



Agenda Report

Fullerton City Council

MEETING DATE: FEBRUARY 4, 2020

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: GRETCHEN BEATTY, DIRECTOR OF HUMAN RESOURCES
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SUBJECT: PERSONNEL MANAGEMENT SYSTEM CHANGES RELATING TO ESTABLISHING PAYROLL TECHNICIAN AND HUMAN RESOURCES TECHNICIAN SERIES

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to establish two classification series at the technician level related to the administration of the payroll process and the human resources process and further to delete superseded class specifications.

RECOMMENDATION

Adopt Resolution No. 2020-XX.

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 THE APPENDIX OF RESOLUTION NO. 2018-11 RELATING TO COMPENSATION FOR CONFIDENTIAL/NONREPRESENTED EMPLOYEES

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

The maximum annualized impact for the proposed changes is \$11,700 per each of the four budgeted positions impacted by the recommended changes.

The projected impact for the Administrative Services Department for Fiscal Year 2019-20 is \$4,900 for one budgeted position for the balance of the fiscal year. The second budgeted position in this department is currently vacant and is not expected to be impacted by this change. No budget adjustments are anticipated as expenditures are projected to be within the Fiscal Year 2019-20 budget.

There is no budget impact for the Human Resources Department for Fiscal Year 2019-20 as the two incumbents in the impacted classifications will not be eligible for assignment to the proposed higher level classification during the year.

DISCUSSION

Payroll Technician Series

The classification of Payroll Technician was last revised in 2002. At that time, the City employed only one Payroll Technician to process the City's payroll with an Account Clerk III assigned as the back-up to the Payroll Technician.

In 2012, the City implemented an integrated payroll and Human Resources Information System. With this implementation, the City's payroll system became more complex requiring a greater degree of knowledge of the City's timekeeping system as well as the ability to support the City's Information Technology personnel in articulating and implementing system changes based on revised wage laws, employee agreements, CalPERS changes and other related mandates.

Due to these changes, in 2014 the Administrative Services Department upgraded the Account Clerk III position to Payroll Technician and assigned two staff members to process payroll. This increase provided the extra assistance needed to continue to process payroll accurately and efficiently while providing the ability to address special needs pertaining to payroll issues.

The complexities of the city's payroll process continues to expand and requires of a successful incumbent a significant amount of institutional knowledge as well as an understanding of Government Codes pertaining to CalPERS and its mandates, ever changing tax and labor laws and the intricacies of all City employment agreements and rules. As such, Staff proposes the following changes to provide advancement opportunities for experienced payroll staff and to stabilize staffing turnover in this critical position:

1. Revise the current class specification of Payroll Technician and create Payroll Technician I/II.
2. Replacing one budgeted Payroll Technician position with Payroll Technician II.

Payroll Technician I will be considered the entry level for an individual with basic payroll knowledge and experience without the greater understanding the nuances and complexities of the City's payroll process. The addition of a Payroll Technician II level recognizes the more senior level, experienced employee who can provide leadership and

guidance to the Payroll Technician I level employee and has a broader understanding of the payroll process. The Payroll Technician II will be tasked with addressing the more complex pay related matters and special payroll projects including those pertaining to CalPERS.

Staff recommends that Payroll Technician I remain at salary range 810 (\$47,731 - \$60,919) and that Payroll Technician II be established at salary range 840 (\$54,737 - \$69,860) which reflects an approximate 14.7% increase in base salary.

Eligibility for advancement from the Payroll Technician I to Payroll Technician II will require service of at least one year at top step of the Payroll Technician I pay range, performance rated as exceeding expectations or better and City Manager approval.

Currently, Administrative Services has one employee who meets the one year requirement at top step. The second Payroll Technician position is currently vacant. Should an appointment to Payroll Technician II be made, the impact for Fiscal Year 2019-20 would be approximately \$4,900.

Human Resources Technician Series

The Human Resources Department currently utilizes two Personnel Technicians to conduct paraprofessional duties pertaining to the Human Resources Information System (HRIS) administration, recruitments and maintaining and updating employee records. As with the Payroll Technician duties, the role of the Personnel Technician has expanded over time due to the complexities of changing employment laws specifically related to protected leaves and CalPERS. Additionally, the City transitioned to an automated applicant tracking system in late 2015. Along with administering the City's HRIS, the Personnel Technicians are also the administrators of this program. Additionally, they have responsibility for updating and maintaining the City's access control system. Personnel Technicians must work closely with payroll staff in staying abreast of and implementing changes related to CalPERS and employee agreements as well as with Information Technology staff in regards to implementing changes and articulating and implementing departmental needs related to the HRIS.

As with the Payroll Technician, the complexities of the role of the Personnel Technician continues to expand requiring a significant amount of institutional knowledge especially as it pertains to the HRIS, as well as a sound understanding of Government Codes pertaining to CalPERS and CalPERS mandates and the intricacies of the various employment agreements and rules. As such, Staff proposes the following changes to provide advancement opportunities for experienced staff and to stabilize staffing turnover in this critical position:

1. Revise and retitle the current class specification of Personnel Technician and create Human Resources Technician I/II. The retitling is to maintain conformity with the department name and to better reflect the full scope of duties of the position.
2. Replacing one budgeted Personnel Technician position with Human Resources Technician II.

Human Resources Technician I will be considered the appropriate entry level position for an individual with basic human resources related knowledge and experience without

necessarily understanding the full complexities of the City and its Human Resources systems. The Human Resources Technician II level recognizes the more senior level, experienced employee who can provide leadership and guidance to a Human Resources Technician I level employee. The Human Resources Technician II will be tasked with addressing the more complex recruitment, CalPERS and HRIS related matters and special human resources projects including those pertaining to labor negotiations.

Staff recommends that Human Resources Technician I be assigned to salary range 810 (\$47,731 - \$60,919) which is same range currently assigned to Personnel Technician. Human Resources Technician II is recommended for placement on salary range 840 (\$54,737 - \$69,860) which reflects an approximate 14.7% increase in base salary above Human Resources Technician I.

As with the Payroll Technician Series, eligibility for advancement from the Human Resources Technician I to Human Resources Technician II will require service of at least one year at top step of the Human Resources Technician I pay range, performance rated as exceeding expectations or better, and City Manager approval.

The two incumbent Personnel Technicians will be assigned to the equivalent Human Resources Technician I level if these changes are approved by City Council.

Attachments:

Attachment 1 - Draft Resolution No. 2020-XX and Class Specifications

Attachment 2 - Payroll Technician Series Class Specification (redline)

Attachment 3 - Human Resources Technician Series Class Specification (redline)