



City of Rialto

Legislation Text

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For City Council Meeting [September 13, 2022]

TO: Honorable Mayor and City Council

APPROVAL: Marcus Fuller, City Manager

FROM: Shama Curian, Deputy Director of Human Resources/Risk Management

Request City Council to adopt **Resolution No. 7972** Updating the Citywide Classification and Compensation Plan for Full-Time and Part-Time Employees, Revising the Authorized Budgeted Positions for Fiscal Year 2022-23.

BACKGROUND

Over the past several months the City Manager has been evaluating service delivery along with the budgeted allocated positions to determine if current service delivery methods to the community are efficient and effective, and that the City Council's projects, programs, and initiatives continue to be accomplished. As retirements and employee departures have occurred, rather than simply looking to replace key positions, a critical review of the areas across the organization has taken place. Through this effort, several structural changes have become apparent that will improve service delivery and functions throughout the organization.

Each of the proposed modifications are described in further detail below.

ANALYSIS/DISCUSSION

City Manager's Office

A reorganization is proposed within the City Manager's office to better distribute workloads, improve customer service, and provide opportunities for continued professional growth and development within the City Administration functions.

The City Council appointed an ad-hoc subcommittee (Mayor Pro Tem Scott / Council Member Perez) to assist the City Manager in the recruitment to replace the City Manager's Assistant position in the City Manager's Office. During that recruitment, it was the recommendation of the ad-hoc subcommittee to reclassify the position and recruit the higher-level administrative position (City Manager's Executive Assistant). This would reinstate having these two higher-level positions in the City Manager's Office as was the case in the past.

The proposed modification includes reclassifying one of the two City Manager's Assistant positions to the City Manager's Executive Assistant position.

Utilities Division

A recent retirement in the Utilities Division of the Administrative Analyst has provided an opportunity to re-evaluate the organization of this important function of the City. As part of a separate recruitment to hire a new Assistant to the City Manager position (an exempt management position), the City Council appointed ad-hoc subcommittee (Mayor Robertson / Mayor Pro Tem Scott) assisted the City Manager with that recruitment. Through that recruitment for a new Assistant to the City Manager, two candidates were interviewed and considered top candidates, with one having direct and relevant experience with water utilities and resources. It was through this recruitment that the recommendation was made to select the candidate with this direct and relevant water utilities experience to replace the vacant Administrative Analyst position but with that position reclassified to the new Assistant to the City Manager position.

The priorities within the Utilities Division are focused on protecting the future of our existing water resource allocations, expanding the City's water supply portfolio, complying with all areas of the State's Sustainable Groundwater Management Act (SGMA) and Conservation Measures, and meeting increased state requirements for water and wastewater regulations.

Repositioning the position will improve the City's ability to adequately respond to these increasing needs, as well as improve the structure and capacity of the City's ability to conduct strategic planning for future infrastructure projects, water resources management and conservation, and customer outreach. This position will report directly to the Utilities Manager in coordinating these priorities while providing for workforce stability and succession planning.

The proposed modification includes reclassifying the one vacant Administrative Analyst position as an Assistant to the City Manager position.

City Treasurer's Office

The City Treasurer's Office includes the allocation of one part-time Senior Investment Officer position. It was determined by the City Manager that this position is duplicative of other positions within the City Treasurer's Office in that the Treasurer is delegated authority by the City Council to manage the investment of the City's funds. Additionally, the Treasurer's Office is allocated a full-time position - the Assistant Treasurer/Investment Officer. This full-time position provides supervision and oversight of other Treasury staff and engages in the broader and more complex role on behalf of the Treasurer in the receipt, custody, and investment of City funds.

The proposed modification eliminates the part-time position.

Community Development Department

The position of Chief Building Official reports directly to the Community Development Director (currently vacant), and indirectly to the second Deputy City Manager position assigned with oversight of the Community Development Department (currently vacant and in recruitment). The Building Services Division of the Community Development Department has grown in size and responsibility and includes permit counter functions with the in-take and processing of various building permits, plan check functions with review and approval of all building plans and building inspection functions involving review of several hundred projects annually.

A review of this position shows the salary range is below market, and an adjustment is recommended to ensure recruitment and retention of employees in this very important and key position in the overall organizational structure of the Community Development Department.

The proposed modification will adjust the salary of the Chief Building Official.

ENVIRONMENTAL IMPACT

The proposed action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(b) of the State CEQA Guidelines, 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 responsible manner that meets the needs of the citizens and is a good place to do business."

LEGAL REVIEW

The City Attorney has reviewed and recommends approval of this staff report and resolution.

FINANCIAL IMPACT

Operating Budget Impact

There is no fiscal impact to the Operating Budget; the additional costs in total compensation (salary and benefits) for the remainder of Fiscal Year 2022-23 will be absorbed through cost savings of modified positions and in position vacancies elsewhere in the budget.

Capital Improvement Budget Impact

No impact.

RECOMMENDATION

Request City Council to adopt the Resolution Updating the Citywide Classification and Compensation Plan for Full-Time and Part-Time Employees, Revising the Authorized Budgeted Positions for Fiscal Year 2022-23.