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# CITY OF POMONA COUNCIL REPORT

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September 20, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Linda Matthews, Human Resources Director

**SUBJECT: ADOPTION OF RESOLUTIONS TO RECLASSIFY ONE (1) SENIOR MANAGEMENT ANALYST POSITION TO A NEW CLASSIFICATION OF PUBLIC WORKS FISCAL AND PROJECT MANAGER IN THE PUBLIC WORKS DEPARTMENT**

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## **RECOMMENDATION:**

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

**RESOLUTION NO. 2021-127 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING APPENDIX B OF THE MEMORANDUM OF UNDERSTANDING WITH THE POMONA MID-MANAGEMENT / CONFIDENTIAL EMPLOYEES' ASSOCIATION AND AMENDING THE PUBLIC WORKS DEPARTMENT AUTHORIZED STAFFING LEVELS FOR THE FISCAL YEAR 2021-22 OPERATING BUDGET TO RECLASSIFY ONE SENIOR MANAGEMENT ANALYST POSITION TO THE NEW CLASSIFICATION OF PUBLIC WORKS FISCAL AND PROJECT MANAGER**

**RESOLUTION NO. 2021-128 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA AMENDING THE CITY OF POMONA'S SALARY SCHEDULE FOR FISCAL YEAR 2021-22 TO MEET THE CALIFORNIA CODE OF REGULATIONS TITLE 2, SECTIONS 570.5 AND 571 TO ADD THE CLASSIFICATION OF PUBLIC WORKS FISCAL AND PROJECT MANAGER**

**EXECUTIVE SUMMARY:** Approval of the proposed Resolutions (Attachments No. 1 and 2) will reclassify a vacant position of Senior Management Analyst to a new classification of Public Works Fiscal and Project Manager. This new higher level classification is needed to better address the project management needs of the Public Works Department in response to both current workload and anticipated increase of projects as a result of the American Rescue Plan funding. This action includes adding the classification to the Memorandum of Understanding with the Pomona Mid-Management/Confidential Employees' Association, amending the authorized

staffing levels in the Fiscal Year 2021-22 Operating Budget, and updating the Citywide Salary Schedule.

**FISCAL IMPACT:** The estimated cost of the reclassification Senior Management Analyst to Public Works Fiscal and Project Manager is \$5,760 for the remainder of Fiscal Year 2021-22. For the purposes of budgeting, \$1,151 is from the General Fund (Funds 101-2530 and 101-2532) and the remaining is from transportation funds including Measure R (Fund 128), Measure M (Fund 138), Proposition A (Fund 216), Proposition C (Fund 217), and the Capital Improvement Program (CIP). The additional cost will be absorbed with the Department's current budget appropriations for Fiscal Year 2021-22.

**DISCUSSION:**

The Public Works Department has a wide variety of complex projects, which are anticipated to increase as a result of the funding from the American Rescue Plan. Strong project management includes expertise regarding procurement and contracting procedures, the ability to prepare complex bid specifications, knowledge of budget estimation and controls, contractor management techniques, and organizational and prioritization skills. The Public Works Department currently has two Senior Management Analyst positions to perform a variety of complex administrative duties. However, the complexity of the projects, including capital improvement projects, in the Public Works Department justifies reclassifying one of the Senior Management Analyst positions to a new higher level position of Public Works Fiscal and Project Manager, at range MC-078, \$8,053 to \$9,788 per month. The higher level position will assume a greater role in project management. The position will also oversee key fiscal and administrative processes for the department, including budget preparation, accounts payable, contracts, staff report preparation, and other operational duties as assigned.

**COUNCIL PRIORITIES & GOALS:** This item supports the 2021-2021 City Council Priority 5: Infrastructure.

Prepared by:

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Linda Matthews  
Human Resources/Risk Management Director

**ATTACHMENT(S):**

Attachment No. 1 – Resolution No. 2021-127

Attachment No. 2 – Resolution No. 2021-128

Exhibit A – Citywide Salary Schedule