



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 BY AMENDING THE CAMP PROGRAM MANAGER CLASSIFICATION.

MEETING DATE: FEBRUARY 5, 2019

RECOMMENDATION:

Adopt a resolution approving revisions to the job description and salary level for the Camp Program Manager classification.

ANALYSIS:

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan. Staffing and compensation needs were discussed and reviewed with the Parks and Recreation Department. In order to meet current and future needs for the Parks and Recreation Department, the Camp Program Manager position job description and salary level were modified.

The job description for the position encompasses a full scope of responsibilities, duties and requirements of the position and is attached for review and approval.

FISCAL IMPACT

Salary level change from a salary grade level 24 to a salary grade level 26.5.
The projected annual budget impact for the recommended staffing enhancement to improve the effectiveness of the Parks and Recreation Department is \$15,325.

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.
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ATTACHMENTS:

Recommended by: Ela Pappo, Director of Human Resources

Budget Impact: Vilko Domic, Director of Finance

Approved as to Form: Noel Tapia, City Attorney

Respectfully submitted by: Edgar P. Cisneros, City Administrator