



# CITY COUNCIL STAFF REPORT



October 18, 2022

## ITEM TITLE

Employee Compensation and Positions: Approve Amended Classification Plan and Compensation Schedule; Position Counts in Departments; Revised Ordinance; Revised Compensation Schedule; Updated Conflict of Interest Code, and Budget Amendments

**Report Number:** 22-0249

**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 2022-23 Compensation Schedule effective October 21, 2022, as required by the California Code of Regulations, Title 2, Section 570.5; (C) Modifying the appendix to the local Conflict of Interest Code to revise the list of designated employees who are required to file Statements of Economic Interest (Form 700); and (D) Amending the Fiscal Year 2022-23 budget to appropriate funds, accordingly (4/5 Vote Required); and place an ordinance on first reading amending Chula Vista Municipal Code Section 2.05.010 to add the unclassified position title of Development Project Manager and delete the position title of Bayfront Development Project Manager. **(First Reading) (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 and positions. These changes necessitate amendments to the City's Compensation Schedule, Classification Plan, and departmental position counts.

Staff is also recommending approval of the revised Fiscal Year 2022-2023 Compensation Schedule effective October 21, 2022, updating the list of designated filers who are required to file periodic Statements of Economic Interests (Form 700) and adoption of an ordinance amending Chula Vista Municipal Code Section 2.05.010 relating to unclassified positions.

**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**

Compensation Schedule and Classification Plan

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, with corresponding updates to the Classification Plan, Compensation Schedule, and authorized departmental position counts. The following identifies the affected positions and proposed changes.

Department	Position Title	FTE
<b>General Fund</b>		
Finance	Accounting Technician	-2.00
	Payroll Specialist	2.00
	Associate Accountant	-1.00
	Payroll Supervisor	1.00
Fire	EMS Inventory Specialist	-1.00
	Fire Inventory Specialist	1.00
<b>General Fund Total</b>		<b>0.00</b>

<b>Department</b>	<b>Position Title</b>	<b>FTE</b>
<b>Development Services Fund</b>		
Development Services	Bayfront Development Project Manager	-1.00
	Development Project Manager	1.00
<b>Development Services Fund Total</b>		<b>0.00</b>
<b>Measure A Fund</b>		
Fire	EMS Inventory Specialist	-1.00
	Fire Inventory Specialist	1.00
Police	Community Services Officer	2.00
<b>Measure A Fund Total</b>		<b>2.00</b>
<b>Total City-Wide Position Changes (Net Increase/Decrease)</b>		<b>2.00</b>

### Summary of New and Updated Classifications

<b>Position Title</b>	<b>Employee Group</b>	<b>Bi-Weekly E Step</b>
Development Project Manager	Senior Management	\$6,730.77
Fire Inventory Specialist	ACE	\$2,666.38
Fire Recruit	ACE	\$2,429.57
Payroll Specialist	Confidential	\$2,737.85
Payroll Supervisor	Confidential	\$3,240.54
Police Recruit	ACE	\$3,105.05

Adoption of Resolution A will amend the Compensation Schedule, Classification Plan, and authorized departmental position counts to reflect the above changes.

#### 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, including approval by the City's governing body in accordance with the requirements of applicable public meeting laws. The revised Fiscal Year 2022-2023 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting of August 9, 2022.

Adoption of Resolution B will approve the revised Compensation Schedule effective October 21, 2022, which reflects: (1) the addition of the Development Project Manager, Fire Inventory Specialist, Payroll Specialist and Payroll Supervisor position titles and (2) the deletion of the Bayfront Development Project Manager and EMS Inventory Specialist position titles. The Compensation Schedule reflecting these revisions is Attachment 1 to this Staff Report.

Conflict of Interest Code Updates

The City Clerk and City Attorney have reviewed the positions changes and recommend that the appendix to the Conflict of Interest Code (Attachment 2) be updated to designate the appropriate positions as Form 700 filers and as “designated employees” for purposes of AB 1234, requiring them to participate in mandatory ethics training. Approval of Resolution C will make the appropriate updates to the appendix to the Conflict of Interest Code.

Budget Amendments

Approval of Resolution D will amend the budget and appropriate funds in the amount of \$115,953, as a result of position changes described above.

Ordinance

Chula Vista Municipal Code Section 2.05.010 requires updating to reflect the position changes impacting the unclassified positions. Chula Vista City Charter Section 500(a) requires that all unclassified positions not mentioned specifically in Charter Section 500(a) be adopted by ordinance. Adoption of the Ordinance will add the position title of Development Project Manager and delete the position title of Bayfront Development Project Manager from Municipal Code section 2.05.010.

**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**

There is net impact to the General Fund in the current year. Staff is requesting the proposed budgetary adjustments of \$115,953 coming from available fund balance reflected in the table below:

Fund	Cost
Measure A	\$ 115,953
<b>Total Est. Costs</b>	<b>\$ 115,953</b>

## ONGOING FISCAL IMPACT

The ongoing estimated impact to the General Fund in Fiscal Year 2024 is \$12,416, and in Fiscal Year 2025 is \$12,621. Impacts to Measure A are estimated to total \$170,249 in Fiscal Year 2024, increasing to \$173,512 in Fiscal Year 2025.

Ongoing salary costs will be incorporated into subsequent fiscal year budgets. The estimated fiscal impact in various funds is reflected in the table below:

Fund	FY 2024	FY 2025
General Fund	\$ 12,416	\$ 12,621
Measure A	170,429	173,512
<b>Total Est. Costs</b>	<b>\$ 182,845</b>	<b>\$ 186,133</b>

## ATTACHMENTS

1. Revised Fiscal Year 2022-2023 Compensation Schedule Effective October 21, 2022
2. Appendix to the Conflict of Interest Code - List of Designated Filers

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