



City of Huntington Beach

File #: 19-1103

MEETING DATE: 11/4/2019

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Oliver Chi, City Manager

PREPARED BY: Travis K. Hopkins, Acting Assistant City Manager

Subject:

Authorize the appointment of Marie Knight to the position of Director of Organization Learning and Engagement; create the Director of Organizational Learning & Engagement classification by approving for introduction Ordinance No. 4200; Adopt Resolution No. 2019-78 amending the Non-Associated Salary Resolution to add the classification of Director of Organizational Learning & Engagement, while also clarifying the compensation range for the City Manager; delegate authority for execution of the employment agreement for the Director of Organizational Learning & Engagement to the City Manager

Statement of Issue:

The City Council authorization is requested for approve Ordinance No. 4200 amending Section 2.76.010 of the Huntington Beach Municipal Code to add the classification of Director of Organizational Learning and Engagement as an at-will position. Resolution No. 2019-78 modifies the Non-Associated Salary Schedule to establish the classification and compensation of the Director of Organizational Learning & Engagement Amending the Compensation for the City Manager.

Financial Impact:

This request has a net neutral budget impact. The Human Resources Department will report to the City Manager's Office leaving vacant the Director of Human Resources position. The costs for the new Director of Organizational Learning & Engagement will be neutral to the organization by exchanging for the Human Resources Director position. This Action does not increase the City's Table of Organization.

Recommended Action:

- A) Approve for introduction Ordinance No. 4200," 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 the Competitive Service" by adding the Director of Organization Learning & Engagement; and,
- B) Adopt Resolution No 2019-78, "A Resolution of the City Council of the City of Huntington Beach Modifying Salary and Benefits for Non-Represented Employees By Adding the Director of Organizational Learning & Engagement Classification and Establishing Compensation and Amending

the Compensation for the City Manager;" and,

C) Delegate authority to the City Manager and City Attorney to execute Employment Agreement for the Director of Organizational Learning & Engagement; and,

D) Approve the appointment of Marie Knight to the position of Director of Organizational Learning & Engagement; and,

E) Approve and authorize the City Manager to execute the "Employment Agreement Between the City of Huntington Beach and Marie Knight" for the position of Director of Organizational Learning and Engagement.

Alternative Action(s):

Do not approve the agreement and provide alternate direction.

Analysis:

The City of Huntington Beach has had recent retirement of the Human Resources Director providing an opportunity for reorganization of the Human Resources Department and the City Manager Office. In order to provide improved direct support for the Human Resources Department the Department will now report to the City Manager's Office. The cost for the new position will be neutral to the organization by exchanging the Human Resources Director position for the new Director of Organizational Learning and Engagement. This adjustment will provide a focus on change management, succession planning, organizational training, employee development and other associated duties.

This position is a department head reporting directly to the City Manager, responsible for organizational development, management and research programs. This position will provide support to the 13 Departments and over 1,500 full and part-time employees in the development, coordination, and implementation of organizational development and change initiatives that assure city workforce is prepared to meet or exceed performance goals.

Marie Knight has more than three decades of experience in municipal government currently serving as the Director of Community Services for Huntington Beach. Prior to her current position, she has served as the Director of Parks and Recreation for the City of Long Beach and the Director of Community Services for the Cities of Orange and Newport Beach. For the past 20 years Marie has been a speaker and trainer on a local, state and national level in her profession assisting a variety of municipal agencies, non-profit organizations and the State California Parks and Recreation Society in areas such as customer service, employee development, leadership and change management.

The City Manager Recommends City Council approval to appoint Marie Knight to the position of Director of Organizational Learning & Engagement effective November 4th, 2019. The contractual compensation is at Non-Associated/Executive Management Pay Grade No. 0012 End Point. The annual salary is \$192,316.

In order to comply with CalPERS requirements, the proposed Non-Associated Executive Management Salary Schedule was also updated to reflect the City Manager compensation approved by the City Council on August 5, 2019.

Environmental Status:

N/A

Strategic Plan Goal:

Enhance and maintain high quality City services

Attachment(s):

1. Ordinance No. 4200, "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 the Competitive Service" by adding the Director of Organization Learning & Engagement
2. Resolution No 2019-78, "A Resolution of the City Council of the City of Huntington Beach Modifying Salary and Benefits for Non-Represented Employees By Adding the Director Organizational Learning & Engagement and Establishing Compensation Amending the Compensation for the City Manager" including Exhibit 1
3. Modified Non-Associated Executive Management Salary Schedule
4. Employment Agreement between The City of Huntington Beach and Marie Knight
5. Job Classification Specification - Director of Organizational Leadership and Engagement