



City Council Agenda Item

City Council Meeting Date: December 6, 2022

TO: Dean Albro, City Manager

FROM: Gabriel Garcia, Human Resources Manager
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Christie Alarcon, Community Development Director
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SUBJECT: Adoption of Resolution No. 6552(22) to Amend the City's Classification and Compensation Plans to Include New and Revised Part-Time, At-Will Classifications and Salary Ranges in the Community Development Department, Parks & Recreation Division

Recommendation:

Staff recommends the City Council:

- 1) Adopt Resolution No. 6552(22) (attached), which will:
 - a. Approve the new and revised class specifications for certain part-time, at-will, and non-represented positions and amend and include them in the City's Classification Plan;
 - b. Approve the job descriptions for those new and revised classifications (as shown in Exhibits A through F to the resolution);
 - c. Delete the PT Recreation Water Safety Instructor job classification and salary including the pay code for PT Recreation Water Safety Instructor with PERS;
 - d. Approve the new and revised salary ranges for the new and revised certain job classifications and amend and include them in the City's Compensation/Pay Plan; and
 - e. Approve and adopt the proposed new position, compensation, and adjustment of funding allocations for the Community Development Department, Parks & Recreation Division for the remaining Fiscal Year (FY) 2022-23.

Background:

On September 4, 2007, the City Council adopted Resolution No. 5423(07) approving the inclusion of the new and/or revised part-time, at-will, non-represented class specifications and salary ranges into the City's Classification and Compensation Plans.

Discussion:

To update and align certain Recreation job descriptions to reflect current terminology, standards of care in the aquatics industry, essential job functions, and physical and mental work demands for each position, staff proposes adding new, and revising certain Parks & Recreation job descriptions, as well as deleting one description including one pay code with PERS no longer needed:

Job Class No.	Job Classification (Non-Represented)
501	PT Recreation Head Lifeguard
516	PT Recreation Lifeguard
524	PT Recreation Pool Clerk
518	PT Recreation Slide Dispatcher (Add)
520	PT Recreation Swim Instructor (Add)
855	PT Recreation Swim Instructor w/ PERS (Add)
521	PT Recreation Water Exercise Instructor
519	PT Recreation Water Safety Instructor (Delete)
849	PT Recreation Water Safety Instructor w/ PERS (Delete)

Additionally, in accordance with Labor Code section 1182.12, the state hourly minimum wage will increase effective January 1, 2023. To incorporate the mandated state minimum wage increase and after review of internal salary relationships within job families, the new salary ranges for the aforementioned Recreation classifications are proposed.

Consequently, the salaries for the following non-represented classifications with PERS are also recommended to be adjusted accordingly.

Job Class No.	Job Classification with PERS (Non-Represented)
849	PT Recreation Lifeguard w/ PERS
855	PT Recreation Swim Instructor w/ PERS

To incorporate the proposed new and revised salary ranges for the aforementioned classifications into the City Classification and Compensation Plans, Personnel Rules III and IV provide that they must be adopted by City Council action.

Fiscal Impact:

The proposed and revised salary ranges are expected to increase salary expenditures by approximately \$23,000 annually. There is sufficient funding budgeted in FY 2022-23 for

those proposed and revised salary ranges so that no additional appropriations are required.

Conclusion:

Adoption of Resolution No. 6552(22), will formally establish the PT Recreation Slide Dispatcher and PT Recreation Swim Instructor positions under the Community Development Department, Parks & Recreation Division and approve the compensation. It will also approve the deleted and revised job descriptions and compensation for the aforementioned part-time, at-will, and non-represented classifications.

Respectfully submitted,

Gabriel Garcia, Human Resources Manager

Christie Alarcon, Community Development Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Dean Albro, City Manager

Attachment: Resolution No. 6552(22)