



CITY COUNCIL STAFF REPORT



October 26, 2021

ITEM TITLE

Employee Compensation and Positions: Approve the Addition and Deletion of Various Position Titles and Amended Position Counts in Various Departments, a Revised Compensation Schedule, and Budget Amendments

Report Number: 21-069

Location: No specific geographic location

Department: Human Resources

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.

Recommended Action

Adopt resolutions (A) amending the Compensation Schedule and Classification Plan to reflect the addition and deletion of various position titles and amending the authorized position count in various departments; (B) approving the revised Fiscal Year 2021/22 Compensation Schedule effective November 5, 2021, as required by the California Code of Regulations, Title 2, Section 570.5; and (C) making various amendments to the Fiscal Year 2021/22 budget for appropriating funds therefor **(4/5 vote required)**.

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 addition and deletion of certain classifications.

Staff is also recommending approval of the revised Fiscal Year 2021-2022 Compensation Schedule effective November 5, 2021.

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/COMMITTEE RECOMMENDATION

Not applicable.

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 departments, is proposing certain position changes. The following identifies the affected positions and proposed changes.

Department	Position Title	FTE
Administration	Management Analyst I (City Manager’ Office)	1.00
Economic Development	Economic Development Specialist I	-1.00
Animal Care Facility	Management Analyst II	1.00
	Office Specialist	-0.50
	Animal Control Officer	0.50
Development Services (Housing Authority)	Management Analyst II	2.00
	Senior Planner	1.00
Development Services (Development Services Fund)	Senior Planner	-1.00

Department	Position Title	FTE
Public Works	Building Project Supervisor	-2.00
	Building Project Manager	1.00
	Building Services Manager	1.00
Police (City Jail Fund)	Detentions Supervisor	2.00
	Police Services Officer Supervisor	-2.00
	Detentions Officer	12.00
	Police Services Officer	-12.00
Engineering	Engineering Technician II – Frozen	-1.00
	Management Analyst II	1.00
Total City-Wide Position Changes (Net Increase/Decrease)		3.00

Summary of New and Updated Classifications

Position Title	Bargaining Group	Bi-Weekly E Step
Chief Information Security Officer	Senior Management	\$5,394.42
Management Analyst I (City Manager's Office)	Unclassified Confidential	\$3,026.97
Building Services Manager	Mid-Management	\$5,035.23
Detentions Officer	ACE	\$2,673.18
Detentions Supervisor	ACE	\$3,074.16
Landscape Inspector	ACE	\$3,356.20
Senior Landscape Inspector	ACE	\$3,859.62

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 Fiscal Year 2021-2022 Compensation Schedule ("Compensation Schedule") was approved by the City Council at their meeting of September 14, 2021. 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 addition and deletion of various position titles in the Classification Plan and Compensation Schedule and amend the authorized position count in various departments with a net increase in authorized staffing.

Approval of Resolution B will approve the revised Fiscal Year 2021-2022 Compensation Schedule effective November 5, 2021, to reflect the position titles and salaries for Chief Information Security Officer, Management Analyst I (City Manager's Office), Building Services Manager, Detentions Officer, Detentions Supervisor, Landscape Inspector, and Senior Landscape Inspector and the deletion of the position titles of Police Services Officer and Police Services Officer Supervisor.

Approval of Resolution C will amend the budget and appropriate funds therefor.

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.

CURRENT-YEAR FISCAL IMPACT

The net impact to the General Fund in the current fiscal year is \$147,670 and will be offset by anticipated salary savings. Therefore, the only appropriation requested is a transfer of \$70,129 from Economic Development to Administration as reflected in the table below.

The net impact to the Chula Vista Housing Authority in the current fiscal year is \$157,312 and will be funded from available fund balance.

Staff is requesting proposed budgetary adjustments of \$157,312 reflected in the table below.

Fund	Cost
General Fund (Economic Develop. Dept.)	\$ (70,129)
General Fund (Administration Dept.)	70,129
Chula Vista Housing Authority	157,312
Total Cost	\$ 157,312

ONGOING FISCAL IMPACT

The ongoing costs associated with these proposed changes are estimated at approximately \$213,301 to the General Fund and \$227,228 to the Chula Vista Housing Authority. The overall cost will increase along with future cost of living adjustments and benefit changes. The costs will be incorporated into the baseline personnel budgets of the respective departments in future fiscal years.

ATTACHMENTS

1. Revised Fiscal Year 2021-2022 Compensation Schedule Effective November 5, 2021

Staff Contact: Courtney Chase, Director of Human Resources/Risk Management