



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Manager

SUBJECT: The City Council will consider for adoption a Resolution amending the Classification and Compensation Plan by creating a new classification specification of Transit Analyst.

MEETING DATE: August 20, 2019

RECOMMENDATION:

Staff is recommending that the City Council adopt a Resolution Amending the Personnel Classification and Compensation Plan by Creating a New Full Time Classification Specification and Establish the Salary Level for Transit Analyst.

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 with the Transportation Department. One of the key staffing components was to develop a Transit Analyst position to assist the Director of Transportation in providing comprehensive analytical, administrative and programming support which will enhance servicing for residents, patrons and employees.

More specifically, this new classification would support programs such as Fixed-route and Dial-A-Ride and be responsible for Federal Transit Administration (FTA) National Transportation Database (NTD) reporting requirements, FTA grants, compliance with operational and financial audits, research of transit related issues and topics, documents findings and budget preparation.

Staff is recommending the approval of the Full Time Transit Analyst classification per the attached job specification and salary level of said classification.

ALTERNATIVES:

1. Approve staff's recommendation
2. Disapprove staff's recommendation
3. Provide staff with further direction

FISCAL IMPACT:

Staff recommends that the Transit Analyst position be placed at the Full Time Salary Range 26 (\$6,257.494 - \$7,622.721).

The overall fiscal impact of the specific recommended staffing enhancements to improve the effectiveness of the Transportation Department would be **\$134,465** (top step) for a full fiscal year. Reflective of the following two components (the appointment will be placed no higher than step 3 and effective no earlier than October 1); the exposure for this fiscal year will be closer to **\$91,321**.

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.

Prepared by:	Ela Pappo, Director of Human Resources
Recommended by:	Claude McFerguson, Director of Transportation
Approved as to form:	Noel Tapia, City Attorney
Respectfully submitted:	Edgar P. Cisneros, City Manager

ATTACHMENTS:

1. Transit Analyst Job Specification
2. Resolution