

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING CERTAIN CLASS SPECIFICATIONS FROM THE PERSONNEL SYSTEM AND AMENDING APPENDIX A OF RESOLUTION NO. 2018-11 RELATING TO COMPENSATION FOR CONFIDENTIAL/NONREPRESENTED EMPLOYEES

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

1. The following new classifications are hereby established and placed in the appropriate appendix (attached hereto) of Resolution No. 2018-11, Relating to Compensation for Confidential/Nonrepresented Employees.

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>	<u>Effective Date</u>
Human Resources Technician I	810	3,978	5,077	February 2020
Human Resources Technician II	840	4,561	5,822	February 2020
Payroll Technician I	810	3,978	5,077	February 2020
Payroll Technician II	840	4,561	5,822	February 2020

2. The following superseded class specifications are hereby deleted:

<u>Title</u>	<u>Effective Date</u>
Payroll Technician	August 2002
Personnel Technician	July 2003

3. The following new classifications are hereby adopted:

<u>Title</u>	<u>Effective Date</u>
Human Resources Technician I	February 2020
Human Resources Technician II	February 2020
Payroll Technician I	February 2020
Payroll Technician II	February 2020

4. This resolution shall be effective February 4, 2020.

ADOPTED BY THE FULLERTON CITY COUNCIL ON February 4, 2020.

Jennifer Fitzgerald, Mayor

ATTEST:

Lucinda Williams, City Clerk

Date

HUMAN RESOURCES TECHNICIAN SERIES

Definition:

Under general supervision performs a variety of sensitive, confidential, technical and monitoring tasks in support of human resources operations including recruitment and selection, benefits administration, and classification and compensation; assists in completing various human resources studies and reports; maintains the Human Resources Information System (HRIS) and personnel files and performs related work as required.

Class Titles

Human Resources Technician I
Human Resources Technician II

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Prepares and updates job announcements and supplemental applications.

Schedules applicant interviews and obtains and assists with briefing interview raters.

Verifies interview rating form numbers, calculates interview and other scores and prepares employment eligibility lists.

Inputs confidential personnel data into the HRIS as appropriate; updates/maintains HRIS and other records and maintains employee personnel files.

Acts as systems administrator for the HRIS and develops, maintains and updates a variety of personnel related on-line forms.

Responds to questions from employees and the public related to general personnel and recruitment/selection matters.

Conducts and coordinates onboarding for newly hired employees; orients new employees as to applicable benefits, policies and rules.

Operates a personal computer and applicable software to produce a variety of correspondence, reports and other material independently.

Compiles, checks, assembles and records information related to collective bargaining.

Tracks and monitors probationary review and step increase eligibility data.

Receives and checks a variety of forms, requests and enrollment documents for accuracy, appropriate signatures and overall completion.

Responds to requests for information from other agencies and the public to include employment verifications.

Provides a variety of assistance to other Human Resources staff members and to related departmental projects/activities.

Assists with open enrollment periods, the processing of deduction changes and survey responses/data gathering.

Assists in monitoring interview and testing processes to include on-site ability/performance tests.

Interprets and applies employee agreements and CalPERS regulations as they relate to human resources.

Assists in staffing the Human Resources public counter.

May be assigned responsibility of conducting full recruitment under the direction of management staff.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Provides direction to clerical staff as needed.

Lifts and moves boxes of files weighing 30 pounds or less.

Class Characteristics:

Human Resources Technician is a multi-incumbent confidential class in the Human Resources Department with duties specifically related to file maintenance and data base systems for employee/employment records and recruitment/selection activities. The Human Resources Technician I is the entry level. An incumbent at the I level has sufficient ability and knowledge to perform substantially all the duties and responsibilities of the position and, over time, is expected to gain the additional work experience and skills needed to progress to the II level. Human Resources Technician II is the journey level in the series. A Human Resources Technician II is distinguished from the lower level by the II's performance of more complex and difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative including supporting and training a Human Resources Technician I.

Upon gaining the necessary knowledge, skills and experience, as well as a current performance rating of "Exceeds Expectation" or better, and at least one year at the top step of the range for Human Resources Technician I, an incumbent at this level may be advanced to Human Resources Technician II upon approval of the City Manager.

Contacts and Relationships:

The Human Resources Technician has substantial interaction with current and prospective employees. Additional contact is established and maintained with City employees responsible for processing personnel related data in other departments/divisions. Additional contact will occur with other agencies and the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.

Industry related software such as CalPERS and NeoGov.

Human Resources office functions, methods and procedures.

Basic employee benefits and insurance procedures and processes.

Business letter and report writing.

Methods and practices of financial, statistical, office and general recordkeeping/reporting to include filing and indexing methods.

English usage, spelling, grammar and punctuation.

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

Techniques for providing a high level of customer service.

Business math.

AND

Ability to:

Learn, interpret, apply and explain personnel related policies, rules and regulations.

Administer and maintain Human Resources related software and systems including data input and report generation.

Use English effectively to communicate in person, over the telephone, and in writing; prepare comprehensive written reports and routine correspondence.

Review human resources documents for completeness and accuracy.

Administer effective recruitment, testing, and selection practices.

Maintain accurate and confidential human resources records.

Organize work, adhere to multiple deadlines and handle multiple projects.

Use independent judgment and initiative.

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

Correctly interpret and tactfully explain City payroll policies and procedures and conduct sensitive personnel related research.

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

Maintain computerized and manual files and records.

Understand and carry out oral and written instructions.

Deal effectively with prospective and current employees and maintain the confidentiality of sensitive information.

Meet the public with courtesy and tact.

Read and write at the level required for successful job performance.

Make accurate mathematical calculations.

Handle job stress and maintain composure.

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 high school supplemented by some completed course work from an accredited college or university in human resources, business administration or a related field.

AND

Two years of responsible experience at a level equivalent to Clerical Assistant III or higher to include substantial public, employee or customer contact work as well as experience in a personnel related/human resources setting and some employee recruitment/selection experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Must type accurately at a speed which will enable successful job performance.

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 in an office environment. Some work is performed on-site observing physical ability testing. Office work requires sitting for periods of time and use of a computer keyboard and screen. The incumbent drives a vehicle on City business, stands, walks and may reach, bend, twist, crouch and kneel, grasp, push, pull, drag and lift and move boxes of files and records weighing 30 pounds or less. When performing on site work an incumbent may stand and walk on slippery/uneven surfaces or slopes. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised February 2020

Revised July 2003

Revised August 1998

PAYROLL TECHNICIAN SERIES

Definition:

Under general supervision performs difficult and technical payroll accounting duties involved in the preparation and maintenance of the payroll system and performs related work as required.

Class Titles

**Payroll Technician I
Payroll Technician II**

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Performs a variety of complex technical accounting tasks involved in the preparation and maintenance of accounting, budgetary and fiscal records.

Prepares City payroll, processes all necessary additions, deletions and changes regarding personnel actions, W-4 tax records, deductions and benefits.

Inputs payroll data into computerized payroll system and troubleshoots payroll runs as needed.

Coordinates payroll runs with the Information Technology Division and reconciles payroll runs.

Supports Information Technology staff in maintaining and updating the payroll and timekeeping software systems by providing input on recommended changes

Prepares claim vouchers for Federal and State income tax withholding.

Prepares and submits reporting to and supports requests from CalPERS.

Answers employee questions regarding paycheck calculations and related matters.

Explains City payroll policies and procedures.

Responds to all subpoenas involving employee payroll records.

Responds to all payroll verification requests.

Posts payroll costs into general ledger and recaps labor distribution.

Audits and monitors payments and invoices related to payroll matters.

Provides payroll related technical information and assistance to City departments.

Operates a personal computer, applicable software, scanner and standard office machines and equipment to produce and/or process a variety of materials, enter and retrieve a variety of data and produce reports.

Posts, assembles, tabulates and compares data.

Prepares letters and correspondence.

May direct the work of lower level accounting personnel as assigned.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of files weighing 30 pounds or less.

Class Characteristics:

Payroll Technician I/II is a multi-incumbent confidential and technical class in the Administrative Services Department with specific responsibility for the City's payroll system. The Payroll Technician I is the entry level. An incumbent at the I level has sufficient ability and knowledge to perform substantially all the duties and responsibilities of the position and, over time, is expected to gain the additional work experience and skills needed to progress to the II level. Payroll Technician II is the journey level in the series. A Payroll Technician II is distinguished from the lower level by the II's performance of more complex and difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative including supporting and training a Payroll Technician I.

Upon gaining the necessary knowledge, skills and experience, as well as a current performance rating of "Exceeds Expectation" or better, and at least one year at the top step of the range for Payroll Technician I, an incumbent at this level may be advanced to Payroll Technician II upon approval of the City Manager.

Contacts and Relationships:

The Payroll Technician establishes and maintains contact with Administrative Services and Human Resources Department staff, has substantial interaction with City departments regarding time sheets and payroll records, frequent interaction with City employees regarding payroll related questions and additional contact with financial institutions regarding direct deposit and payroll processing/payment matters.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Payroll and timekeeping software systems.
- Payroll accounting and recordkeeping methods, practices and procedures.
- General financial recordkeeping methods, practices and procedures.
- Legal issues pertaining to payroll involving federal and state laws and agreements with CalPERS.
- Techniques for providing a high level of customer service.
- Computer applications as they relate to areas assigned.
- Modern office practices, methods and computer equipment and applications related to the work.
- Recordkeeping and report preparation.
- Business math.

AND

Ability to:

- Prepare clear and accurate payroll reports and analyses and perform difficult payroll record keeping/accounting and preparation work.
- Work under minimal supervision and use independent judgment.
- Make accurate mathematical calculations.
- Operate modern office equipment including computer equipment and applicable and specialized software.
- Understand and carry out oral and written instructions.
- Analyze and apply current federal, state, CalPERS and related regulations applicable to payroll operations.
- Organize work, adhere to multiple deadlines and handle multiple projects.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Correctly interpret and tactfully explain City payroll policies and procedures and conduct sensitive payroll related research.

Maintain the confidentiality of sensitive payroll/employee data.

Maintain computerized and manual files and records.

Read and write at the level required for successful job performance.

Use English effectively to communicate in person, over the telephone, and in writing; prepare comprehensive written reports and routine correspondence.

Handle job stress and maintain composure.

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 high school

AND

Three years of experience at the Account Clerk II level or equivalent to include some payroll recordkeeping experience.

Special Requirements Include:

Type accurately at the speed which permits successful job performance.

Operate adding and calculating equipment with speed and accuracy.

Must be able to work a flexible schedule 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 in an office environment and requires sitting for prolonged periods of time using a computer keyboard, scanner and screen. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. The Payroll Technician may also grasp, push, pull, drag and lift boxes of files and other office items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised February 2020
Revised August 2002
Revised January 1997
Revised January 1987

CONFIDENTIAL/NONREPRESENTED UNIT
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective February 4, 2020

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
800	Approx. Annual	37,014	38,865	40,808	42,849	44,991	47,241
	Approx. Monthly	3,085	3,239	3,401	3,571	3,749	3,937
	Approx. Bi-Weekly	1,424	1,495	1,570	1,648	1,730	1,817
	Hourly	17.795	18.685	19.619	20.600	21.630	22.712
803	Approx. Annual	38,327	40,243	42,256	44,368	46,587	48,916
	Approx. Monthly	3,194	3,354	3,521	3,697	3,882	4,076
	Approx. Bi-Weekly	1,474	1,548	1,625	1,706	1,792	1,881
	Hourly	18.426	19.348	20.315	21.331	22.397	23.517
805	Approx. Annual	41,192	43,252	45,415	47,685	50,070	52,573
	Approx. Monthly	3,433	3,604	3,785	3,974	4,172	4,381
	Approx. Bi-Weekly	1,584	1,664	1,747	1,834	1,926	2,022
	Hourly	19.804	20.794	21.834	22.926	24.072	25.276
809	Administrative Assistant/Human Resources						
	Annual	43,071	45,224	47,485	49,860	52,353	54,970
	Approx. Monthly	3,589	3,769	3,957	4,155	4,363	4,581
	Approx. Bi-Weekly	1,657	1,739	1,826	1,918	2,014	2,114
	Hourly	20.707	21.742	22.829	23.971	25.169	26.428
810	Human Resources Technician I			Payroll Technician I			
	Approx. Annual	43,252	45,415	47,685	50,070	52,573	55,202
	Approx. Monthly	3,604	3,785	3,974	4,172	4,381	4,600
	Approx. Bi-Weekly	1,664	1,747	1,834	1,926	2,022	2,123
	Hourly	20.794	21.834	22.926	24.072	25.275	26.539
820	Approx. Annual	47,183	49,542	52,019	54,620	57,351	60,219
	Approx. Monthly	3,932	4,129	4,335	4,552	4,779	5,018
	Approx. Bi-Weekly	1,815	1,905	2,001	2,101	2,206	2,316
	Hourly	22.684	23.818	25.009	26.260	27.573	28.951

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
840	Employee Benefits Specialist Human Resources Technician II						
	Approx. Annual	49,599	52,079	54,683	57,417	60,287	63,302
	Approx. Monthly	4,133	4,340	4,557	4,785	5,024	5,275
	Approx. Bi-Weekly	1,908	2,003	2,103	2,208	2,319	2,435
	Hourly	23.846	25.038	26.290	27.604	28.984	30.434
860	Approx. Annual	53,154	55,812	58,602	61,533	64,609	67,840
	Approx. Monthly	4,430	4,651	4,884	5,128	5,384	5,653
	Approx. Bi-Weekly	2,044	2,147	2,254	2,367	2,485	2,609
	Hourly	25.555	26.833	28.174	29.583	31.062	32.615
863	Executive Assistant						
	Annual	54,565	57,293	60,158	63,165	66,324	69,640
	Approx. Monthly	4,547	4,774	5,013	5,264	5,527	5,803
	Approx. Bi-Weekly	2,099	2,204	2,314	2,429	2,551	2,678
865	Hourly	26.233	27.545	28.922	30.368	31.886	33.481
	Approx. Annual	56,694	59,529	62,506	65,631	68,912	72,358
	Approx. Monthly	4,725	4,961	5,209	5,469	5,743	6,030
	Approx. Bi-Weekly	2,181	2,290	2,404	2,524	2,650	2,783
870	Hourly	27.257	28.620	30.051	31.553	33.131	34.788
	Human Resources/Risk Management Analyst (X)						
	Approx. Annual	58,782	61,721	64,808	68,048	71,450	75,023
	Approx. Monthly	4,899	5,143	5,401	5,671	5,954	6,252
875	Approx. Bi-Weekly	2,261	2,374	2,493	2,617	2,748	2,885
	Hourly	28.261	29.674	31.157	32.715	34.351	36.069
	Approx. Annual	61,866	64,959	68,207	71,618	75,199	78,959
	Approx. Monthly	5,156	5,413	5,684	5,968	6,267	6,580
877	Approx. Bi-Weekly	2,379	2,498	2,623	2,755	2,892	3,037
	Hourly	29.743	31.231	32.792	34.432	36.153	37.961
	Approx. Annual	65,859	69,151	72,609	76,239	80,051	84,054
	Approx. Monthly	5,488	5,763	6,051	6,353	6,671	7,005
877	Approx. Bi-Weekly	2,533	2,660	2,793	2,932	3,079	3,233
	Hourly	31.663	33.246	34.908	36.654	38.486	40.411

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
880	Approx. Annual	68,307	71,722	75,308	79,074	83,027	87,179
	Approx. Monthly	5,692	5,977	6,276	6,589	6,919	7,265
	Approx. Bi-Weekly	2,627	2,759	2,896	3,041	3,193	3,353
	Hourly	32.840	34.482	36.206	38.016	39.917	41.913
881	Budget Analyst (X)						
	Public Information Coordinator (X)						
	Approx. Annual	70,526	74,052	77,755	81,642	85,724	90,011
	Approx. Monthly	5,877	6,171	6,480	6,804	7,144	7,501
Approx. Bi-Weekly	2,713	2,848	2,991	3,140	3,297	3,462	
Hourly	33.907	35.602	37.382	39.251	41.214	43.274	
883	Human Resources Manager I (X)						
	Approx. Annual	72,439	76,061	79,864	83,857	88,050	92,452
	Approx. Monthly	6,037	6,338	6,655	6,988	7,337	7,704
	Approx. Bi-Weekly	2,786	2,925	3,072	3,225	3,387	3,556
	Hourly	34.826	36.568	38.396	40.316	42.332	44.448
885	Approx. Annual	74,791	78,531	82,457	86,580	90,909	95,454
	Approx. Monthly	6,233	6,544	6,871	7,215	7,576	7,955
	Approx. Bi-Weekly	2,877	3,020	3,171	3,330	3,497	3,671
	Hourly	35.957	37.755	39.643	41.625	43.706	45.892
	890	Approx. Annual	76,990	80,840	84,882	89,126	93,582
Approx. Monthly		6,416	6,737	7,073	7,427	7,799	8,188
Approx. Bi-Weekly		2,961	3,109	3,265	3,428	3,599	3,779
Hourly		37.015	38.865	40.809	42.849	44.991	47.241
895		Human Resources Manager II (X)					
	Approx. Annual	80,812	84,853	89,096	93,550	98,228	103,139
	Approx. Monthly	6,734	7,071	7,425	7,796	8,186	8,595
	Approx. Bi-Weekly	3,108	3,264	3,427	3,598	3,778	3,967
	Hourly	38.852	40.795	42.834	44.976	47.225	49.586
896	Approx. Annual	83,756	87,944	92,341	96,959	101,806	106,897
	Approx. Monthly	6,980	7,329	7,695	8,080	8,484	8,908
	Approx. Bi-Weekly	3,221	3,382	3,552	3,729	3,916	4,111
	Hourly	40.268	42.281	44.395	46.615	48.945	51.393

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
897	Approx. Annual	85,643	89,926	94,422	99,143	104,100	109,305
	Approx. Monthly	7,137	7,494	7,868	8,262	8,675	9,109
	Approx. Bi-Weekly	3,294	3,459	3,632	3,813	4,004	4,204
	Hourly	41.175	43.233	45.395	47.665	50.048	52.551
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898	City Clerk / Clerk Services Manager (X)						
	Approx. Annual	87,370	91,739	96,326	101,142	106,199	111,509
	Approx. Monthly	7,281	7,645	8,027	8,429	8,850	9,292
	Approx. Bi-Weekly	3,360	3,528	3,705	3,890	4,085	4,289
	Hourly	42.005	44.105	46.311	48.626	51.057	53.610
	(Plus \$225 per month as appointed City Clerk)						
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899	Approx. Annual	92,504	97,129	101,985	107,085	112,439	118,061
	Approx. Monthly	7,709	8,094	8,499	8,924	9,370	9,838
	Approx. Bi-Weekly	3,558	3,736	3,923	4,119	4,325	4,541
	Hourly	44.473	46.697	49.031	51.483	54.057	56.760
	Approx. Bi-Weekly	137	144	151	158	166	175
	Hourly	44.473	46.697	49.031	51.483	54.057	56.760
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900	Assistant to the City Manager/Economic Development Manager (X)						
	Approx. Annual	102,380	107,499	112,874	118,517	124,443	130,665
	Approx. Monthly	8,532	8,958	9,406	9,876	10,370	10,889
	Approx. Bi-Weekly	3,938	4,135	4,341	4,558	4,786	5,026
	Hourly	49.221	51.682	54.266	56.979	59.828	62.820

(X) = F.L.S.A. Exempt Classifications