

ATTACHMENT A

RESOLUTION NO. 2021- 81

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWPORT BEACH, CALIFORNIA, CREATING A MANAGEMENT FELLOW POSITION AND ESTABLISHING THE POSITION CLASSIFICATION AND SALARY RATE

WHEREAS, City of Newport Beach ("City") Charter Section 601 requires the City Council to provide the number, titles, qualifications, powers, duties and compensation of all officers and employees;

WHEREAS, Section 2.28.010 of the Newport Beach Municipal Code ("NBMC") provides that, upon recommendation of the City Manager, the City Council shall establish by resolution the classification of positions in City employment and salary range or rate for each class or position;

WHEREAS, the City would like to establish a Management Fellowship Program offering professional development opportunities that will attract recent master's graduates interested in pursuing a career in local government;

WHEREAS, the City Manager desires to add a Management Fellow position within the City Manager's Department, to play a key role in high-priority City projects, contribute to the organization at the executive leadership level and gain unique exposure to City operations; and

WHEREAS, the new Management Fellow classification and salary rate, as provided in this resolution, were reviewed by the City Manager and the City Manager recommends approval.

NOW, THEREFORE, the City Council of the City of Newport Beach resolves as follows:

Section 1: One (1) Management Fellow position shall be created with a salary rate of \$50,000 annually, in the City Manager's Department. The City Council hereby approves the Management Fellow job classification as outlined in Exhibit A, attached hereto and incorporated herein by reference.

Section 2: The City's Salary Schedule which was approved by the City Council (governing body) on June 8, 2021, is hereby amended to include the salary rate for the Management Fellow position of \$50,000 annually. The salary rate is outlined in Exhibit B, attached hereto and incorporated herein by reference.

Section 3: The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

Section 4: If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 5: The City Council finds the adoption of this resolution 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, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 6: This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting the resolution.

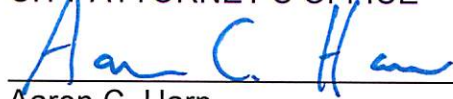
ADOPTED this 14th day of September, 2021.

Brad Avery
Mayor

ATTEST:

Leilani I. Brown
City Clerk

APPROVED AS TO FORM:
CITY ATTORNEY'S OFFICE



Aaron C. Harp
City Attorney

Attachment: Exhibit A - Management Fellow job classification
 Exhibit B - Draft Management Fellow salary rate

Classification Title: Management Fellow

Salary: \$50,000 annually

DEFINITION: Under direct supervision, this position provides an aspiring local government professional with the experience and exposure necessary to create a platform to a productive career in administration. The fellow will play a key role in high-priority City projects and contribute to the organization at the executive leadership level and gain unique exposure to City operations.

DISTINGUISHING CHARACTERISTICS: This is a limited-term provisional position to service the City for up to twelve months with periodic performance evaluations.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction and supervision from management staff.

ESSENTIAL DUTIES: The following essential functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those below to address business needs and changing business practices:

- Perform research and policy analysis on high-level issues of concern for the organization under the direction of the City Manager in four different departments during the twelve months including the City Manager's Office and Finance Department;
- Participate in budget preparation, including revenue and expenditures analysis and projections;
- Conduct special studies and surveys, perform research and statistical analyses, and prepare related reports;
- Assist in the development and implementation of goals, objectives, policies and procedures;
- Compile and assemble data for a variety of reports;
- Verify and review materials for completeness, accuracy and conformity with established procedures;
- Attend City Council meetings, department meetings, and related management discussions and coordinate and track follow-up items from City Council meetings; and
- Perform related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Basic principles, practices and techniques of public administration and municipal government operations;

Research principles, methods and techniques associated with data collections and report writing;

Understanding of the principles and processes for providing customer services; and

Modern office practices, procedures, methods and equipment.

Ability to:

Analyze complex situations and research information to identify the strengths and weaknesses to provide management with data and reporting;

Interpret and apply City policies, procedures, rules and regulations;

Perform a variety of administrative duties with little or minimal supervision;

Assist in the preparation of the operating and capital budgets;

Evaluate and develop recommendations for improvements to operations, procedures, and/or policies;

Prepare clear and concise reports;

Communicate clearly and concisely, both orally and in writing;

Regularly and predictably attend work;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative working relationships with those contacted in the course of work.

This position may be required to work overtime hours as needed.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS: Work is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

EXPERIENCE, EDUCATION AND LICENSE &/OR CERTIFICATE: A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: No experience required. Prior experience in state or local government is desirable.

Education: Equivalent to a master's degree from an accredited college or university with major course work in public administration, public policy, business administration, political science or a related field.

License or Certificate: Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

Disaster Service Worker: In accordance with Government Code Section 3100, City of Newport Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Employee Group: Key & Management
FLSA Designation: Non-Exempt
Department: City Manager's Office
Established: 8/20/2021

EXHIBIT B

DRAFT Management Fellow Salary Rate

Key & Management Compensation Plan, *non-exempt*

Effective Date and PositionTitle	Hourly Pay Rate	Daily Rate	Period Salary	Monthly Salary	Annual Salary
September 25, 2021 Management Fellow	\$24	\$192	\$1,923	\$4,167	\$50,000

*Pay rates are rounded to the nearest whole dollar and effective the first day of the pay period following approval.