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# CITY OF POMONA COUNCIL REPORT

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July 15, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Linda Matthews, Human Resources/Risk Management Director

Subject: **Adjustment of Authorized Staffing Levels in the Fiscal Year 2019/20 Operating Budget by the Reclassification of the Housing Technician Position to the Housing Technician I/II Flexible Staffing Classification and Reclassification of One (1) Senior Code Compliance Inspector Position to Code Compliance Manager**

## **RECOMMENDATION:**

It is recommended that the City Council adopt the following resolutions:

**RESOLUTION NO. 2019-95 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING APPENDIX B OF THE MEMORANDUM OF UNDERSTANDING WITH THE POMONA CITY EMPLOYEES’ CHAPTER OF THE TEAMSTERS LOCAL 1932 (PCEA/TEAMSTERS) AND AUTHORIZED STAFFING LEVELS IN THE FISCAL YEAR 2019/2020 ADOPTED OPERATING BUDGET BY CHANGING THE TITLE OF HOUSING TECHNICIAN TO HOUSING TECHNICIAN II, ADDING THE CLASSIFICATION OF HOUSING TECHNICIAN I, AND RECLASSIFYING THREE HOUSING TECHNICIAN POSITIONS TO THE FLEXIBLE STAFFING CLASSIFICATION OF HOUSING TECHNICIAN I/II.**

**RESOLUTION NO. 2019-96 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING APPENDIX A OF THE COMPENSATION PLAN FOR EXECUTIVE MANAGEMENT GROUP A AND B EMPLOYEES AND AUTHORIZED STAFFING LEVELS IN THE FISCAL YEAR 2019/2020 ADOPTED OPERATING BUDGET BY ADDING THE CLASSIFICATION OF CODE COMPLIANCE MANAGER AND RECLASSIFYING THE SENIOR CODE COMPLIANCE INSPECTOR POSITION TO CODE COMPLIANCE MANAGER.**

**RESOLUTION NO. 2019-97 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA ADOPTING THE CITYWIDE SALARY SCHEDULE FOR FISCAL YEAR 2019/2020 AND CREATING THE HOUSING TECHNICIAN SERIES AND ADDING CODE COMPLIANCE MANAGER.**

## **EXECUTIVE SUMMARY:**

Approval of this action will 1) create a flexible staffing classification series of Housing Technician I/II and reclassifying existing Housing Technician positions to Housing Technician I/II in the Neighborhood Services Department; 2) reclassify a vacant Senior Code Compliance Officer to a newly created classification of Code Compliance Manager in the Development Services Department; and 3) adopt a citywide salary schedule for FY 2019/20 which also reflects the changes proposed herein.

## **FISCAL IMPACT:**

The creation of the new flexible staffing classification series of Housing Technician I/II combined with filling the two (2) vacant positions at the Housing Technician I level will result in an estimated cost savings of \$25,881 in FY 2019/20. These positions are funded through various federal, state, and local Housing grants and budget appropriations are not required.

The reclassification of the Senior Code Compliance Inspector position to Code Compliance Manager will result in an estimated cost of \$40,173 in FY 2019/20. The position will be funded by the combination of General Fund and Community Development Block Grant (CDBG) funding. It is anticipated that a portion of this increase can be absorbed in the current budget due to salary savings from the Senior Code Compliance Inspector vacancy. Recent Code Compliance revenues from abatements, liens, and other sources have exceeded budgetary projections allowing for adjustments in expenditure categories within the Division. Staff will return for future appropriations should revenue increases not fully fund these additional costs.

## **DISCUSSION:**

This item includes two personnel actions in order to address changing staffing needs of the City. First, three (3) Housing Technician positions will be reclassified to the Housing Technician I/II flexible staffing classification in the Neighborhood Services Department (Attachment 1). In the past year, the City has experienced difficulty attracting qualified applicants to fill the two (2) vacant Housing Technician positions as they currently exist. The addition of the Housing Technician I/II classification is intended to create an entry level position (Housing Technician I) with the qualifying training and experience adjusted to attract candidates who are early their professional Housing career. The flexible staffing classification series also maintains the journey level position (Housing Technician II), which allows entry level employees to progress in their careers as they gain the necessary experience. With this action, the current Housing Technician incumbent's title will change from Housing Technician to Housing Technician II at the same salary range, at no additional cost. The remaining two (2) positions are vacant and will be recruited for and filled at the Housing Technician I level.

The second proposal is to reclassify a vacant Senior Code Compliance Inspector position to Code Compliance Manager in the Development Services Department (Attachment 2). The Senior Code Compliance Inspector position recently became vacant with the promotion of the incumbent to the position of Code Compliance Supervisor. The oversight of the unit by a Code Compliance Manager will facilitate the adoption and implementation of a rental inspection program, and assist with enhanced development of proactive code compliance strategies, the planning and coordination of specialty enforcement and details, and enhanced interdepartmental coordination of existing Conditional Use Permit (CUP) and other zoning entitlements.

Approval of resolutions in Attachment 1 and 2 will implement the changes to create the Housing Technician series and the Code Compliance Manager, respectively.

Finally, Attachment 3 includes the citywide Salary Schedule for Fiscal Year 2019/20 and all job classifications and pay ranges for all represented and unrepresented employee groups and reflect the changes proposed herein. In accordance with the requirements of the California Code of Regulations, Title 2, Sections 570.5 and 571, the City must adopt and publically post a consolidated Salary Schedule for all City classifications. The only material changes made to the Salary Schedule that reflect Fiscal Year 2019/20 are the classification changes proposed herein.

Prepared by:

Kim Crews

Human Resources Manager

#### **ATTACHMENTS:**

Attachment No. 1: Resolution No. 2019-95 A Resolution of the City Council of the City of Pomona Amending Appendix B of the Memorandum of Understanding between the City of Pomona and the Pomona City Employees' Chapter of the Teamsters Local 1932 (PCEA/ Teamsters) and Authorized Staffing Levels in the Fiscal Year 2019/20 Adopted Operating Budget by Changing the Title of Housing Technician to Housing Technician II, Adding the Classification of Housing Technician I, and Reclassifying Three Housing Technician Positions to the Flexible Staffing Classification of Housing Technician I/II

Attachment No. 2: Resolution No. 2019-96 A Resolution of the City Council of the City of Pomona Amending Appendix A of the Compensation Plan for Executive Management Group A and B Employees and Authorized Staffing Levels in the Fiscal Year 2019/20 Adopted Operating Budget by Adding the Classification of Code Compliance Manager and Reclassifying the Senior Code Compliance Inspector Position to Code Compliance Manager

Attachment No. 3: Resolution No. 2019-97 A Resolution of the City Council of the City of Pomona Adopting the Citywide Salary Schedule for Fiscal Year 2019/20 and Creating the Housing Technician Series and Adding Code Compliance Manager

Exhibit A: City of Pomona Current Salary Schedule FY 2019-2020