



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JULY 28, 2015**  
**FROM: HUMAN RESOURCES DEPARTMENT** **WARDS: ALL**  
**SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN**

## **ISSUE:**

The issue for City Council consideration is to approve revisions to the master Fringe Benefits and Salary Plan.

## **RECOMMENDATION:**

That the City Council approve the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect provisions as outlined in this report including:

1. Convert the Deputy City Attorney classification into a multi-tiered classification series;
2. Change in title for the Supervising Deputy City Attorney to Assistant City Attorney; and
3. Add a Chief Assistant City Attorney classification and authorize the addition of 1.0 FTE to the City Attorney's Office Personnel Detail.

## **BACKGROUND:**

The Human Resources Department has worked with the City Attorney's Office to review its organizational structure for the attorney classification series. An external consultant was tasked with surveying the City's approved labor market basket to gauge other agencies' structure and salary levels. The study findings revealed that the comparable jurisdictions had multi-tiered classification levels for their attorney series whereas the City's current structure only has a single broad classification of Deputy City Attorney. Converting to a multi-level series allows incumbents proper career progression as they attain more depth and breadth of knowledge and experience. The new tiers include a Deputy City Attorney I, Deputy City Attorney II and a Senior Deputy City Attorney.

Furthermore, most agencies surveyed had a classification of Chief Assistant City Attorney who assumes the role of the City Attorney in his/her absence to carry on the legal responsibilities of the City. It is also recommended that this level be added to the current structure. The addition of the chief level will necessitate a title change to the existing Supervising Deputy City Attorney class to Assistant City Attorney, reporting to the new Chief Assistant City Attorney level.

The study also supports the recommended salary levels for the new tiered-attorney series as well as the Chief Assistant City Attorney. These ranges will allow the City to remain competitive with the rest of the labor market basket (the cities of Anaheim and Burbank were added to the survey since a number of the market basket agencies outsource their legal function; the city of San Bernardino was excluded from the survey due to their salaries being significantly below the general market). A minor adjustment to the pay range is also being proposed for the Assistant City Attorney (Supervising Deputy City Attorney) in order to avoid any salary compaction issues.

Lastly, it is recommended that the levels of Deputy City Attorney I/II, Senior Deputy City Attorney and Assistant City Attorney (Supervising Deputy City Attorney) be established into the classified service, thereby affording incumbents civil service rights. This is consistent with the rest of the comparable jurisdictions reviewed in the study. The Chief Assistant City Attorney will be designated as non-classified as it is the second in command in the department.

### **FISCAL IMPACT:**

There will be no immediate fiscal impact on the City Attorney's Office budget until the new Chief Assistant City Attorney position is filled. It is expected to be filled at mid-year with an anticipated budget impact in Fiscal Year 2015/16 of approximately \$65,000.

Prepared by:	Brenda Diederichs, Human Resources Director
Certified as to availability of funds:	Brent A. Mason, Finance Director/Treasurer
Approved by:	Deanna Lorson, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

### **Attachments:**

1. Resolution amending the Fringe Benefits and Salary Plan
  - a. Exhibit A – Redlined Fringe Benefits and Salary Plan
  - b. Exhibit B – Changes to the Classification Plan