



# CITY COUNCIL STAFF REPORT



March 7, 2023

## ITEM TITLE

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

**Report Number:** 23-0048

**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 (1) the addition and deletion of position titles and (2) salary adjustments for certain positions and amending the authorized position count in departments; (B) Approving the revised Fiscal Year 2022-23 Compensation Schedule effective March 10, 2023, as required by the California Code of Regulations, Title 2, Section 570.5; and (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 place an ordinance on first reading amending Chula Vista Municipal Code Section 2.05.010 to add the unclassified position titles of Building Official and Economic Development 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 (1) the addition and deletion of certain classifications and positions and (2) salary adjustments for certain positions which necessitate amendments to the City's Compensation Schedule and Classification Plan.

The City's compensation policy allows for structures and salary ranges to be reviewed and updated as necessary to ensure that the City has the ability to attract, hire and retain quality employees. Staff is proposing salary adjustments for specific, targeted classifications, (1) that in the current labor market, are

hard to attract, hire and retain employees and/or (2) to allow for competitive position in their respective labor markets.

Staff is also recommending approval of the revised Fiscal Year 2022-2023 Compensation Schedule effective March 10, 2023, as required by the California Code of Regulations, Title 2, Section 570.5, an update to 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**

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**

Classification Plan and Compensation Schedule

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>		
Economic Development	Director of Economic Development (Frozen)	-1.00
	Economic Development Manager	1.00
Finance	Management Analyst II	-1.00
	Collections Supervisor	1.00
Public Works	Secretary	-1.00
	Senior Fiscal Office Specialist	1.00
<b>General Fund Total</b>		<b>0.00</b>

Additionally, the City's compensation policy allows for structures and salary ranges to be reviewed and updated as necessary to ensure that the City has the ability to attract, hire and retain quality employees. Staff is proposing salary adjustments for specific, targeted classifications, (1) that in the current labor market, are hard to attract, hire and retain employees and/or (2) to allow for competitive position in their respective labor markets.

**Summary of New and Updated Classifications**

Position Title	Employee Group	E Step Salary
Assistant City Attorney	Senior Management	\$8,083.00 bi-weekly

Building Official	Senior Management	\$6,493.24 bi-weekly
Deputy City Attorney I	Professional, Unclassified	\$5,925.00 bi-weekly
Deputy City Attorney II	Professional, Unclassified	\$6,517.52 bi-weekly
Deputy City Attorney III	Professional, Unclassified	\$7,169.28 bi-weekly
Economic Development Manager	Senior Management	\$6,407.08 bi-weekly

**Summary of New and Updated Classifications (continued)**

<b>Position Title</b>	<b>Employee Group</b>	<b>E Step Salary</b>
Police Communications Systems Manager	Mid-Manager	\$5,306.43 bi-weekly
Police Dispatch Calltaker	Unclassified, Hourly	\$29.03 per hour
Police Dispatcher	ACE	\$3,193.89 bi-weekly
Police Dispatcher Supervisor	ACE	\$3,758.82 bi-weekly
Police Dispatcher Trainee	ACE	\$2,903.54 bi-weekly
Senior Assistant City Attorney	Senior Management	\$8,083.00 bi-weekly

Adoption of Resolution A will amend the Compensation Schedule and Classification Plan 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 on January 24, 2023.

Adoption of Resolution B will approve the revised Fiscal Year 2022-23 Compensation Schedule effective March 10, 2023, which reflects: (1) the addition of the Building Official and the Economic Development Manager position titles and (2) the adjusted salaries for the Assistant City Attorney, Deputy City Attorney I, Deputy City Attorney II, Deputy City Attorney III, Police Communications Systems Manager, Police Dispatch Calltaker, Police Dispatcher, Police Dispatcher Supervisor, Police Dispatcher Trainee and Senior Assistant City Attorney 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 position 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. Additional changes were made to the Conflict of Interest Code to update recent changes to Boards and Commissions and other filers. The redline version of the changes is attached to this item.

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(D) requires that all management level unclassified positions not mentioned specifically in Charter Section 500(D) be adopted by ordinance. Adoption of the Ordinance will add the position titles of Building Official and Economic Development Manager 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 no current-year net fiscal impact to the General Fund as a result of this action. Funding for the Economic Development Manager, Senior Fiscal Office Specialist and updated classifications will be offset through salary savings within their respective departments in the General Fund. Funding for the Collections Supervisor position and updated classifications will be offset through salary savings within the Sewer and Measure A funds, respectively.

**ONGOING FISCAL IMPACT**

The projected ongoing impact to the General Fund totals \$673,631 in fiscal year 2024, \$685,802 in fiscal year 2025, and \$697,846 in fiscal year 2026. Ongoing salary costs will be incorporated into subsequent fiscal year budgets. The projected fiscal impact by fund and fiscal year is summarized in the table below:

Fund	FY24	FY25	FY26
General Fund	\$ 673,631	\$ 685,802	\$ 697,846
Measure A	55,393	56,352	57,327
<b>Total Budget Adjustments</b>	<b>\$ 729,024</b>	<b>\$ 742,154</b>	<b>\$ 755,173</b>

**ATTACHMENTS**

1. Revised Fiscal Year 2022-2023 Compensation Schedule Effective March 10, 2023
2. Revised Appendix to the Conflict of Interest Code and Resolution

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