

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Steven Kueny, City Manager 

DATE: September 11, 2014 (CC Regular Meeting of 09/17/14)

SUBJECT: Consider Promotions in Various Departments and the Creation of a Limited-Term, Part-time Senior Management Analyst 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. The proposals contained in this report are a result of such analysis with the goal of achieving management and organizational improvements as well as reducing overall expenditures. This report recommends certain changes to department responsibilities and positions, including promotions, as discussed below.

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, the City Manager's Fiscal Year 2014-15 Budget Message summarized personnel changes since July 1, 2008, that were made to reduce costs, including the elimination of seven full-time positions and the proposed elimination of an additional position upon the retirement of the Assistant City Manager in December 2014. That report included a discussion of the intent to promote the Deputy City Manager (Administrative Services) to the Assistant City Manager position in January

2015, leaving the Deputy City Manager position in Administrative Services vacant at that time. A subsequent report will be prepared to address additional staffing and reassignment of responsibilities that will need to be considered in anticipation of the elimination of another management position in January 2015. The primary intent of this report is to consider several promotions that are proposed for more immediate staff retention purposes as well as to address a current vacancy in the Community Development Department, a pending vacancy in the Parks, Recreation and Community Services Department, and increased workload and specialized skills for current technology. The City Manager has the authority to make the transfer of assignments and to generally organize the City's departments. However, because several changes involve modification of a position to a higher classification, City Council action is required. The proposed actions are described below.

Administrative Services Department (ASD)

Senior Information Systems Analyst (Atanas Beltchev) is proposed to be promoted to Information Systems Manager (Range 71) effective with the pay period beginning September 20, 2014. The intent is to have the Information Systems System Manager prioritize the security of the City's computer and communication systems and manage all of the related equipment and software. The current Administrative Services Manager (Jennifer Mellon), who has been supervising the Information Systems/Cable TV Division, will continue to have responsibility for Public Information, including acting as the City's Public Information Officer, and will also continue to manage the City's website, government channel, cable TV franchise coordination, and City newsletters and retain all other assigned responsibilities while also assisting with special projects, as determined by the City Manager, and consistent with City Council goals and objectives.

Parks, Recreation and Community Services Department (PR&CSD)

The City Council on March 20, 2013, approved the creation of a Maintenance Specialist position in the PR&CSD department, which was to be filled by promotion and the intent was to then eliminate one Maintenance Worker III position following the promotion (there are currently three Maintenance Worker III positions in PR&CSD). The Parks and Recreation Director is recommending moving forward with filling the Maintenance Specialist promotion through the promotion of a current Maintenance Worker III incumbent (John Casillas), who has the experience and training required for the Maintenance Specialist position, including backflow prevention certification and specific irrigation system experience, and is proposed to be promoted effective with the pay period beginning September 20, 2014.

A position title change is also recommended for one position in the Recreation Division. The current Recreation Superintendent (Range 67) has notified her department head of her intent to resign from her full-time position. To assist with recruitment, staff is

recommending a change of position title from Recreation Superintendent to Recreation Services Manager (the Recreation Services Manager is more similar to position titles used by other public agency recreation services providers). To retain the experience of the current incumbent through the recruitment, hiring and training period, a part-time (half-time) and limited-term Senior Management Analyst position (at Range 67) is proposed to be created and the position change would be effective prior to the implementation of a change to the position title. The only benefit to be paid for this part-time position would be CalPERS retirement. The Senior Management Analyst position retains flexibility for work assignments, and this half-time, limited-term position can be funded through the rest of the fiscal year with employee salary and benefit funding already budgeted for PR&CSD. Work assignments for this part-time position may include training, preparation of agreements, assistance with scheduling and organizing recreation classes and camps, and as well as potentially assisting with special projects for PR&CSD and other departments, as determined by the City Manager, and consistent with City Council goals and objectives. Retaining this part-time position beyond the end of the current fiscal year would need to be determined as part of the budget deliberations for the next fiscal year.

Community Development Department (CDD)

The number of personnel in this department has been reduced since 2008, primarily due to the recession and the changes to Redevelopment law and funding. Currently, the CDD staffing includes the Community Development Director, two Principal Planners, Administrative Specialist, Code Compliance Technician II, Assistant Planner I, and Office Assistant II. One of the Principal Planner positions is currently vacant. The proposed changes are to promote the current Principal Planner (Joseph Fiss) to Planning Manager and promote the Assistant Planner I (Freddy Carrillo) to an Associate Planner I position. Also proposed are to change the salary range for Planning Manager from Range 77 to Range 73, to change the Associate Planner position at Range 59 to Associate Planner II, to change the Assistant Planner II position at Range 56 to Associate Planner I at Range 56, and to change the Assistant Planner I position at Range 51 to Assistant Planner. These changes will require amendment to the City's Salary Plan and Classification Plan Resolutions, and the exact placement of the salary range for the revised positions would be considered as part of that subsequent action by the City Council.

The current Fiscal Year 2014-2015 Budget included a general discussion that as the City approaches build-out, the minimum baseline staffing of the Planning function may require elimination of one planning professional position. With the current development activity and adopted City Council goals and objectives, there is a need to retain three planning professional positions at this time, which positions are proposed to be the Planning Manager, Principal Planner, and Associate Planner I positions. Implementing the recommended promotions will assist with retaining current experienced staff, while also allowing more flexibility for work assignments. Recruitment will be conducted to fill

the Principal Planner vacancy. Due to the recommended changes to position titles, job responsibilities, and salary ranges, staff will bring back a revised Salary Plan Resolution and Classification Plan Resolution on a subsequent agenda.

SUMMARY

The proposed promotions discussed in this report along with Salary Plan and Classification Plan revisions will be implemented in calendar year 2014. Further organizational changes will need to be considered in a subsequent agenda report, in anticipation of the deletion of an additional Management position. The proposed position title and salary range changes that are discussed in this report require City Council approval of amended Salary Plan and Classification Resolutions before the changes can be implemented. A recap of proposed position changes follows:

1. **ASD:** Senior Information Systems Analyst (Range 67) is promoted to Information Systems Manager (Range 71) effective September 20, 2014;
2. **PR&CSD:** Maintenance Worker III (Range 43) is promoted to Maintenance Specialist (Range 47) effective September 20, 2014;
3. **PR&CSD:** Recreation Superintendent position title will be changed to Recreation Services Manager, subject to approval of Salary Plan and Classification Plan amendments;
4. **PR&CSD:** A limited-term, part-time Senior Management Analyst position is created for Fiscal Year 2014-15, with implementation prior to Salary Plan and Classification Plan amendments;
5. **CDD:** Principal Planner is promoted to Planning Manager, subject to approval of Salary Plan and Classification Plan amendments; and
6. **CDD:** Assistant Planner I is promoted to Associate Planner I, subject to approval of Salary Plan and Classification Plan amendments.

FISCAL IMPACT

Promotion raises are typically a 5% increase in pay, but not to exceed the maximum step in the salary range. The PR&CSD has a Maintenance Specialist position budgeted for the current fiscal year. The part-time, limited-term Senior Management Analyst position will be funded for the current fiscal year using currently budgeted part-time employee salary funds. The additional costs for the ASD and CDD promotions should be absorbed by overall salary savings in those departments. Staff will review the need for additional funding at the time of the annual mid-year budget adjustment report to the City Council, which would be scheduled in 2015, prior to development of the new Fiscal Year 2015-16 budget.

STAFF RECOMMENDATION

1. Authorize promotions and the creation of a limited-term, part-time Senior Management Analyst position, as recommended in the agenda report;
2. Schedule amendment of the City's Salary Plan and Classification Plan for a subsequent agenda to implement the changes as recommended in the agenda report.