



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** JANUARY 18, 2022

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** JEFF COLLIER, ACTING CITY MANAGER

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

**SUBJECT:** CLASSIFICATION PLAN UPDATES TO DEPUTY DIRECTOR OF PARKS AND RECREATION, LIBRARY DIVISION MANAGER, MAINTENANCE SERVICES MANAGER, SKILLED MAINTENANCE WORKER – WATER SERIES AND FLEET MAINTENANCE TECHNICIAN POSITIONS

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### **SUMMARY**

Proposed amendment to the City of Fullerton personnel classification plan to establish the Deputy Director of Parks and Recreation and Library Division Manager classifications, revise the class specifications for Maintenance Services Manager, Skilled Maintenance Worker – Water Series and Fleet Maintenance Technician, amend the Confidential / Nonrepresented salary schedule and update the Resolution Relating to Compensation for Executive Employees

### **RECOMMENDATION**

Adopt the following resolutions:

RESOLUTION NO. 2022-XX – 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. 2020-18 (FULLERTON MANAGEMENT ASSOCIATION) APPENDIX A AND RESOLUTION NO. 2021-39 RELATING TO COMPENSATION FOR CONFIDENTIAL / NONREPRESENTED EMPLOYEES

RESOLUTION NO. 2022-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, RELATING TO COMPENSATION FOR EXECUTIVE EMPLOYEES AND SUPERSEDING RESOLUTION NO. 2021-69 AND AMENDMENTS THERETO

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

The fully burdened annual cost for the proposed creation of a Deputy Director of Parks and Recreation totals approximately \$214,200. However, the City will not fill this position during Fiscal Year (FY) 2021-22. Should the City implement an acting assignment, the anticipated fiscal impact for the remainder of FY 2021-22 equals approximately \$12,000. Staff projects any expenditures in FY 2021-22 will fall within the approved budget and does not request an adjustment for FY 2021-22.

There is no fiscal impact related to the establishment of the Library Division Manager position or the updated class specifications.

DISCUSSION

*Parks and Recreation*

With the departure of the Parks and Recreation Director in 2021, the Deputy City Manager assumed oversight of the department. With the closure of the Museum, as well as the reduction in programming and services due to the 2020 health crisis, the Deputy City Manager assessed the Parks and Recreation Department's operations to aid in the development of a management framework to better meet the emerging needs of the department while promoting efficiency and supporting policy priorities.

As a result of the vacant Parks and Recreation Director position and based on a review of department staffing levels by the Deputy City Manager, staff recommends establishing a Deputy Director of Parks and Recreation job classification to provide an executive level position that reflects a broader scope of responsibility across divisions and allows for flexible staffing options within the Parks and Recreation Department. The addition of this classification to the City's Classification Plan will allow the future City Manager latitude in structuring the Parks and Recreation Department as necessary.

Staff proposes establishing the control point for this executive position at \$108,460 with a minimum of \$86,768 and maximum of \$130,152 which provides for an approximate 21.5% differential between Deputy Director of Parks and Recreation and the Parks and Recreation Manager classification.

Establishing the proposed control point (\$108,460) requires an adjustment to the Executive salary schedule. As an entry level executive position, staff recommends placing this salary range at Range 900, the first range within the schedule. The Deputy Director of Community and Economic Development position is currently allocated to Range 900 at a higher salary range. Staff recommends moving the Deputy Director of

Community and Economic Development position to Range 901, not currently in use, and allocate the Deputy Director of Parks and Recreation and proposed salary range to Range 900, thus maintaining an appropriate range numbering system for the salary schedule.

Approval of the new class specification will need to happen in concurrence with approval of an updated Resolution Relating to Compensation for Executive Employees to include the Deputy Director of Parks and Recreation among the Executive classifications. The resolution will also include the updated salary schedule, as proposed, and some minor clean up language.

### *Library*

The Library budget has funding for both a Library Division Manager – Adult Services and Library Division Manager – Children Services. Incumbents assigned to these positions oversee the respective divisions. Both positions became vacant within the last six months due to a resignation and retirement.

As with the Parks and Recreation Department, the ongoing health crisis has impacted Library functions and reduced services and programing. The Library Director continually assesses operations to determine how best to meet the needs of the community while also promoting efficiency and supporting policy priorities.

To support these efforts, the Library Director, with concurrence from Human Resources, recommends establishing a generic Library Division Manager classification. Doing so will provide flexibility when filling these critical management positions by not limiting an incumbent's scope of work to a specific division. Staff recommends placing Library Division Manager at salary range 621 (\$76,844 - \$93,405), equal to the range for Library Division Manager – Adult Services and Library Division Manager – Children Services.

### *Public Works*

#### Maintenance Services Manager

The City last revised the Maintenance Services Manager class specification in 2004. The City has had a vacancy in this position since the retirement of the former incumbent in 2018. The Director of Public Works would like to initiate a recruitment to fill this vital and already budgeted position.

Given the length of time since the last revision of this class specification, staff has updated language to reflect current duties and responsibilities and changes in terminology. In addition, staff proposes a title change to Public Works Administrative Manager to better reflect the work associated with the department's managerial, administrative and professional functions, as well as aid in the department's recruitment efforts. Staff will update the current FY personnel summary with the new title when it presents the mid-year budget adjustments to City Council. Staff does not propose a salary change for this recommendation.

#### Skilled Maintenance Worker – Water Series

The City last revised the Skilled Maintenance Worker – Water Series (SMW-W) class specification in 2006. The City has experienced high turnover within this classification requiring multiple recruitment efforts to fill vacant positions (three recruitments in the last 14 months). Due to the SMW-W responsibility for maintaining and repairing City water

system components, incumbents must possess a California State Water Resources Control Board Water Distribution 1 Operator Certificate (D1) or higher.

Currently, candidates must possess a D1 upon appointment. Due to the competitive nature of the water industry and the demand for candidates who possess a D1, we have not had success in our recruitment efforts to fill vacant positions. As such, staff recommends requiring applicants to obtain a D1 prior to the completion of probation rather than at time of appointment. This will broaden our applicant pool to include candidates who may have experience but still need to obtain the certificate. This change also provides additional internal promotional opportunities, which may aid in retaining employees and lessen the number seeking career opportunities elsewhere. External candidates have a one-year probationary period and internal candidates have a six-months for internal which provides incumbents sufficient time to obtain the D1 certification. Staff does not propose a salary change for this recommendation.

#### Fleet Maintenance Technician

The City last revised the Fleet Maintenance Technician class specification in 2000. Duties performed by the Fleet Maintenance Technician include visual inspections of underground storage tanks (UST) as well as maintaining related records. However, language reflecting this responsibility was inadvertently omitted from the class specification. Staff has added a duty statement to include these tasks. Additionally, the California Code of Regulations requires a UST inspector to possess a California UST Operator certificate issued by the International Code Council (ICC). To obtain the UST Operator certification, candidates must pass a written test administered by ICC. Given this requirement, staff has updated the Special Requirements section of the class specification to require employees to obtain a UST Operator certificate prior to the completion of probation. Staff does not propose a salary change for this recommendation.

#### *Confidential / Nonrepresented Salary Schedule*

In preparation for this item, staff found that Range 900 exists not only within the Executive salary schedule, but also within the Confidential / Nonrepresented salary schedule. Ranges within the different salary schedules should remain distinct and separate from each other. Therefore, staff proposes an amendment to the schedule that eliminates Range 900 and reassigns its salary range and allocates the classification to Range 899, which is not currently assigned to any position.

#### Attachments:

- Attachment 1 – Deputy Director of Parks and Recreation Class Specification
- Attachment 2 – Library Division Manager Class Specification
- Attachment 3 – Public Works Administrative Manager Class Specification (redline)
- Attachment 4 – Skilled Maintenance Worker – Water Series Class Spec (redline)
- Attachment 5 – Fleet Maintenance Technician Class Specification (redline)
- Attachment 6 – Draft Resolution 2022-XX – Personnel Classification Plan

- Attachment 7 – Resolution Relating to Executive Compensation (redline)
- Attachment 8 – Draft Resolution 2022-XX – Relating to Executive Compensation