



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** HONORABLE CITY COUNCIL

**FROM:** CITY MANAGER

**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 DIRECTOR OF ECONOMIC DEVELOPMENT AND SUSTAINABILITY CLASSIFICATION.

**MEETING DATE:** NOVEMBER 19, 2019

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### **RECOMMENDATION:**

That the City Council consider and adopt a Resolution amending the Classification and Compensation Plan by revising the classification specifications for the Director of Economic Development and Sustainability 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 Administration Department.

After a comparative analysis of other agencies, it was identified that the title and job specification for the Director of Economic Development and Sustainability classification should be revised. The suggested title is Director of Economic Development and Planning. Additional responsibilities and duties encompassing further development, planning and code enforcement should be added to the job specification as indicated in the attached job specification.

The current title (Economic Development and Sustainability) and proposed title are uncommon among Commerce's comparator cities, however staff recommends the title -- Director of Economic Development and Planning -- to the City Council as it best encompasses the core responsibilities and mission of the position. In staff's view, sustainability is a key element of both economic development and planning initiatives. Of Commerce's comparator and potential comparator cities, the most common titles are as follows: Director of Community Development (6 Cities) or Community Development Director and Planning and Community Development (3 Cities).

The recommended modifications to the job specification will provide for equity, ability to provide improved comparison data in the future, as well as alignment and

efficiency amongst all departments in carrying out City functions. The modifications would also make it clear that the Director serving in this capacity will have oversight over the Development Services division which is not currently the case with the existing Director of Economic Development and Sustainability classification.

The revised 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:**

No fiscal impact.

**ALTERNATIVES:**

The City Council can approve the new classification with updated title of Director of Economic Development and Planning along with updated responsibilities as is recommended, or it could approve only the responsibilities and keep the existing title of Director of Economic Development and Sustainability.

1. Approve staff recommendation (Approve new classification, responsibilities and specs)
2. Reject staff recommendation and approve Alternative B (Approve new classification responsibilities and keep the title the same)
3. Provide staff with further direction

**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:**

- 1) Director of Economic Development and Sustainability/Director of Economic Development and Sustainability Classification
- 2) Resolution

Recommended by: Ela Pappo, Director of Human Resources

Respectfully submitted by: Edgar P. Cisneros, City Manager