



# STAFF REPORT – CITY COUNCIL MEETING

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February 07, 2024

**TO:** Honorable Mayor and City Council Members

**FROM:** Danette Demello, Assistant City Manager

**PREPARER:** Danette Demello, Assistant City Manager

**DATE:** January 31, 2024

**TITLE:** **(1) Adopt Resolution No. 234-28, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to add new Human Resources/Administrative Services Director Position Title and Other Housekeeping Items]; and (2) Adopt Resolution No. 234-29, A Resolution of the City Council of the City of Arcata Establishing and Authorizing Supplemental Compensation and Benefits for Management and Confidential Employees [to Reflect Human Resources/Administrative Services Director Position Title and Other Housekeeping Items].**

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## **RECOMMENDATION:**

It is recommended that the Council:

- 1) Adopt Resolution No. 234-28, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to add new Human Resources/Administrative Services Director Position Title and Other Housekeeping Items];
- 2) Adopt Resolution No. 234-29, A Resolution of the City Council of the City of Arcata Establishing and Authorizing Supplemental Compensation and Benefits for Management and Confidential Employees [to Reflect Human Resources/Administrative Services Director Position Title and Other Housekeeping Items].

## **INTRODUCTION:**

While the City’s Personnel Rules and Regulations (PR&Rs) grant authority to the City Manager to adopt changes to the City’s Classification Plan (i.e., job descriptions); Chapter IV, Section 2, of the PR&Rs require amendments or revisions to the Compensation Plan be adopted by resolution of the City Council.

**BACKGROUND:**

Prior to recruiting for an anticipated vacancy created by the pending retirement of the Assistant City Manager, staff took the opportunity to retitle the position to better reflect the disciplines/Divisions this position administers, and to attract candidates with the specific experience in Human Resources and Administration Services which includes the City Clerk, Procurement and Contracts, Risk Management/Insurance, Information Technology and Communications.

**DISCUSSION:**

The job description for this position remains essentially the same. In addition to a title change that better reflects the disciplines/Divisions the position serves as a Department Director for, it has also been determined to be an appropriate time to change the name of the Personnel Division to the more commonly known or recognized Human Resources (HR) Division. The City's HR Division consists of the Director position and two Personnel/Payroll Specialists. The Specialist title is also being changed to Human Resources/Payroll Specialist.

Attachment A adds the new Human Resources/Administrative Services Director classification title to the salary schedule for the Management/Mid-Management/Confidential and Appointed employees. It also reflects a title change for the Personnel/Payroll Specialist job title to Human Resources/Payroll Specialist.

Also being added to the salary schedule is the new position of Senior Projects Manager (Engineering). This is a new position that was allocated with the adoption of the Fiscal Year 2023/2024 Budget and is just now being filled.

Attachment B is incorporating the new and revised position titles within the Resolution that establishes supplemental compensation and benefits for Management and Confidential employees. Other housekeeping changes include updating Section 10.2, Insurance to reflect the current cost share amounts between the City and employees for medical insurance; as well as an update to the employee bus pass benefit in Section 13.B.

**BUDGET/FISCAL IMPACT:**

There is no budget impact with this action. The positions being added have been included in the 2023/2024 Fiscal Year Budget.

**ATTACHMENTS:**

- A. Resolution No. 234-28 (XLSX)
- B. Resolution No. 234-29 (DOCX)