




DATE SUBMITTED November 21, 2019  
 SUBMITTED BY City Manager's Office  
 DATE ACTION REQUIRED December 4, 2019

COUNCIL ACTION (x)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS 

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT:	<b>DISCUSSION/ACTION: RANGE RECLASSIFICATIONS WITHIN MSPC COLLECTIVE BARGAINING UNIT.</b>		
	1. APPROVAL OF RECLASSIFICATION OF THE HUMAN RESOURCES ANALYST RANGE 78 TO THE NEW CLASSIFICATION OF HUMAN RESOURCES MANAGER RANGE 98 2. APPROVAL OF RECLASSIFICATION OF THE MANAGEMENT ANALYST RANGE 80 TO THE NEW CLASSIFICATION OF ASSISTANT CITY MANAGER RANGE 101 AND NEW DRAFT JOB DESCRIPTION 3. APPROVAL OF RECLASSIFICATION OF THE FINANCE DIRECTOR RANGE 101 TO THE NEW CLASSIFICATION OF ADMINISTRATIVE SERVICES DIRECTOR RANGE 102		
	DEPARTMENT INVOLVED: <b>CITY MANAGER'S OFFICE</b>		
	BACKGROUND/SUMMARY: With these reclassifications, the Human Resources Manager will report to the Administrative Services Director. The Assistant City Manager will report to the City Manager and with maintain direct supervision of Community Services and Parks Department. The Administrative Services Director will report directly to the City Manager and will have direct oversight of the Finance and Human Resources functions.		
	FISCAL IMPACT: Total of \$29,650.40 (\$16,834.36 GF / \$12,816.04 Enterprise)	F.O. INITIALS	
	Human Resources Manager - \$11,804 (\$7,082.40 GF / \$4,721.60 Enterprise) Assistant City Manager - \$13,052 (\$7,831.20 GF / \$5,220.80 Enterprise) Administrative Services Director - \$4,794.40 (\$1,917.76 GF / \$2,876.64 Enterprise)		
	STAFF RECOMMENDATION:		
	MANAGER'S RECOMMENDATION: It is my recommendation to approve the above reclassifications.	MANAGER'S INITIALS	
	MOTION:		
SECONDED:	APPROVED ( )	REJECTED ( )	
AYES:	DISAPPROVED ( )	DEFERRED ( )	
NAYES:			
ABSENT:	REFERRED TO:		

**CITY OF IMPERIAL  
MSPC SALARY SCHEDULE  
FISCAL YEAR 2019 - 2020**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
69	21.49	22.56	23.69	24.87	26.12	27.42	27.99	29.39
70	22.02	23.12	24.28	25.49	26.77	28.11	29.51	30.99
71	22.57	23.70	24.89	26.13	27.44	28.81	30.25	31.76
72	23.14	24.29	25.51	26.78	28.12	29.53	31.01	32.56
73	23.72	24.90	26.15	27.45	28.83	30.27	31.78	33.37
74	24.31	25.52	26.80	28.14	29.55	31.02	32.58	34.21
75	24.92	26.16	27.47	28.84	30.29	31.80	33.39	35.06
76	25.54	26.82	28.16	29.57	31.04	32.60	34.23	35.94
77	26.18	27.49	28.86	30.30	31.82	33.41	35.08	36.84
78	26.83	28.17	29.58	31.06	32.62	34.25	35.96	37.76
79	27.50	28.88	30.32	31.84	33.43	35.10	36.86	38.70
80	28.19	29.60	31.08	32.63	34.27	35.98	37.78	39.67
81	28.90	30.34	31.86	33.45	35.12	36.88	38.72	40.66
82	29.62	31.10	32.65	34.29	36.00	37.80	39.69	41.68
83	30.36	31.88	33.47	35.14	36.90	38.75	40.68	42.72
84	31.12	32.67	34.31	36.02	37.82	39.71	41.70	43.79
85	31.90	33.49	35.16	36.92	38.77	40.71	42.74	44.88
86	32.69	34.33	36.04	37.85	39.74	41.73	43.81	46.00
87	33.51	35.19	36.94	38.79	40.73	42.77	44.91	47.15
88	34.35	36.07	37.87	39.76	41.75	43.84	46.03	48.33
89	35.21	36.97	38.82	40.76	42.79	44.93	47.18	49.54
90	36.09	37.89	39.79	41.77	43.86	46.06	48.36	50.78
91	36.99	38.84	40.78	42.82	44.96	47.21	49.57	52.05
92	37.91	39.81	41.80	43.89	46.08	48.39	50.81	53.35
93	38.86	40.80	42.84	44.99	47.24	49.60	52.08	54.68
94	39.83	41.82	43.92	46.11	48.42	50.84	53.38	56.05
95	40.83	42.87	45.01	47.26	49.63	52.11	54.71	57.45
96	41.85	43.94	46.14	48.45	50.87	53.41	56.08	58.89
97	42.90	45.04	47.29	49.66	52.14	54.75	57.48	60.36
98	43.97	46.17	48.47	50.90	53.44	56.12	58.92	61.87
99	45.07	47.32	49.69	52.17	54.78	57.52	60.39	63.41
100	46.19	48.50	50.93	53.48	56.15	58.96	61.90	65.00
101	47.35	49.72	52.20	54.81	57.55	60.43	63.45	66.62
102	48.53	50.96	53.51	56.18	58.99	61.94	65.04	68.29

<u>POSITION</u>	<u>RANGE</u>
Accounting Technician	69
Engineer Technician / Inspector	74
Recreation Coordinator	75
Library Supervisor	77
Park Supervisor	77
Administrative Analyst	78
Human Resources Analyst	78
Building Inspector	80
Mangement Analyst	80
Library Administrator	81
Planner	84
Public Services Foreman	85
Wastewater Plant Chief Operator	85
Water Plant Chief Operator	85
Electrician Supervisor	90
Human Resources Director	96
Finance Manager	98
Police Captain	98
Project Manager	98
Public Services Manager	98
Community Services Director	101
Finance Director	101
Community Development Director	102
Public Services Director	102

2.9% COLA

Council Action on June 19, 2019

Implementation as of 1st payday July 2019

Position Updates on 10/02/19

## ASSISTANT CITY MANAGER JOB DESCRIPTION

### JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

### GENERAL PURPOSE

The principal function of an employee in this class is to oversee and guide, as assigned, the activities of various Departments, Divisions and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council; provide administrative guidance, as assigned, to departments to ensure the City's goals and objectives are achieved in a timely and professional manner; provide the City Manager and City Council with accurate and timely information to support decision-making and policy direction; serve as an agency of the City Manager in conflict and dispute resolution; assist in the overall daily administration, decision-making and policy direction guidance with the City Council and staff; recommend organizational enhancements and restructuring as necessary.

This position provides effective, professional leadership, positioning the City to meet the community's current and future needs through appropriate technologies and services. The work is performed under the direct supervision of the City Manager. The principal duties of the position are performed in a general office environment.

### ESSENTIAL DUTIES:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Provide support directly to the City Manager by serving as a liaison on major projects; managing oversight of various departments and other divisions as assigned; supervising and directing staff; expediting resolution of certain matters in the City Manager's Office and providing special research and support to the City Manager.
- Represent the City and the City Manager to management staff, elected officials, and outside agencies; create, present and explain City programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues.
- Meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.
- Identify complex policy issues and work with departmental executive staff to create, present and implement comprehensive solutions with approval of City Manager and City Council.
- Proactively monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.

- Participate in and contribute to the development and administration of the annual City budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct and approve expenditures of assigned departments; and direct the preparation and implementation of budgetary adjustments as necessary.
- Provide or coordinate staff support to a variety of boards and commissions; serve on intergovernmental and citizen committees; attend and participates in professional group meetings; and stay abreast of new trends and innovations in the fields of public relations and public administration.
- Attend City Council meetings and represent the City Manager as needed.
- Interpret and ensure City Manager and City Council policies are understood and achieved.
- Meet with City Manager and other CMO staff to discuss issues and objectives, to determine strategies and approaches, and to brief on current activities and challenges.
- Meet with Department Directors to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including budget, personnel, customer service and intradepartmental issues.
- Resolve or participate in resolving customer complaints.
- Represent the City Manager's Office in various meetings, assisting with input and guidance to achieve an outcome that is beneficial to the greater good of the organization, community and citizenry.
- Promote an effective, responsive and value-based organizational culture.
- Maintain regular contact with and keep the City Manager apprised of situations and issues.
- Interact with Boards and Commissions, outside governmental agencies and non-profits, constituent representative groups and other citizen groups relative to goals, actions and activities of the City.
- Develop and/or assist in the implementation of new programs or enhancements to existing programs, and in operational analysis and recommendations for organizational structure.
- When assigned, directly supervise department heads and staff, establishing goals, objectives and performance targets; preparing and administering reviews of individual and department performance.
- Actively participate in the development of the City's strategic plan and strategies to achieve stated goals.
- Act as key staff liaison with City Attorney's office for departmental service requests as well as in negotiations of development agreements.
- Actively take part in the advancement and promotion of an organization that is here to support and meet the needs of the customer, both internally and externally.

- Perform the duties of City Manager, as assigned, during City Manager's absence.
- Perform all work duties and activities in accordance with City policies and procedures.
- Work in a safe manner and report unsafe activity and conditions.
- Other duties as assigned.

#### MINIMUM QUALIFICATIONS

The position requires a sufficient combination of education and experience. It is preferred that the candidate possess a Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration or a related field and at least five (5) years of increasingly responsible professional experience in municipal government or public sector management. Experience in administrative or supervisory responsibilities at the senior managerial or executive leadership level is also preferred. Candidate should have a proven record as an innovative leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers. Strong commitment to public service. Demonstrated history of identifying and responding to community and City Council issues, concerns, and needs. High level of emotional intelligence. Advanced leadership and management skills and a proven ability of leading teams of executive, managerial, and professional staff. Experience in or strong exposure to the areas of development, planning, economic development, community services code compliance, building, zoning, development agreement negotiations and special projects. Strong project management skills.