



City of Rialto

Legislation Details (With Text)

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On agenda: 8/13/2019 **Final action:**
Title: Request City Council to Adopt Resolution No.7550 Establishing the New Classifications of Director of Community Development, Deputy City Administrator, and Extra Help Retired Annuitant, and Setting the Basic Compensation Rates Effective August 13, 2019; and Deleting the Classification of Assistant City Administrator/Director of Development Services effective October 31, 2019.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution.pdf, 2. Reso Exhibit A - JD for Director of Community Development, 3. Reso Exhibit B - JD for Deputy City Administrator, 4. Reso Exhibit C - Salary Schedule Updated 08052019.pdf

Date	Ver.	Action By	Action	Result
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For City Council Meeting [August 13, 2019]

TO: Honorable Mayor and City Council

FROM: Rod Foster, City Administrator

Request City Council to Adopt **Resolution No.7550** Establishing the New Classifications of Director of Community Development, Deputy City Administrator, and Extra Help Retired Annuitant, and Setting the Basic Compensation Rates Effective August 13, 2019; and Deleting the Classification of Assistant City Administrator/Director of Development Services effective October 31, 2019.

BACKGROUND:

The City Administrator received notice that Robb Steel, Assistant City Administrator/Director of Development Services will be retiring from the City with his last date in office on August 29, 2019. A review of the job classification's essential functions was conducted in the context of imminent and future organizational needs. The review determined that a title change from Director of Development Services to Director of Community Development is warranted and consistent with industry standards; and that a revised job description should place a greater emphasis and focus on Planning rather than Economic Development. The duties and workload of the newly proposed Director of Community Development classification require a dedicated professional to lead and manage the City's planning, building, community code compliance, business development, business licensing, urban redevelopment, housing programs, and economic development, retention, and attraction. The Assistant City Administrator/Director of Development Services class will remain included in the City's Classification Plan and listed on the Salary Schedule until the position is vacated. Upon the retirement of the incumbent, this classification shall be deleted consistent with the attached Resolution.

Further, it was determined that the role of Assistant City Administrator should no longer be tied to the Director of Development Services classification. In lieu, a new classification of Deputy City Administrator is proposed which will provide high level administrative support to the City Administrator, City Council, and departments while serving in a Chief Operations Officer (COO) type role. The new position provides a viable organizational structure consistent with best practices which lends itself to internal efficiencies and effectiveness, as well as future succession planning in terms of employee and organizational development.

Lastly, a new classification is proposed to be added to the Classification Plan, which will allow for the periodic and *infrequent* hiring of CalPERS Annuitants to meet special needs of the organization. The CalPERS rules are highly regulated and the hiring of annuitants is allowed only upon meeting established criteria. Such appointments will be for those unique circumstances in which special skills are needed for a limited duration during an emergency or to prevent stoppage of public business, the elimination of a backlog, the conduct of a special project, and other related work in excess of what regular staff perform. Annuitants appointed to "Extra Help" positions cannot exceed 960 hours per fiscal year, and must be compensated at a rate *no more or no less* than the established range on the salary schedule for employees performing comparable duties.

ANALYSIS/DISCUSSION:

Several new classifications are proposed to be created upon adoption of the attached Resolution.

The new Classification of Director of Community Development is proposed in order for the City to commence a recruitment process to fill the soon to be vacant position using the new title, salary range and job description. The position is currently budgeted, and the proposed action *does not* constitute the addition of a new position. The salary range is proposed at 5% *less* than the current range for Director of Development Services, as a result of the elimination of the duties associated with serving as the Assistant City Administrator. Based on staff's review of the labor market data, the median rate (at the maximum of the range) is \$16,114 per month. As a result, the recommended salary range for the Director of Community Development is proposed to be established at salary range 7500 (\$11,638 - \$15,596) per month. This salary falls just below 3% of the median and aligns well with other Department Heads in the City. The City's robust benefit package makes for an *over-all* competitive position in which to attract highly qualified candidates.

The Deputy City Administrator position and classification are proposed to be created. The position is proposed to be benchmarked at 10% above the highest level non-sworn department head for internal alignment. As a result, the recommended salary range for the Deputy City Administrator classification is proposed to be established at salary range 7900 (\$12,846-\$17,215) per month. A budget amendment is further proposed to unfund and eliminate two currently authorized and vacant positions including the Economic Development Manager (Development Services Department) and Senior Administrative Analyst (Finance Department), in order to fund the new Deputy City Administrator position. The City's future staffing needs relative to Economic Development will be reviewed as part of the Community Development Department's over-all departmental assessment. Additionally, the Finance Department will pursue other means in which to distribute their existing workload among currently budgeted positions.

The Extra Help Retired Annuitant classification is proposed to be created, consistent with CalPERS guidelines. The salary range proposed is at \$20.00 - \$100.00 per hour. This broad range provides the ability for the City to provide the appropriate hourly pay rate to CalPERS annuitants who are hired

to perform extra help. The rate shall be the same hourly rate which is equal to no more or no less than the rate paid to an employee performing similar work. This classification is unrepresented, and employees shall not be eligible for benefits or other forms of compensation. Such appointments shall be subject to Human Resources and City Attorney review to ensure they comport with all requirements as set forth by CalPERS regulations.

It is important to note that both the Director of Community Development and Deputy City Administrator classifications are “at-will” and un-represented. The “at-will” designation is consistent with the direction provided by the City Council during the development of the 2017-18 Fiscal Year Budget process, establishing that future executive positions shall be at-will (Ordinance 15-91) under an employment contract excluding the position(s) from competitive service and/or from the privileges granted to City General Management Association (CGMA) members. At-will employees may be terminated at any time with or without cause and without the right of appeal or hearing. Pursuant to the ordinance, staff discussed with the CGMA Chair the proposed elimination of the Assistant City Administrator/Director of Development Services position from the CGMA’s list of classified positions and the CGMA chair was in agreement with the proposed changes.

ENVIRONMENTAL IMPACT:

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA) Guidelines. A “Project” means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Pursuant to Section 15378 (b) (5) a project does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney has reviewed and approved this staff report and Resolution.

FINANCIAL IMPACT:

There is no fiscal impact to the 2019-20 Fiscal Year Budget related to the creation of the Director of Community Development as the fully burdened costs for the position is already included in the 2019-20 Fiscal Year Budget. There is no fiscal impact to the creation of the Extra Help Retired Annuitant classification. The creation of the new Deputy City Administrator will result in budget savings of \$13,721 in 2019-20 since two budgeted positions are being defunded. The associated budget adjustments will be included in the First Quarter Budget Report.

RECOMMENDATION:

Staff recommends that the City Council approve the Resolution establishing the new classifications of Director of Community Development, Deputy City Administrator, and Extra Help Retired Annuitant setting the basic compensation rates, and deleting the classification of Assistant City Administrator/Director of Development Services effective with the incumbent’s retirement date.