

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Steven Kueny, City Manager *SK*

DATE: October 31, 2013 (CC Meeting of 11/6/13)

SUBJECT: Consider Authorization to Amend Account Clerk Position in Place of Secretary I Position in the Finance Department and Secretary I Position in Place of Recreation Assistant Position in the Parks, Recreation and Community Services Department

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. When staff vacancies occur, we also evaluate the current workload, assignments and reporting relationship to see if any adjustments are warranted. Several times vacancies have either not been filled or filled at a lower classification. The concern of succession planning and preparing current staff for promotional opportunities and assumption of more difficult and greater responsibilities are also considered.

On March 20, 2013, the City Council considered reassignment of responsibilities among departments and modifications to certain positions which affected the budget. At that time, the Council approved the recommended changes and included them in the adopted FY 2013/14 Budget. This report recommends certain changes to currently authorized positions.

DISCUSSION

Since July 1, 2013, the Recreation Assistant position assigned to the Arroyo Vista Recreation Center (AVRC) became vacant, and the Secretary I position in the Finance Department (prior to July 1, 2013, had been assigned to the Administrative Services Department) was reassigned to the Recreation Division of the Parks, Recreation and Community Services Department (PRCSD) to backfill this vacancy. This reassignment had a negligible impact on the General Fund Budget (about \$1,400 annually) since the

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Secretary I position is at Salary Range 33 and the Recreation Assistant position is at Salary Range 32 (2 ½ percent difference).

It is proposed that rather than filling the vacancy in the Finance Department with a secretarial/clerical position, it be filled with an entry level accounting position. The Salary Range for an Account Clerk I and Account Clerk II are Ranges 34 and 38, respectively. On an annual basis, the maximum cost would be about \$6,000 if the position is filled at the Account Clerk II level. For FY 2013/14, the cost would be about \$1,500.

With this action, the responsibility for Business Registrations (BR) would be reassigned from the Administrative Secretary position funded in the Economic Development City Housing Divisions of the City Manager's Office to the Account Clerk position in the Finance Department. The BR program requires about one-half of the position's time. With this shift, the Administrative Secretary would continue to have one-half time to support affordable housing and economic development programs with the other half providing primary backup to the Receptionist position and support to the Administrative Services Department. The other half of the Account Clerk position would perform other duties in the Finance Department.

FISCAL IMPACT

As proposed, the Secretary I reassignment and hiring of an Account Clerk would increase the annual General Fund expenditure by about \$3,000 if an Account Clerk I is hired and about \$7,500 if an Account Clerk II is hired. The cost for the balance of FY 2013/14 would be about \$3,000 to \$4,500 depending on what level the Account Clerk position is hired. No additional appropriation of funds would be needed.

STAFF RECOMMENDATION

Approve filling the current position vacancy in the Finance Department with either an Account Clerk I or II and reassignment of the Secretary I position from the Finance Department to the Recreation Division of the Parks, Recreation and Community Services Department.

SK:db