



# STAFF REPORT – CITY COUNCIL MEETING

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March 20, 2024

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

**FROM:** Keira Vink, Human Resources/Administrative Services Director

**PREPARER:** Keira Vink, Human Resources/Administrative Services Director

**DATE:** March 08, 2024

**TITLE:** **Adopt Resolution No. 234-38, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Compensation & Benefits for Hourly Rated Part-Time, Temporary, and Seasonal Personnel (to Reflect a New Position of Program Coordinator).**

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## **RECOMMENDATION:**

It is recommended that the Council adopt Resolution No. 234-38, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Compensation & Benefits for Hourly Rated Part-Time, Temporary, and Seasonal Personnel (to Reflect a New Position of Program Coordinator).

## **INTRODUCTION:**

While the City’s Personnel Rules & Regulations (PR&R) 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&R requires amendments or revisions to the Compensation Plan be adopted by resolution of the City Council. Staff is recommending the new hourly position of Program Coordinator be added to the Hourly Part-Time, Temporary, and Seasonal salary schedule.

## **BACKGROUND/DISCUSSION:**

### **New Classification—Program Coordinator**

A new classification of Program Coordinator is being added as an Hourly Position. The Program Coordinator is the advanced journey level classification in the Program Specialist series. This class is distinguished from the Program Specialist in that, extensive leeway is granted for the exercise of independent judgment and initiative, and incumbents are expected to independently perform the full scope of the duties assigned with minimum oversight. A higher-level Hourly classification is needed by City Departments to perform professional level work in a variety of capacities, but the initial need is in the Community Development Department to assist in their Planning Division.

To assist in higher-level job duties, limited term projects and/or backlog activities, a new Hourly position of Program Coordinator is being added to the Hourly Rated Part-Time, Temporary, and Seasonal Personnel salary schedule at Salary Grade PT142 (\$30.145 - \$33.274 per hour).

Staff recommends adoption of Resolution No. 234-38 (attached) reflecting the changes.

**BUDGET/FISCAL IMPACT:**

Departments will utilize current budget funds in their approved 2023/2024 Approved Budget to cover the fiscal costs of the position. If necessary, Departments will include part-time salaries costs in their 2024/2025 budgets which will be presented to the City Council for approval.

**ATTACHMENTS:**

- A. Resolution No. 234-38 Hourly C&P Program Coordinator (PDF)
- B. Program Coordinator Job Description (PDF)