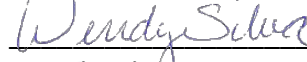




REPORT TO CITY COUNCIL

Approved by:



Wendy Silva, Director of Human Resources



Arnaldo Rodriguez, City Manager

Council Meeting of: September 1, 2021

Agenda Number: D-5

SUBJECT:

Assignment of Grant Administrator Classification to the Competitive Service, represented by the Mid Management Employee Group (MM)

RECOMMENDATION:

It is recommended the City Council:

1. Adopt a resolution designating the Grant Administrator classification as a Competitive Service position represented by MM and assigning the position to salary range 446; and
2. Introduce an ordinance amending subsection E of §2-2.305 of Title II of the Madera Municipal Code relating to Civil Service and Exceptions to the Competitive Service

SUMMARY:

The position of Grant Administrator is currently vacant. Prior to conducting a recruitment, the City Manager has reviewed the roles and responsibilities of the position, as well as its organizational function. Based on that review, it has been recommended that the position no longer be considered an at-will management position, but instead be placed in the Competitive Service as part of MM. The requested action would effectuate this change by designating the new assigned salary range for the position within MM and beginning the process to modify the list of positions not subject to the Competitive Service in the Madera Municipal Code.

DISCUSSION:

When the City first added the position of Grant Administrator to the organization, it was a MM position. In 2009, the position was reclassified as an at-will management position within the City's personnel structure. The individual in the Grant Administrator position since that time has been an unrepresented employee with an at-will employment agreement, serving at the will of the City Manager. More recently, in 2013, a reorganization of the City's Finance Department moved the Grant Administrator to be a direct report of the Director of Financial Services. With the position of Grant Administrator currently vacant, the City Manager has reviewed the organizational function of the position, and considering the reporting relationship to the Director

of Financial Services which is not intended to be changed, is recommending the position be placed in the Competitive Services and represented by MM.

Compensation and benefits between management positions and those represented by MM differ. Specifically, management positions pay more toward the California Public Employees Retirement System (CalPERS) than MM positions. Additionally, MM positions receive a City contribution to their deferred compensation account not received by management. Taking these differences into account, it is recommended that the Grant Administrator position be placed at salary range 446 on City of Madera Schedule M. Placement at this range will maintain a similar total compensation package for the position. Table 1 shows the difference between the current annual pay as a management employee and the proposed annual pay as a member of MM. The table provides the first and last steps of the salary range for comparison purposes.

Table 1. Grant Administrator – Comparison of Management to Mid Management Pay		
<i>Grant Administrator – Management (Current)</i>		
	Step A	Step F
Base Pay (Range 476)	91,725	117,072
- CalPERS Employee Contribution	6,421	8,195
- CalPERS Employer Contribution Paid by Employee	2,178	2,780
Net	83,126	106,097
<i>Grant Administrator – MM (Proposed)</i>		
	Step A	Step F
Base Pay (Range 446)	82,172	104,874
- CalPERS Employee Contribution	2,773	3,539
+ City Contribution to Deferred Compensation Account	3,451	4,405
Net	82,850	105,739

The City shared the proposed movement of the classification to MM with MM representatives along with the proposed salary range. MM representatives had no objection to the proposal.

In addition to the resolution setting the salary range for the position, a proposed ordinance has been drafted amending the City’s Municipal Code relative to positions exempted from the Competitive Service. The amendment would remove the Grant Administrator from the list of exempted positions and update the title of City Administrator to City Manager as a clean-up item. Since the modification of the City Administrator classification to City Manager, the Municipal Code is updated with the new classification title as sections are amended or otherwise edited.

FINANCIAL IMPACT:

There is no anticipated financial impact if the position is moved to MM and assigned to the salary range as proposed. The proposal takes into account compensation differences between management and MM employees and adjusts the salary range to maintain similar total compensation.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The information contained herein is not addressed by the Vision Madera 2025 plan, nor is the information in conflict with that plan.

ALTERNATIVES:

Council may direct staff to review the proposed salary range and bring back different alternatives at a future meeting, after meeting and conferring with MM further.

ATTACHMENTS:

1. Resolution assigning the Grant Administrator position to MM and setting the salary range for the position.
2. Proposed Ordinance amending subsection E of §2-2.305 of Title II of the Madera Municipal Code removing the Grant Administrator from the list of positions exempted from the Competitive Service.

Resolution No. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA
SETTING THE RATE OF COMPENSATION FOR THE GRANT ADMINISTRATOR CLASSIFICATION**

WHEREAS, the City of Madera (City) has an existing classification of Grant Administrator exempted from the Competitive Service as an at-will management position; and

WHEREAS, based on the organizational role of the position, the City Manager has recommended the position be placed in the Competitive Service and assigned to the Mid Management Employee Group (MM); and

WHEREAS, the City and MM have met and conferred in good faith, and have reached agreement on the salary range to be assigned to the Grant Administrator classification upon representation by MM.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA hereby resolves, finds, and orders as follows:

1. The above recitals are true and correct.
2. Effective September 1, 2021, the Grant Administrator classification shall be represented by MM and be assigned to range 446 on City of Madera Salary Schedule M as shown in Table 1.

Table 1. City of Madera Schedule M Bi-Weekly Pay Rate						
Range	A	B	C	D	E	F
446	\$3,160.49	\$3,318.41	\$3,484.49	\$3,658.71	\$3,841.60	\$4,033.65

3. This resolution is effective immediately upon adoption.

ORDINANCE NO. _____ C.S.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, AMENDING
SUBSECTION E OF §2-2.305 OF TITLE II OF THE MADERA MUNICIPAL CODE RELATING TO CIVIL
SERVICE AND EXCEPTIONS TO THE COMPETITIVE SERVICE**

THE COUNCIL OF THE CITY OF MADERA DOES ORDAIN AS FOLLOWS:

SECTION 1. Subsection E of §2-2.305 of Title II of the Madera Municipal Code is amended to read as follows:

(E) The City ~~Administrator~~ [Manager], Police Chief, Golf Course Superintendent, Director of Financial Services, City Attorney and attorney subordinates, if any, City Clerk, City Engineer, Director of Community Development, Public Works Operations Director, Director of Parks and Community Services, Planning Manager, Director of Human Resources, Executive Director of the Successor Agency to the Former Madera Redevelopment Agency, Director of Administrative Services, Chief Building Official, ~~Grant Administrator~~, Information Services Manager, Communications Manager, and Neighborhood Preservation Manager.

SECTION 2. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or void for any other reason.

SECTION 3. This Ordinance shall be effective and of full force and effect at 12:01 a.m. on the thirty-first day after its passage.
