



CITY OF

NEWPORT BEACH

City Council Staff Report

July 24, 2018
Agenda Item No. 7

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Adopt Resolution No. 2018-60 Amending the Staffing Structure of
One Position in the Public Works Department

ABSTRACT:

The Administration and Finance Division of Public Works includes one Engineering Technician position to support records management functions of the Department. This single incumbent position is vacant due to a recent retirement. Staff has reviewed the duties and Department needs and determined the position is better aligned with the existing classification of a Records Specialist. A resolution is proposed to amend the staffing structure in Public Works by elimination of one Engineering Technician position and reallocation to one Records Specialist position.

RECOMMENDATION:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly;
- b) Change the staffing structure in Public Works Department by eliminating one (1) Engineering Technician position and reallocating one (1) Records Specialist position; and
- c) Adopt Resolution No. 2018-60, *A Resolution of the City Council of the City of Newport Beach, California, Amending the Staffing Structure in the Public Works Department.*

FUNDING REQUIREMENTS:

The proposed change is estimated to be cost neutral and sufficient funding is available in the FY 2018-19 operating budget.

DISCUSSION:

The Public Works Department proposes the elimination of one Engineering Technician position and reallocation to one Records Specialist position. Currently, the Administration and Finance Division of Public Works includes one Engineering Technician position to support records management functions of the Department. Recently, the Engineering Technician retired after fourteen years of public service. Staff has reviewed the duties and Department needs and determined the position is better aligned with the existing classification of a Records Specialist. The position is responsible for the maintenance, retention, destruction, and centralized administration of electronic and hard copy records. Further, the position is essential for creating, indexing, posting, controlling and retrieving records for use within and outside the department and organization. Records may include plans, specifications, maps, as built and standard drawings, reports, contracts, permits, public records act requests and other documents.

One Engineering Technician position would be eliminated and one Records Specialist position would be designated. The Records Specialist classification is included in the City Employees Association (CEA) group. Human Resources staff has consulted with the Professional and Technical Employees Association regarding the elimination of the Engineering Technician position from the bargaining unit and they have no objections. The elimination of the Engineering Technician allows the City to fill the vacancy with a relevant classification in use by other departments.

Human Resources Department staff studied the proposed change and concur with the recommendation. A resolution is proposed to amend the staffing structure in Public Works by eliminating the position of Engineering Technician and reallocating one Records Specialist position. Upon approval by the City Council, staff will work with appropriate internal departments to implement the change.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – Resolution No. 2018-60