



Agenda Report

Fullerton City Council

MEETING DATE: DECEMBER 5, 2023

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: EDDIE MANFRO, DIRECTOR OF HUMAN RESOURCES

PREPARED BY: EDDIE MANFRO, DIRECTOR OF HUMAN RESOURCES
LAURA GIANNETTI-MERCER, HUMAN RESOURCES
MANAGER II

SUBJECT: CLASSIFICATION PLAN UPDATE FOR HUMAN
RESOURCES / RISK MANAGEMENT ANALYST SERIES
(LIMITED TERM / AT-WILL) AND LIBRARY TECHNOLOGY
ASSISTANT

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to create new Human Resources / Risk Management Analyst Series (Limited Term / At-Will) classification and revise and retitle the Library Technical Services Assistant to Library Technology Assistant.

RECOMMENDATION

1. Approve revision to Fiscal Year (FY) 2023-24 Human Resources Personnel summary to increase budgeted full-time equivalent positions from 11 to 12 to reflect addition of a Limited Term / At-Will Human Resources / Risk Management Analyst II.
2. Approve \$41,000 budget appropriation from General Fund (Fund 10) unassigned fund balance to Human Resources department budget for FY 2023-24.
3. Adopt Resolution No. 2023-XXX.

RESOLUTION NO. 2023-XXX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING, UPDATING AND DELETING CERTAIN CLASS SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2023-052 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION) APPENDIX A AND RESOLUTION NO. 2023-064 (RELATING TO COMPENSATION FOR CONFIDENTIAL / NONREPRESENTED EMPLOYEES) APPENDIX A

CITY MANAGER REMARKS

The City Manager requests City Council consideration and approval. This position is being requested to accelerate even further recruitments.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

The annualized fiscal impact for FY 2023-24 totals approximately \$122,100 to add the Human Resources / Risk Management Analyst II (Limited Term / At-Will) position. The prorated cost for the remainder of FY 2023-24 based on the anticipated appointment date totals \$40,700. Staff requests a \$41,000 budget appropriation from the General Fund (Fund 10) unassigned fund balance to the Human Resource Department budget for FY 2023-24 as the FY 2023-24 Adopted Budget did not include this item.

The proposed title change to Library Technology Assistant has no fiscal impact.

DISCUSSION

Human Resources

The number of separations from the City has increased over the past few years, resulting in a recruitment backlog. The number of separations has slowed and staff continues reduce the number of outstanding recruitments. However, the Human resources Department needs additional temporary resources to fully meet the needs of City departments and fill vacant positions.

The Human Resources Department proposes establishing a Human Resources / Risk Management Analyst (HR / RM) Series classification designated as limited term and at-will. The City would appoint incumbents to this classification to complete special projects of a limited duration with established project end dates and seek candidates with a municipal recruitment background to fill a limited term assignment. Incumbents would serve at-will, subject to compensation in the Confidential / Nonrepresented employees resolution. Municipal Code Sections 2.33.010 and 2.33.020 related to City disciplinary and appeals procedures would not apply due to the at-will status, Each limited term / at-will HR / RM Analyst would serve at the pleasure of the Director of Human Resources and the City may discharge without cause.

Staff recommends creating a Human Resources / Risk Management Analyst Series (Limited Term / At-Will) classification and assigning positions to the same salary ranges as the current Human Resources / Risk Management Analyst Series:

HR / RM Analyst I (Limited Term / At-Will)	Range 863	\$68,449-\$87,360
HR / RM Analyst II (Limited Term / At-Will)	Range 870	\$73,738-\$94,114
Senior HR / RM Analyst (Limited Term / At-Will)	Range 877	\$82,618-\$105,441

Library

The City last revised the Library Technical Services Assistant classification in July 2005. The scope of work has changed since that time to include more involvement with library staff technology support. Technology has also changed requiring updated language within the classification specification. Library staff requested revising the title to Library Technology Assistant which library personnel find more recognizable and more reflective of the position duties.

Staff does not propose changing the salary range.

Attachments:

- Attachment 1 – Draft Resolution No. 2023-XXX
- Attachment 2 – Library Technology Assistant Classification Specification

cc: City Manager Eric J. Levitt