

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Hugh R. Riley, Assistant City Manager 

BY: David C. Moe II, Redevelopment Manager 

DATE: January 23, 2009 (CC Meeting of 2/4/09)

SUBJECT: Consider Upgrade of Administrative Specialist Position in the Assistant City Manager's Office to Management Analyst

BACKGROUND AND DISCUSSION

Staff is requesting to upgrade an existing Administrative Specialist position in the Assistant City Manager's Office, City Manager Department to Management Analyst. The projects and programs assigned to the Office demand a higher level of skills and responsibilities than the current position. The specific duties of the Management Analyst, the requirement for a college degree and the level of experience required more closely match the needs of the City Manager's Department.

The Management Analyst position will retain some of the Administrative Specialist duties, such as the demolition program and contract administration, and will be absorbing the First Time Home Buyer, affordable housing legislation, Mobile/Single Family Home Rehabilitation and Affordable Housing Agreement duties previously assigned to the recently vacated Senior Management Analyst position. The affordable housing monitoring and affordable housing reporting duties of the now vacant Senior Management Analyst position will be assigned to the Redevelopment Manager. The remaining clerical and administrative duties of the Administrative Specialist position will be reassigned to the Secretary II, Secretary I (part time position), and Clerical Aide/Box Office Cashier (part time position), which include administrative support, Time Warner complaints, agenda preparation and posting for Finance, Administration, and Public Safety Committee, preparation of Monthly Report to City Manager, preparation of Bi-Monthly Report to City Council and secretary to the Moorpark Arts Commission.

The duties to be assigned to the proposed Management Analyst position shall be under the direction of the Redevelopment Manager.

FISCAL IMPACT

The Administrative Specialist's pay range is 53 (\$4,336.06 to \$5,829.44) and the Management Analyst pay range is 62 (\$5,411.62 to \$7,278.13). The upgrade would be effective with the pay period beginning January 31, 2009. The additional cost for the upgrade is approximately \$4,000.00 including benefits for the remainder of the current

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fiscal year. This amount will be absorbed by savings in other accounts and no appropriation is needed. The annual additional cost for the upgraded is approximately \$11,000.00 (including benefits) beginning with FY 2009/2010.

Upgrading the Administrative Specialist position to a Management Analyst will reduce the cost burden on the General Fund. Currently, the cost of the Administrative Specialist position was equally split between the Redevelopment Agency and the City. Staff is proposing to fully fund the Management Analyst position with Redevelopment Agency resources, which will produce an annual savings of \$42,000.00 to the General Fund. By not filling the Senior Management Analyst position and upgrading the Administrative Specialist position, the combined overall savings to the City and Redevelopment Agency is projected at about \$127,000.00 for FY 2009/2010.

STAFF RECOMMENDATION

Approve an upgrade of the Administrative Specialist position in the Assistant City Manager's Office of the City Manager's Department to a Manager Analyst position effective with the pay period beginning January 31, 2009.