



# CITY OF HUNTINGTON BEACH

## Inter-Departmental Communication

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Brittany Mello, Administrative Services Director

**DATE:** December 16, 2022

**SUBJECT: SUPPLEMENTAL COMMUNICATION FOR ITEM NO. 25 (22-1090) – APPROVE THE REORGANIZATION OF THE ADMINISTRATIVE SERVICES DEPARTMENT INTO THE HUMAN RESOURCES DEPARTMENT AND INFORMATION SERVICES DEPARTMENT, AND ADOPT RESOLUTION NO. 2022-83 AMENDING THE CITY’S CLASSIFICATION PLAN TO DELETE THE DIRECTOR OF ADMINISTRATIVE SERVICES AND ADD THE POSITIONS OF DIRECTOR OF HUMAN RESOURCES AND THE CHIEF INFORMATION OFFICER**

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This supplemental communication is to provide further clarification on the fiscal impact of adding one new director-level position in the City, and whether or not amendments are needed to the Huntington Beach Municipal Code to bifurcate the Administrative Services Department.

For Non-Associated employees, the cost of the fully-burdened rate is comprised of approximately 80% salary and 20% benefits.

For example, if a new Human Resources Director or a Chief Information salary would be \$224,702 (78%), and their benefits would sum to \$64,250 (22%), which includes retirement and medical expenses along with fringe benefits, such as an auto allowance and cell phone stipend. This comes to a fully-burdened cost of \$288,952.

Staff is requesting a budget appropriation for \$138,140 for the remainder of Fiscal Year 2022/23.

Furthermore, I understand that there were some questions raised regarding if any updates were needed to the Huntington Beach Municipal Code to enact the proposed reorganization.

The Huntington Beach Municipal Code includes Chapter 2.72 Personnel System, Section 2.72.020 Department Established, which created the Human Resources Department, and Section 2.72.040 Director of Human Resources – Powers and Duties, which established the purview of the director. Likewise, Chapter 2.114 Department of Information Services, Sections 2.114.010 Department Established and 2.114.040 Chief Information Officer –

Powers and Duties, created the Information Services Department and established the purview of the director, respectively.

Following the November 2020 Citywide Reorganization, the Municipal Code was not amended to formally establish the Administrative Services Department and repeal the Human Resources and Information Services Departments. Therefore, no amendments are needed in order to re-establish these departments.

cc: City Clerk