



AGENDA REPORT

Department: Human Resources
Prepared by: Lydia Flores-Hernandez, Human Resources Director
Meeting Date: Tuesday, November 19, 2024
Approved by: Benjamin A. Martinez, City Manager

SUBJECT:

Amendments and Additions to the City of National City's Schedule of Job Classifications and the Management and Confidential Positions Salary Schedule.

RECOMMENDATION:

Adopt a Resolution Entitled, "Resolution of the City Council of the City of National City, California, Creating Three (3) New Job Classifications, Revising the Job Descriptions for Six (6) Existing Job Classifications, Approving Two (2) Reclassifications, and amending the National City Confidential and Management Positions Salary Schedules to Reflect the New Job Classifications."

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

On October 2, 2024, the Civil Service Commission approved the revision of the creation of the Passport Acceptance Agent classification, and on October 30, 2024, approved the revision of six (6) existing job classifications and the creation of two (2) new classifications as shown in Exhibit A to the resolution. The Civil Service Commission also approved the reclassification of Executive Assistant IV position to Management Analyst III and the Information Technology Technician to Senior Information Technology Analyst.

EXPLANATION:

The Civil Service Commission approved Staff's recommendations to revise the existing job classifications of Deputy Fire Marshal, Management Analysts I/II/III, PIO/Management Analyst III, and Traffic Office Coordinator. Updating job classifications is essential to ensure that roles accurately reflect current responsibilities and skills. As business needs and technology evolve, job functions and expectations often shift, requiring reclassification to align with the actual duties employees perform. This process helps clarify expectations and enhance recruitment by providing a clear picture of the role's requirements. Additionally, updated classifications support employee development by defining career paths and promotional opportunities within the organization, ultimately contributing to higher job satisfaction and retention.

The creation of the Human Resources Analyst I and Supervising Human Resources Analyst classifications is intended to make the Human Resources Department fully operational and capable of meeting its objectives effectively. By adding these roles, we ensure that the department has the appropriate range of skills and expertise needed to handle its full scope of responsibilities. This strategic adjustment addresses current gaps in capacity, supports a balanced workload distribution, and enhances the department's overall functionality, enabling it to achieve its mission more comprehensively and efficiently.

The Passport Acceptance Agent will serve the City Clerk's Office in processing the high volume of passport applications accepted through the Office of the City Clerk. The new position of Passport Acceptance Agent was created to streamline and improve the passport issuance

process, ensuring that the public has convenient access to this service. By dedicating a specific individual to process passport applications, the organization would increase efficiency, reduce processing times, and enhance customer service. This position will be funded by the revenue generated through the collection of passport issuance fees. This approach allows the City to meet growing demand without impacting other budget areas, ensuring the role is financially supported by the service it provides.

Lastly, the Civil Service Commission approved the reclassification of the Executive Assistant IV to Management Analyst III and Information Technology Analyst to Senior Information Technology Analyst.

Once classifications are approved by the Civil Service Commission, the City Council is responsible for setting compensation for each of these classifications. The new Passport Acceptance Agent classification salary range and steps, as shown in Exhibit B, were set by comparison of the duties and salaries of current equivalent positions within the organization. The Passport Acceptance Agent classification, due to the nature of the position's responsibilities, would be placed in the Confidential Unit and at a salary range of \$3,758.51 – \$4,570.37 per month. The new Human Resources Analyst I and Supervising Human Resources Analyst would be placed in the Management Unit. The Human Resources Analyst I at a salary range of \$4,562.91 - \$6,943.31 per month and the Supervising Human Resources Analyst at a salary range of \$6,186.93 - \$9,421.64 per month.

FINANCIAL STATEMENT:

The Passport Acceptance Agent classification will be utilized to hire qualified staff on an hourly basis. The City Clerk's Office has evaluated the need for additional support. The cost associated with the service is being offset by the fees collected for passport acceptance processing. The Human Resources Analyst I position will be covered by reallocating the current Executive Assistant IV role to Human Resources Analyst I will result in an annualized cost increase of approximately \$908.41. The Executive Assistant IV has been vacant since August 2024, as such there will be no impact on the current fiscal year budget. The reclassification of the Information Technology Technician to Senior Information Technology Analyst will result in an annualized cost increase of approximately \$29,260.43. The reclassification of the Executive Assistant IV position to Management Analyst III will result in an annualized cost increase of approximately \$23,649.28.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Balanced Budget and Economic Development

ENVIRONMENTAL REVIEW:

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

PUBLIC NOTIFICATION:

The Agenda Report was posted within 72 hours of the meeting date and time in accordance with the Ralph M. Brown Act.

ORDINANCE:

Not Applicable

EXHIBITS:

Exhibit A - Resolution

Exhibit B – Proposed Job Classifications

Exhibit C – Proposed National City Confidential Employees Salary Schedule

Exhibit D – Proposed National City Management Employees Salary Schedule

Exhibit E – Proposed Human Resources Organizational Chart