



City of Huntington Beach

File #: 19-797

MEETING DATE: 9/3/2019

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Dave Kiff, Interim City Manager

PREPARED BY: Michele Warren, Director of Human Resources

Subject:

Create a new Assistant Director of Library Services position by approving for introduction Ordinance No. xxxx, adopting Resolution No. xxxxx modifying the Non-Associated Salary and Benefits Resolution by adding the classification and establishing the compensation of Assistant Director of Library Services; and authorize the City Manager to execute the employment agreement for the Assistant Director of Library Services following completion of the recruitment process

Statement of Issue:

City Council authorization is requested to approve ordinance No. 4186 amending Section 2.76.010 of the Huntington Beach Municipal Code to add the classification of Assistant Director of Library Services as excluded from the competitive service. Resolution No. 2019-52 modifies the Non-Associated Salary Schedule to establish the classification and set the compensation of the Assistant Director of Library Services position.

Financial Impact:

Funding for the Assistant Director of Library Services is included in the FY 2019-20 budget. The establishment of this classification does not add to the department Table of Organization, as this position would be established and a Principal Librarian position would be unfunded and removed from the Table.

Recommended Action:

A) Approve for introduction Ordinance No. xxxx, "An Ordinance of the City of Huntington Beach Amending the Huntington Beach Municipal Code by Amending Section 2.76.010 Thereof Related to Exclusions From Competitive Service" by adding the Assistant Director of Library Services; and,

B) Adopt Resolution No. xxxxx, "A Resolution of the City Council of the City of Huntington Beach Modifying Salary and Benefits for Non-Represented Employees By Adding the Assistant Director of

Library Services Classification and Establishing the Compensation;” and,

C) Delegate Authority to the City Manager/Interim City Manager to execute Employment Agreement in a form approved by the City Attorney for the Assistant Director of Library Services following the recruitment process; and,

D) De-fund and remove the Principal Librarian position from the Table of Organization and fund and add the Assistant Director of Library Services.

Alternative Action(s):

Reject the proposed Ordinance and Resolution and direct staff accordingly.

Analysis:

This action provides the foundation for succession planning and strategic department and divisional re-alignment in anticipation of improved departmental operations overall.

It is recommended that a “second in command,” at-will position be established to improve departmental operational efficiency and to establish a ladder for succession planning.

Reporting directly to the Director of Library Services, the Assistant Director of Library Services will exercise extensive authority in directing and coordinating a broad range of Library Department operational functions through subordinate staff, division managers and operations supervisors. The Assistant Director of Library Services Assists the Director of Library Services in managing and directing the activities and operations of the Library Department, including operations at the Central Library, Banning, Main, Helen Murphy and Oak View branches; plans, organizes and directs the activities of the literacy programs, children and teens programs, HBPL facilities rentals, Veterans Resource Center; develops and implements work plans, assigns work activities, and assists in developing and implementing Library department goals, objectives, processes and procedures

The Assistant Director of Library Services is an “at-will” position that will be appointed as an employment contract arrangement and is included as part of the group of classifications designated as Non-Represented/Non-Associated. It would be filled in lieu of filling a Principal Librarian position, and the latter position would become unfunded and removed from the Table of Organization.

The Assistant Director of Library Services classification is not included as part of the competitive service. The annual compensation range for Assistant Director of Library Services is \$101,587 - \$125,840. The recruitment and selection process will be open and competitive.

Environmental Status:

N/A

Strategic Plan Goal:

Enhance and maintain high quality City services

Attachment(s):

1. Ordinance No. xxxx
2. Resolution No. xxxxxx
3. Exhibit "A" Modified Non-Associated Employees' Pay and Benefits Resolution No. 2016-50
4. Exhibit 1 - Modified Non-Associated Management Salary Schedule 09/03/19
5. Job Classification Specification - Assistant Director of Library Services