



CITY OF COMMERCE AGENDA REPORT

TO: HONORABLE CITY COUNCIL

FROM: CITY ADMINISTRATOR

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION AND COMPENSATION PLAN BY RECLASSIFYING THE BUSINESS LICENSE CLERK POSITION TO FINANCE CLERK, ESTABLISHING THE JOB DESCRIPTION FOR SAID POSITION AND AUTHORIZING THE SALARY FOR FINANCE CLERK AND PURCHASING ASSISTANT

MEETING DATE: APRIL 4, 2017

RECOMMENDATION:

Staff is recommending that the City Council adopt a resolution reclassifying the position of Business License Clerk to Finance Clerk, and establishing the job description and salary level of said position. In addition, staff is recommending changing the salary range for Purchasing Assistant.

ANALYSIS:

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's classification and compensation plans. The duties of the Business License Clerk position have evolved to include additional accounting and financial support duties for the Finance Department. In addition, the position's duties require a broader knowledge of departmental operations, and increased use of technology to meet business needs.

Based on these changes, the position was evaluated by the City's classification consultant and the recommendation was to change the job title from Business License Clerk changed to Finance Clerk. This change is needed to encompass the broader range of duties that incumbents in this classification are performing. The job description has also been updated to reflect current duties of the position, and recommends that the position be placed at the Part Time Salary Range 15 (\$19.55-\$23.84).

The Purchasing Assistant position was also reviewed by the City's classification consultant and the recommendation was to move the salary for this position from Full Time Salary Range 18 (\$4,134.242 -\$5,032.887) to Range 20.5 (\$4,673.905 - \$5,694.985).

FISCAL IMPACT:

At the March 14, 2017 Special Meeting, the City Council approved the reclassification and salary level of the Business License Clerk position to Finance Clerk, and the salary level change for the Purchasing Assistant. There is no additional fiscal impact associated with these items.

ALTERNATIVES:

1. Approve staff's recommendation.
2. Provide staff with further direction.

RELATIONSHIP TO STRATEGIC GOALS:

This agenda report relates to a specific City of Commerce Strategic Guiding Principle – City Organization as follows:

- Establish clear expectations, roles and responsibilities for all employees, elected officials, appointed commissioners and committee members, and volunteers.

Approved by: Michael Casalou, Director of Human Resources

Budget Impact: Vilko Domic, Director of Finance

Approved as to Form: Eduardo Olivo, City Attorney

Respectfully submitted: Matthew Rodriguez, Interim City Administrator