



CITY OF HUNTINGTON BEACH
CITY COUNCIL MEETING – COUNCIL MEMBER ITEMS REPORT

TO: THE HONORABLE CITY COUNCIL

FROM: DAN KALMICK, CITY COUNCIL MEMBER
KIM CARR, Mayor

DATE: NOVEMBER 16, 2021

SUBJECT: PROPOSAL TO CREATE A NEW POSITION OF CHIEF OF STAFF TO BETTER SUPPORT CITY COUNCIL ACTIVITIES

Over the past several years, as the Huntington Beach has instituted dynamic programs and emerged as an organization leading on various fronts in Orange County, the responsibilities, expectations, and roles of the Mayor and City Council have grown more complex. As the 4th largest city in Orange County, with a population of over 200,000, council members face increased demands from constituents, and it has become clear that providing the council with additional staff support would help ensure better, more responsive service to the community.

To that end, several nearby cities – including Costa Mesa and other Orange County cities – have established full-time Chief of Staff positions to provide day-to-day constituent and policy development support for the Mayor and for the City Council, on an as needed. In particular, the Chief of Staff position in Costa Mesa (see attached job flyer) reports to the City Manager, and is a role that has responsibility for managing and prioritizing constituent services; meeting requests and communications; community outreach and events; research and data gathering for Council-led agenda items; briefings with City Council; and general projects and assignments as requested.

Given the evolving complexity of the role of the Mayor and City Council here in Huntington Beach, it would be prudent to consider establishing such a Chief of Staff position here to provide similar levels of support for the city council.

RECOMMENDED ACTION

It is recommended that the City Council vote to direct the City Manager to develop a job class specification establishing a “Chief of Staff” position modeled after the same role in Costa Mesa for City Council approval.



THE CITY OF COSTA MESA

invites applications for



Chief of Staff to the Mayor and City Council

(Senior Management Analyst-Confidential)

FULL-TIME SALARY:

CURRENT: \$69,588 – \$93,252 per year

EFFECTIVE JULY 7, 2019: \$71,508 - \$95,832 per year

City Council Aide

(Management Aide-Confidential)

PART-TIME SALARY:

CURRENT: \$27.71 – \$37.13 per hour

EFFECTIVE JULY 7, 2019: \$28.47 - \$38.15 per hour

APPLY BY: FRIDAY, DECEMBER 14, 2018, 5:00 P.M.

THE CITY OF COSTA MESA IS AN EQUAL OPPORTUNITY EMPLOYER

The Positions

CHIEF OF STAFF TO THE MAYOR AND CITY COUNCIL (Senior Management Analyst–Confidential)

The full-time Chief of Staff to the Mayor and City Council will be responsible for managing constituent services, legislative research and analysis, coordination with Federal and State offices, special projects and ensuring the Mayor and Councilmembers are fully briefed and prepared for council meetings, press events, and community meetings. Duties include:

- **Project Management:** Works with the Mayor and Councilmembers to set SMART goals (Strategic, Measurable, Achievable, Relevant, and Time bound) and priorities, and works with staff to implement work plans that achieve the goals. Tracks progress weekly, sets project specific meetings including the team, ensures successful projects, provides status reports to the Mayor and Councilmembers and tracks impacts of completed projects. Responds to any items of urgency and is responsible for notifying the Mayor and Councilmembers.
- **Council Agenda:** Ensures the Mayor and Councilmembers review agenda one week prior to meeting, works with the Mayor and Councilmembers on all agenda items, ensures the Mayor and Councilmembers staff reports are prepared thoroughly and that any agenda item questions are answered.
- **Budget:** Prepares and monitors the office's budget, including processing check requests, monitoring balances, and planning annual budget, as well as managing unexpected variables; monitors and researches items in City budget. Provides a quarterly report to the Mayor and Councilmembers to assess budget priorities.
- **Constituent Services:** Manages Management Aides to respond promptly to constituent complaints or inquiries by gathering information, coordinating with city staff or others; discusses constituent complaints or inquiries with the Mayor or Councilmembers and receives direction; responds to constituent via letter, phone, or e-mail; researches and follows up on status of projects or pending issues. Attends meetings, neighborhood association meetings, special meetings on urgent issues in the community, and others of a variable nature; represents the Mayor and/or Councilmembers at a wide variety of meetings both during workday and evening, as required.
- **Communications:** Assists with and manages Management Aides in the review of emails, preparation of responses and ensures messaging is consistent, and is responsible for producing one pagers to be shared with constituents on important community issues. Assists the PIO, Event Coordinator, Mayor, Councilmembers and other staff with special events, preparing articles for local media, and constituent communication as required. Ensures the Mayor and Councilmembers have bullet point talking points for every public speaking occasion.
- Performs other or related duties as assigned.

COUNCIL AIDE (Management Aide–Confidential)

The part-time Council Aides will work up to 20 hours per week and assist City Councilmembers with constituent services, outreach, response to requests, research and analysis, assists with agenda packet review and perform other related duties assigned.

Qualifications

Senior Management Analyst–Confidential

- Responsible professional experience equivalent to five years of full-time experience in a public agency performing analytical work.
- Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a closely-related field. A Master's, Master of Business Administration or Juris Doctorate degree or current enrollment in any of these programs may substitute for two years of experience.

Management Aide–Confidential

- Previous administrative work experience in a public agency is desirable.
- Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a closely-related field; or current enrollment in a four-year college or university as a junior or senior with major coursework in business administration, public administration, or a closely-related field.

Requisite Knowledge, Skills, and Abilities

Knowledge of the principles and practices of administration including program monitoring, personnel policy, project measurement and control administration.

Knowledge of municipal operations, procedures, policies, laws, objectives and organization.

Knowledge of research methods and techniques, statistical and work measurements, and standards development and implementation.

Knowledge of modern office practices, procedures and equipment.

Knowledge of recordkeeping techniques and procedures.

Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of budget systems and procedures.

Skill in using a computer and Microsoft Office programs.

Ability to interpret specific rules, laws and policies and apply them in a variety of procedural situations.

Ability to perform responsible and difficult administrative work with accuracy, speed and initiative.

Ability to conduct analytical studies and surveys.

Ability to prepare analytical reports and critiques of both policy and administrative matters.

Ability to communicate effectively and present technical information succinctly in an interesting manner both orally and in writing.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to establish and maintain effective working relationships with staff, city officials, representatives of other agencies, community leaders and the general public.

Ability to organize workload to ensure responsibilities are carried out in a timely manner.

Ability to attend Council, commission and/or committee meetings after hours.



Compensation & Benefits

Senior Management Analyst-Confidential Full-time Pay and Benefits:

- **Current:** \$69,588 – \$93,252 per year
- **Effective July 7, 2019:** \$71,508 - \$95,832 per year

Retirement- New employees contribute 12% of their salary on a pre-tax basis towards the 2%@60 or 2%@62 CalPERS retirement formula depending on eligibility.

The City does not participate in the Social Security system; however, federal mandate requires new employees to contribute 1.45% of wages to Medicare.

Health Insurance- Employees receive the following health insurance flexible benefits contribution:

- **Current:** \$1,300 monthly
- **Effective July 7, 2019:** \$1,400 monthly

Long Term Disability (LTD) Insurance- Insurance administered through CIGNA with a maximum monthly amount of \$7,000.

Life Insurance- The City offers a \$50,000 term life insurance policy. Supplemental life insurance, short-term disability, accident and/or cancer insurance is available at the employee's option.

AD&D Insurance- The City offers a \$50,000 accidental death and dismemberment insurance policy.

Deferred Compensation- Voluntary contributions up to \$19,000 per year for 2019.

Holidays- 96 hours per year (includes 16 floating holiday hours).

Vacation- Initially, 40 hours per year. This amount increases to 80 hours per year for the second year of service, and increases to a maximum of 120 hours per year in the sixth year of service and beyond (maximum accrual of 320 hours).

Sick Leave- 192 hours of available sick time are granted to each new employee. July 1 of each year, the Sick Leave Bank is augmented with a maximum of 96 hours of credited sick leave, but in no case shall the annual augmentation result in more than 192 hours in the Sick Leave Bank.

Bilingual Pay- After qualifying, employees may be eligible to receive 2.5% or 5% over assigned pay rate for bilingual pay.

Tuition Reimbursement- Up to a maximum of \$1,250 per fiscal year. See MOU for specific requirements.

Direct Deposit- As a condition of employment, all new employees are required to participate in the direct deposit program.

**For a complete listing of available benefits, please review the "Benefits Summary" on the Human Resources section of our website at: www.costamesaca.gov*

Management Aide-Confidential Part-time Pay and Benefits:

- **Current:** \$27.71 – \$37.13 per hour
- **Effective July 7, 2019:** \$28.47 - \$38.15 per hour

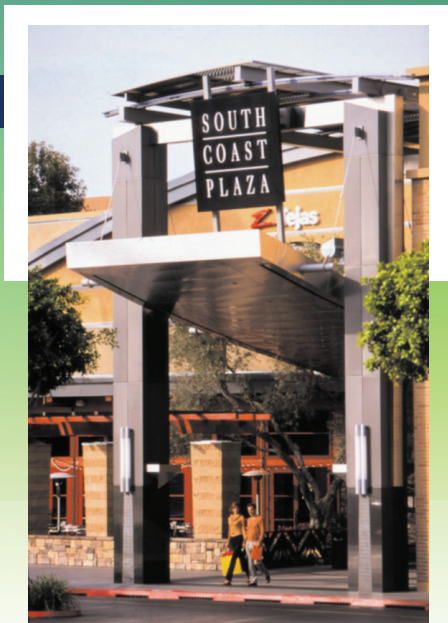
Part-time employees are appointed by and serve at the will of the Department Director/City of Costa Mesa.

Retirement- Part-time employees participate in either Public Agency Retirement System (PARS) or the California Public Employees Retirement System (CalPERS). Employees enrolled in PARS contribute 3.75% of salary with a matching City contribution. Employees enrolled in CalPERS contribute 6.75 - 10.469% of salary depending on eligibility.

General Leave- Certain part-time positions are eligible to receive general leave benefits that can be used for sick, vacation, or holiday time.

Direct Deposit- As a condition of employment, all new employees are required to participate in the direct deposit program.





Selection Procedure

- To be considered for this opportunity, candidates must submit an application on-line via the City's website: www.costamesaca.gov (Click on "Employment Opportunities"). Candidates must upload a detailed resume into their on-line application.
- A select number of candidates with the most relevant qualifications will then be invited to participate in the next phase of the selection process. **The application filing date is: Friday, December 14, 2018 at 5:00 p.m.**
- Please notify the Human Resources Division 72 hours in advance of the test date if you have a disability, which requires accommodation for the testing process. All employment offers made by the City are contingent upon establishing proof of a perspective candidate's legal authorization to work in the United States and successfully passing a comprehensive background investigation and post-offer medical examination. All new employees will be fingerprinted as part of the employment process and a background investigation and/or criminal check will be conducted with the Department of Justice. The City of Costa Mesa is an Equal Opportunity Employer. References will not be checked without prior permission.

Community Profile

The City of Costa Mesa—just one mile from the Pacific Coast in the heart of Orange County—is one of California's most eclectic and vibrant cities. The city is home to South Coast Plaza, one of the nation's largest shopping centers, and the world-class Segerstrom Center for the Arts and South Coast Repertory theatre. Costa Mesa is also the capitol of the action sports industry and the headquarters for companies such as Hurley International, Volcom, RVCA, Rip Curl, and Vans.

The city's diverse dining scene has earned Costa Mesa the award from Rand/McNally and USA Today as being the best small town for restaurants west of the Mississippi River. Costa Mesa's creative bent has given rise to The Lab and The Camp, two counter-culture retail developments, and the SoCo Collection, a cutting edge, environmentally friendly shopping center.

Costa Mesa encompasses 16 square miles and has a population of about 110,000. Since its incorporation in 1953, Costa Mesa has evolved from a semi-rural farming community of 15,000 to a city with robust local economy that generates tax revenues of about \$100 million annually.

Costa Mesa offers 28 parks, two municipal golf courses, 20 public schools and three libraries. Orange Coast College, Coastline Community College, Vanguard University, and Whittier Law School have their campuses in Costa Mesa. The Orange County Fair and Event Center is also within the city limits.

Costa Mesa residents enjoy a mild Southern California climate. The City's location provides easy access to many of Southern California's major attractions, including beaches, mountain areas, high and low deserts, Disneyland, Knott's Berry Farm, Palm Springs and Los Angeles.

The Organization

The Costa Mesa City Council just expanded from a five-member City Council to a seven-member City Council as a result of this last election. Further, the City now has its first directly elected Mayor.

The City provides services through eight departments that include: City Manager, Development Services, Finance, Fire and Rescue, Information Technology, Police, Parks and Community Services and Public Services. City services are delivered with the assistance of 475 budgeted full-time staff and the General Fund budget of \$124.4 million for FY 2018-19. The City's capital improvement program has allocated \$16.9 million to include improvements of streets, curbs, sidewalks, parks, and traffic signals.