

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council
FROM: Steven Kueny, City Manager 
DATE: July 14, 2010 (CC Meeting of July 21, 2010)
SUBJECT: Consider Reassignment of Certain Departmental and Position Responsibilities, Creation of a New Management Position Classification, Promotions, and Adoption of a Revised Salary Plan Resolution

BACKGROUND

The City's staffing levels, reporting relationships, and organization of responsibilities are monitored and adjustments periodically made to address changing workloads, assignments, needs and priorities and to achieve operational improvements. The concern of succession planning and preparing current staff for promotional opportunities and assumption of more difficult and greater responsibilities are also considered. The proposals contained in this report are a result of such analysis with the goal of achieving management and organizational improvements by providing more emphasis on identified priority items. The rationale for these proposals is presented in the Discussion section of this report. A draft Salary Plan Resolution is attached (and shows recommended revisions with legislative format) to implement the position title and salary range recommendations of this report.

DISCUSSION

In the past, the City's workforce was increased to meet increasing and changing service needs, although the number of employees was always less than the optimum number needed to fully address the adopted priorities and objectives due to budgetary concerns. As the City Council is aware, during the last three fiscal years, the City's Management workforce has been reduced by four positions (Redevelopment Agency Senior Management Analyst, Deputy City Manager for Community Development, Assistant Engineer in Public Works, and Parks/Landscape Manager in Parks and Recreation), and the Competitive Service workforce by one position (Secretary I shared

by Redevelopment Agency and Finance). In addition, the Management position of Recreation/Community Services Manager was downgraded to Recreation Supervisor.

Reorganization is currently being proposed for the reasons addressed in the Background section of this report. The City Manager has the authority to make the transfer of assignments and to generally organize the City's departments. However, because some of the proposed changes involve modifications to positions, changes in salary ranges, several promotions, and creating four new position classifications, City Council action is required. The proposed actions are described below.

Administrative Services Department (ASD)

The current configuration of the ASD was originally established in March 2005 with the transfer of the Information Systems (IS) function from the former ASD, which became the Finance Department. In recognition of the importance of IS, the Council approved an upgrade of the half-time IS Technician position to full-time status at that time, providing two full-time positions in this Division. The new ASD combined IS with the City Clerk and Human Resources/Risk Management Divisions. Also at that time, the Assistant to the City Manager/City Clerk became the Administrative Services Director and retained the City Clerk title and duties. In October 2009, the Senior Management Analyst in the Parks, Recreation and Community Services (PR&CS) Department was reassigned to the ASD and added Library, Solid Waste/Recycling, and Animal/Vector Control services to this department. The former PR&CS Department was renamed Parks and Recreation Department.

At this time, it is proposed that the current Administrative Services Director be promoted to Deputy City Manager with continued overall responsibility for the ASD functions. This modification recognizes the incumbent's continued growth and assumption of more responsibility in Human Resources decisions from the City Manager (Personnel Director), as well as assuming overall responsibility for the Library, Solid Waste/Recycling and Animal/Vector Control Divisions, and supervision of other staff as assigned. The ASD reorganization is to be accompanied by three other proposed promotions within the ASD, which also recognize acceptance of increased responsibilities by those employees:

1. Assistant City Clerk to City Clerk
2. Senior Management Analyst to Administrative Services Manager
3. Deputy City Clerk I to Administrative Specialist

City Clerk

Deborah Traffenstedt has been City Clerk since January 1998, and has done an excellent job of continuing to move the City forward with improvements to records management and electronic records including search functions as well as general procedures. It is time to relinquish the formal City Clerk title and allow the Assistant City Clerk (Maureen Benson) to become responsible for the statutory responsibilities (elections and related filings, economic interest reporting, agenda and minutes, and records management). In addition, the City Clerk will be responsible for completing and implementing the formal Records Management Program. The City Clerk position is proposed to be established at Salary Range 67 (the Assistant City Clerk position is at Range 62).

Administrative Specialist

The current Deputy City Clerk I (Salary Range 48) is proposed to be promoted to Administrative Specialist (Salary Range 53). This proposal recognizes the recent educational achievements of the current Deputy City Clerk I (Tracy Moe). In addition, the incumbent has been trained in certain risk management activities, and these duties are proposed to be expanded, including claims reporting, review of all contracts/agreements to ensure liability is minimized and insurance requirements are met, annual underwriting reporting to the California Joint Powers Insurance Authority, crime bond renewal, special events insurance coordination, and property and vehicle inventory coordination. This will allow the Senior Management Analyst assigned to the City Manager's Office and currently reporting to the Administrative Services Director to assume responsibility for the sustainability coordination and other specific objectives assigned by the City Manager. The intent is that the Administrative Specialist will continue to serve as a Deputy City Clerk for certain assignments, which may include economic interest filings.

IS and Administrative Services Manager (ASM)

There is a need for enhanced management of the IS function. Currently, there is insufficient attention to overall planning and organization of this function due to other assigned priorities of the department head. In addition, the City's Geographic Information System (GIS) will be reassigned from the Community Development Department to IS. To provide additional attention to IS priorities, it's proposed that the current Senior Management Analyst for the ASD (Jennifer Mellon currently at Range 67) be appointed to the Administrative Services Manager position (new Salary Range 71). This will allow the current IS staff to focus on the day-to-day needs of the City's computer and telephone network, and the Administrative Services Manager to work on overall management and City goals and objectives, including social media and website enhancement and contract administration. She will continue to have responsibility for

Library and Solid Waste/Recycling services, but Animal/Vector Control will be reassigned to the Senior Management Analyst in the Assistant City Manager's Office, who had overall responsibility for this function for several years through 2007. Animal/Vector Control management requires about 5% of the Senior Management Analyst's time.

The current IS Manager (Salary Range 71) will be reclassified to a Senior IS Analyst position (Salary Range 67). There will be no loss of salary or benefits. The current IS Analyst (Salary Range 62) will be promoted to Senior IS Analyst to recognize his experience and to achieve a better and more equal distribution of work between the two IS technical positions under direction of the Administrative Services Manager.

Community Development Department

With the retirement of the Deputy City Manager in late 2009, the position was left vacant. The Planning Director was promoted to Community Development Director in January 2010 to provide overall management of the department. For about ten years, the department had a Senior Management Analyst position to provide administrative support. Since 2007, the primary duties were Community Development Block Grants (CDBG), film permits, Transportation Systems Management (TSM), certain departmental financial tasks, GIS coordination, and code compliance supervision, including business registration, rental inspection, and graffiti abatement. Over time, a number of former duties, such as monitoring of development and settlement agreements were reassigned to other departmental staff, the CDBG program has been revised and reassigned to other staff, no work on TSM has been done recently, and the Senior Management Analyst has assumed a greater role in code compliance, including business registrations, rental inspections and graffiti abatement and tracking. In addition, GIS is being reassigned to IS and TSM is now part of the City's sustainability coordination. As a result, there is no longer a current need for the Senior Management Analyst position as it was previously utilized. However, with our increased emphasis on code compliance, there is a need to establish a supervisory level position for this function. It is proposed that a Management position of Code Compliance Supervisor (new Salary Range 62) be established and the Senior Management Analyst (currently at Salary Range 67) be reassigned to the newly created position.

Recreation Division of the Parks and Recreation Department

Over the last few years, there have been several adjustments to the Recreation Division staffing. Prior to 2009, the Recreation Division was led by a Recreation/Community Services Manager (Salary Range 71) with two Recreation Coordinator positions. Since early 2009, the Manager position was left vacant and Stephanie Shaw was appointed Recreation Supervisor (Salary Range 62), and a third Recreation Coordinator position was authorized. These four positions, along with the Recreation Assistant position, are

the current staffing of the Recreation Division. In addition, numerous part-time recreation staff are employed on an on-going basis as needed to support the various programs and special events throughout the year.

At the present time, we need to recognize that the management and administrative demands on the Recreation Supervisor are requiring work performance at a higher level than the current position classification, since the supervisory responsibility is for the Recreation Division. It is proposed that a Recreation Superintendent position (new Salary Range 67) be established. Currently, two Superintendent level positions are responsible for the Parks, Landscape Assessment Districts, and Facilities Divisions of the department, and the Recreation Division should have the same level of position leading the Division. Due to the number of programs and activities, the Recreation Division is often a 12 hours per day, six or seven days per week enterprise employing multiple part-time employees with minimal oversight and supervision. It is proposed that the current Recreation Coordinator III (Salary Range 53) (Martha Duenas) be appointed Recreation Supervisor (Salary Range 62). This will provide the Recreation Division with a second Management position with the authority and schedule flexibility needed to maintain a more appropriate level of supervision, and assignment of duties. This Division will also assume primary responsibility for the Arts Festival from the Active Adult Center Supervisor.

Finance Department

The Finance Department was reorganized in its present configuration in March 2005. The current Director was hired in December 2008, and has made good progress on improving operations and staff morale. Part of the success has been a more appropriate division of work between the Director and the Finance/Accounting Manager. In general terms, the Director has taken on more of the special and long-term projects and cash management responsibility, and the Manager is responsible for the day-to-day operations and supervision of most of the department staff. This increased responsibility by the Manager should be recognized and it is proposed that the incumbent Finance/Accounting Manager (Salary Range 71) be promoted to Budget and Finance Manager (Salary Range 75).

Summary

The proposed changes greatly assist with the City's succession planning and recognize the increased and more difficult assignments certain positions have already assumed along with new increasingly more challenging and difficult assignments that would be expected of them. These proposed changes will help improve and enhance operations in the IS, City Clerk, HR/Risk Management, Recreation, Finance, and Code Compliance functions and will allow coordination of the City's sustainability efforts. An itemized summary of the proposed reorganization actions follows.

Promotions and Reassignment

1. Administrative Services Director promoted to Deputy City Manager (with revision to job classification to incorporate continued responsibilities, including supervision of City Clerk and Deputy City Clerk authority in the absence of the City Clerk).
2. Creation of City Clerk classification as a division head position, revision to Classification Plan to create separate job classifications for City Clerk and Assistant to City Manager, and promotion of Assistant City Clerk to City Clerk.
3. Deputy City Clerk I promoted to Administrative Specialist (with revision to job classification to incorporate Deputy City Clerk responsibilities may be assigned).
4. Promotion of current Senior Management Analyst to Administrative Services Manager with management responsibility for IS function as well as library and solid waste/recycling.
5. Reassignment of current Information Systems Manager to Senior Information Systems Analyst and current Information Systems Analyst to Senior Information Systems Analyst to allow for more appropriate division of work assignments.
6. Reassignment of Animal/Vector Control Division to Assistant City Manager's Office.
7. Creation of a Code Compliance Supervisor position and reassignment of Senior Management Analyst in the Community Development Department to this position.
8. Creation of a Recreation Superintendent position and promotion of current Recreation Supervisor to this position.
9. Promotion of current Recreation Coordinator III to Recreation Supervisor position.
10. Promotion of current Finance/Accounting Manager to Budget and Finance Manager.

Changes to Salary Plan and Classification Plan

<u>Classification</u>	<u>Current Range</u>	<u>Proposed Range</u>
Administrative Services Manager	75	71
Assistant to City Manager **	NA	71
City Clerk *	NA	67
Code Compliance Supervisor *	NA	62
Recreation Superintendent *	NA	67

* New Position Classification

** New Position Classification will not be filled at this time

If the proposed Salary Plan revisions, promotions, and position reassignments are approved, staff will need to schedule a follow-up agenda item for the September 1, 2010, meeting to amend the Classification Plan. A separate item is scheduled for the July 21, 2010, agenda to approve an amended Management Benefits resolution, which includes recommended revisions to add the Assistant to City Manager, City Clerk, Recreation Superintendent, and Code Compliance Supervisor titles into the definition for Management Employees.

FISCAL IMPACT

The proposed changes will be phased in between August 1, 2010 and September 30, 2010. When the appointments are effectuated, no change in salary range will result in more than a 5% pay increase and the actual increase for one or more Management positions may be a 2 ½% increase. The combined changes are estimated to cost about \$35,000 in Fiscal Year 2010/11. This would be funded from the General Fund and would come from projected salary/benefit and other savings. The estimated \$35,000 cost is less than ¾ of 1% of City's full-time employee payroll. No appropriation of funds is necessary.

STAFF RECOMMENDATION

1. Approve reorganization and promotions as addressed in agenda report;
2. Adopt Salary Plan Resolution No. 2010-____; and
3. Direct staff to schedule a Classification Plan amendment agenda item for the September 1, 2010, regular meeting.

Attachment: Draft Salary Plan Resolution (The salary tables for the resolution have not been revised and are not included with agenda report, but will be included with the final resolution with a revised effective date)

RESOLUTION NO. 2010-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE SALARY PLAN FOR COMPETITIVE SERVICE, NON-COMPETITIVE SERVICE AND HOURLY EMPLOYEES, AND RESCINDING RESOLUTION NO. 2010-2941

WHEREAS, the City Council at its meeting on July 7, 2010, adopted a revised Salary Plan to implement a cost-of-living adjustment of one percent (1.0%), delete the Senior Planner and Maintenance Supervisor position titles and salary ranges, and revise the salary range for Associate Planner from Range 60 to Range 59, consistent with the negotiated Memorandum of Understanding (MOU) with SEIU Local 721; and

WHEREAS, the City Council at its meeting on July 21, 2010, determined that additional amendments to position titles and salary ranges are required to revise the salary range for the Administrative Services Manager from Range 75 to Range 71, to add an Assistant to City Manager position title at Range 71, to add a City Clerk position title at Range 67, to add a Recreation Superintendent position title at Range 67, and to add a Code Compliance Supervisor position title at Range 62.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Salary Plan of hourly rates is hereby adopted for all of the positions herein listed:

<u>Non-Competitive Service Positions*</u>	<u>Salary Range</u>
City Manager	99
Assistant City Manager	91
Deputy City Manager	89
Administrative Services Director	87
City Engineer/Public Works Director	87
Community Development Director	87
Public Works Director	87
Parks and Recreation Director	85
Assistant to City Manager/City Clerk	83
Finance Director	83
Planning Director	83
Assistant City Engineer	77
Parks and Landscape Manager	77
Planning Manager	77
Redevelopment Manager	77
Senior Civil Engineer	77
Administrative Services Manager	75
Budget and Finance Manager	75
Administrative Services Manager	71
Assistant to City Manager	71

* All Non-Competitive Service Positions are exempt from payment of overtime.

<u>Non-Competitive Service Positions*</u>	<u>Salary Range</u>
Finance/Accounting Manager	71
Information Systems Manager	71
Recreation/Community Services Manager	71
Accountant II	67
Associate Civil Engineer	67
City Clerk	67
Landscape/Parks Maintenance Superintendent	67
Principal Planner	67
Public Works Superintendent/Inspector	67
Recreation Superintendent	67
Senior Information Systems Analyst	67
Senior Management Analyst	67
Accountant I	62
Active Adult Center Supervisor	62
Assistant City Clerk	62
Assistant Engineer	62
Code Compliance Supervisor	62
Human Resources Analyst	62
Information Systems Analyst	62
Management Analyst	62
Parks and Facilities Supervisor	62
Public Works Supervisor	62
Recreation Supervisor	62

<u>Competitive Service Positions</u>	<u>Salary Range</u>
Associate Planner	59
Human Resources Specialist	59
Recreation Specialist	59
Vector/Animal Control Specialist	59
Assistant Planner II	56
Administrative Specialist	53
Executive Secretary	53
Human Resources Assistant	53
Recreation Coordinator III	53
Senior Account Technician	53
Code Compliance Technician II	51
Account Technician II	51
Active Adult Center Coordinator	51
Assistant Planner I	51
Deputy City Clerk II	51
Information Systems Technician II	51
Facilities Technician	49
Administrative Assistant	48
Community Services Technician	48
Deputy City Clerk I	48
Vector/Animal Control Technician	48
Recreation Coordinator II	47

<u>Competitive Service Positions</u>	<u>Salary Range</u>
Senior Maintenance Worker	47
Account Technician I	46
Information Systems Technician I	46
Administrative Secretary	45
Community Development Technician	45
Code Compliance Technician I	43
Maintenance Worker III	43
Crossing Guard Supervisor	41
Records Clerk	41
Secretary II	41
Maintenance Worker II	39
Recreation Coordinator I	39
Teen Coordinator	39
Account Clerk II	38
Account Clerk I	34
Recreation Leader IV	34
Secretary I	33
Recreation Assistant	32
Maintenance Worker I	31
Receptionist	31
Office Assistant III	29
Office Assistant II	24
<u>Hourly Positions**</u>	<u>Salary Range</u>
Program Director	32
Recreation Leader III	32
Senior Nutrition Coordinator	32
Intern	30
Laborer/Custodian III	28
Recreation Leader II	22
Office Assistant I	20
Laborer/Custodian II	18
Clerical Aide/Crossing Guard	18
Crossing Guard	18
Box Office Cashier	14
Clerical Aide II	14
Recreation Leader I	14
Laborer/Custodian I	10
Clerical Aide I	6
Recreation Aide	6

SECTION 2. The corresponding salaries for the ranges established in Section 1 of this resolution are attached hereto and incorporated herein as the "Hourly Salary Schedule" Table. The Bi-Weekly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twenty six (26)

** An employee in a designated hourly position may be hired as regular part-time, consistent with the definition in the City's Personnel Rules.

pay periods. The Monthly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twelve (12) months. The Annual Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours. The “Bi-Weekly Salary Schedule” and “Monthly Salary Schedule” attached to this resolution are for information purposes, only, since calculations are approximate due to rounding differences.

SECTION 3. The Salary Plan is based on ranges of two and one-half percent (2.5%) and step increases of two and one-half percent (2.5%) with a total of thirteen (13) steps.

SECTION 4. City shall continue to pay a deferred compensation contribution into a City approved deferred compensation program, for enrolled regular full-time and regular part-time employees, and the contribution amount shall be as follows: City Manager - Three percent (3.0%) of gross base salary, Department Head positions – two and one-half percent (2.5%) of gross base salary, and all other Management and Competitive Service regular full-time and regular part-time positions – Two percent (2.0%) of gross base salary. Gross base salary is defined as wages paid as described in the Salary Plan Schedule (reference Section 2, herein) and including longevity pay; and excluding bilingual pay, in-lieu insurance payment, uniform cleaning allowance, leave cash-out, overtime pay, car and cellular telephone allowances, and deferred compensation payment.

SECTION 5. Bilingual pay compensation for Spanish language bilingual skills shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Understanding between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721, and to qualified non-competitive service employees consistent with a City Council adopted management benefits resolution. Qualification for bilingual pay shall be determined by the City Manager at his or her sole discretion. The current rates per an approved MOU and management benefits resolution are: forty cents (\$.40) per hour for verbal bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week; and fifty cents (\$.50) per hour for combined verbal/written bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week.

SECTION 6. Longevity pay compensation shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Agreement between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721 as follows:

- 121 to 180 Months of service – one-percent (1%),
- 181 to 240 Months of service – one and one-half percent (1.5%),
- 241 to 300 Months of service – two percent (2.0%)
- 301 or more Months of service – two and one-half percent (2.5%); and

Longevity pay compensation shall be paid to qualified Non-Competitive Service employees consistent with the qualification requirements approved in a City Council adopted management benefits resolution as follows:

Department Heads and City Manager

61 to 120 Months of service – one percent (1.0%)
121 to 180 Months of service – one and one-half percent (1.5%)
241 to 300 Months of service – two and one-half percent (2.5%)
301 or more Months of service – three percent (3.0%)

Management Employees

121 to 180 Months of service – one percent (1.0%)
181 to 240 Months of service – one and one-half percent (1.5%)
241 to 300 Months of service – two percent (2.0%)
301 or more Months of service – two and one-half percent (2.5%).

SECTION 7. Implementation of salary adjustments for positions noted in Section 1, herein, shall be limited by the performance review system. Employees shall be evaluated prior to their anniversary date, and salary adjustments shall be effective as of the first day of the pay period in which the anniversary date occurs.

SECTION 8. The implementation of this Salary Plan shall be effective beginning with the paycheck dated ~~July 23~~August 6, 2010.

SECTION 9. Resolution No. 2010-2941 is hereby rescinded in its entirety.

SECTION 10. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 21st day of July, 2010.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Exhibit A: Salary Schedules
(Hourly, Bi-weekly, and Monthly)