



AGENDA REPORT

Department: Administrative Services - Human Resources
Prepared by: Molly Brennan, Administrative Services Director
Meeting Date: Tuesday, June 6, 2023
Approved by: Armando Vergara, Acting City Manager

SUBJECT:

Approval of Creation of One (1) New Job Classification titled Equipment Mechanic I and Amending the MEA Salary Schedule.”

RECOMMENDATION:

Approve the Resolution entitled, “Resolution of the City Council of the City of National City, California, Creating one (1) New Job Classification and Amending the Municipal Employees’ Association Salary Schedule.”

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

On May 10, 2023 the National City Civil Service Commission approved the new Equipment Mechanic I job classification (Exhibit A).

EXPLANATION:

The Public Works/Engineering Department requested the creation of a new classification to create a series of classifications at varying experience levels for the Equipment Maintenance Division. This will improve the City’s ability to recruit to fill vacant positions, as well as train and promote from within.

The Equipment Maintenance Division has five authorized budgeted positions, three of which are currently vacant. All three of those vacancies are at the Equipment Mechanic level. The City has held recruitments for this specific classification each of the last three years with very little success. The Equipment Mechanic, which is being retitled Equipment Mechanic II, requires candidates to have a minimum of three years of experience in skilled, journey-level work in the overhaul and repair of motorized vehicles and equipment, including light- and heavy-duty equipment. In addition, the position requires possession of a valid Class B driver’s license or license issuance within 3 months of hire.

The new Equipment Mechanic I classification requires a minimum of one year of automotive or construction equipment maintenance and repair experience or trade certification and up to a year to acquire a Class B driver’s license. By adding an entry level classification and making the positions in this division a series (Lead Mechanic, Equipment Mechanic II, and Equipment Mechanic I), the City will greatly expand the eligible candidates to hire. Moreover, the City will be able to hire individuals with enthusiasm for the work who are entering the field and train them in-house, with the goal that they could promote within the series as vacancies occur.

The Civil Service Commission voted to approve the new Equipment Mechanic I classification at their last meeting and the Municipal Employees' Association (MEA) supports the addition of the new classification and proposed salary for the position.

Exhibit B is the proposed salary for the position. The first page of the exhibit shows the current Equipment Mechanic (II) salary steps and the second page the proposed Equipment Mechanic I Salary Steps. This would place the Equipment Mechanic I at median based on a current regional survey of comparable classifications and give them a 3% COLA in January, like other MEA positions will receive. The proposed salary would also maintain a minimum of 5% difference between top step Equipment Mechanic I and II, so that a promotion within the series would include the minimum 5% increase as required per the MEA MOU.

If approved, the City will open new recruitments for the Equipment Mechanic I and II, with the intent to hire two Equipment Mechanic IIs and one Equipment Mechanic I, with the potential to hire one Equipment Mechanic II and two Equipment Mechanic Is if we are only able to find one quality candidate at the higher level. The latter would allow the City to train the two Equipment Mechanic Is and allow for a promotional opportunity when those staff meet the minimum qualifications of the Equipment Mechanic II classification.

FINANCIAL STATEMENT:

Currently the budget includes authorized positions and funding for three Equipment Mechanics (II). Reclassifying one Equipment Mechanic (II) to an Equipment Mechanic I will be a budget savings in personnel service costs of approximately \$5,000.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Not Applicable

ENVIRONMENTAL REVIEW:

This is not a project under CEQA and is therefore not subject to environmental review.CCR15378; PRC 21065.

PUBLIC NOTIFICATION:

Agenda Report posted within 72 hours of meeting date and time in accordance with Brown Act.

ORDINANCE:

Not Applicable

EXHIBITS:

Exhibit A – Equipment Mechanic I Job Classification

Exhibit B – Proposed Salary Schedule

Exhibit C - Resolution