



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Leticia Livian, Human Resources Manager
MEETING DATE: May 16, 2018
SUBJECT: First reading of 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 (b)(5) because it is an organizational or administrative activity that will not result indirect or indirect physical changes in the environment.

RECOMMENDATION

Introduce and hold first reading and adopt an ordinance to amend the salary classification schedule to (1) establish a salary range for 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 of Pacific Grove’s salary schedule identifies job classifications that have been approved by City 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 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>.

An Administrative Services Manager classification was created in the beginning of this year and subsequently a competitive recruitment was launched. However, the recruitment proved to be unsuccessful in finding a candidate with the right skillset to take on a diverse key position within the Administrative Services Department. Each of the applicants interviewed had little to some comparable knowledge and skills but would require substantial additional training. In speaking with other local cities, the candidate pool for the skill level required for this position is difficult to source and highly competitive. Because of the varying, complex, long-term projects the Administrative Services Department is trying to accomplish, finding the right candidate with the required skillset is imperative in meeting City goals.

In addition to initiating a new recruitment, an adjustment in compensation is necessary in attracting a high level candidate and appropriate to reflect the multifaceted complexity of the job which includes senior level accounting skills, risk management, and day-to-day oversight of the Administrative Services staff and operations.

In taking a closer look at the depth and breadth of knowledge and skills needed to fill this classification, it has been identified that the salary for this position should be similarly aligned with the Police Services Administrative Manager classification salary schedule. Therefore staff is making a recommendation to amend the salary classification schedule for the Administrative Services Manager position to mirror the Police Administrative Services Manager Classification.

	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G
Administrative Services Manager	\$41.94	\$44.04	\$46.24	\$48.55	\$50.98	\$53.53	\$56.20
Police Administrative Services Manager	\$49.06	\$51.51	\$54.09	\$56.79	\$59.63	\$62.61	\$65.75
Difference	\$7.12	\$7.47	\$7.85	\$8.24	\$8.65	\$9.08	\$9.55

GOAL ALIGNMENT

Operational excellence

OPTIONS

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

FISCAL IMPACT

The Administrative Services Manager position is budgeted in FY 18/19 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

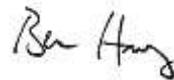
1. Ordinance amending the salary classification schedule

RESPECTFULLY SUBMITTED:



Leticia Livian
Human Resources Manager

REVIEWED BY:



Ben Harvey
City 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 of Pacific Grove's (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. The Administrative Services Manager position within the City is vacant and a recruitment to fill the position is necessary; and
3. The field of finance and administrative services is highly complex; and
4. In order for the City be competitive and recruit the most qualified candidates, an amendment to the salary schedule is recommended; and
5. The salary schedule set for the Administrative Service Manager should be equal to the salary schedule adopted for the Police Administrative Services Manager; and
6. The salary schedule for the identified position is amended accordingly; and
7. All other salaries the in classification schedule will remain unchanged; and
8. Any amendment to the classification plan must be adopted by the City Council pursuant to PGMC Section 4.20.280; and
9. 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 (b)(5).

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	49.06	51.51	54.09	56.79	59.63	62.61	65.75

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 June, 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