



City of Chula Vista

Staff Report

File#: 16-0283, **Item#:** 4.

- A. RESOLUTION NO. 2016-124 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. 2016-125 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2016-2017 COMPENSATION SCHEDULES EFFECTIVE JUNE 24, 2016 AND JULY 8, 2016 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 reclassification of certain positions and the addition of various new classifications.

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 RECOMMENDATION

The Civil Service Commission adopted the amendment to the classification plan, subject to the final approval of the City Council, at their June 2, 2016 meeting.

DISCUSSION

Civil Service Rule 1.02(A), which applies to the City's classified positions, provides for necessary

File#: 16-0283, Item#: 4.

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 a new classification and the reclassification of certain positions. The following identifies the departments, affected positions and proposed changes.

Department	Position Title	FTE
Police	Police Data Specialist	-2.00
	Police Records Specialist	2.00
	Senior Police Data Specialist	-1.00
	Senior Police Records Specialist	1.00
Public Works	Senior Management Analyst	-1.00
	Principal Management Analyst	1.00
	Building Project Manager	-1.00
	Senior Civil Engineer	1.00
Total City-Wide Position Changes (Net Increase/Decrease)		0.00

Summary of Updated and Proposed Classifications

Position Title	PCN	Bargaining Group	E-Step Salary
Senior Economic Development Specialist	2725	PROF	\$3,551.41
Senior Police Records Specialist	0135	CVEA	\$1,921.21

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 2016-2017 Compensation Schedules effective June 24, 2016 and July 8, 2016 were first approved by the City Council at the June 7, 2016 meeting. Approval of Resolution B will approve the revised Compensation Schedules effective on these dates to reflect only the salary change for Senior Economic Development Specialist, addition of the Senior Police Records Specialist position title and deletion of the Police Data Specialist and Senior Police Data Specialist position titles.

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

File#: 16-0283, Item#: 4.

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 changes 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 2016-2017 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

The proposed changes in the Public Works Department result in a fiscal impact of \$230 for the remainder of the fiscal year and will be offset by the Sewer Fund.

The proposed changes in the Administration Department for the Senior Economic Development Specialist are estimated at \$540 for the remainder of the fiscal year. Staff is not recommending budget amendments at this time as there are sufficient salary savings projected in the department to absorb the additional costs that are associated with the requested change.

No budget amendments are needed for the proposed changes in Police Department.

ONGOING FISCAL IMPACT

The proposed changes in the Public Works Department appropriate an additional \$32,212 for Fiscal Year 2016-2017 to the Personnel Services budgets for the Public Works Department. Approval of the Senior Civil Engineer will be offset annually by reimbursements associated with Capital Improvement Projects (\$20,248) representing no direct impact to the General Fund. Approval of the Principal Management Analyst will be offset annually by Sewer Funds (\$11,964) representing no direct impact to the General Fund.

The proposed changes in the Economic Development Department will appropriate an additional \$42,800 to the Personnel Services budget in Fiscal Year 2016-17. This appropriation will be offset by a reduction in Supplies and Services within the department by an equivalent amount, resulting in no direct impact to the General Fund.

ATTACHMENTS

1. Revised Fiscal Year 2016-2017 Compensation Schedule Effective June 24, 2016
2. Revised Fiscal Year 2016-2017 Compensation Schedule Effective July 8, 2016

Staff Contact: Courtney Chase