



DATE: March 20, 2023

TO: Mayor and Members of the City Council President and Members of the Estero Municipal Improvement District (EMID) Board of Directors

VIA: Stefan Chatwin, City/District Manager

FROM: Julie Paping, Administrative Services Director

DEPARTMENT: Administrative Services Department

SUBJECT: RECLASSIFYING ONE TECHNOLOGY ANALYST I IN THE ADMINISTRATIVE SERVICES DEPARTMENT TO A FLEXIBLY STAFFED ADMINISTRATIVE ASSISTANT I/II

RECOMMENDATION

It is recommended that the City Council/EMID Board of Directors (City Council) approve the attached resolutions authorizing the reclassification of one Technology Analyst I in the Administrative Services Department to a flexibly staffed Administrative Assistant I/II.

EXECUTIVE SUMMARY

The Administrative Services Director has evaluated the structure of the newly formed Administrative Services Department and has identified the need to reclassify the vacant Technology Analyst I position to a flexibly staffed Administrative Assistant I/II position.

BACKGROUND/ANALYSIS

The Administrative Services Department consists of an Administrative Services Director, Human Resources Manager (vacant), Human Resources Analyst, Human Resources Technician, Information Technology Manager, two Sr. Systems Analysts, and two Technology Analyst I's. One Technology Analyst I has been vacant since it was first approved with the FY 2022-2023 budget, and there is currently no plan to fill the position. There is no administrative staff member assigned to the department.

Prior to its consolidation under the new Administrative Services Department, the Information Technology Division (IT) was assigned to the City Manager Department and received clerical support from the Management Analyst in the City Manager Department. The Management Analyst is currently providing clerical support to IT, including payroll processing and accounts payable activities; however, the Management Analyst's responsibilities have expanded, and the Management Analyst is no longer able to provide clerical support to the IT division.

The Human Resources Department (HR), now a division within the Administrative Services Department, utilized the Human Resources Technician to provide clerical support to the department, including payroll processing, accounts payable activities, CalOpps contract management and support, and various other clerical tasks. Most of the Human Resources Technician's time is spent on clerical tasks, and thus, the Human Resources Technician has not had significant opportunity for professional development in human resources.

The Administrative Service Director is requesting to reclassify the vacant Technology Analyst I to a flexibly staffed Administrative Assistant I/II, meaning it could be filled at either the Administrative Assistant I or Administrative Assistant II level. The Administrative Assistant I/II would provide necessary clerical support to both the IT and HR divisions. The Administrative Assistant I/II would also provide support to CalOpps, a job posting website and applicant tracking system administered by the City of Foster City. 40% of the Administrative Assistant I/II would be charged to the CalOpps Special Revenue Fund. The percentage charged to CalOpps for the Human Resources Technician would be reduced from 40% to 10%. Furthermore, this reclassification would allow for the Human Resources Technician to focus on human resources activities.

California Environmental Quality Act

Not Applicable

FISCAL IMPACT

The Technology Analyst I is currently budgeted at step 4 of the pay plan. An Administrative Assistant II budgeted at step 4 results in a savings of \$4,257 annually. While the Technology Analyst I is charged completely to employee services within the Information Technology Fund (504-1160), the Administrative Analyst will be split as follows: 25% IT (Fund 504-1160), 40% CalOpps (Fund 114-1210), and 35% Administrative Services (Fund 001-1210). No transfer of funds between accounts is necessary for FY 2022/2023 due to salary savings.

CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA

Staff Empowerment and Operational Excellence

ATTACHMENTS:

Attachment 1 - City Resolution

Attachment 2 - EMID Resolution

Attachment 3 - Administrative Services Department Organization Charts (Current and Proposed)