



CITY OF POMONA COUNCIL REPORT

September 16, 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: **Adoption of Resolutions to Implement Certain Changes in Positions, Authorized Staffing Levels, and Related Budget Appropriations In the City Attorney's Office, Finance, Human Resources, and Police Departments**

RECOMMENDATION:

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

RESOLUTION NO. 2019-153 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING APPENDIX B OF THE MEMORANDUM OF UNDERSTANDING WITH THE POMONA MID-MANAGERS/CONFIDENTIAL EMPLOYEES' ASSOCIATION (PMMCEA) BY ADDING THE CLASSIFICATION OF BUYER.

RESOLUTION NO. 2019-154 – 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 BY INCREASING THE SALARY SCALE FOR COMMUNITY SERVICES MANAGER.

RESOLUTION NO. 2019-155 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING AUTHORIZED STAFFING LEVELS AND BUDGET APPROPRIATIONS RELATED TO STAFFING CHANGES IN THE CITY ATTORNEY, HUMAN RESOURCES, FINANCE AND POLICE DEPARMTENTS.

EXECUTIVE SUMMARY:

Approval of this action will result in the following personnel changes: 1) Add one (1) Buyer position in the Finance Department; 2) transfer one Legal Administrative Assistant from the City Attorney's Office to the Human Resources Department; 3) Reclassify one Administrative Assistant I/II/III in the City Attorney's Office to Human Resources Analyst I/II in the Human Resources Department; 4) authorize an adjustment to the salary scale for Community Services Manager; 5) reclassify one Police Sergeant to Police Lieutenant; and 6) reclassify one Accounting Technician II position to Senior Accounting Technician in the Police Department.

These actions are accomplished by adoption of resolutions amending the applicable memorandum of understanding or compensation plan; authorized staffing levels; and budget appropriations (Attachments 1, 2, and 3). Lastly, these actions result in a net savings of \$32,826 to the General Fund, which will be transferred to Administration/Economic Development Division.

FISCAL IMPACT:

For the remainder of Fiscal Year (FY) 2019/20 for of the personnel actions combined, there is no net impact to the General Fund and there is an increase to the Water Operations Fund of \$87,505. The addition of a Buyer is estimated to cost \$62,618 for the remainder of FY 2019/20, assuming a hire date of December 1, 2019, of which \$21,916 will be absorbed existing budget appropriations as result of vacancies within the Finance Department, and \$40,702 will be funded from the Water Operations Fund. The cost of a Human Resources Analyst I/II position, assuming a hire date of October 1, 2019, is \$93,606. 50% of the position will be funded from the Water Fund, and the remaining 50% from the reclassification of the Administrative Assistant I/II/III, for a net savings in the General Fund of \$45,071. This net savings will be used to offset the cost of the salary adjustment for Community Services Manager of \$12,245. The remainder of the savings (\$32,826) will be allocated to Economic Development programs. The fiscal impact of reclassifying the Police Sergeant to Police Lieutenant for the remainder of FY 2019/20 is approximately \$20,255. This increased expenditure will be fully funded by additional revenues received to the city through the Homeless Outreach Support Team (HOST) Administrative Fee, which is \$40,000 for this fiscal year. The net impact of reclassifying the Accounting Technician II to Senior Accounting Technician in the Police Department is \$3,770 for FY 2019/20 and will be absorbed within the department's existing budget appropriations.

DISCUSSION:

In an effort to deliver the services the City Council demands, various personal actions and realignments are being recommended. A summary of the recommendations is as follows:

1. Create a new classification of Buyer at Salary Scale MC-058, Group D (\$4,543 to \$5,522 per month) and add one (1) position in the Finance Department.
2. Transfer one (1) Legal Administrative Assistant from the City Attorney's Office to the Human Resources Department.
3. Transfer and reclassify one Administrative Assistant I/II/III in the City Attorney's Office to Human Resources (HR) Analyst I/II,
4. Authorize a salary adjustment for the Community Services Manager position from salary scale EB-078 (\$7,445-\$9,053 per month) to EB-082 (\$8,221-\$9,993 per month), an a 5% increase for the incumbent upon implementation.
5. Reclassify one Police Sergeant to Police Lieutenant.
6. Reclassify one Accounting Technician II position to Senior Accounting Technician in the Police Department.
7. Transfer the net General Fund savings of \$32,826 of these personnel actions from the City Attorney Department to the Economic Development function for consulting or other one-time program expenditures.

These actions are accomplished by adoption of resolutions amending the applicable memorandum of understanding or compensation plan if needed (Attachments 1 and 2); and

amending authorized staffing levels and budget appropriations in the Fiscal Year 2019/20 Operating Budget (Attachment 3).

Each of these recommendations is designed to improve operational support. The first three recommendations are related to staffing in the Finance, City Attorney, and Human Resources Departments. First, a new classification and position of Buyer is proposed to be added to the Finance Department. This position will provide professional level support to the Purchasing function for Requests for Proposals, purchase orders, and citywide contracts.

The next two actions are related to changes in the City Attorney function. With the hiring of Best, Best and Krieger as the City Attorney, the model by which City Attorney services are being delivered is changing. There are currently two full-time positions assigned to the City Attorney that are no longer needed to serve their original function as Best, Best and Krieger prefers to provide their own administrative and paraprofessional support in their own offices. The Legal Administrative Assistant will be transferred to the Human Resources Department to provide support for litigation management; provide citywide support for Closed Session agenda preparation and other special projects; and other duties as assigned. The vacant Administrative Assistant I/II/III in the City Attorney's Office will be reclassified to a Human Resources Analyst I/II. The goal of increasing staffing in the Human Resources and the Finance Department's Purchasing functions is to improve services to the operational departments so departments can fill positions in a more timely manner, improve retention of staff, and purchase services and supplies in a timely manner. The Water Resources Department identified a need for more support from Human Resources and Finance (Purchasing) and will fund part of these actions in exchange for getting the dedicated support it needs.

The last three personnel recommendations are related to operational departments. It is recommended that the salary range for the Community Services Manager be increased to reflect the growth in the programs and responsibilities now assigned to the position. The cost of this increase can be absorbed by the realignment of the City Attorney and Human Resources staffing described above. The Police Department is requesting to reclassify one position from Police Sergeant to Police Lieutenant. One Police Sergeant was formerly assigned to the multi-agency AB109 program which was disbanded this year due to a lack of continued participation from the City's partnering agencies. If this action is approved, the new Police Lieutenant will be responsible for overseeing the following functions/units: Quality of Life Unit (HEART, OATH, HOST, and Operation Healthy Streets), related significantly to addressing the impacts of homelessness; Crime Prevention and Neighborhood Watch; School Resource Officers; Traffic Bureau; and the downtown unit (PBID). In addition, the Accounting Technician II in the Police Department is recommended to be upgraded to a Senior Accounting Technician to be consistent with the higher level duties the incumbent is performing in support of the Police Department.

After all of personnel changes described herein, there was a small savings to the General Fund of \$32,826. Approval of this action would allocate this savings to the Administration/Economic Development budget for use for consulting or other one-time program expenditures, to support the Council priority of Economic Development.

Approval of resolutions in Attachment 1 and 2 will implement the changes to create the Buyer position and modify the salary for Community Services Manager. Approval of resolution in Attachment 3 will modify the Fiscal Year 2019/20 Operating Budget to reflect the authorized staffing levels and budget appropriation changes associated with these actions.

COUNCIL PRIORITIES & GOALS:

This item supports the 2019-2020 City Council Priorities 1 and 2: Fiscal and Operational Responsibility; and Economic Development.

Prepared by:

Linda Matthews, Human Resources/Risk Management Director

ATTACHMENTS:

Attachment No. 1: Resolution No. 2019-153

Attachment No. 2: Resolution No. 2019-154

Attachment No. 3: Resolution No. 2019-155