

RESOLUTION NO. 2022-143

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPROVING A HUMAN RESOURCES DIRECTOR CLASSIFICATION AND SALARY SCHEDULE AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY ADJUSTMENTS TO CITY'S CLASSIFICATION AND COMPENSATION PLAN, AND AUTHORIZING FINANCE DIRECTOR TO MAKE APPROPRIATE BUDGETARY AND ACCOUNTING ENTRIES

WHEREAS, there is a need for a Human Resources Director position, and:

WHEREAS, the Human Resources Director position will be part the Marina Directors group, and:

WHEREAS, the proposed salary is as follows in the table below.

Classification	Monthly Director Broadband Salary Range
Human Resources Director	\$11,175 - \$19,080

WHEREAS, there is sufficient funding in the current fiscal year 2022/2023 from unallocated fund balance, and there is sufficient on-going funding available from the General Fund in future years.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. That the Human Resources Director classification is hereby approved, and;
2. That the Human Resources Director will be part of the Marina Directors group, and;
3. That the salary schedule of the Human Resources Director is hereby approved, and;
4. That the City Manager is hereby authorized and directed to make the necessary adjustments to the City's Classification and Compensation Plan
5. That the City's Finance Director is hereby authorized and directed to make the necessary and appropriate budget adjustments.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 6th day of December 2022 by the following vote:

AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ABSTAIN, COUNCIL MEMBERS:

ATTEST:

Bruce C. Delgado, Mayor

Anita Sharp, Deputy City Clerk

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of December 6, 2022

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2022-,
APPROVING A HUMAN RESOURCES DIRECTOR CLASSIFICATION AND
SALARY SCHEDULE; AUTHORIZING THE CITY MANAGER TO MAKE
NECESSARY ADJUSTMENTS TO THE CITY'S CLASSIFICATION AND
COMPENSATION PLAN, AND, AUTHORIZING THE FINANCE DIRECTOR
TO MAKE NECESSARY BUDGETARY AND ACCOUNTING ENTRIES.**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2022-, approving a Human Resources Director classification and salary schedule; and,
2. Authorizing the City Manager to make necessary adjustments to the City's classification and compensation plan, and,
3. Authorizing the Finance Director to make necessary budgetary and accounting entries.

BACKGROUND:

Currently the City has a Human Resources Analyst position that handles the day-to-day human resources functions. These include: administration of the city's personnel rules and regulations; workers compensation; classification, compensation and employee benefits; labor and employee relations; policies and procedures; employee recognition programs; city-wide training, mandatory training and safety training; recruitment, application review, testing and placement of employees; wellness programs, and risk management.

Previously, the City contracted for an HR Director, but that position has not been filled in over ten years.

ANALYSIS:

The workload and complexity of human resource work in our city requires a Human Resources Director. Typically, cities the size of Marina will have a Human Resources Director in addition to various HR managers, specialist, analysts, and technicians. Our neighboring cities of Seaside, Monterey, Pacific Grove, Salinas all have HR Directors. To bridge the gap in Marina, the City Manager, Assistant City Manager and the Finance Director have assisted with HR workload and functions. However, this is just a temporary solution, and the needs of the City require an HR Director.

Some of the essential job functions of the HR Director include:

- Manages Human Resources programs, services, and activities, including, recruitment and selection, employee benefits administration, classification, compensation, employee and labor relations, labor negotiations, and general human resources administration.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards with the HR functions.
- Manages recruitment and selection process that complies with all federal, state, and local laws and regulations.

- Manages training, including new employee orientation, mandated training, and supervisory training.
- Administers the City's grievance procedures, and equal employment opportunity program.
- Manages the meet and confer process with employee representatives.
- Manages the classification and pay plan including conducting classification reviews, salary and benefit studies, and preparing job descriptions.
- Manages the employee benefits programs.
- Advises and makes recommendations to department managers regarding complex and day-to-day personnel issues and organizational changes.

In addition to the creation of the new classification of Human Resource Director, a new salary range must be established. If approved, this salary range will be incorporated into the City-wide salary schedule. This position would be part of the Marina Directors group and would receive the same benefits of this group.

The position does not replace the Human Resources Analyst position.

The Directors group has a Broadband salary range which is \$11,175 - \$19,080 per month. The new HR director would be appointed somewhere within this range depending on qualifications.

Human Resources Director Classification Salary Range

Classification	Monthly Broadband Director Salary Range
Human Resources Director	\$11,175 - \$19,080

FISCAL IMPACT:

The proposed Human Resources Director salary and benefits will cost approximately \$225,000 annually. This will be an on-going cost and can be funded currently from fiscal year 2022/2023 unallocated fund balance. On-going, the General Fund has the ability to fund this position without reducing service levels or impacting other positions.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Matt Mogensen
Assistant City Manager

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina