



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 6

Section Name: {{section.name}}

Account Number: 10-2311

File ID: {{item.tracking_number}}

TO: City Council

FROM: Alex Khojikian

PREPARED BY: Human Resources Department

MEETING DATE: October 16, 2023

SUBJECT:

City Manager's Office and Community Development Department – Classification and Job Specification Updates

RECOMMENDATION:

Adopt a Resolution to approve the 1) revisions to the job specifications for the classifications of Assistant City Manager, Senior Code Enforcement, Senior Planner and Plan Check Supervisor; 2) movement of the vacant Communications and Public Relations Analyst position in Public Works Department to the City Manager's Office; and 3) reallocation of the vacant Development Review Technician I-II to a Senior Development Review Technician.

BACKGROUND:

City Manager's Office

Assistant City Manager job specification revision

The current vacant status of the Assistant City Manager position has created an opportunity to reconfigure staffing in the City Manager's Office to reflect its current and future needs. The duties of the Assistant City Manager position were recently reviewed, and the City Manager recommends elevating and broadening the scope of the incumbent's role. The Assistant City Manager is responsible for managing the day-to-day operations of the City Manager's Office, overseeing and performing special projects as determined by the City Manager, providing direct supervision to the Information Technology Director, conducting specific and comprehensive analyses of a wide range of municipal policies and procedures, leading multi-departmental initiatives and representing the City Manager's interests in these efforts.

In addition to the responsibilities and duties referenced above. The proposed job specification includes increased responsibilities such as providing direct supervision to multiple Department Directors of outward and inward facing departments. This will provide organizational flexibility to utilize the Assistant City Manager position to meet community and organizational needs as determined. Currently the City Manager envisions the Assistant City Manager position oversee the day-to-day operations of the City Manager's Office and three other City Departments including Community Development, Information Technology and Public Works. It is also recommended that the required minimum experience for the position be elevated from six to seven years of increasingly responsible and varied administrative experience in municipal government, including four years significant supervisory and management responsibilities.

Move the vacant Communications and Public Relations Analyst position in Public Works to City Manager's Office

Communicating and engaging with the community is an important priority for the Council and the City has a need to enhance its communications resources to continue to meet the community's evolving expectations and preferences. The City's Communications Program is managed through the City Manager's Office under the Communications Manager. The Public Works Department has had a vacant Communications Analyst position for the last year, and the Communications Manager has been providing support to Public Works and other departments. To help support more

coordinated and improved communications, the City Manager's Office plans to move the current Public Works Communications Analyst position into the City Manager's Office, and use existing funding to hire an additional per diem position. Under direction by the Communications Manager, the new Communications Program team would provide support to Public Works as well as other departments that do not have assigned communications staffing. The City Manager plans to continue evaluating how to increase capacity for communications and engagement for the organization.

Community Development Department

Reallocation of a vacant Development Review Technician I-II to a Senior Development Review Technician

Due to significant changes in the Building Division's operations since the launch of the Online Permit Center three years ago, the Division has introduced a range of online public services that continue to undergo modification and development. In addition to their original responsibilities, DRTs are now tasked with processing Planning Applications and addressing Planning inquiries. These substantial shifts in duties necessitate the presence of advanced journey level staff in providing technical and functional supervision, while also training new employees, conducting quality assurance assessments, and overseeing daily in-person and online processing workloads for both Building and Planning.

The influx of applications for both Planning and Building remains consistently high, and there is a growing number of complex projects requiring the expertise of advanced journey-level DRTs. Furthermore, the Building Division has recently added another DRT position for the current fiscal year. A reclassification of a DRT to Senior DRT is crucial to providing the necessary support to the Permit Center Supervisor, who oversees the day-to-day operations of the Permit Center of ten total staff members.

Given the process enhancements, expanded responsibilities, complexity of duties, increased workload, staff capacity, and training requirements, it is imperative that the DRT workgroup is led by a sufficient amount of advanced journey level staff with the above noted capabilities. This reallocation is not only vital for the efficient and effective performance of their duties but also necessary for the future need of providing continuity of leadership within the workgroup.

Senior Code Enforcement Officer job specification revision

The updates to the Senior Code Enforcement Officer (CEO) job spec are proposed to reflect the CE Manager as the CE Division manager, allow for flexibility for organizational structure within the CE Division, ensure that minimum qualifications do not exclude otherwise qualified candidates from being considered by the hiring manager when recruiting to fill the position. Due to the increase in code enforcement cases that are complex, challenging and require coordination with the City Attorney, City Manager and other departments, the expertise of an advanced journey-level CEO is needed to support successful case resolution and to support the CE Manager to ensure Division operations meet Council and community expectations.

Senior Planner job specification revision

The updates to the Senior Planner job specification are proposed to align with current Planning Division operations, reflect the Planning Manager as the Planning Division manager, allow for flexibility for organizational structure within the Planning Division and ensure that minimum qualifications do not exclude otherwise qualified candidates from being considered by the hiring manager when recruiting to fill the position.

Plan Check Supervisor job specification revision

The updates to the Plan Check Supervisor job specification are proposed to reflect the Building Official as the Building Division manager and provide flexibility for organizational structure within the Building Division. The ADA Special Requirements were revised because the listed "Abilities" and "Exposure" were similar to Inspectors and not consistent with Plan Checking. The wording and exposures were redefined to align with the actual job requirements and consistency with the Plan Checker and Development Review Tech office staff abilities and exposure levels.

BUDGET IMPACT:

The reallocation of one (1) Development Review Tech II to one (1) Senior Development Review Tech has an estimated cost

increase of \$10,000 per fiscal year. For Fiscal Year 2023-24, the Community Development Department's operating budget will be able to absorb any additional costs. As such, no additional budget appropriation is needed.

The revisions to the job specification for the classification of Assistant City Manager has an estimated additional cost of \$37,600 per fiscal year. For Fiscal Year 2023-24, the City Manager's operating budget will be able to absorb any additional costs. As such, no additional budget appropriation is needed.

There is no budget impact associated with moving the Communication & Public Relations Analyst position in Public Works to the City Manager's Office and with the revisions to the job specifications for the classifications of Senior Code Enforcement Officer, Senior Planner and Plan Check Supervisor.

ENVIRONMENTAL DETERMINATION:

These classification updates and job specification revisions are exempt from CEQA review because it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Resolution

Exhibit A - Job Specifications

Att 2 - Job Specifications with tracked changes

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