



AGENDA REPORT

Department: Administrative Services - Human Resources
Prepared by: Molly Brennan, Administrative Services Director
Meeting Date: Tuesday, August 15, 2023
Approved by: Ben Martinez, Interim City Manager

SUBJECT:

Three new MEA classifications, one revised classification, proposed salary schedules, and budget appropriations to fund stated salaries.

RECOMMENDATION:

Adopt a Resolution Entitled, "Resolution of the City Council of the City of National City, California, Creating three (3) new job classifications, revising one existing job classification, amending the National City Municipal Employees Association (NCMEA) Salary Schedule, and authorizing budget appropriations to fund stated salaries."

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

The Civil Service Commission approved the job descriptions for the three (3) new classifications and updating one existing classification at their meeting on July 12, 2023.

EXPLANATION:

Staff recommends approving the addition of the Public Works Crew Supervisor, Library Circulation Supervisor, and Fire Inspector I classifications to the National City Municipal Employees Association (NCMEA) Salary Schedule and updating the salary of the Fire Inspector II classification.

The three (3) new classifications were created to address their unique duties and responsibilities and to support the workforce sustainability of current and future service delivery in their respective departments. Once a new classification is approved by the Civil Service Commission, City Council is responsible for setting compensation for the classification. The salary range/steps for the new classifications were set to median as benchmarked against similar classifications in nearby public agencies. Each position will receive the 3% cost of living adjustment (COLA) in early 2023 and 2024, in line with the rest of the NCMEA classifications.

The employees within the street and wastewater divisions of public works brought to the attention of HR that the current Senior Equipment Operators have been serving as division supervisors. The job description and compensation range of the Senior Equipment Operator is that of a crew lead, not a supervisor who plans, directs, and supervises the work of the crews. After discussion with the department, it is not feasible for the Street & Wastewater Maintenance Superintendent to serve as supervisor for 18 employees and three different subdivisions of operations; streets, wastewater, and traffic painting.

The Civil Service Commission approved the new classification of Public Works Crew Supervisor that will serve over the three subdivisions within the Streets & Wastewater division. The intent is to phase out the three current classifications with 'senior' within Streets/Wastewater and replace

with this new classification of Public Works Crew Supervisor. The total number of employees within the department will remain the same.

After multiple unsuccessful recruitments to fill the vacant Fire Inspector position, the new Fire Inspector I classification was created to allow for an entry-level, career advancement position with the intent to bring in staff earlier in their career to train and promote within. To distinguish the new Fire Inspector I classification from the existing Fire Inspector classification, the latter was retitled Fire Inspector II and the duties and responsibilities updated (see exhibit A). Setting the Fire Inspector I salary to the current day median, creates compaction with the Fire Inspector II and would not allow for a differential between the salaries to pay the required 5% minimum increase for a promotion. Therefore, staff is recommending increasing the Fire Inspector II salary by 5% to bring it to approximately median based on a regional salary survey.

If the proposed salary schedules are approved, the Library Circulation Supervisor will be filled by a reclassification of a current Senior Library Technician, which has already been approved by the Civil Service Commission. An open recruitment will be held for the Fire Inspector I. For the three Public Works Crew Supervisor positions, there will be an open recruitment and the two staff with Senior roles in the division will be able to apply for the promotional opportunity. If they do not apply or are not selected for the new role, they will remain in their existing classification, which will be phased out when they separate or retire from the City.

NCMEA is supportive of the new classifications, the revision to the existing classification, and the proposed salary schedule (exhibit B).

FINANCIAL STATEMENT:

The current Fiscal Year 2023/2024 Adopted Budget included appropriations to fund the Library Circulation Supervisor and Fire Inspector I classifications. New budget appropriations of \$9,250 are requested to cover the 5% increase to the Fire Inspector II for the two existing staff in that classification. Staff is anticipating revenue will increase when the Fire Inspector I is hired. If that happens, revenue will be adjusted during a future quarterly budget update.

The FY24 adopted budget includes funding for three senior level classifications within the Streets & Wastewater Division. New appropriations are being requested to cover the difference between the current Senior classifications and the new Public Works Crew Supervisor salary range for each of the three positions, for a budget increase of \$60,000, of which \$40,000 will be paid by the General Fund and \$20,000 from the Sewer Fund.

In total, the recommended action will increase General Fund appropriations by \$49,250 and Sewer Fund appropriations by \$20,000. These appropriations will be funded from unassigned fund balance.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Public Safety

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 – Proposed Job Classifications

Exhibit B – Proposed National City Municipal Employees Association (NCMEA) Salary Schedule

Exhibit C – Resolution