5 VOTE REQUIRED)

RECOMMENDED ACTION

Council adopt the ordinance.

SUMMARY

As part of the City's ongoing effort to maintain the classification plan, Human Resources staff completed several department and employee-initiated classification reviews on various positions to determine if the permanent and on-going duties and responsibilities of the positions were assigned to the appropriate classifications. Additionally, the City Attorney is proposing a salary increase for the Law Office Manager.

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 amendment to the classification plan, subject to the final approval of the City Council, at their July 9, 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.

Human Resources staff conducted classification reviews on various positions to determine if the permanent and on-going duties and responsibilities of the positions were assigned to the appropriate classifications.

The following identifies the affected positions, departments and proposed changes.

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Department	Position Title	FTE
Finance	Accounting Technician	-1.00
	Accounts Payable Supervisor	1.00
Police Grants Fund	FA Administrative Analyst II	-1.00
	FA Senior Financial Analyst	1.00
	FA Program Analyst	-1.00
	FA Financial Manager	1.00
	CBAG IV-LECC Director	-1.00
	FA IVDC-LECC Executive Director	1.00
Public Works	Electronics Technician	-1.00
	Senior Electronics Technician	1.00
Total City-Wide Position Changes (Net Increase/Decrease)		0.00

The City Attorney's Office is proposing an increase in the salary of the Law Office Manager, an unclassified, "at will" position, to reflect what the City Attorney has determined to be increased duties and expectations beyond those reflected in the position's current description. A lack of comparable positions in the local and regional market prevents a salary survey from being completed for this classification.

Summary of Proposed New Classifications and Updated Classifications

Position Title	PCN	Bargaining Group	Bi-Weekly E-Step
Accounts Payable Supervisor	3645	CVEA	\$2,708.08
FA IVDC-LECC Executive Director	5491	Senior Management	\$4,720.96
FA Financial Manager	5493	Mid-Management Unclassified	\$4,245.09
FA Senior Financial Analyst	5495	Professional Unclassified	\$2,987.38
Intern (Undergraduate)	0267	Unclassified Hourly	\$1,178.40
Intern (Graduate)	0269	Unclassified Hourly	\$1,296.24
Law Office Manager	2465	Mid-Management Unclassified	\$3,201.55
Principal Human Resources Analyst	3306	Professional Confidential	\$3,757.56
Public Information Specialist	2782	Confidential	\$2,600.00
Risk Management Specialist	3367	Professional Confidential	\$2,801.21
Senior Council Assistant	2027	Confidential Unclassified	\$1,975.27
Senior Electronics Technician	6471	CVEA	\$3,079.00
Senior Risk Management Specialist	3365	Professional Confidential	\$3,253.28

The titles of CBAG IV-LECC Director, Intern I, Intern II and Intern III will be eliminated from the Compensation Schedule and Classification Plan.

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 originally approved by the City Council at their meeting of June 16, 2015. Approval of Resolution B will approve the revised Compensation Schedule to reflect the addition of the Accounts Payable Supervisor, FA IVDC-LECC Executive Director, FA Senior Financial Analyst, FA Financial Manager, Senior Electronics Technician, Intern (Undergraduate), Intern (Graduate) position titles and salaries; the removal of the CBAG IV-LECC Director, Intern I, Intern II and Intern III position titles and salaries; the salary changes for Law Office Manager, Principal Human Resources Analyst, Public Information Specialist and Senior Council Assistant; and the bargaining unit change for Risk Management Specialist and Senior Risk Management Specialist.

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 titles of FA IVDC-LECC Executive Director, FA Senior Financial Analyst and FA Financial Manager and delete the CBAG IV-LECC Director position title.

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. 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

There are fiscal impacts associated with the FA IVDC-LECC Executive Director, FA Financial Manager and FA Senior Financial Analyst, resulting in an appropriation of \$36,965 to the personnel category of the Police Grant Fund. These personnel costs are fully reimbursed by High Intensity Drug Trafficking Area (HIDTA) grant funds. The City receives a 4% administrative fee for acting as the fiscal intermediary for these positions. Because of the 4% administrative fee, there is a positive impact of \$1,479 to the General Fund in the current fiscal year.

For the other positions, the resulting cost increases in the fiscal year 2015-16 budget will be offset by salary savings from vacant positions and work furlough savings that are projected in the respective departments.

ONGOING FISCAL IMPACT

The ongoing salary costs associated with these positions will be incorporated into the baseline salary budgets of the respective departments.

ATTACHMENTS

Revised Fiscal Year 2015-2016 Compensation Schedule

Staff Contact: Courtney Barrett (Human Resources Department) and Glen Googins (City Attorney's Office)