



## CITY OF COMMERCE AGENDA REPORT

**TO:** Honorable City Council

**FROM:** City Manager

**SUBJECT:** A Resolution of the City Council of the City of Commerce, California, Approving Revisions to the Personnel Classification and Compensation Plan by Amending the Media Specialist Classifications

**MEETING DATE:** July 23, 2024

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### **RECOMMENDATION:**

That the City Council will consider and adopt a Resolution amending the Classification and Compensation Plan by revising the job specification for the Media Specialist classification.

### **BACKGROUND & ANALYSIS:**

The position of Media Specialist has been approved in the budget. However, it was recommended that this position be classified as FLSA exempt to allow for a flexible schedule, including weekends, holidays, and coverage of all necessary city events and official city functions and meetings of public officials. Per the meet and confer process with the appropriate labor association, the FLSA exempt status has been agreed upon, and a higher classification rate has been recommended (scheduled 38 at \$8,686.41 a month). The previous rate was \$7,146.33 a month. The recommended range is consistent with like classifications in the City.

### **FISCAL IMPACT:**

If the City Council approves the recommended revision, a modification to the budget allotted for this position will not be necessary as the budget accounted for the recommended range.

**ALTERNATIVES:**

1. Approve staff recommendation (Approve amending the respective job specifications)
2. Reject staff recommendation
3. Provide staff with further direction

**RELATIONSHIP TO STRATEGIC GOALS:**

This agenda report relates to the 2016 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.

**ATTACHMENTS:**

- 1) Resolution
- 2) Media Specialist Specification

Respectfully submitted by: Ernie Hernandez, City Manager  
Recommended by: Ernie Hernandez, City Manager