



CITY COUNCIL STAFF REPORT



December 6, 2022

ITEM TITLE

Employee Compensation and Positions: Approve an Amended Classification Plan and Compensation Schedules; Position Counts in Departments; Amended Municipal Code Section on Unclassified Positions; Updated Conflict of Interest Code; and Budget Amendments

Report Number: 22-0307

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 December 16, 2022, as required by the California Code of Regulations, Title 2, Section 570.5; (C) Approving the revised Fiscal Year 2022-23 Compensation Schedule effective December 30, 2022, as required by the California Code of Regulations, Title 2, Section 570.5; (D) Approving the revised Fiscal Year 2022-23 Compensation Schedule effective January 13, 2023, as required by the California Code of Regulations, Title 2, Section 570.5; (E) 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 (F) 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 Information Technology 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: December 18, 2022, to reflect the addition and deletion of certain classifications; December 30, 2022, to reflect salary adjustments for certain unclassified positions impacted by the State's minimum wage law; January 13, 2023, to reflect previously negotiated salary adjustments for employees represented by the Local 2180, International Association of Fire Fighters (IAFF); the Chula Vista Mid Managers/Professional Association (MM/PROF), SEIU Local 221; the Western Council of Engineers (WCE); and Unrepresented Mid Managers/Professionals. Finally, staff is recommending approval 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

The Civil Service Commission is slated to approve the new classified position titles at their meeting of December 5, 2022.

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
General Fund		
Administration	Community Engagement Specialist	1.00
Information Technology Services	GIS Specialist	-2.00

	GIS Analyst	2.00
	IT Manager	-1.00
	Information Technology Project Manager	1.00
	VoIP/Videoconferencing Specialist	1.00
Police	Police Captain	-1.00
	Assistant Chief of Police	1.00
General Fund Total		2.00

Summary of New and Updated Classifications

Position Title	Employee Group	Bi-Weekly E Step
Assistant Chief of Police	SM	\$8,337.45
Chief of Police	EXEC	\$9,850.88
Fire Chief	EXEC	\$8,994.11
Community Engagement Specialist	ACE	\$3,239.52
GIS Analyst	ACE	\$3,250.00
GIS Technician	ACE	\$2,769.23
Information Technology Project Manager	SM	\$5,534.54
Senior GIS Analyst	ACE	\$3,574.99
VoIP/Videoconferencing Specialist	ACE	\$3,355.62

State Minimum Wage Law

In September 2013, the California Legislature enacted legislation signed by the Governor of California, which included raising the minimum wage to \$15.50 per hour effective January 1, 2023, unless temporarily suspended by the Governor, based on certain determinations. To ensure compliance with the State's minimum wage law, staff is proposing the following salary steps for the following impacted classifications:

Position Title	Job Code	Bargaining Group	Hourly Rate				
			Step A	Step B	Step C	Step D	Step E
Animal Care Aide	5316	Unclassified, Hourly	16.12	16.93	17.78	18.67	19.60
Clerical Aide	0241	Unclassified, Hourly	15.50	16.28	17.09	17.94	18.84

			Hourly Rate				
Position Title	Job Code	Bargaining Group	Step A	Step B	Step C	Step D	Step E
COVID Site Assistant	5757	Unclassified, Hourly	15.50	16.28	17.09	17.94	18.84
Intern, Graduate	0269	Unclassified, Hourly	17.05	17.90	18.80	19.74	20.72
Intern, Undergraduate	0267	Unclassified, Hourly	15.50	16.28	17.09	17.94	18.84
Library Aide	7181	Unclassified, Hourly	15.50	16.28	17.09	17.94	18.84
Lifeguard I	7587	Unclassified, Hourly	16.27	17.09	17.94	18.84	19.78
Lifeguard II	7585	Unclassified, Hourly	17.90	18.80	19.74	20.72	21.76
Park Ranger	7434	Unclassified, Hourly	16.12	16.93	17.78	18.67	19.60
Police Support Services Aide	5207	Unclassified, Hourly	15.50	16.28	17.09	17.94	18.84
Recreation Aide	7605	Unclassified, Hourly	15.50	16.28	17.09	17.94	18.84
Recreation Leader	7603	Unclassified, Hourly	17.83	18.72	19.65	20.63	21.67
Recreation Specialist	7601	Unclassified, Hourly	21.39	22.46	23.58	24.76	26.00
Seasonal Assistant	0231	Unclassified, Hourly	15.50	16.28	17.09	17.94	18.84
Senior Lifeguard	7589	Unclassified, Hourly	19.69	20.67	21.71	22.79	23.93
Tiny Tot Aide	7503	Unclassified, Hourly	17.83	18.72	19.65	20.63	21.67
Tiny Tot Specialist	7505	Unclassified, Hourly	21.39	22.46	23.58	24.76	26.00

These changes would be effective December 30, 2022, unless the increase to the minimum wage effective January 1, 2023, is temporarily suspended by the Governor.

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 2022-2023 Compensation Schedule ("Compensation Schedule") was approved by the City Council at their meeting of November 8, 2022. 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.

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 4) 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.

Resolutions

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

Approval of Resolution B will approve the revised Fiscal Year 2022-2023 Compensation Schedule effective December 16, 2022, to reflect: (1) the position titles and salaries for Community Engagement Specialist, GIS Analyst, GIS Technician, Information Technology Project Manager, Senior GIS Analyst, and VoIP/Videoconferencing Specialist; (2) the deletion of the position titles of GIS Specialist and Senior GIS Specialist; and (3) updated salaries for Assistant Chief of Police, Chief of Police, and Fire Chief.

Approval of Resolution C will approve the revised Fiscal Year 2022-2023 Compensation Schedule effective December 30, 2022, to reflect the salary range changes associated with the State's minimum wage law.

Approval of Resolution D will approve the revised Fiscal Year 2022-2023 Compensation Schedule effective January 13, 2023, to reflect: (1) previously negotiated salary adjustments for employees represented by the Local 2180, International Association of Fire Fighters (IAFF); the Chula Vista Mid Managers/Professional Association (MM/PROF), SEIU Local 221; and the Western Council of Engineers (WCE); (2) salary adjustments for these bargaining groups' unrepresented counterparts; and (3) salary adjustments for unrepresented Mid Managers and Professionals as authorized in the Compensation Summary for Unrepresented Employees.

Approval of Resolution E will make the appropriate updates to the appendix to the Conflict of Interest Code.

Approval of Resolution F will amend the budget and appropriate funds in the amount of \$235,420 as a result of the 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 Information Technology Project Manager to Municipal Code section 2.05.010.

DECISION-MAKER CONFLICT

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the real property holdings of the City Councilmembers do not create a disqualifying real property-related financial conflict of interest 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 Councilmembers, of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

CURRENT-YEAR FISCAL IMPACT

The current year fiscal impact to the General Fund is identified in the table below. Staff is requesting the proposed budgetary adjustment of \$235,420 to be offset with increased Sales Tax revenues.

Department	FY23
Administration	\$ 59,894
Fire	4,884
Information Technology	159,185
Police	11,457
Total Budget Adjustments	\$235,420

The cost for the minimum wage increase is approximately \$47,365 and will be completely offset by current year savings in respective department, resulting in no net fiscal impact.

ONGOING FISCAL IMPACT

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

Fund	FY24
General Fund	\$ 543,934
Environmental Services	2,082
Housing	724
State Grants	1,158
Total Budget Adjustments	\$547,898

ATTACHMENTS

1. Revised Fiscal Year 2022-2023 Compensation Schedule effective December 16, 2022
2. Revised Fiscal Year 2022-2023 Compensation Schedule effective December 30, 2022
3. Revised Fiscal Year 2022-2023 Compensation Schedule effective January 13, 2023
4. Revised appendix to the Conflict of Interest Code and Resolution

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