



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: APRIL 16, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ANTHONY M. COROALLES, CITY MANAGER
JOHN R. BINGHAM, ADMINISTRATIVE SERVICES MANAGER

SUBJECT: APPROVAL OF EXCEPTIONS TO THE HIRING FREEZE TO HIRE A HUMAN RESOURCES SPECIALIST POSITION TO FILL A VACANT POSITION IN THE ADMINISTRATIVE SERVICES DEPARTMENT AND AN ACCOUNTING SPECIALIST TO FILL A VACANCY IN THE FINANCE DEPARTMENT; AND ADOPTION OF RESOLUTION NO. 2017-1551 APPROVING THE RECLASSIFICATION OF A PUBLIC WORKS INSPECTOR TO SENIOR PUBLIC WORKS INSPECTOR IN THE PUBLIC WORKS DEPARTMENT AND RECLASSIFICATION OF AN OFFICE ASSISTANT POSITION TO ASSISTANT TO THE CITY CLERK IN THE CITY CLERK'S DEPARTMENT

MEETING DATE: APRIL 26, 2017

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve two actions: 1) authorize an exception to the hiring freeze for the Human Resources Specialist position in the Administrative Services Department to fill a recently vacated position; and 2) allow for the recruitment and hiring of an Accounting Specialist.

In addition, staff recommends that the City Council approve the reclassification of two positions. The Public Works Department is requesting a Public Works Inspector position be reclassified to Senior Public Works Inspector and the City Clerks Department is requesting an Office Assistant position be reclassified to an Assistant to the City Clerk.

BACKGROUND:

In 2011, the City Council authorized a hiring freeze for full-time positions that become vacant unless the position is deemed essential to the operation of the department or the City.

DISCUSSION/ANALYSIS:

The Human Resources Specialist position is deemed essential to the operation of the City due to the wide variety of highly responsible and sensitive duties performed for both employees and the public (those seeking employment, outside agencies and various vendors). The HR Specialist position coordinates the City's recruitment processes, maintains personnel records, and processes all personnel transactions. This position resolves employee and retiree questions/concerns regarding benefits and coordinates the City's annual health insurance open enrollment. In addition, the position performs a wide variety of confidential duties and responsibilities. The Administrative Services Department has limited staffing to perform the technical, research, and clerical functions currently tasked to the Human Resources Specialist. The Accounting Specialist position is also considered an essential position as it has the responsibility for processing payroll for the City and the Agoura Hills/Calabasas Community Center, along with numerous other essential job duties associated with accounts payable/receivable therefore, the position is considered vitally important to the Finance Department and the City.

Staff performed an in-house promotional recruitment for the position of Human Resources Specialist. Two City employees applied for the position and the current Accounting Specialist has been recommended for appointment. If approved, the Accounting Specialist position will become vacant and a replacement will be required. If the position is approved by the City Council, an outside recruitment will be necessary.

The current Public Works Inspector has recently taken on increased responsibility and additional duties prompting the necessity to upgrade the position to more accurately reflect actual job functions. The position performs the vast majority of field and site inspections for private developments and various City Capital Improvement Projects.

It is also recommended that an Office Assistant position be reclassified to an Assistant to the City Clerk as currently, there is no position in the City to serve as back-up to the City Clerk. This position is needed to allow for the City Clerk Department to operate without disruption during the City Clerk's absence. The Assistant to the City Clerk will assist and serve on behalf of the City Clerk as needed. The reclassified position would be required to undergo comprehensive

training in all aspects of the City Clerk's responsibilities and work towards earning a Certified Municipal Clerk designation through accreditation by the International Institute of Municipal Clerks.

FISCAL IMPACT/SOURCE OF FUNDING:

The fiscal impact of replacing the current Human Resources Specialist and Accounting Specialist is not expected to negatively impact the approved City budget. The reclassifications of the two recommended positions will have minimal effect on the approved budget.

REQUESTED ACTION:

It is requested that the City Council approve an exception to the hiring freeze and approve the appointment of the Human Resource Specialist to fill a recently vacated position and the outside recruitment of an Accounting Specialist. In addition, it is requested that the City Council adopt Resolution No. 2017-1551; reclassifying the position Public Works Inspector to Senior Public Works Inspector and to reclassify an Office Assistant to an Assistant to the City Clerk.

ATTACHMENT:

Resolution No. 2017-1551