



Agenda Report

Fullerton City Council

MEETING DATE: JULY 6, 2021

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: STEVE DANLEY, ACTING CITY MANAGER

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

SUBJECT: CLASSIFICATION PLAN UPDATE FOR ADMINISTRATIVE
ASSISTANT I / II, ADMINISTRATIVE ASSISTANT /
HUMAN RESOURCES AND SOURCE CONTROL
INSPECTOR

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to revise the class specifications of Administrative Assistant I, Administrative Assistant II, Administrative Assistant / Human Resources (HR) and Source Control Inspector.

RECOMMENDATION

Adopt Resolution No. 2021-XX.

RESOLUTION NO. 2021-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING CERTAIN CLASS SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2021-39 APPENDIX A

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Fiscal and Organizational Stability.

FISCAL IMPACT

There is no fiscal impact.

DISCUSSION

Administrative Assistant I / II and Administrative Assistant / HR

The City last revised the Administrative Assistant I / II and HR class specifications in September 2007. The various levels of Administrative Assistant perform substantially similar duties with the following distinguishing characteristics:

- The Fullerton Municipal Employees Federation (FMEF) represents Administrative Assistant I / II.
- Administrative Assistant / HR must report to the Human Resources Department and is assigned to the Confidential / NonRepresented unit due to exposure to matters involving employee-employer relations.
- Both Administrative Assistant I and Administrative Assistant / HR have the same salary range.
- Administrative Assistant II must be assigned to a large department (150 or more regular employees) and have supervisory responsibility over assigned clerical and other support staff. This position has a salary assignment approximately 5.4% higher than Administrative Assistant I and Administrative Assistant / HR.

The adopted Fiscal Year 2021-22 budget includes an Administrative Assistant I position in the Administrative Services Department personnel summary. Similar to the Administrative Assistant / HR, the Administrative Assistant assigned to Administrative Services will have exposure to matters involving employee-employer relations; especially those pertaining to labor negotiations (e.g., labor costing, proposed agreements, closed session reports). Therefore, the Administrative Services Administrative Assistant I should be assigned to the Confidential / NonRepresented employee group. For reference, the Confidential / NonRepresented unit covers employees who, in the course of their duties, have access to information relating to the City's administration of the Meyers-Milias-Brown Act (Government Code Section 3500 et seq.).

Since the Administrative Assistant / HR classification is limited to assignment within Human Resources, staff recommends retitling the classification to Administrative Assistant - Confidential and expanding the assignment to both Human Resources and Administrative Services departments. This will allow for the appointment of a critically needed administrative support position for the Administrative Services Director and respective management staff, while allowing the incumbent to perform labor relations support duties due to the department's involvement in such matters. Staff does not propose a change in salary and thus this item has no fiscal impact. This classification will remain in the Confidential / NonRepresented employee group.

Additionally, the various Administrative Assistant roles perform similar duties with the distinctions stated previously. Staff recommends consolidating the three levels of Administrative Assistant into a series which will provide for succession planning and an opportunity for growth for a journey level Administrative Assistant I or Administrative Assistant - Confidential to Administrative Assistant II of a large department (150 or more regular employees). Additionally, the series will allow for filling future vacancies to

Administrative Assistant II based on an Administrative Assistant I or Administrative Assistant – Confidential incumbent's education, training and experience. Staff does not propose a change in salary and thus this item has no fiscal impact.

Source Control Inspector

The City last revised the Source Control Inspector class specification in February 2005. Currently, an incumbent must possess a California Water Environment Association (CWEA) Grade I Environmental Compliance Inspector Certificate and a CWEA Collection Systems Maintenance Operator I Certificate is desirable. However, the State of California does not require these certificates to perform the duties of a Source Control Inspector.

The Grade I Environmental Compliance Inspector Certification requirement has proven problematic. Many have difficulty completing the program, creating challenges for recruitment. Incumbents find it challenging to obtain certification within the probation period as required which creates retention issues. Public Works has requested, and Human Resource staff supports, to remove the requirement of a Grade I Environmental Compliance Inspector Certificate and instead make this a preferred certification. In its place, staff recommends requiring the Collection Systems Maintenance Operator I Certificate. This certificate applies to the position and does not present as much of a challenge to obtain prior to completing probation, if necessary.

The draft resolution includes other routine changes and clean up to language throughout the class specification. Staff does not recommend salary changes at this time so this item has no fiscal impact.

The draft resolution updates Resolution No. 2021-39 Appendix A to include the revised title Administrative Assistant – Confidential and the vacant Assistant to the City Manager / Economic Development Manager title that previously removed in error.

Attachments:

- Attachment 1 – Source Control Inspector Class Specification (redline)
- Attachment 2 – Draft Resolution No. 2021-XX