

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, UPDATING AND DELETING A CERTAIN CLASSIFICATION SPECIFICATION IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2024-025 RELATING TO EXECUTIVE EMPLOYEE COMPENSATION APPENDIX A

THE CITY COUNCIL OF THE CITY OF FULLERTON RESOLVES AS FOLLOWS:

1. City Council adopts the following revised classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Deputy City Manager	May 2025

2. City Council amends Resolution 2024-025 Relating to Executive Employee Compensation Appendix A (attached) to adjust the range numbers and place the classifications effective January 4, 2025, as follows:

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>
Deputy City Manager	1050	\$137,813	\$206,720
Director of Human Resources	1050	\$137,813	\$206,720

3. City Council deletes the following superseded classification specifications from the classification plan:

<u>Title</u>	<u>Effective Date</u>
Deputy City Manager	September 2019

4. This resolution becomes effective May 6, 2025 unless otherwise specified.

ADOPTED BY THE FULLERTON CITY COUNCIL ON MAY 6, 2025.

Fred Jung
Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

Attachments:

- Attachment 1 - Deputy City Manager Classification Specification
- Attachment 2 - Appendix A Executive Unit Base Salary Rates

DEPUTY CITY MANAGER**Definition:**

Under general administrative direction, provides highly responsible and complex management assistance to the City Manager and City Council in coordinating and directing City-wide departmental activities and operations; assists the City Manager in executing the long-term vision for the City in collaboration with the City Council and Department Directors; provides leadership, as required, to all City departments to enable department directors to effectively and efficiently maximize available resources; ensures quality services provision to the residents of the community; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; manages the City's homeless services strategies in conjunction with local government agencies, law enforcement, community stakeholders, and nonprofit/community based organizations; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; may act as City Manager in the City Manager's absence; performs related work as required.

The incumbent may be assigned to serve as the director of a City department and/or manage other organizational units of the City.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Conducts and participates in high-level meetings internally and externally; representing the City with outside organizations and boards.

Conducts annual community assessment and produces an annual accomplishments report using developed departmental metrics.

Plans, organizes, selects and supervises the work of departmental staff; coaches, motivates, monitors, correct and evaluates staff performance; develops and implements staff training programs and plans; recommends employee recognition, discipline and termination; ensures that City personnel policy and employee agreements are implemented and applied consistently within the department

Responds to and resolves difficult, complex, and sensitive citizen inquiries and complaints; interprets, analyzes, defends, and explains City policies, procedures, programs, and activities; negotiates and resolves sensitive and controversial issues; handles public relations dealing with the news media.

Oversees the preparation of the City Council agenda; participates in the evaluation, update, and finalization of the City Manager's agenda for the City Council; evaluates reports from operating departments for consistency, accuracy, fiscal feasibility, and political sensitivity; selects appropriate recommendations for presentation to the City Council.

Leads operational departments and functional components of the City by aligning operations with the goals and objectives established by the City Council through adherence to Strategic Planning objectives and updating and monitoring progress.

Implements directives and policies from the City Manager; provides guidance and direction to Department Directors to coordinate and direct programs and projects; meets with Department Directors to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.

Assists the City Manager in preparation of the City's annual budget and in developing long-term financial plans.

Develops and implements new and innovative programs and services, and engages employees in their implementation.

May participate in the City's labor relations program including grievance and disciplinary hearings.

Participates in the preparation and administration of the City Manager's Office budget; maintains and monitors appropriate budgeting controls; monitors compliance with budget parameters and general financial policies.

Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.

Tracks and analyzes legislation, prepares reports concerning the impact of potential legislation, drafts letters of support and opposition, and updates the annual legislative platform.

Manages and participates in the development and implementation of goals, objectives, policies and priorities related to homelessness strategies.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.

Ensures effectiveness of daily operations for assigned City departments and/or divisions and activities, including City Clerk and City Council services; provides management direction by expediting work flow and assuring achievement of departmental work programs.

Develops recommendations of assigned department work methods, operating policies and procedures, program services, and other administrative issues; observes program operations; analyzes findings and implications; makes recommendations to the City Manager.

Negotiates highly complex contracts and solutions on a variety of administrative, fiscal, and special projects; participates in the preparation and monitoring of program or special project budgets.

Researches and coordinates operating department responses to City Council requests; disseminates information and assist departments with City Council directives.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public administration; incorporates new developments as appropriate.

Assesses and monitors workload, division of responsibilities and internal reporting relationships and identifies opportunities for improvement.

Assists the City Manager in the development of City goals and objectives; may represent the City Manager in his/her absence.

Operates modern office equipment including computer equipment and specialized software application programs.

Drives a vehicle on City business.

Performs other projects/tasks as assigned.

Class Characteristics:

The Deputy City Manager is an executive classification and is a member of the City's executive team. The incumbent is appointed by and reports to the City Manager and is responsible for providing sensitive, difficult, and complex executive staff assistance to the City Manager and exercises initiative over a variety of issues. The incumbent has broad responsibility for the administration of an assigned department as well as for assisting in the coordination of work of several City departments, divisions and/or programs in order to relieve the City Manager of much of the administrative and supervisory details associated with their operation. He or she works closely with the City department heads, assisting them in the development of sound departmental organizational structure to maximize efficient and effective operations.

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Public agency budgetary, contract administration, and City-wide administrative practices related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration and homelessness services strategies.

Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and procedures.

Technical, legal, financial, and public relations issues associated with the management of City programs.

Principles, practices and techniques of public administration, organization and management including budgeting methods and procedures.

Principles of supervision, training and performance management.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Effective methods for making oral and written presentations.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, the public, and various news media outlets.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Negotiations and conflict resolution techniques.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

AND

Ability to:

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.

Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.

Provide leadership and direction to departments of the City as directed by the City Manager.

Prepare and administer large and complex budgets; allocate resources in a cost-effective manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Plan, organize, direct, coordinate, and evaluate the work of supervisory, technical, and office support staff; delegate authority and responsibility. Implement disciplinary actions when warranted.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities.

Conduct effective negotiations and effectively represent the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and applicable and specialized software.

Use English effectively to communicate in person, over the telephone, and in writing; write clear, concise, objective and interesting text and edit materials for objectivity; prepare clear and comprehensive reports and make effective presentations.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Handle job stress and maintain composure in public settings.

Meet and serve the public with professionalism, courtesy and tact.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited four-year college or university with major coursework in business or public administration, public policy, or a related field. A Master's degree in public administration is highly desirable.

AND

Five years of management or administrative experience in municipal administration and/or assigned program areas in a public agency at the level of Assistant to the City Manager, Senior Management/Administrative Analyst, or equivalent to include experience managing or directing a department or organizational unit.

Special Requirements Include:

Ability to travel within the area to attend various job related, professional, and organizational activities.

Must be able to work flexible and extended hours to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment. The incumbent sits, stands, walks, reaches, bends, twists and grasps and may drive a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Revised May 2025

Established September 2019

FULLERTON EXECUTIVE UNIT
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective January 4, 2025
Per Reso 2025-XXX

<u>RANGE NO.</u>	<u>CLASS TITLE</u>	<u>Annual Minimum</u>	<u>Salary Control Point</u>	<u>Annual Maximum</u>
1000	Deputy Director of Parks and Recreation	\$102,574	\$128,217	\$153,861
1010	Deputy Director of Administrative Services Deputy Director of Community and Economic Development	\$113,645	\$142,057	\$170,468
1020	Assistant Director of Public Works - Maintenance	\$116,809	\$146,012	\$175,214
1030	Library Director	\$123,578	\$154,472	\$185,367
1040	City Engineer/Assistant Director of Public Works	\$124,930	\$156,162	\$187,395
1050	Deputy City Manager Director of Human Resources Director of Parks & Recreation	\$137,813	\$172,267	\$206,720
1060	Director of Administrative Services	\$144,934	\$181,167	\$217,400
1070	Chief Information Officer Director of Community and Economic Development	\$152,699	\$190,874	\$229,049
1080	Director of Public Works	\$160,822	\$201,028	\$241,233
1090	Fire Chief	\$169,180	\$211,475	\$253,770

FULLERTON EXECUTIVE UNIT
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective July 5, 2025
Per Reso 2025-XXX

<u>RANGE NO.</u>	<u>CLASS TITLE</u>	<u>Annual Minimum</u>	<u>Salary Control Point</u>	<u>Annual Maximum</u>
1000	Deputy Director of Parks and Recreation	\$106,677	\$133,346	\$160,015
1010	Deputy Director of Administrative Services Deputy Director of Community and Economic Development	\$118,191	\$147,739	\$177,287
1020	Assistant Director of Public Works - Maintenance	\$121,482	151,852	\$182,223
1030	Library Director	\$128,521	\$160,651	\$192,781
1040	City Engineer/Assistant Director of Public Works	\$129,927	\$162,408	\$194,890
1050	Deputy City Manager Director of Human Resources Director of Parks & Recreation	\$143,326	\$179,158	\$214,989
1060	Director of Administrative Services	\$150,731	\$188,414	\$226,096
1070	Chief Information Officer Director of Community and Economic Development	\$158,807	\$198,509	\$238,211
1080	Director of Public Works	\$167,255	\$209,069	\$250,883
1090	Fire Chief	\$174,255	\$217,819	\$261,383

FULLERTON EXECUTIVE UNIT
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective July 4, 2026
Per Reso 2025-XXX

RANGE NO.	CLASS TITLE	Annual Minimum	Salary Control Point	Annual Maximum
1000	Deputy Director of Parks and Recreation	\$109,877	\$137,346	\$164,816
1010	Deputy Director of Administrative Services Deputy Director of Community and Economic Development	\$119,265	\$149,081	\$178,897
1020	Assistant Director of Public Works - Maintenance	\$125,126	\$156,408	\$187,689
1030	Library Director	\$132,376	\$165,471	\$198,565
1040	City Engineer/Assistant Director of Public Works	\$133,824	\$167,280	\$200,736
1050	Deputy City Manager Director of Human Resources Director of Parks & Recreation	\$147,626	\$184,533	\$221,439
1060	Director of Administrative Services	\$155,253	\$194,066	\$232,880
1070	Chief Information Officer Director of Community and Economic Development	\$163,571	\$204,464	\$245,357
1080	Director of Public Works	\$172,273	\$215,341	\$258,409
1090	Fire Chief	\$179,483	\$224,354	\$269,224