



Staff Report

TO: City Council
FROM: Kari Mendoza, Administrative Services Director
DATE: January 21, 2025
SUBJECT: Authorize Changes to Position Allocation and Uniform Compensation Plan

Description Staff requests authorization for the positions of Associate Planner, Environmental Compliance Specialist and Assistant Engineer.

Background and Analysis:

On June 4, 2024, Council adopted the FY 24/25 budget with 247 full time equivalent employees. On November 19, 2024, the Council authorized the addition of a Community Development Director and Economic Development Director bringing that total to 249.

Staff and administration are consistently evaluating workloads, current positions, staffing levels and individual department organizational structures. The Planning Department seeks to add one new classification of Associate Planner. This position will help manage the large volume of plans, perform repetitive tasks, analyze complex information and generate initial drafts, freeing up the time of a Senior Planner to focus on critical decision-making. Adding this mid-level planning expertise will help facilitate better customer service in the Planning department.

Public Works seeks to add two new classifications, one Environmental Compliance Specialist to perform annual inspections of water quality features and ensure full compliance with the California Regional Water Quality Control Board, Santa Ana Region General Permit, and one Assistant Engineer for land development to assist in the prompt processing and management of land development projects.

Fiscal Impact:

The addition of one Associate Planner will result in an estimated annual cost of \$124,000, approximately \$4,150 would be needed for the remainder of FY25.

The addition of one Environment Compliance Specialist will result in an estimated annual cost of \$156,000, approximately \$39,000 would be needed for the remainder of FY25.

The addition of one Assistant Engineer will result in an estimated annual cost of \$116,000, approximately \$10,731 would be needed for the remainder of FY25.

Staff will submit the budget adjustments with the mid-year budget report scheduled February 4th.

The cost to prepare this staff report was \$575.

Recommended Action:

Approve the addition of one Associate Planner classification, ASP-01;

Approve the addition of one Environmental Compliance Specialist, ECPS-02;

Approve the addition of one Assistant Engineer, ASE-01; and

Approved the amended Compensation Plan.

Attachments:

- A. Uniform Compensation Plan
- B. Planning Organizational Chart
- C. Public Works Organizational Chart