



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 for Certain Positions in Transportation, Parks & Recreation, Human Resources and Library

MEETING DATE: January 16, 2018

RECOMMENDATION:

Staff is recommending that the City Council adopt a Resolution which would:

- 1) Create a Lead Fleet Mechanic classification, establish the job description and salary level for said classification, and add one full-time position in said classification, and establish the salary level for Transportation Dispatcher Part-Time, and add one part-time position, and add one additional full-time Bus Operator II position; and
- 2) Consolidate the Human Resources Analyst and Senior Human Resources Analyst classifications to Human Resources Analyst I & II, respectively, and establish the job description and salary level for said position; and
- 3) Revise the Accountant I, Camp Program Manager, Library Section Supervisor and Teen Center Supervisor classifications to revise each positions' minimum qualifications and establish the job descriptions for said positions.

BACKGROUND:

The Transportation Department is requesting the allocation of new positions to staff the Dial-A-Ride expansion as follows: creation of a new classification, Lead Fleet Mechanic (full-time), and the addition of one new full-time position therein; the addition of one new full-time position in the existing classification of full-time Bus Operator II, and the addition of one new part-time position in the existing classification of Transportation Dispatcher. All proposed positions would be funded through the Measure M funding allocation. On September 12, 2017, the City Council approved the expansion of the Medi-ride program for our senior citizen community members to a Dial-A-Ride (DAR) program. Beginning in January 2018, DAR will provide expanded service by lifting the existing restricted service of only medical appointments to ridership assistance 5 days a week, from 7:00 a.m. to 5:00 p.m., with trips anywhere within a 12 mile radius of City Hall. This expanded service

provides our seniors greater flexibility in ridership assistance. As a result, additional staff and new equipment is required to meet the increased demands for service.

In the Human Resources Department, the educational minimum qualification for the existing Human Resources Analyst classification does not align with the complexity of work performed in this professional level classification. Currently, the Human Resources Analyst educational requirement is education equivalent to an Associate's Degree. Staff is proposing that the educational requirement be changed to a Bachelor's Degree from an accredited college or university. In addition, the current Human Resources Pay Range 23 makes it difficult to recruit quality job candidates. To effectively address these issues, staff is proposing to reclassify and consolidate the Human Resources Analyst classification as Human Resources Analyst I and to change the title of the Senior Human Resources Analyst classification to Human Resources Analyst II. Staff recommends moving the proposed Human Resources Analyst I compensation from Pay Range 23 to Pay Range 26, which would be within 10% of the compensation for the Human Resources Analyst II position (currently Senior Human Resources Analyst) at Pay Range 28. Currently, there is one vacant Human Resources Analyst position in the Human Resources Department.

A review of the classification specifications of Accountant I, Camp Program Manager, Library Section Supervisor and Teen Center Supervisor, with input from affected departments, reveals that each classification requires revisions to the minimum qualifications. The proposed revisions align the education and/or work experience requirements with departments' operational needs in order to obtain the best-qualified candidate pool. At this time, staff is not requesting any adjustments to the salary ranges of these classifications. There is no fiscal impact with these recommended revisions.

ANALYSIS:

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan pursuant to Section II of the City's Human Resources Policies and Procedures Manual. Staffing and compensation needs were reviewed with the Transportation Department, and the classification specifications were reviewed with the Finance, Library, and Parks and Recreation departments. Staff recommends the approval of the allocation of new positions as follows: Pursuant to the Human Resources Policies and Procedure Manual, Section II-1.G: creation of a new classification, Lead Fleet Mechanic (full-time), and the addition of a one full-time position therein; the addition of one new full-time position in the existing classification of Bus Operator II, and the creation of one new part-time position in the existing classification of Transportation Dispatcher, as well as its salary level.

- Lead Fleet Mechanic – The Transportation Department requests the creation of the Lead Fleet Mechanic classification, and the addition of one full-time position in this classification. The primary duty of the Lead Fleet Mechanic classification is to lead the maintenance and repair of the City transit vehicles, in accordance with safety regulations and procedures, including the scheduling, prioritizing and reviewing the work of Fleet Mechanics, and provide oversight of the Central Garage. In addition, the position performs the work of Fleet Mechanic, assists with the oversight of the maintenance of the shop facility, may order parts as needed, observes work site to enforce safety rules and regulations, transports equipment from the field to the

repair shop facility and at times may schedule and communicate equipment repair completion status with City department liaisons. The proposed minimum qualifications are as follows: **College level course work in Business Administration, Transportation Planning, or a related field is desired; AND four year's work experience in the maintenance and repair of vehicles.** Pay Range 23 is proposed for this classification, and the job description for the position is included for approval.

- Bus Operator II – The Department of Transportation implemented service increases, for the City's transit and DAR services, taking effect in January 2018, and the Transportation Department requests the addition of one full-time Bus Operator II.
- Transportation Dispatcher – The Transportation Department requests the addition of one part-time Transportation Dispatcher. In order to compensate a part-time Transportation Dispatcher, it is required that the City Council authorizes a part-time range for this classification. Pay Range 15 is the pay range established for the full-time Transportation Dispatcher, and the compensation for part-time Dispatcher is recommended for placement at part-time Pay Range 15.

Staff recommends the consolidation of the Human Resources Analyst and Senior Human Resources Analyst positions, pursuant to the Human Resources Policies and Procedure Manual, Section II-1 and II-2:

- Human Resources Analyst I & II – Staff is recommending consolidating the Human Resources Analyst and Senior Human Analyst classification by changing the title of Human Resources Analyst I, and changing the title of the Senior Human Resources Analyst classification to Human Resources Analyst II. This change in classification will provide for recruitment of quality job candidates, and ensure effective succession planning. There are no recommended revisions to the Human Resources Analyst II classification's (currently Senior Human Resources Analyst) minimum qualifications, duties, responsibilities, or salary range. For the Human Resources Analyst I (currently Human Resources Analyst), there are no recommended changes to the duties of the job description. However, it is recommended that the educational requirement be revised from **Education equivalent to an Associate's Degree from an accredited college or university. Bachelor's degree in a related field preferred** to the updated requirement of a **Bachelor's degree from an accredited college or university.** In addition, it is recommended that the pay range of the Human Resources Analyst I be adjusted from Pay Range 23 to Pay Range 26. This adjustment better represents the complexity and professional level of work performed in this classification, and it will enhance the quality of job candidates for this position. The attached job description has been revised and is included for approval.

Staff recommends revisions to the minimum qualifications for certain classifications as follows, pursuant to the Human Resources Policies and Procedure Manual, Section II-1:

- Accountant I - Staff is recommending a revision to the minimum qualifications for the Accountant job description to clarify the required professional work experience. The current minimum qualifications read as follows: **Bachelor's Degree in**

Accounting, Finance, Business Administration, or related field: AND two years general municipal clerical accounting and maintenance of financial and accounting records. Staff proposes that the minimum qualifications be revised as follows: **Bachelor's Degree in Accounting, Finance, Business Administration, or related field; and two years of responsible accounting experience including the maintenance of financial and accounting records. Municipal experience is highly desired.** The attached job description is included for approval.

- **Camp Program Manager** – Staff is recommending a revision to the minimum qualifications for the Camp Program Manager job description to more accurately reflect the required experience and to enhance the pool of potential job candidates. The current minimum qualifications read as follows: **Bachelor's Degree in Recreation, Business or Public Administration, or related field; AND six years of progressively responsible supervisory experience with camps, camp recreation and camp food service programs similar to Camp Commerce.** Staff proposes that the minimum qualifications be revised as follows: **Bachelor's Degree in Recreation, Business or Public Administration, or related field; AND six years of progressively responsible experience in recreation programs, including supervisory experience. Related experience with camps is highly desirable.** The attached job description is included for approval.
- **Library Section Supervisor** – Staff is recommending a revision to the minimum qualifications for Library Section Supervisor to more accurately describe the required education. The current minimum qualifications read as follows: **Bachelor's Degree in Business or Public Administration; AND three years public library experience.** Staff proposes that the minimum qualifications be revised as follows: **Bachelor's Degree in Social Science, Public Administration or a related field; AND three years public library experience.** The attached job description is included for approval.
- **Teen Center Supervisor** – Staff is recommending a revision to the minimum qualifications for Teen Center Supervisor to more accurately describe the required experience. The current minimum qualifications read as follows: **Bachelor's Degree in Recreation, Social Sciences, Business or Public Administration, or related field; AND four year's experience in organizing and developing teen related programs..** Staff proposes that the minimum qualifications be revised as follows: **Bachelor's Degree in Recreation, Social Sciences, Business or Public Administration, or related field; AND four year's experience in organizing and developing teen related programs; AND 4 years overseeing staff in a supervisory capacity.** The attached job description is included for approval.

FISCAL IMPACT:

Staff recommends the City Council place the Lead Fleet Mechanic position at the Full-Time Salary Range 23 (\$5,387.11 - \$6,548.06), add a Full-Time Bus Operator II, and authorize the Part-time Transportation Dispatcher Salary Range 15 (\$19.94 - \$24.32). The projected cost for the addition of the Full-Time Lead Fleet Mechanic, Full-Time Bus Operator II, and Part-Time Transportation Dispatcher will be \$150,000. However, these

costs will be funded through the new transportation Measure M funding allocation, and will not impact the City's general fund.

Staff recommends approval of the Human Resources Analyst and Senior Human Resources Analyst classification and placing the Human Resources Analyst I at Salary Range 26 (\$6,257.49 - \$7,622.72). Staff recommends the Senior Human Resources Analyst position be retitled to Human Resources Analyst II at the current Salary Range 28. The projected cost for the proposed Human Resources Analyst I for the fiscal year 2017/18 is \$14,250, and for fiscal year 2018/19 it is \$37,800.

As previously stated there is no fiscal impact as a result of the proposed revisions to the four other classifications mentioned above.

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:

Approved by: Mario R. Beas, Interim Director of Human Resources
Budget Impact: Vilko Domic, Director of Finance
Approved as to Form: Noel Tapia, City Attorney
Respectfully submitted: Edgar P. Cisneros, City Administrator