



CITY COUNCIL STAFF REPORT



February 13, 2024

ITEM TITLE

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

Report Number: 24-0010

Location: No specific geographic location

Department: Human Resources

G.C. § 84308: No

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 Classification Plan and Compensation Schedule 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 2023-2024 Compensation Schedule effective February 9, 2024, as required by the California Code of Regulations, Title 2, Section 570.5; (C) Amending the fiscal year 2023-24 budget; and (D) 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 adding the unclassified position titles of Deputy Director of Animal Services and Deputy Director of Development Services. **(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.

Staff is also recommending approval of: (1) the revised Fiscal Year 2023-2024 Compensation Schedules effective February 9, 2024, as required by the California Code of Regulations, Title 2, Section 570.5; (2) an

update to the list of designated filers who are required to file periodic Statements of Economic Interests (Form 700), and (3) 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 because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA.

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. A total of 3.0 full-time equivalent are being added, Deputy Director of Development Services, Real Property Manager and Equipment Mechanic, with the remainder of the changes being reclassifications of current positions. This action will also separate Community Services into two departments, Library Services and Parks and Recreation. The following identifies the affected positions and proposed changes.

Department	Position Title	FTE
General Fund		
Animal Care Facility	Animal Care Facility Manager	-1.00
	Deputy Director of Animal Services	1.00
Parks & Recreation	Director of Community Services	-1.00
	Deputy Director of Community Services	-1.00
	Director of Parks & Recreation	1.00
	Assistant Director of Parks & Recreation	1.00
Library	Deputy Director of Community Services	-1.00
	Director of Library Services	1.00
Development Services	Deputy Director of Development Services	1.00
	Senior Planning Technician	-1.00
Engineering	Senior Management Analyst	-1.00
	Administrative Services Manager	-1.00
	Principal Management Analyst	1.00
Finance	Senior Management Analyst	1.00

Department	Position Title	FTE
Human Resources	Senior Human Resources Analyst	-1.00
	Principal Human Resources Analyst	1.00
Public Works	Real Property Manager	1.00
General Fund Total		1.00
Development Services Fund (DSF)		
Development Services	Senior Engineering Technician	-1.00
	Development Services Technician III	2.00
DSF Total		1.00
Fleet Fund		
Public Works	Equipment Mechanic	1.00
Fleet Fund Total		1.00
All Funds Total		3.00

Summary of New and Updated Classifications

Position Title	Employee Group	Bi-Weekly E Step Salary
Deputy Director of Animal Services	Senior Management	\$5,801.97
Deputy Director of Development Services	Senior Management	\$7,330.34
Assistant Director of Parks & Recreation	Senior Management	\$6,475.04
Deputy City Clerk I	Confidential, Unclassified	\$3,194.48
Deputy City Clerk II	Confidential, Unclassified	\$3,513.93
Director of Animal Services	Executive Management	\$8,167.43
Director of Library Services	Executive Management	\$8,167.43
Director of Parks & Recreation	Executive Management	\$8,167.43
FA Director of SD LECC*	Senior Management	\$7,135.85
FA Deputy Executive Director*	Senior Management	\$6,369.99
FA IVDC-LECC Executive Director*	Senior Management	\$6,193.88
FA Finance Manager*	Mid-Management, Unclassified	\$5,888.97
Principal Human Resources Analyst	Mid-Management, Confidential	\$4,881.16
Records Manager	Mid-Management	\$4,041.02
Real Property Manager	Mid-Management, Unclassified	\$5,193.69

* The salary adjustments for these four positions are retroactive to January 1, 2024, which is the effective date of the Federal General Schedule Salary Table, to which these salaries are tied.

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 2023-2024 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting on January 9, 2024.

Adoption of Resolution B will approve the revised Fiscal Year 2023-2024 Compensation Schedule effective February 9, 2024, reflecting the addition of the Assistant Director of Parks and Recreation, Deputy Director of Animal Services, Deputy Director of Development Services, Director of Library Services, Director of Parks and Recreation, Principal Human Resources Analyst and Real Property Manager position titles; the deletion of the Director of Community Services and Deputy Director of Community Services; the adjusted salaries for the Director of Animal Services, FA Director of SD LECC, FA Deputy Executive Director, FA IVDC-LECC Executive Director, FA Finance Manager and Records Manager position titles; and the adjusted salaries and employee group for the Deputy City Clerk I and Deputy City Clerk II 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 F 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 redlined version of the changes is attached to this item as Attachment 3.

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 Deputy Director of Animal Services and Deputy Director of Development Services, as required by 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

The current-year General Fund fiscal impact for the updated classifications and salary ranges is estimated to total approximately \$143,048, which will be offset in full by unanticipated Sales Tax revenues. Staff is requesting the proposed budgetary adjustments reflected in the table below:

GENERAL FUND

Department	Personnel Services	Revenues	Net Impact
Animal Care	\$ 1,754		\$ 1,754
City Clerk	11,176		11,176
Development Services	46,745		46,745
Engineering	(45,673)		(45,673)
Finance	43,755		43,755
Human Resources	6,607		6,607
Library	18,114		18,114
Non-Departmental	-	(143,048)	(143,048)
Public Works	60,568		60,568
Total Estimated Cost for All Funds	\$ 143,048	\$ (143,048)	\$ -

The Development Services Fund estimated impact of \$30,998 is anticipated to be offset by salary savings within the fund. However, the estimated \$36,019 in the Fleet Fund will be offset by Transfer In revenue from the Measure A Fund, and \$19,949 in the Police Grants Section of the Federal Grants fund will be offset by additional grant revenue through reimbursements.

OTHER FUNDS

Fund/Department	Personnel Services	Transfer Out	Revenues	Net Impact
Development Services Fund	\$ 30,998	\$ -	\$ -	\$ 30,998
Fleet Fund	36,019	-	(36,019)	-
Federal Grants Fund	19,949	-	(19,949)	-
Measure A Fund	-	36,019	-	36,019
Total Estimated Cost for All Funds	\$ 86,966	\$ 36,019	\$ (55,967)	\$ 67,017

ONGOING FISCAL IMPACT

The projected fiscal impact for fiscal year 2024-25 is estimated to total \$614,750. The net fiscal impact to the General Fund of \$417,148, and other funds of \$197,602 will be incorporated into the fiscal year 2024-25 budget development process.

The projected fiscal year 2024-25 new fiscal impact is reflected in the table below:

Fund	Personnel Services	Transfer Out	Revenues	Net Impact
General Fund	\$ 417,148	\$ -	\$ -	\$ 417,148
Development Services Fund	91,315	-	-	91,315
Fleet Fund	106,287	-	(106,287)	-
Federal Grants Fund (Police)	41,093	-	(41,093)	-
Measure A Fund	-	106,287	-	106,287
Total Estimated Cost for All Funds	\$ 655,844	\$ 106,287	\$ 147,380)	\$ 614,750

ATTACHMENTS

1. Revised Fiscal Year 2023-2024 Compensation Schedule Effective February 9, 2024
2. Revised Appendix to the Conflict of Interest Code
3. Revised Appendix to the Conflict of Interest Code (redlined version)

Staff Contact: Tanya Tomlinson, Director of Human Resources/Risk Management