



City of Huntington Beach

File #: 19-407

MEETING DATE: 5/20/2019

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Lori Ann Farrell Harrison, Interim City Manager

PREPARED BY: Michele Warren, Director of Human Resources

Subject:

Adopt Resolution No. 2019-24 amending the City's Classification Plan by adding the Job Classification of Risk Management Analyst and establishing the compensation

Statement of Issue:

The City's Classification Plan requires an amendment to incorporate changes considered and approved by the Personnel Commission at their meeting held November 14, 2018.

Financial Impact:

There are no financial impacts associated with this action. This action does not add any new positions to the City's Table of Organization. The creation of this new classification will provide the department with a new professional entry-level job classification in the Risk Management series. The flexible staffing option provided by the adoption of the new classification has the potential to result in cost savings.

Recommended Action:

Adopt Resolution No. 2019-24, "A Resolution of the City Council of the City of Huntington Beach Amending the City's Classification Plan by Adding the Classification of Risk Management Analyst," and establish the compensation.

Alternative Action(s):

Do not adopt Resolution No. 2019-24 and reject the amendment to the classification plan. In accordance with Personnel Rule 12-4, if an amendment to the City's Classification Plan is rejected by the City Council, the City Council is to refer such amendments or revisions back to the Personnel Commission with reasons for rejection and its recommendation thereon.

Analysis:

The Personnel Commission has considered and approved the following amendment to the City's Classification Plan:

A new journey-level job classification of Risk Management Analyst to be represented by the

Management Employees' Organization and compensation established at pay range \$36.30 - \$44.85. The creation of this new classification will provide the department with a new professional entry-level job classification in the Risk Management series which assists the Human Resources department in its recruitment and succession planning initiatives. The creation of this new classifications provides flexible staffing options allowing the department to implement the recruitment and selection plan that is best suited to the labor market and future staffing needs. Further, the flexible staffing option provided by the adoption of the new, entry level classification has the potential to result in cost savings.

Environmental Status:

NA

Strategic Plan Goal:

Enhance and maintain high quality City services

Attachment(s):

1. Resolution 2019-24 amending the City's Classification Plan
2. Job Classification Specification for Risk Management Analyst (Exhibit A)
3. Modified MEO Salary Schedule (Exhibit B)
4. Personnel Commission Staff Report dated 11/14/18