



Agenda Report

Fullerton City Council

MEETING DATE: MAY 6, 2025

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: ERIC LEVITT, CITY MANAGER

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

SUBJECT: DEPUTY CITY MANAGER AND DIRECTOR OF HUMAN
RESOURCES CLASSIFICATION PLAN UPDATE

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to revise the Deputy City Manager classification specification and reassign the Deputy City Manager and Director of Human Resources classifications to a higher salary range.

PROPOSED MOTION

Adopt Resolution No. 2025-XXX.

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

ALTERNATIVE OPTIONS

- Approve the Proposed Motion
- Do not adopt the proposed resolution and provide staff direction
- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

The City Manager recommends approval. This will place both positions in the same salary range as the Director of Parks and Recreation.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

This item would increase the Deputy City Manager and Director of Human Resources top salary ranges by approximately 10.3%. Both incumbents are currently at the top of their salary range. The City Manager may provide salary increases to the incumbents within the new salary range based on assessment of their performance, if approved. The annual fiscal impact for both incumbents reaching the top of the new salary range would total approximately \$43,000 (\$28,800 to the General Fund), including CalPERS costs. Staff estimates the fiscal impact for the remainder of Fiscal Year 2024-25 would total approximately \$21,500 (\$14,400 to the General Fund). The Fiscal Year 2024-25 adopted budget has sufficient funds for all options. This item does not require additional appropriation.

BACKGROUND AND DISCUSSION

The City Manager has determined the City should update the Deputy City Manager classification to include serving as Director of an assigned department, as well as having oversight of other operational units of the City as determined by the City Manager to streamline City operations and to ensure the City carries out City Council priorities. These assignments would be in addition to the normal Deputy City Manager tasks, which include providing highly responsible and complex management assistance to the City Manager and City Council in coordinating and directing City-wide departmental activities and operations. Staff attached a redline draft of the amended Deputy City Manager classification specification.

The incumbent Deputy City Manager has steadily increased her role overseeing Parks and Recreation Department operations since the Deputy Director of Parks and Recreation retired in November 2023. The incumbent Deputy City Manager now effectively serves as the Director of Parks and Recreation in addition to normal Deputy City Manager duties. Staff recommends adjusting the Deputy City Manager salary range from range number 1040 (\$187,395 annual maximum) to range number 1050 (\$206,720 annual maximum). This increase would align the Deputy City Manager salary with the salary for the Director of Parks and Recreation and provide an approximate 10.3% increase to the top step annual salary.

Staff also recommends adjusting the Director of Human Resources (also currently assigned to range number 1040) salary range from range number 1040 to range number 1050. The Director of Human Resources oversees all Human Resources Department activities, including employee relations, recruitment and selection, compensation and classification and employee retirement and group insurance programs. The Director of Human Resources also oversees the City risk management programs, including workers' compensation, liability and property / casualty insurance programs. Staff attached the current Director of Human Resources classification specification for reference. Staff does

not propose changes to the classification specification. This action would assign the Deputy City Manager, Director of Parks and Recreation and Director of Human Resources classifications to the same salary range, which is an appropriate internal salary alignment based on each of these executive classifications responsibilities.

Attachments:

- Attachment 1 – Draft Resolution 2025-XXX
- Attachment 2 – Deputy City Manager Redline Draft
- Attachment 3 – Director of Human Resources Classification Specification

cc: City Manager, Eric J. Levitt