City of Los Alamitos

Agenda Report	April 21, 2014
Consent Calendar	Item No: 8C

To: Mayor Gerri L. Graham-Mejia & Members of the City Council

From: Bret M. Plumlee, City Manager

Subject: Resolution No. 2014-08 – Establish New Part-Time Position Classifications, Amend Hourly Rate Schedule and Adopt Findings to Hire a PERS Annuitant as a Temporary Part-time Executive Assistant/Benefits Coordinator

Summary: This agenda item seeks authorization to establish one new classification within the part-time hourly employee resolution.

Recommendation: Adopt Resolution No. 2014-08, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE HOURLY RATE SCHEDULE, ESTABLISHING A NEW PART-TIME TEMPORARY POSITION CLASSIFICATION IN THE ADMINISTRATION DEPARTMENT AND ADOPTING FINDINGS TO HIRE A PUBLIC EMPLOYEES RETIREMENT SYSTEM ("PERS") ANNUITANT AS A TEMPORARY PART-TIME EXECUTIVE ASSISTANT/BENEFITS COORDINATOR AND AMENDING RESOLUTION 2013-15."

Background

In addition to regular full-time employees, the City relies on part-time employees in all departments. Part-time classifications are represented on the hourly rate schedule do not receive benefits.

Executive Assistant/Benefits Coordinator Janice Shore's last day was March 27, 2014. Recruitment for the vacancy is underway. In the interim, a part-time consultant was hired to assist with the day to day personnel functions, recruitment process, and support for the City Manager. The part-time consultant will not be available after April 18, 2014, necessitating the urgency to fill the position.

Staff is proposing to hire Janice Shore (retired) as a part-time temporary employee to complete the recruitment process for her replacement and support the City Manager's Office. To accomplish this, a part-time hourly rate needs to be approved by the City Council.

Discussion

Establish Part-Time Position

It is recommended that a part-time temporary Executive Assistant/Benefits Coordinator be added to the hourly rate schedule. This is a creative and money-saving solution to the current staffing issue. Mrs. Shore has the experience necessary to seamlessly fill the position until the recruitment of a full time employee can be completed.

This position will be funded through the City's operating budget using funds earmarked for the Executive Assistant/Benefits Coordinator position. The part-time Executive Assistant/Benefits Coordinator will serve at the discretion of the City Manager.

Resolution No. 2014-08 repeals past resolutions related to hourly rate schedules. Exhibit A to Resolution No. 2014-08 provides revised hourly rate schedule, which includes the new position and rates of pay. Exhibit B provides the job description for the Part-time Executive Assistant/Benefits Coordinator.

PERS Annuitant

Per the recently adopted Public Employee Pension Reform Act (PEPRA) effective January 1, 2013, all Miscellaneous (non-safety) retirees that desire to return to work on a part-time (960 hour per fiscal year) basis must wait 180 days (6 months) unless the Council certifies that the nature of the employment and the appointment is necessary to fill a critically needed position. The attached resolution makes this certification based upon the following:

- There has not been adequate time to complete a recruitment due to the recent turnover
- Cut-backs over the past few years means there are currently no "in-house" candidates that are fully qualified to temporarily fill this key position
- Mrs. Shore posses knowledge and skill level in this position for the past eighteen years
- Experience needed to successfully recruit qualified key management positions within the organization

While Mrs. Shore's retirement date was March 31, 2014, it is Staff's recommendation to bring her back as a part-time employee effective April 22, 2014 for a period not to exceed 960 hours while a thorough recruitment can be completed. Mrs. Shore has been asked to assist in the selection of her replacement, as well as the recruitment of the Administrative Services Director and Public Works Secretary. We have upcoming vacancies in all of these critical positions.

Fiscal Impact

Sufficient funds have been included in the Fiscal Year 2013-2014 Operating Budget to fund the new part-time position.

Submitted and Prepared By:

Bret M. Plumlee
City Manager

Fiscal Impact Reviewed By:

Glenn L. Steinbrink
Interim Administrative Services Director

Attachment: *1. Resolution No. 2014-08*

RESOLUTION NO. 2014-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE HOURLY RATE SCHEDULE, ESTABLISHING A NEW PART-TIME TEMPORARY POSITION CLASSIFICATION IN THE ADMINISTRATION DEPARTMENT AND ADOPTING FINDINGS TO HIRE A PUBLIC EMPLOYEES RETIREMENT SYSTEM ("PERS") ANNUITANT AS A TEMPORARY PART-TIME EXECUTIVE ASSISTANT/BENEFITS COORDINATOR AND AMENDING RESOLUTION 2013-15

WHEREAS, the City of Los Alamitos utilizes hourly employees to provide staffing in various City departments; and,

WHEREAS, the proposed new classification is needed to address service demands in the Administration Department; and,

WHEREAS, Janice Shore retired on March 31, 2014, and there has not been adequate time to conduct a recruitment to fill this critical position; and,

WHEREAS, Government Code Section 7522.56 allows a retired employee to continue to work for a public employer for a term not to exceed 960 hours in a 12 month period under certain conditions; and,

WHEREAS, Government Code Section 7522.56(f)(1) further requires that a retired employee must wait 180 days before returning to work for a public employer, unless the City Council certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. Repeals Exhibit C (Hourly Rate Schedule), to Resolution No. 2013-15, in its entirety.

SECTION 3. The City of Los Alamitos Hourly Rate Schedule, amended to include the one new classification, is hereby adopted and made Exhibit A.

SECTION 4. The classification specification for part-time temporary Executive Assistant/Benefits Coordinator is hereby adopted and made Exhibit B.

SECTION 5. Does hereby certify that the position of Executive Assistant/Benefits Coordinator of the City of Los Alamitos is a critical position within the City structure.

SECTION 6. The City Council of the City of Los Alamitos certifies that it is necessary to immediately appoint Janice Shore by virtue of her 18 years in the position of Executive Assistant/Benefits Coordinator to fill this critical need as there is no other viable candidate who can immediately perform the requirements of the position.

SECTION 7. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 21st day of April, 2014.

_____
Gerri L. Graham-Mejia, Mayor

ATTEST:

_____
Windmera Quintanar, CMC, City Clerk

APPROVED AS TO FORM:

_____
Cary S. Reisman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, CMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 21st day of April, 2014, by the following vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

_____
Windmera Quintanar, CMC, City Clerk

EXHIBIT A

CITY OF LOS ALAMITOS
HOURLY RATE SCHEDULE
Effective April 21, 2014

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.		STEP A	STEP B	STEP C	STEP D	STEP E
905	Recreation Leader I	5	HOURLY	8 05	8 45	8 86	9.26	9 66
915	Recreation Leader II	15	HOURLY	8.50	8.93	9.35	9 78	10 20
921	Senior Recreation Leader	20	HOURLY	10 00	10 50	11.00	11 50	12.00
931	Recreation Specialist	30	HOURLY	11 00	11 55	12.10	12.65	13.20
943	Nutrition Program Coordinator	40	HOURLY	12.50	13.13	13.75	14.38	15 00
950	Sports Coordinator	50	HOURLY	14 75	15 49	16.23	16 96	17 70
955	Community Services Coordinator	55	HOURLY	17 50	18 38	19 25	20.13	21.00
980	Recreation Supervisor	80	HOURLY	26.93	28.28	29.69	31.17	32 73
910	Lifeguard	10	HOURLY	8 00	8 40	8 80	9 20	9 60
925	Water Safety Instructor I	25	HOURLY	10.50	11.03	11.55	12 08	12 60
930	Asst Pool Manager/Sr. Lifeguard	30	HOURLY	11.00	11.55	12 10	12.65	13.20
935	Water Safety Instructor II	35	HOURLY	11.50	12.08	12 65	13 23	13 80
942	Aquatics Coordinator	40	HOURLY	17.50	18.38	19 25	20.13	21.00
911	Crossing Guard	15	HOURLY	8.50	8.93	9 35	9 78	10 20
920	Police Aide/Cadet	20	HOURLY	10 00	10 50	11.00	11 50	12 00
945	Police Investigator	45	HOURLY	13.00	13.65	14 30	14.95	15.60
946	Police Reserve	45	HOURLY	13.00	13.65	14.30	14 95	15 60
965	Police Recruit	65	HOURLY	22.00				
970	Photo Enforcement Officer	70	HOURLY	24 68	25.91	27.21	28.57	30.00
940	Account Clerk	40	HOURLY	12.50	13.13	13.75	14.38	15.00
941	Administrative Intern	40	HOURLY	12 50	13 13	13 75	14.38	15 00
944	Clerical Assistant	40	HOURLY	12 50	13.13	13.75	14.38	15.00
947	Receptionist	42	HOURLY	13.76	14.45	15.17	15.93	16 73
960	Maintenance Worker	60	HOURLY	17.30	18.17	19 07	20 03	22 08
951	Deputy City Clerk	46	HOURLY	27.72	29.11	30.56	32 09	33 69
948	Department Secretary	66	HOURLY	22.83	23.98	25.17	26.43	27.76
971	Code Enforcement Officer	66	HOURLY	22.83	23.98	25 17	26 43	27 76
972	Executive Assistant/Benefits Coordinator	70	HOURLY	32.91	34.56	36.29	38 10	40 00

*Highlighted area is the hourly rate change and new positions

EXHIBIT B

CITY OF LOS ALAMITOS

Job Description

EXECUTIVE ASSISTANT/BENEFITS COORDINATOR (Temporary Part-Time)

THE POSITION

Under the supervision of the City Manager. the Executive Assistant/Benefits Coordinator to the City Manager performs a variety of highly responsible and confidential secretarial and administrative duties for the City Manager; assists in maintaining proper flow of information and communications between the City Manager and Department Directors, City Council and the public; assists in the coordination of various functions of the City Clerk; coordinates meetings and functions; and assumes and performs related responsibilities and duties as required.

ESSENTIAL JOB FUNCTIONS

General

Essential functions may include, but are not limited to the following:

Provides responsible. complex and confidential secretarial support to the City Manager; types and proofreads a wide variety of complex and confidential reports, letters, and, memoranda; independently prepares correspondence; takes and transcribes dictation; and maintains confidential records. Maintains daily calendar for City Manager's meetings and appointments; coordinates meetings for City Manager with Department Directors. management staff, City Council and outside agencies. Organizes the flow of communication, paperwork, and activity through the City Manager's Office, including Department Directors, elected officials and the public. Operates a variety of office equipment including a copier, facsimile machine and computer. Maintains all Personnel files.

Employee Benefits and Services

The Executive Assistant/Benefits Coordinator is responsible for all recruitments, benefits, evaluations and pre-employment processes as follows:

Serves as a liaison between CalPERS and covered employees.

Distributes and processes health plan change forms.

Provides a variety of assistance to other Personnel staff members and to related departmental projects/activities.

Conducts new employee orientation and insurance enrollment; performs exit-processing services for terminating and retiring employees.

Schedules all pre-employment physicals and maintains proper protocol for all physicals.

Processes employee benefit applications and requests for disability leave, FMLA, COBRA, over-aged dependents' coverage, retirement, death and other special situations.

Develops, coordinates and executes open enrollment for benefits including design and preparation of benefit materials and literature.

Interprets personnel policies and procedures; responds to requests for information and assistance for employees, management, bargaining unit representatives, outside agencies and the public.

Plans and performs recruitment activities including coordination among departments and applicable agencies; develops job bulletins; determines and places advertisements: reviews and evaluates applicant selection.

Assists in developing and administering the selection program including conducting examinations, grading tests and preparing eligibility lists.

Assists in coordinating assigned activities with other departments, outside agencies and service providers.

Maintains performance evaluation schedules for employees and distributes appropriate forms.

Conducts studies, analysis and research on a broad range of personnel assignments; conducts, analyzes and completes salary and benefit surveys; and completes various government reports.

Maintains the City's CALPACS membership and updated salary and benefit information.

Provides technical assistance to clerical staff.

Prepares and processes reports and records, including various letters and business correspondence, flexible benefit updates, insurance forms, surveys, and various reports, memos and correspondence related to the particular division worked.

Receives, reviews and processes various reports and records, including benefit updates, insurance forms, surveys, dental billing invoices, and job applications.

Interacts and communicates with a variety of individuals and groups including personnel staff, employees, outside agencies, vendors, applicants and management.

Mails enrollment forms, change forms, benefit information packets, COBRA letters, and related paperwork.

Receives, types and records late re-enrollment memos.

Distributes program materials.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles of office organization, administration and management; knowledge of English, grammar, spelling and letter writing; ability to interpret and apply City policies, procedures, laws and regulations; ability to act independently and resourcefully; ability to type 60 wpm; ability to take dictation at 100 wpm is highly desirable; ability to operate modern office equipment including a computer; and ability to work cooperatively and professionally with other employees and the general public.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from high school, or equivalent, supplemented by business courses or training seminars in responsible secretarial practices and procedures; and at least six (6) years of extensive experience in progressively responsible secretarial work, which may include supervisory responsibilities.