



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Tori Hannah, Administrative Services Director and Leticia Livian, Human Resources Manager

MEETING DATE: February 7, 2018

SUBJECT: An Ordinance to Amend the City Salary Classification Schedule for Administrative Services Manager

CEQA: Does not constitute a “Project” under California Environmental Quality Act (CEQA) Guidelines Section 15378.

RECOMMENDATION

Introduce and hold first reading and adopt an ordinance to amend the salary classification schedule to (1) establish a salary range for a new classification, Administrative Services Manager; and (2) approve the amendment; and (3) direct that a summary of a proposed ordinance be published as approved by the City Attorney.

DISCUSSION

The City’s salary schedule identifies job classifications that have been approved by Council (e.g., Administrative Technician) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. Pursuant to Charter Article 25 and the Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the salary schedule must be adopted by the Council. The requested change to the salary classification schedule impacts the new Administrative Services Manager classification only, all other salaries in the classification schedule remain the same. To view the entire salary schedule, please refer to the City’s website, <http://www.cityofpacificgrove.org/about-city/human-resources/salaries-benefits-and-mous>.

Staff is recommending a creation of a new classification in the Administrative Services Manager category. This diverse position will play a key role in the Administrative Services Department by focusing on risk management, as well as provide much needed professional level accounting support. This position would consolidate the workers compensation, safety, and liability program management responsibilities of the vacant Risk Manager position with 820 hours of annual contract/consultant services that are equivalent to the City’s Chief Accountant position. This transition is not anticipated to impact the City’s risk management functions, as the individual in this position also managed the Cemetery Fund, Hyperbaric Chamber Fund, supervised staff, and performed various budgetary functions. Some of these alternate functions will be absorbed by other staff through a reallocation of duties, with efficiencies gained through the use of technology.

This position will also strengthen the City’s Finance Department by providing senior level accounting skills on-site. The current contact services are performed remotely, with the City’s financial system accessed online, with shared files or supporting documentation accessed through Google accounts. The contract individual is responsible for maintaining balance sheet accounts, providing technical guidance to staff, performing major reconciliations; and preparing year-end schedules and journal entries for the annual audit. By bringing these skills in-house,

the City will not only be better positioned to implement new accounting standards, but it will also be able to achieve significant benefits by increasing the level of accounting controls, providing a higher level of support to departments, staying abreast of changes within the City, assisting the Administrative Services Director (ASD) with more complex assignments, and performing the functions of the ASD in the ASD's absence.

The Administrative Services Department currently has vacant a 1.0 FTE Risk Manager position, which will be converted to the new Administrative Services Manager position. Once a successful candidate is hired, the City plans to eliminate the annual contract services for the Chief Accountant prior to the close of the fiscal year. The chart below shows the difference in hourly costs between the two positions:

	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G
Risk Manager	\$34.77	\$36.50	\$38.33	\$40.24	\$42.25	\$43.84	\$45.48
Administrative Services Manager	\$41.94	\$44.04	\$46.24	\$48.55	\$50.98	\$53.53	\$56.20
Difference	\$7.17	\$7.54	\$7.91	\$8.31	\$8.73	\$9.69	\$10.72

The proposed salary schedule for the Administrative Services Manager classification is based on a recent salary survey of 95% of total compensation of market median for comparable classifications. Each step in the Administrative Services Manager classification increases by 5% for steps one (1) through seven (7).

GOAL ALIGNMENT

Operational excellence

OPTIONS

1. Take no action.
2. Provide alternative direction to staff.

FISCAL IMPACT

The Risk Manager position is budgeted in FY 17/18 and the cost of additional compensation for Administrative Services Manager can be absorbed by the savings from eliminating the \$34,400 annual contract for Chief Accountant services in the Administrative Services' Department budget.

ATTACHMENTS

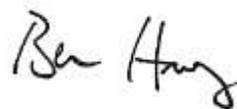
1. Ordinance amending the salary classification schedule

RESPECTFULLY SUBMITTED:



Tori Hannah
Administrative Services Director

REVIEWED BY:



Ben Harvey
City Manager

A handwritten signature in blue ink that reads "Leticia Livian". The signature is written in a cursive, flowing style.

Leticia Livian
Human Resources Manager

ORDINANCE NO. 18-_____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE CLASSIFICATION SCHEDULE FOR ADMINISTRATIVE
SERVICES MANAGER**

Findings

1. Amendment to the City classification plan must be adopted by the City Council pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280; and
2. A new manager classification is being created, Administrative Services Manager; and
3. The new classification will provide for a manager position to cover risk management and provide professional level accounting support; and
4. This measure amends the classification salary schedule to add the Administrative Services Manager classification, and sets a salary range for the Administrative Services Manager; and
5. All other salaries the in classification schedule will remain unchanged; and
6. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

Ordinance

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. The foregoing findings of the City Council are incorporated into this Ordinance as if set forth in full.

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to Charter Article 15 and PGMC § 4.20.280 is established for the Administrative Services Manager classification, with the following salary schedule:

Classification	Step						
	1A	2B	3C	4D	5E	6F	7G
Administrative Services Manager	41.94	44.04	46.24	48.55	50.98	53.53	56.20

SECTION 3. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on the thirtieth (30th) day following passage and adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this ____ day of February, 2018, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL. KAMPE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney