



**CITY OF**

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# **NEWPORT BEACH**

## **City Council Staff Report**

January 14, 2020  
Agenda Item No. 4

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** Grace K. Leung, City Manager - 949-644-3001,  
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**TITLE:** Resolution No. 2020-2: Adjusting the Salary Schedule for the  
Positions of Assistant City Clerk and Budget Manager

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### **ABSTRACT:**

The City has been unable to fill the vacated position of Assistant City Clerk despite robust recruitment efforts. Based on a recent study of the position, staff is recommending enhancements to the minimum experience and certificate requirements in association with a salary range adjustment. The modifications to the position requirements more closely align with industry standards. The increase in salary range will improve external parity of the classification and assist with recruiting qualified candidates.

The City's Budget Manager recently retired, providing the Finance Department with an opportunity to evaluate its operational needs and recommend modifications to the Budget Manager classification's level of responsibility, accountability, span of control and supervisory authority in an effort to improve efficiencies in service delivery. It is recommended the Budget Manager salary range be adjusted down accordingly to reflect these proposed changes.

### **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; and
- b) Adopt Resolution No. 2020-2, *A Resolution of the City Council of the City of Newport Beach, California, Amending the Salary Schedule for the Positions of Assistant City Clerk and Budget Manager.*

### **FUNDING REQUIREMENTS:**

In the current fiscal year, there are sufficient appropriations in the City Clerk and Finance departments and significant projected salary savings from the vacant Assistant City Clerk (\$48,289) and Budget Manager (\$73,155). In future years, when the successful candidates reach the top of their range, the City Clerk's budget will have a base salary increase of \$18,281 due to the adjustment, and the Finance budget will have a base salary reduction of \$4,761. The net fiscal impact of this action will increase wages by \$13,521 (\$18,281 - \$4,761), again when both positions reach top step.

## **DISCUSSION:**

On September 10, 2019, the City initiated a recruitment for the recently vacated position of Assistant City Clerk. The Assistant City Clerk acts under the direction of the City Clerk, performing a variety of complex, specialized and highly responsible administrative support duties. There is an emphasis on records management and public records requests. Additionally, when the City Clerk is absent, the Assistant City Clerk performs the City Clerk's duties.

The City Clerk's department has undergone significant changes since the last recruitment for an Assistant City Clerk in 2016. The operational demands placed on the City Clerk's department have increased in volume and complexity; and, correspondingly, the responsibilities and expectations of the Assistant City Clerk position have grown as well. Specifically, the number and complexity of California Public Records Act requests have doubled, increasing from just under 400 requests in 2016 to over 800 requests per calendar year. On average, each request takes approximately 1.5 hours to complete; more complex requests require additional time and resources. The Assistant City Clerk's supervisory responsibilities have broadened since 2016; the position is now responsible for overseeing the Department's addition of a full-time Records Specialist and a part-time Department Assistant.

Despite robust recruitment efforts, replacing the vacated Assistant City Clerk position has proven difficult. A study was conducted by Human Resources to identify if adjustments to salary, education, experience, certifications or job responsibilities were indicated to make the position more competitive in the marketplace. The study revealed the current City of Newport Beach Assistant City Clerk salary ranks 7<sup>th</sup> out of the 8 agencies surveyed, and is over 9% below the median. In order to attract and retain for the position, staff is recommending adjusting the salary range from \$72,124 – 101,494 to \$85,122 – 119,775 and adjusting the combination of education, experience and licensing/certification requirements to more accurately reflect the competencies necessary for someone to be successful in the Assistant City Clerk position.

As noted above, the City's Budget Manager recently retired, affording the Finance Department with an opportunity to review its organizational structure and propose Departmental modifications designed to enhance operations. At the time of her retirement, the Budget Manager's scope of responsibilities included Accounts Payable, Bids, Contracts & Purchasing, Budget, Mailroom Services, Payroll and Warehouse Management. Going forward, the Department is proposing the Budget Manager oversee budget and payroll functions only. Because the proposed scope of the Budget Manager's responsibilities is narrowing in focus, there is an associated proposal to lower the salary range of the position, from \$139,130 - \$169,067 to \$132,459 - \$160,991. This proposed range accomplishes internal and external parity for the type of work being performed. Internally, the proposed salary adjustment recognizes the significant budgetary responsibilities associated with like positions, as well as the complexity surrounding the City payroll functions; but is reduced to acknowledge the redistribution of certain finance-related assignments. A high-level review of neighboring cities indicates the adjusted salary remains competitive in the marketplace.

**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. 2020-2