

*STAFF REPORT**CITY OF OCEANSIDE*

DATE: December 17, 2014

TO: Honorable Mayor and City Councilmembers

FROM: Human Resources Department

SUBJECT: **ADOPTION OF A RESOLUTION APPROVING AND IMPLEMENTING A REVISED SALARY RANGE FOR THE CLASSIFICATION OF RECORDS MANAGER AND AUTHORIZING THE CITY MANAGER TO UPDATE THE SALARY SCHEDULE**

**SYNOPSIS**

Staff recommends that the City Council adopt a resolution approving and implementing a revised salary range for the classification of Records Manager and authorizing the City Manager to update the salary schedule.

**BACKGROUND**

The classification of Records Manager has evolved, since the salary was established, to include the Document Imaging Program in addition to managing the archival of records for all departments and historical records and the Off-Site Records Center administration. Human Resources conducted a salary survey for similar positions in the County of San Diego and found that positions in the City of Escondido, County of San Diego, and San Diego Port District had similar classifications which included document imaging as well as the other standard Records Manager duties.

The Records Manager position in the City Clerk's Office will be vacant due to the incumbent's retirement and the department desires to update the salary effective January 4, 2015.

The current salary range is:

A	B	C	D	E	F
\$5,155	\$5,411	\$5,685	\$5,966	\$6,254	\$6,575
\$29.74	\$31.22	\$32.80	\$34.42	\$36.14	\$37.93

The proposed salary range is:

A	B	C	D	E	F
\$5,589	\$5,869	\$6,162	\$6,470	\$6,794	\$7,134
\$32.25	\$33.86	\$35.55	\$37.33	\$39.20	\$41.16

**ANALYSIS**

In comparing the duties of the Records Manager position, Human Resources determined that the salary requires adjustment to bring it in line with comparable positions in the County of San Diego.

**FISCAL IMPACT**

The fiscal impact associated with the salary adjustment:

**Fiscal Year 14-15:**

- Special Salary Adjustment (remaining 5 months) \$2,795
- PERS/Other Costs – Increase for above \$ 815
- Total Cost \$3,610

**Fiscal Year 15-16:**

- Salary Increase \$6,708
- PERS/Other Costs – Increase for above \$ 1,956
- Total Cost \$8,664

The funding for the increase during the remaining months of Fiscal Year 2014/2015 will be absorbed in the City Clerk’s current budget and will be added to the Fiscal Year 2015/2016 budget during the annual budget process.

The budget increase in the amount of \$3,610 in Fiscal Year 2014/2015 is applied to the following accounts:

Records Management	120120101.5105	\$ 3,610
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**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY’S ANALYSIS**

None by this action.

**RECOMMENDATION**

Staff recommends that the City Council adopt a resolution approving and implementing a revised salary range for the classification of Records Manager and authorizing the City Manager to update the salary schedule.

PREPARED BY:

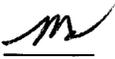
  
 Patricia Nunez  
 Human Resources Director

SUBMITTED BY:

  
 Steven R. Jepsen  
 City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Assistant City Manager

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James Riley, Financial Services Director

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RESOLUTION NO. \_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE APPROVING AND IMPLEMENTING THE REVISED SALARY RANGE FOR THE CLASSIFICATION OF RECORDS MANAGER AND AUTHORIZING THE CITY MANAGER TO UPDATE THE SALARY SCHEDULE

WHEREAS, the duties and responsibilities of the classification of Records Manager have changed and the salary has not been adjusted in the City of Oceanside since 2010; and

WHEREAS, a salary survey has been conducted to compare the salary of the Records Manager classification salaries of jurisdictions within San Diego County; and

WHEREAS, the Records Manager salary range has been adjusted based upon the results of said survey; and

WHEREAS, a Side Agreement has been completed with the Management Employees of the City of Oceanside (MECO) which represents the classification of Records Manager.

NOW, THEREFORE, the City Council of the City of Oceanside does resolve as follows:

SECTION 1. The foregoing recitations are true and correct.

SECTION 2. The salary range included in the staff report dated December 17, 2014 is hereby approved.

SECTION 3. That the City Manager is authorized to modify the Salary Schedule of the City of Oceanside to reflect the new salary range.

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PASSED AND ADOPTED by the City Council of the City of Oceanside,  
California, this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by the following vote:

AYES:

NAYS:

ABSENT:

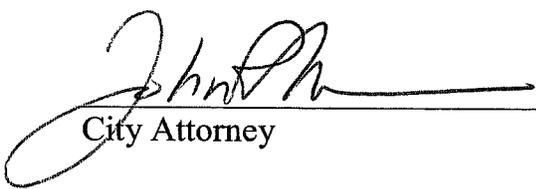
ABSTAIN:

\_\_\_\_\_  
MAYOR OF THE CITY OF OCEANSIDE

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
City Attorney