



CITY OF

NEWPORT BEACH

City Council Staff Report

Agenda Item No. _____
September 11, 2012

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: Human Resources Department
Terri L. Cassidy, Human Resources Director
949-644-3303, tcassidy@newportbeachca.gov

PREPARED BY: Terri L. Cassidy, Human Resources Director

APPROVED: _____

TITLE: Salary and Benefits for Selected Part-Time Classifications

ABSTRACT:

As a result of the recently concluded safety bargaining unit negotiations and the current negotiations with the miscellaneous bargaining units – City Employees Association, Professional & Technical Employees Association, and the Employees League, several adjustments have been identified for selected part-time classifications to bring them in line with their full-time counterpart classifications. Specifically, a Cafeteria benefit adjustment would be appropriate for those employees in the existing part-time United Public Employees of California (UPEC) Bargaining Unit, who have not had any benefit increases since 2008. In addition, pay rates of three part-time Police Department classifications are not in appropriate alignment with their corresponding full-time counterparts.

RECOMMENDATION:

Approve a Cafeteria benefit increase for existing part-time UPEC members from \$3.25 to \$3.75 per hour worked to a maximum of 64 hours per pay period.

Approve Budget Amendment 13BA-009 allocating \$45,000 from unappropriated fund balance to provide for the increased costs associated with the cafeteria benefit.

Approve the proposed salary ranges for three Police Department part-time classifications of Crime Prevention Specialist, Police Community Service Officer and Police Dispatcher.

Changes would become effective the first pay period after City Council approval (pay period ending September 21, 2012).

FUNDING REQUIREMENTS:

The Police Department has sufficient funds to allocate for the increases of the three Police part-time classifications, estimated to cost \$18,390 for FY12-13.

The Cafeteria benefit increase of \$.50 per hour for existing UPEC members would have resulted in costs of \$44,497 for FY 11 and \$42,232 for FY 12. Since this benefit is based on hours worked, we recommend a budget amendment of \$45,000 allocated proportionately to the departments paying Cafeteria benefits to UPEC members.

DISCUSSION:

The percentage difference between part-time classifications and full-time counterparts was established to reflect negotiated additional benefit contribution(s), i.e. Medical Expense Reimbursement Plan (MERP) and/or Laborers International Union of North America (LIUNA). Full-time employees are required to contribute to these plan(s) outlined in their bargaining unit MOUs and part-time employees are not eligible. Using this methodology, the difference between three Police part-time classifications of Crime Prevention Specialist, Police Community Service Officer and Police Dispatcher and their full-time counterparts should be one percent (1%) – representative of the MERP contribution. The differential for these three positions ranges from 2 to 12.5%, requiring increases to realign the salary range appropriately.

Attachment A, Full-time Classifications with Corresponding Part-time Positions, outlines the current pay range maximums and the percent differences. All classifications are at or near the appropriate rate, with the exception of the three Police positions. The full-time Police Community Services Officer range includes 2 additional salary steps, which are currently not in the part-time range. Attachment B, Recommended Selected Police Part-time Salary Schedule, outlines the recommended salary ranges for the three positions. As with full-time positions, part-time classifications in the Police Department will be included in the City-wide Classification and Compensation Study. Any range adjustments approved at this time may be subject to future modifications pending the outcome of the Study and subsequent Council review and decision.

The part-time UPEC bargaining unit was “abandoned” by representation during its last MOU term that expired June 30, 2010. UPEC employees are not eligible for the supplemental retirement benefits therefore they are not viable candidates to roll into the full-time miscellaneous units. This group has not received any increases in their benefit package since 2008. While the status of their bargaining unit is undetermined, an adjustment in this benefit is appropriate in recognition for their continued service in supporting the agency by working the part-time hours necessary to provide services to the community.

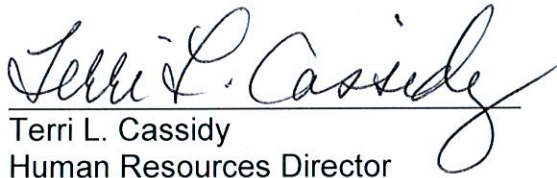
ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

Submitted by:


Terri L. Cassidy
Human Resources Director

- Attachments:
- A. Full-time Classifications with Corresponding Part-time Positions
 - B. Recommended Selected Police Part-time Salary Schedule
 - C. Budget Amendment

Attachment A

Full-time Classifications with Corresponding Part-time Positions

Job Class Title	Part-time Hourly (Range Max)	Full-time Hourly (Range Max)	% Difference	% Diff Should Be	Recommended Increase	# of Part-time Incumbents
Assistant, Department	\$27.57	\$28.24	2.5%	2.50%	0.00%	0
Assistant, Office	\$23.59	\$24.17	2.5%	2.50%	0.00%	5
Crime Prevention Specialist	\$36.29	\$37.01	2.0%	1.00%	1.00%	1
Fiscal Clerk	\$24.86	\$25.50	2.5%	2.50%	0.00%	1
Sr Fiscal Clerk	\$28.92	\$29.66	2.5%	2.50%	0.00%	4
HR Analyst	\$45.35	\$46.50	2.5%	2.50%	0.00%	1
Library Assistant	\$28.84	\$29.56	2.5%	2.50%	0.00%	7
Library Clerk I	\$22.45	\$23.02	2.5%	2.50%	0.00%	14
Permit Technician II	\$36.89	\$37.82	2.5%	2.50%	0.00%	1
Police CSO *	\$26.57	\$27.11	2.0%	1.00%	1.00%	15
Police Dispatcher	\$33.92	\$34.58	2.0%	1.00%	1.00%	3
Senior Services Van Driver	\$25.30	\$25.54	1.0%	1.00%	0.00%	1

* The salary range for full-time Police CSO has 2 additional salary steps not included in the part-time salary range

Attachment B
Recommended Selected Police Part-time Salary Schedule

	Current Hourly Rate	Proposed Hourly Rate
Police Community Services Officer		
Step 1	\$18.88	\$19.07
2	\$19.83	\$20.03
3	\$20.81	\$21.02
4	\$21.86	\$22.08
5	\$22.96	\$23.19
6	\$24.10	\$24.34
7	\$25.31	\$25.56
8	\$26.57	\$26.84
9	NA	\$28.18
10	NA	\$29.59
Police Dispatcher		
Step 1	\$24.10	\$24.34
2	\$25.31	\$25.56
3	\$26.56	\$26.83
4	\$27.90	\$28.18
5	\$29.28	\$29.57
6	\$30.76	\$31.07
7	\$32.29	\$32.61
8	\$33.92	\$34.26
Crime Prevention Specialist		
Step 1	\$25.78	\$26.04
2	\$27.06	\$27.33
3	\$28.43	\$28.71
4	\$29.86	\$30.16
5	\$31.34	\$31.65
6	\$32.91	\$33.24
7	\$34.55	\$34.90
8	\$36.29	\$36.65