



City Council Agenda Item

City Council Meeting Date: September 6, 2022

TO: Dean Albro, City Manager

FROM: Amabelle Apolinario, Principal Human Resources Analyst
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SUBJECT: Reorganization of the Community Development Department, Building Division to Change the Senior Neighborhood Preservation Officer Job Title to Senior Code Enforcement Officer; Adoption of Resolution No. 6540(22)

Recommendation:

Staff recommends the City Council:

- 1) Reorganize the Community Development Department, Building Division, and approve the reallocation of positions within the department's budgets as follows:
 - a. Change the Senior Neighborhood Preservation Officer job title to Senior Code Enforcement Officer; and
 - b. Reallocate the Senior Neighborhood Preservation Officer position allocation and salary to the Senior Code Enforcement Officer position; and
- 2) Adopt Resolution No. 6540(22) (attached), which will:
 - a. Approve the job title change from Senior Neighborhood Preservation Officer to Senior Code Enforcement Officer; and
 - b. Amend the Compensation Plan for Unrepresented Employees to reflect the aforementioned job title change affecting the position allocation and salary; and
 - c. Approve and adopt the proposed reorganization and reallocation for the Community Development Department, Building Division for the remaining Fiscal Year (FY) 2022-23; or
- 3) Provide an alternate direction.

Background:

On September 7, 2021, the City Council adopted Resolution No. 6446(21) approving the Senior Neighborhood Preservation Officer job classification and compensation and deleting the Senior Code Enforcement Officer job classification and compensation.

Discussion:

The City started recruiting for the Senior Neighborhood Preservation Officer in September 2021, and its current recruitment status is continuous until the position is filled. Unfortunately, the City has not received a sufficient number of qualified applicants for the position, and therefore, the Senior Neighborhood Preservation Officer position has been vacant since the date it was established.

In order to return to a traditional structure, staff recommends reinstating Senior Code Enforcement Officer job classification in the Community Development Department, Building Division and deleting the Senior Neighborhood Preservation Officer position. The intent of the restructuring would be to:

- attract qualified applicants;
- successfully recruit and appoint a qualified new employee; and
- to provide better service to the public.

Fiscal Impact:

There is no fiscal impact since this is a reorganization using salaries budgeted during the Biennial Budget FYs 2021-23. There are enough revenues in the budget to cover the reorganization until a new budget for FYs 2023-25 is adopted.

Conclusion:

Adoption of Resolution No. 6540(22), will formally reorganize the Community Development Department. It will also replace the Senior Neighborhood Preservation Officer with a Senior Code Enforcement Officer position and compensation in the City's Classification and Compensation Plans.

Respectfully submitted,

Amabelle Apolinario, Principal Human Resources Analyst

APPROVED FOR SUBMITTAL TO THE CITY MANAGER:

Gabriel Garcia, Human Resources Manager

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Dean Albro, City Manager

Attachment: Resolution No. 6540(22)