



MEMORANDUM

TO: CITY COUNCIL

FROM: DEBBIE MALICOAT, DIRECTOR OF ADMINISTRATIVE SERVICES

BY: LISA CHRISTENSEN, HUMAN RESOURCES MANAGER

SUBJECT: CONSIDERATION OF AN ORDINANCE AMENDING SECTION 2.44.020 (PERSONNEL OFFICER – POWERS AND DUTIES) OF THE ARROYO GRANDE MUNICIPAL CODE

DATE: JUNE 26, 2018

SUMMARY OF ACTION:

Adoption of the Ordinance to amend Section 2.44.020 Personnel Officer – Powers and Duties of the Arroyo Grande Municipal Code (AGMC) would alleviate the Council of administrative duties and allow the City Manager flexibility to update position classification plans as needed to reflect changes in nomenclature, job requirements, circumstances, laws or job duties.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There will be some cost savings and increased efficiency related to a reduction in staff time associated with preparing agenda reports.

RECOMMENDATION:

It is recommended the City Council introduce an Ordinance amending Section 2.44.020 of Title 2 of the Arroyo Grande Municipal Code relating to preparation of position classification plans by the Personnel Officer.

BACKGROUND:

Section 2.44.020 of the Municipal Code designates the City Manager as the Personnel Officer. Subsection 2.44.020.C. states in part “The City Manager shall...prepare position classification plans including class specifications and revisions of the plan. The plan, and any revisions thereof, shall become effective upon approval by the Council...” The City has established position classification plans, otherwise known as job descriptions, which are periodically reviewed for accuracy and applicability. All revisions, no matter how minor, require approval of the City Council. Many of the position classifications

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have not been updated for several years and any revisions have been made one-by-one on an as-needed basis. The process of updating classification plans is labor intensive and time consuming due to the preparation of the required documents and reports to present to Council for approval. Many of the City's current job titles use nomenclature that is outdated and job descriptions are not reflective of current technological practices or requirements.

ANALYSIS OF ISSUES:

The City Council is responsible for determining policies, budgets and staffing levels. The Council determines the level of service (headcount or Full Time Equivalents) and the budget allocated to an activity, but the Municipal Code is clear that the administrative affairs of the City would be handled more expeditiously, efficiently and satisfactorily through the City Manager. Therefore, the City Manager is responsible for the details on how the activity is done (i.e. tasks, requirements, specific job duties, etc.).

The City Manager is responsible for the day to day operations and administration within the Council approved policies, budget and staffing levels. The proposed Ordinance would amend the Municipal Code to allow the City Manager to update details of position classifications, which will streamline the process and provide the City the ability to be more agile and responsive to changing needs, circumstances, laws and environments. Changes to salary ranges which have financial impacts would still require City Council approval.

For example, under the existing process, to change a position title from Executive Secretary to Executive Assistant and update the position classification wording with current language, a staff report must be written describing and explaining the changes and submitted to the City Council for approval. This process may take several weeks and will require at least five hours of staff time in reviewing, publishing and processing the agenda report, not to mention the time the City Council will spend. Under the proposed process, this change could be achieved in hours with no impact to the Council approved budget or staffing level.

Staff proposes amending the Municipal Code by making a minor change to subsection 2.44.020.C., as shown below:

2.44.020 - Personnel officer—Powers and duties.

The city manager shall be ex officio personnel officer. With the approval of the council, the city manager may delegate any of the powers and duties conferred upon him or her as personnel officer by the provisions of this chapter to any other officer or employee of the city or may recommend that such powers and duties be performed under contract as provided in Section 2.44.150 of this chapter. The city manager shall:

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- A. Administer all the provisions of this chapter and of the personnel rules not specifically reserved to the council;
- B. Prepare and recommend to the council revisions and amendments to the personnel rules. The city attorney shall approve the legality of such revisions and amendments prior to their submission to the council;
- C. Prepare a position classification plans including class specifications and revisions of the plans; ~~The plan, and any revisions thereof, shall become effective upon approval by the council;~~ and
- D. Prepare a plan of compensation, and revisions thereto, covering all classifications in the competitive service. The plan and any revisions thereto, shall become effective upon approval by the council.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- 1. Introduce the Ordinance;
- 2. Modify and introduce the Ordinance;
- 3. Do not introduce the Ordinance; or
- 4. Provide direction to staff.

ADVANTAGES:

Amending the Ordinance would improve staff efficiency and the ability to be responsive to the changing needs of the City.

DISADVANTAGES:

No disadvantages are identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE AMENDING SECTION 2.44.020 OF TITLE 2 OF THE ARROYO GRANDE MUNICIPAL CODE RELATING TO PREPARATION OF POSITION CLASSIFICATION PLANS BY THE PERSONNEL OFFICER

WHEREAS, Chapter 2.44 of the Arroyo Grande Municipal Code establishes the City's personnel system; and

WHEREAS, Section 2.44.020 of the Arroyo Grande Municipal Code designates the City Manager as the Personnel Officer and sets forth the powers and duties of the Personnel Officer; and

WHEREAS, Subsection C of Section 2.44.020 provides that the City Manager shall prepare position classification plans and that the plans and any revisions thereto shall become effective upon approval by the City Council; and

WHEREAS, the City has approved position classification plans; and

WHEREAS, while the City Council is responsible for determining policies, budgets and staffing levels, the City Manager is responsible for the day to day operations and administration of the City; and

WHEREAS, it is in the best interest of the City to allow the City Manager to make revisions to the position classification plans without requiring the approval of the City Council, which will streamline the process and provide the City the ability to be more responsive to the changing needs of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Arroyo Grande as follows:

SECTION 1: The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2: Subsection 2.44.020.C of the Arroyo Grande Municipal Code is hereby amended to read in its entirety as follows:

C. Prepare position classification plans including class specifications and revisions of the plans; and

SECTION 3: If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unconstitutional.

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SECTION 4: A summary of this Ordinance shall be published in a newspaper published and circulated in the City of Arroyo Grande at least five (5) days prior to the City Council meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the City Clerk. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those City Council Members voting for and against the Ordinance shall be published again, and the City Clerk shall post a certified copy of the full text of such adopted Ordinance.

SECTION 5: This Ordinance shall take effect and be in full force and effect thirty (30) days after its adoption.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

the foregoing Ordinance was adopted this _____ day of _____, 2018.

JIM HILL, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

JAMES A. BERGMAN, CITY MANAGER

APPROVED AS TO FORM:

HEATHER K. WHITHAM, CITY ATTORNEY