



CITY COUNCIL STAFF REPORT



February 11, 2025

ITEM TITLE

Employee Compensation and Positions: Approve Classification Plan and Compensation Schedule; Position Counts; Revised Compensation Schedule; and Unclassified Ordinance

Report Number: 25-0054

Location: No specific geographic location

Department: Human Resources

G.C. § 84308 Regulations Apply: 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 the addition and deletion of position titles and amending the authorized position count in various departments; B) Approving the revised Fiscal Year 2024-25 Compensation Schedule effective February 21, 2025, as required by the California Code of Regulations, Title 2, Section 570.5; and place an Ordinance on first reading amending Chula Vista Municipal Code Section 2.05.010 to add the unclassified position titles of Chief Communications Officer and Chief Veterinarian and delete the position title of Communications 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 and Classification Plan requiring the revised Fiscal Year 2024-25 Compensation Schedule effective February 21, 2025, and ordinance revising Chula Vista Municipal Code Section 2.05.010 to add the unclassified position titles of Chief Communications Officer and Chief Veterinarian and delete the unclassified position title of Communications Manager.

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 California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

The Civil Service Commission is slated to approve the new Safety Program Manager classification at their February 6, 2025, meeting.

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
General Fund		
Administration	Communications Manager	-1.00
	Chief Communications Officer	1.00
	Special Events Coordinator	-1.00
Animal Care Services	Veterinarian (Permitted)	-1.75
	Chief Veterinarian	1.00
	Veterinarian II	0.75
Human Resources	Senior Risk Management Specialist	-1.00
	Safety Program Manager	1.00
Library	Special Events Coordinator	1.00
General Fund Total		0.00

Summary of New and Updated Classifications

Position Title	Employee Group	E Step Salary
Chief Communications Officer	Senior Management	\$6,353.00 bi-weekly
Chief Veterinarian	Senior Management	\$6,444.70 bi-weekly
Safety Program Manager	Mid-Management Confidential	\$5,539.20 bi-weekly

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 2024-25 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting on February 4, 2025.

Adoption of Resolution B will approve the revised Fiscal Year 2024-25 Compensation Schedule effective February 21, 2025, reflecting the addition of the Chief Communications Officer, Chief Veterinarian and Safety Program Manager position titles and the deletion of the Communications Manager and Veterinarian (Permitted) position titles. The Compensation Schedule reflecting these revisions is Attachment 1 to this staff report.

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 Chief Communications Officer and Chief Veterinarian and delete the position title of Communications Manager as required by 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 Council members 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 Councilmember, of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

CURRENT-YEAR FISCAL IMPACT

The additional cost for the updated classifications and salary ranges is estimated at \$7,434. This increase will be absorbed by the respective departments, resulting in no additional fiscal impact to the General Fund for fiscal year 2024-25.

ONGOING FISCAL IMPACT

The fiscal year 2025-26 projected impact is reflected in the table below:

Fund	FY 2026
General Fund	\$ 20,959
Total Estimated Cost for All Funds	\$ 20,959

These costs will be incorporated during the fiscal year 2025-26 budget development process.

ATTACHMENTS

1. Revised Fiscal Year 2024-25 Compensation Schedule Effective February 21, 2025

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