



CITY OF

NEWPORT BEACH

City Council Staff Report

September 14, 2021
Agenda Item No. 9

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Resolution No. 2021-81: Creating a Management Fellow Position

ABSTRACT:

One of the City of Newport Beach's goals is to develop and retain quality municipal management leaders. A Management Fellowship Program offers professional development opportunities that will attract recent graduates with master's degrees interested in pursuing a career in local government. Staff recommends adoption of Resolution No. 2021-81, which would create the Management Fellow position and establish the position classification and salary rate.

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. 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.*

DISCUSSION:

A Management Fellowship Program offers an aspiring local government professional with the experience and exposure necessary to create a solid foundation for a productive career in city management. Offering this program provides the City of Newport Beach (City) with the ability to attract, develop and retain aspiring local government professionals. The Management Fellow will 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.

The proposed program adds one, limited-term Management Fellow position for up to 12 months. If approved, the Management Fellow will rotate through four City departments, with Finance and City Manager's Office being mandatory. This would be a provisional hourly position covered by the Key & Management Compensation Plan and would receive full benefits. Based on a market survey, the proposed annual salary is \$50,000. Total annual cost of the position, including benefits and retirement costs, is estimated at \$76,987.

A Management Fellow is expected to perform a variety of tasks, including attending meetings with staff at multiple levels of the organization, analyzing current City policies and procedures, writing memos to managers and supervisors, making recommendations, preparing City Council correspondence, researching best practices, preparing and making presentations, working with consultants, preparing Requests for Proposals, and attending a variety of meetings, including City Council, commission and community meetings. Attached to Resolution No. 2021-81 is the Management Fellow Job Classification and Salary Rate.

At the conclusion of the Management Fellow's limited-term assignment, the goal is to promote them into a vacant City position which aligns with their experience and education. The City of Long Beach and the International City/County Management Association (ICMA) have nationally recognized Management Fellowship Programs that provide a jump start to a career in local government. Both programs have proven track records of producing successful government professionals.

If the position is approved by the City Council, Human Resources and City Manager's Office staff will work together to implement this program.

FISCAL IMPACT:

A comprehensive estimate of the costs associated with the position is provided with this report (Attachment B). If approved, the proposed budget for FY 2022-23 will include sufficient funding for the position within the City Manager's Office operating budget.

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).

ATTACHMENTS:

Attachment A – Resolution No. 2021-81

Attachment B – Comprehensive Estimate of Costs