



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 Lifeguard and Instructor Guard Classifications

MEETING DATE: May 30, 2023

RECOMMENDATION:

That the City Council consider and adopt a Resolution amending the Classification and Compensation Plan by revising the job specification for the Lifeguard and Instructor Guard classification.

BACKGROUND & ANALYSIS:

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan.

In March 2023, the City recruited for both the Lifeguard and Instructor Guard positions. Unfortunately, the department was not successful in hiring any qualified candidates. A survey and job analysis was conducted by the Human Resources department for both positions as it relates to the compensation and job requirements for each classification. The survey results indicated the following:

- Out of the 16 agencies surveyed, City of Commerce ranked as the highest paid agency at the top salary step which is \$21.89 per hour.
- Out of the 16 agencies surveyed, seven of the agencies either provide a training program for candidates to obtain the required certifications or allowed for an equivalency.

Based on the results it was noted that the City of Commerce is comparable to other agencies in both areas of pay rate and job requirements. However, in order to attract a larger pool of candidates staff is recommending an update to the job classifications.

Currently both job classifications require possession of specific certifications to be required upon hire. The recommendation is to allow candidates the ability to obtain these certifications within 30 days of appointment. The City will be able to train and certify the candidates within 30 days of appointment.

The position also currently requires a valid California Class C driver's license. However, staff is recommending allowing candidates to obtain a California Class C driver's license within six months of appointment. Again, this will provide the City with a larger applicant pool by allowing the candidate's time to obtain the required license.

The proposed changes to the classifications are as follows:

Lifeguard

~~Must possess~~ Possession of or must obtain a valid California driver's license within six (6) months of appointment.

~~Must possess~~ Possession of or must obtain certificates for American Red Cross Lifeguard, and First Aid and CPR for the Professional Rescuer or its equivalency within 30 days of appointment.

Instructor Guard

~~Must possess~~ Possession of or must obtain a valid California driver's license within six (6) months of appointment.

~~Must possess~~ Possession of or must obtain certificates for American Red Cross Lifeguard, Water Safety Instructor (WSI), and First Aid and CPR for the Professional Rescuer or its equivalency within 30 days of appointment.

If the incumbents do not obtain the required certification and/or license within the allotted time frame they will not be in compliance and their employment will be terminated.

Staff is also recommending that the City recruit for Seasonal Lifeguards and Instructor Guards. Seasonal classifications will have a definite start and end date and will allow the candidates to be scheduled annually without going through the recruitment process. The seasons would be as follows:

FALL: Mid-August – Thanksgiving

WINTER: Thanksgiving – February 28th

SPRING: March 1st – June 1st

SUMMER: Memorial Day – Labor Day

In conclusion, by amending the Lifeguard and Instructor Guard classifications it will increase the applicant pool and allow more flexibility for both the City and candidates.

The union is requesting that the above referenced changes remain temporary for the next 18 months at which time they would like to revisit and determine whether or not the changes will remain permanently. If the City Council is in agreement with this, then this modification can be read into the record. The City does not as a matter of practice make temporary changes to job specifications at the onset since specifications can be changed from time to time so staff does not recommend that in this case, but is not firmly opposed should City Council disagree.

FISCAL IMPACT:

None. No change in salary for this job specification at this time.

ALTERNATIVES:

1. Approve staff recommendation (Approve amending the job specification)
2. Approves staff recommendation (Approve amending the job specification for 18 months only)
3. Reject staff recommendation
4. 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) Lifeguard Job Specification
- 2) Instructor Guard Job Specification
- 3) Resolution

Respectfully submitted by: Edgar P. Cisneros, City Manager

Recommended by: Ela Pappo, Director of Human Resources