



City of Huntington Beach

File #: 19-916

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:

Adopt Resolution No. 2019-63 amending the City's Classification Plan by adding the Job Classification of Parks Development Facilities Project Coordinator 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 August 21, 2019.

Financial Impact:

This position is a budget exchange for an existing funded vacancy in Park Funds 228 and 226. Sufficient funding for the proposed job classification is included in the FY 2019/20 budget. This classification amendment does not add to the approved department table of organization. No additional budget appropriation is required.

Recommended Action:

Adopt Resolution No. 2019-63, "A Resolution of the City Council of the City of Huntington Beach Amending the City's Classification Plan by Adding the Classification of Parks Development Facilities Project Coordinator" and establishing the compensation.

Alternative Action(s):

Do not adopt Resolution No. 2019-63 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 an amendment to the City's Classification Plan. At its August 21, 2019, meeting, the Personnel Commission finalized the approval of a new job classification titled **Parks Development Facilities Project Coordinator**.

The **Parks Development/Facilities Project Coordinator** classification will ensure effective and efficient coordination and oversight of park development and facilities projects. In some respects, this classification is a hybrid between the existing job classifications of Associate Planner and Project Manager Assistant. However, neither of these classifications alone provides the required expertise to perform the full range of job duties necessary to fulfill the department's operational goals and objectives. The department's staffing total will not increase by the creation of this classification and full funding for the position is budgeted in the FY 2019-20 budget.

The classification is represented by the Management Employees' Organization (MEO). The Personnel Commission approved the recommended pay range of \$39.61 - \$49.07 per hour.

Environmental Status:

N/A

Strategic Plan Goal:

Enhance and maintain high quality City services

Attachment(s):

1. Resolution No. 2019-63
2. Job Classification Specification for Parks Development Facilities Project Coordinator (Exhibit A)
3. Modified MEO Salary Schedule (Exhibit B)
4. Personnel Commission Staff Report dated 8/21/2019