



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

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 TO CREATE A NEW CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR FACILITY CIP PROJECT MANAGER

MEETING DATE: August 1, 2016

RECOMMENDATION:

City staff is recommending the City Council amend the Classification and Compensation Plan by creating a new classification specification: Facility CIP Project Manager for the Public Works & Development Services Department.

ANALYSIS:

Personnel Policy and Procedure's Classification Plan Administration provides the procedure for the development, revision and implementation of revising the City of Commerce Classification Plan. Staff is recommending the creation of the following position:

Facility CIP Project Manager – This is a full-time position that was upgraded from an existing position titled CIP Facilities Supervisor. The prior position was originally part of the department's reorganization. The position was upgraded to a manager level due to the inability to recruit qualified candidates at the prior level. This new position will manage the City's Facilities CIP program and the incumbent will report to the Deputy Director of Public Works Operations. This position will work independently with limited supervision.

FISCAL IMPACT:

The recommended salary schedule is Range 31.5 (\$7,376.97-\$8,987.63). The fiscal impact resulting from this recommended change will be \$30,375. The funding for this increase will come from the recurring projected surplus amount of \$141,627 from the 2016/17 budget.

Prepared & Recommended by:

Prepared by: Michael A. Casalou, Director of Human Resources

Reviewed by: Vilko Domic, Finance Director

Approved as to Form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator