



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Administrator

SUBJECT: A Resolution Approving the Creation of the Administrative Services Department, and Revisions to the Personnel Classification and Compensation Plan to Create New Classification Specifications and Set the Salary Levels for the Director of Administrative Services/City Clerk Position and Deputy Director of Human Resources; and Authorize the Salaries for Said Positions

MEETING DATE: MARCH 7, 2017

RECOMMENDATION:

Staff is recommending that the City Council adopt a Resolution approving the creation of the Administrative Services Department, and amending the Classification and Compensation Plan by creating new classification specifications for the Administration Department and Human Resources Department. The new positions include the Director of Administrative Services and City Clerk position, and the Deputy Director of Human Resources position. Further, staff is recommending the City Council approve the compensation levels proposed for these two positions consistent with the compensation levels in place for the established (approved) Deputy Director Positions and Director positions.

ANALYSIS:

Personnel Policy and Procedure's Classification Plan Administration provides the procedure for the development, revision and implementation of revisions to the City of Commerce Classification Plan. Staffing and compensation needs were discussed and conceptually approved by the City Council on February 28, 2017. One of the key staffing components was to develop a centralized Administrative Services Department that would manage several divisions including City Clerk, Public Information Office, Cable Division, Administrative Division, Council support, legislative functions and providing support for the City Administrator. To achieve this, staff has proposed the creation of the position of Director of Administrative Services and City Clerk who will directly report to the City Administrator. This new staffing structure would result in the City Clerk position being merged into a new director position and would replace the position of Deputy City Administrator. To address an increased scope of responsibility in the Human Resources Department and mitigate legal and operational risks, the position of Deputy Director of Human Resources has been recommended.

Staff is recommending the approval of the following newly-created classifications:

- Director of Administrative Services – This Director will serve as the City Clerk and manage and direct the daily operations of the Administrative Services Department. Major job functions and responsibilities will be to perform the duties of the City Clerk as provided for in the California Government Code and the Commerce Municipal Code, and direct the daily operations of the City Clerk Division, Cable Division, Public Information Division, legislative functions, Council support functions and be an assistant to the City Administrator.
- Deputy Director of Human Resources – This Deputy Director will manage and direct the daily operations of the Human Resources department and provide assistance to the Director of Human Resources.

Staff is also recommending that the current City Clerk, Lena Shumway, be appointed to the position of Director of Administrative Services and City Clerk at Step 3 and that the current Deputy City Administrator, Fernando Mendoza, be appointed to serve as the Deputy Director of Human Resources at his current salary level.

FISCAL IMPACT:

The overall fiscal impact of the specific recommended staffing enhancements to improve the effectiveness of the Administrative Department and Human Resources Department approximates \$13,750 for the remainder of FY 16/17. The projected budget impact for FY 2017/18 will be approximately \$42,000.

RELATIONSHIP TO STRATEGIC GOALS:

This agenda report relates to the 2016 strategic planning goal: “City Organization” Guiding Principle 2: Foster an environment that continuously seeks to improve service and organizational responsiveness to internal and external customers.

ATTACHMENTS:

1. Director of Administrative Services and City Clerk Job Specifications
2. Deputy Director of Human Resources Job Specifications
3. Resolution
4. Salary Schedule for Executive Employees Effective July 1, 2014 - Revised