



# **Agenda Report**

## **Fullerton City Council**

**MEETING DATE:** NOVEMBER 19, 2024

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** EDDIE MANFRO, DIRECTOR OF HUMAN RESOURCES

**PREPARED BY:** LAURA GIANNETTI-MERCER, HUMAN RESOURCES  
MANAGER II

**SUBJECT:** CLASSIFICATION PLAN UPDATE FOR ELECTRICAL  
AND HVAC LEAD WORKER AND MAINTENANCE  
WORKER SERIES POSITIONS

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### **SUMMARY**

Proposed amendment to the City of Fullerton personnel classification plan revising the Maintenance Worker Series and Electrical and HVAC Lead Worker classifications including a Facilities Lead Worker title change.

### **PROPOSED MOTION**

Adopt Resolution No 2024-XXX.

RESOLUTION NO. 2024-XXX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, UPDATING AND DELETING CERTAIN PERSONNEL CLASSIFICATION PLAN CLASSIFICATION SPECIFICATIONS AND AMENDING RESOLUTION NO. 2023-052 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION) APPENDIX A1

### **ALTERNATIVE OPTIONS**

- Approve the Proposed Motion
- Do not approve the Proposed Motion
- Other options brought by City Council.

### **STAFF RECOMMENDATION**

Staff recommends the Proposed Motion.

### **CITY MANAGER REMARKS**

The City Manager recommends approval.

## PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

## FISCAL IMPACT

This item generates no fiscal impact since the Maintenance Worker Series and Electrical and HVAC Lead Worker Classification Plans updates do not yield salary changes.

## BACKGROUND AND DISCUSSION

### *Senior Maintenance Worker Series*

Four incumbent Water Services Workers received a classification change to Senior Maintenance Worker I or Senior Maintenance Worker II, depending on possession of requisite certificates, in 2021. All remained assigned to the Water Metering Division within the Public Works Department. This change allowed the affected employees greater upward mobility as Senior Maintenance Worker is part of a series, whereas Water Services Worker is a single-level classification.

Staff proposes revising the Maintenance Worker Series classification specification to include duties performed by members of this division and reflect the Senior Maintenance Worker duties when assigned to Water Metering. Staff also added language to facilitate progressions within the Maintenance Worker Series and allow the Public Works Department to move staff from Maintenance Worker to Senior Maintenance Worker commensurate with experience, knowledge and work performed. This action would not result in fiscal impact as staff does not recommend a salary change.

### *Electrical and HVAC Lead Worker*

The City last revised Electrical and HVAC Lead Worker in 2001. This lead position emphasizes leading crews responsible for electrical, air conditioning, heating, ventilation and telemetering equipment testing and repair. Public Works management feels the classification specification should reflect the diverse tasks performed by building and facilities staff and Human Resources concurs.

The revised classification specification reflects the work performed by building and facilities members in various trades, including plumbing, carpentry, electrical and HVAC. Staff recommends a title change to Facilities Lead Worker, which better aligns with the revisions. This title change would apply to the Electrical and HVAC Lead Worker. This action would not result in any fiscal impact as staff does not recommend a salary change.

Staff incorporated clean-up language throughout both classification specifications.

### *Obsolete Classifications Removal*

Staff recommends removing Water Services Worker and Water Quality Specialist from

the classification plan. Both positions remain vacant and non-budgeted. The Public Works department does not anticipate using these classifications as recently created or revised classification specifications include duties of these positions.

Attachments:

- Attachment 1 – Draft Resolution No 2024-XXX
- Attachment 2 – Maintenance Worker Series (redline version)
- Attachment 3 – Facilities Lead Worker (redline version)

cc: City Manager Eric J. Levitt