



# City of Chula Vista

## Staff Report

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**File#:** 18-0105, **Item#:** 8.

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A. RESOLUTION NO. 2018-052 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE COMPENSATION SCHEDULE AND CLASSIFICATION PLAN TO REFLECT THE ADDITION OF VARIOUS POSITION TITLES AND A SALARY ADJUSTMENT FOR ACCOUNTING TECHNICIAN

B. RESOLUTION NO. 2018-053 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2017-2018 COMPENSATION SCHEDULE EFFECTIVE MARCH 30, 2018, AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, TO REFLECT THE ADDITION OF CERTAIN POSITION TITLES AND A SALARY ADJUSTMENT FOR ACCOUNTING TECHNICIAN

### **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 department, is proposing the addition of three new classifications and a salary adjustment for the Accounting Technician classification.

### **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 approval of the City Council, at their March 1, 2018 meeting.

### **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 department, is proposing the addition of three new classifications and a salary adjustment for the Accounting Technician classification.

The following identifies the proposed changes:

Position Title	Bargaining Group	Bi-Weekly E Step
Accounting Technician	ACE	\$2,196.54
Accounting Technician	Confidential	\$2,196.54
Accounting Technician II (Terminal)	ACE	\$2,523.98
Accounting Technician II (Terminal)	Confidential	\$2,523.98
Associate Accountant II (Terminal)	Confidential	\$3,261.91
Cashier	ACE	\$1,657.00

## **2. 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 revised Fiscal Year 2017-2018 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting of February 27, 2018. 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.

## **3. Resolutions**

Approval of Resolution A will approve the additional classifications and salary adjustment discussed above, in Paragraph 1.

Approval of Resolution B will approve the revised Compensation Schedule effective March 30, 2018, to reflect the addition of certain position titles and a salary adjustment for Accounting Technician.

## **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

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(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 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 and salaries that attract and retain quality employees. Furthermore, approval of the revised Fiscal Year 2017-2018 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 resolution will result in the amendment of the compensation schedule and classification plan to add the position titles of Accounting Technician II (Terminal), Associate Accountant (Terminal), and Cashier. There is no fiscal impact associated with this action.

#### **ONGOING FISCAL IMPACT**

There is no ongoing fiscal impact as a result of adding position titles to the compensation scheduled and classification plan.

#### **ATTACHMENT**

1. Revised Fiscal Year 2017-2018 Compensation Schedule Effective March 30, 2018

*Staff Contact: Courtney Chase*