



City Council Agenda Item

City Council Meeting Date: October 19, 2021

TO: Jim Throop, City Manager

FROM: Amabelle Apolinario, Sr. Human Resources Analyst
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SUBJECT: Adoption of Resolution No. 6458(21) to Amend the City's Compensation and Classification Plans for Unrepresented Employees to Replace the Computer Graphics & Web Technician Job Classification and Compensation with the Print Coordinator & Technician Job Classification and Compensation

Recommendation:

Staff recommends the City Council:

- 1) Reorganize the Management Services Department, Information Technology Division, and approve the reallocation of positions within the department's budget as follows:
 - a. Establishing a Print Coordinator & Technician job classification, position allocation, and salary;
 - b. Deleting the Computer Graphics & Web Technician job classification, position allocation, and salary; and
 - c. Adjust the department's budget accordingly; and
- 2) Adopt Resolution No. 6458(21) (attached), which will:
 - a. Approve and adopt the Print Coordinator & Technician job classification;
 - b. Amend the Compensation Plan for Unrepresented Employees to:
 - i. Approve and adopt the salary for the Print Coordinator & Technician reallocations; and
 - ii. Delete the Computer Graphics & Web Technician job classification, position allocation, and salary; and

- c. Approve and adopt the proposed reorganization, reallocation, and adjustment of funding allocations for the Management Services Department, Information Technology Division for the remaining Fiscal Year (FY) 2021-22, and FY 2022-23 respectively; or

3) Provide an alternate direction.

Background:

The incumbent for the Computer Graphics & Web Technician is retiring on October 30, 2021, who has been with the City since 2004 and has a very unique skill set. The City conducted recruitment for the Computer Graphics & Web Technician position in June and July of this year. Due to the scope of duties and unique skill set required of the position, the City has either received minimal interest for the position, or the candidates did not meet the minimum requirements of the position.

Discussion:

In order to have successful cost-effective recruitment, staff recommends deleting the Computer Graphics & Web Technician position and replacing it with the Print Coordinator & Technician position.

Fiscal Impact:

There is no fiscal impact since this is a reorganization using salaries budgeted during the Biennial Budget FYs 2021-23. The proposed salary for the Print Coordinator & Technician is lower than the salary ranges of the Computer Graphics & Web Technician position.

Conclusion:

Adoption of Resolution No. 6458(21), will formally reorganize the Information Technology Division under the Management Services Department. It will also replace the Computer Graphics & Web Technician with a Print Coordinator & Technician position and compensation in the City's Classification and Compensation Plans.

Respectfully submitted,

Amabelle Apolinario, Sr. Human Resources Analyst

APPROVED FOR SUBMITTAL TO THE CITY MANAGER:

Gabriel Garcia, Human Resources Manager

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Jim Throop, City Manager

Attachment: Resolution No. 6458(21)