



# CITY OF CORONADO

## CITY COUNCIL STAFF REPORT

August 15, 2023

{{section.number}}e

### **ADOPTION OF “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORONADO, CALIFORNIA, AMENDING ITS FISCAL YEAR 2022-23 PERSONNEL AUTHORIZATION AND COMPENSATION PLAN TO REFLECT FISCAL YEAR 2023-24 COMPENSATION AND BENEFIT CHANGES”**

#### **RECOMMENDATION:**

Adopt “A Resolution of the City Council of the City of Coronado, California, Amending its Fiscal Year 2022-23 Personnel Authorization and Compensation Plan to reflect Fiscal Year 2023-24 Compensation and Benefit Changes.”

#### **BACKGROUND:**

The Personnel Authorization and Compensation Plan (PACP) enumerates the number of authorized positions and classifications, as well as the approved pay ranges for all classifications. Adjustments are presented to the City Council when any compensation, benefit, or classification adjustments occur.

The complete PACP (Exhibit A) and the Memoranda of Understanding (MOU) for the Coronado Police Officers’ Association (CPOA), Coronado Firefighters Association’ (CFA), and American Federation of State, County and Municipal Employees (AFSCME), Local 127 can be found at: <https://www.coronado.ca.us/186/City-Employment-Salaries-Memoranda-of-Un> and is available for review in the City Clerk’s office.

#### **ANALYSIS:**

When changes in compensation, benefit, or classifications occur, it is important to amend the PACP or applicable MOU to reflect the changes for CalPERS purposes and for public transparency.

The City’s Classification and Compensation Plan contains a total of 101 classification specifications. Of the 101 classifications, 88 are classified under the City’s Civil Service Rules and 13 are unclassified Executive classifications. Each of the 253 positions are allocated to a classification specification. Each classification specification outlines a general statement of the level of work, objectives, examples of essential duties, and the qualifications for the classification. There have been noted inconsistencies with some of the positions performing the same duties and the same level of responsibility having different classifications across various departments.

As part of the City’s effort to ensure consistency and equity to the classifications and duties performed, staff conducted a classification review of all administrative, technician, and analyst classifications and positions.

The below changes, summarized in Exhibit B, are requested as a result of a recent classification review:

1. Administrative Services
  - a. New classification of Senior Human Resources Analyst, replacing one (1) Senior Management Analyst and one (1) Management Analyst
  - b. New classification of Human Resources Analyst, replacing one (1) Human Resources Technician
  - c. New classification of Associate Human Resources Analyst, replacing one (1) Management Assistant
  - d. New classification of Payroll Specialist
  - e. Amend classification title of one (1) Office Specialist, to Department Administrative Assistant
  - f. Amend classification title of Human Resources Manager, to Human Resources and Risk Manager.
2. Police Services
  - a. New classification of Executive Assistant to the Police Chief, replacing one (1) Office Specialist
  - b. Reclassify one (1) Management Assistant to Management Analyst
  - c. Reclassify one (1) Administrative Secretary to Accounting Technician I
  - d. New classification of Police Records Specialist, replacing three (3) Office Specialists
3. Fire Services
  - a. Reclassify one (1) Management Assistant to Management Analyst
  - b. Reclassify (0.75) Office Specialist to Accounting Technician I
4. Library Services
  - a. New classification of Library Services Analyst, replacing one (1) Library Services Technician
  - b. Reclassify one (1) Accounting Technician I to Management Assistant
  - c. Amend classification title of one (1) Administrative Secretary, to Department Administrative Coordinator
5. Community Development
  - a. Amend classification title of one (1) Administrative Secretary, to Department Administrative Coordinator
6. Recreation & Golf Services
  - a. Reclassify one (1) Management Analyst to Senior Management Analyst
  - b. Reclassify one (1) Office Specialist to Management Assistant
  - c. Reclassify one (1) Office Specialist to Recreation Coordinator
  - d. Amend classification title of (0.75) Office Specialist, to Department Administrative Assistant
7. Public Services & Engineering
  - a. Amend classification title of one (1) Office Specialist, to Department Administrative Assistant
  - b. Amend classification title of one (1) Administrative Secretary, to Department Administrative Coordinator

The below changes are also requested as part of the FY 2023-24 PACP amendment.

1. New classification of Principal Planner within the Community Development Department. This classification will replace one (1) Associate Planner.
2. Amend salary schedule of the Police Community Relations Coordinator classification within Police Services.

The recommended classification changes amendments will not result in a change in number of full-time equivalent (FTE) positions. The PACP will continue to reflect a total of 253.00 authorized positions.

**FISCAL IMPACT:**

The fiscal impact of the proposed changes to the Personnel Authorization and Compensation Plan (PACP) include the following listed by department:

Item #	Department	Fiscal Impact
1	Administrative Services	\$ 16,206
2	Police Services	\$ 10,936
3	Fire Services	\$ 9,423
4	Library Services	\$ 13,525
5	Community Development	\$ -
6	Recreation & Golf Services	\$ 26,990
7	Public Services & Engineering	\$ -
8	Community Development (Principal Planner)	\$ 36,920
9	Police Services (Police Community Relations Coordinator)	\$ 25,006
		<b>\$ 139,005</b>

If approved, the total estimated fiscal impact of \$139,005 will be appropriated to the Fiscal Year 2023-24 Budget.

**ALTERNATIVE:**

City Council may not adopt the Resolution and direct staff to take different actions.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT:**

Not Applicable

**PUBLIC NOTICE:**

No notice required.

**ATTACHMENTS:**

- 1.City Council Resolution No. 2023-33
2. Exhibit A – FY 2023-24 Personnel Authorization and Compensation Plan
3. Exhibit B – Reclassifications, Adjustments and New Classifications

Submitted By: Administrative Services Department / John Kim