



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Establishment of Classification Titles and Compensation for Employees of the City of Glendale

1. Resolution: GMA and GMA-Exempt Classifications

COUNCIL ACTION

Item Type: Consent Calendar

Approved for August 10, 2021 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

Matt Doyle, Director of Human Resources

Prepared by:

Matt Doyle, Director of Human Resources

Reviewed by:

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

Approved by:

Roubik R. Golanian, P.E., City Manager

RECOMMENDATION

That the attached Resolution, which includes the establishment of one new classification title within the Glendale Management Association bargaining unit be adopted by the City Council.

BACKGROUND/ANALYSIS

As City departments periodically review their respective organizational structures, recommendations are made relative to the need for changes in job classifications and titles. Such changes require the establishment or amendment of the respective Classification and Compensation Resolutions, which are adopted for each bargaining unit. The Human Resources Department and City Manager's Office review and approve said proposals prior to Council consideration.

Staff is bringing forth a Resolution relating to the establishment of one middle management classification title within the Community Services and Parks Department.

The proposed classification is Homeless Programs Manager. The individual hired into this job classification will manage and oversee the City's homeless services programs including housing assistance, grants, outreach, coordination with non-profits and oversight of the Continuum of Care program. This position is currently vacant due to the resignation of the former incumbent. The classification previously utilized for this position was Community Services Manager, which is a more generic recreation/human services type of job series. The Community Services and Parks Department is seeking to fill this position with a classification that is more focused specifically on homeless services and related programs to better reflect the actual job duties and minimum requirements. Staff will update the job description which will focus on these specific areas to bring to the Civil Service Commission for consideration at its next meeting.

The establishment of the Homeless Programs Manager classification will better reflect the services and programs currently provided and will bring forth a more suitable candidate pool for both the current and future vacancies.

RESOLUTION SUMMARY (GMA/GMA EXEMPT)

<u>Classification</u>	<u>Department</u>	<u>Page #</u>
Homeless Programs Manager	Community Services & Parks	Page 4

FISCAL IMPACT

There is no fiscal impact to this action. The job classification under consideration, Homeless Programs Manager, will be compensated at the same salary range (\$6,823.08 - \$9,924.50 per month) as the previous job classification, Community Services Manager.

ALTERNATIVES

Alternative 1: Approve the Resolution as submitted.

Alternative 2: Not approve the Resolutions as submitted.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

N/A

EXHIBITS

1. Exhibit "A," containing salary range amounts for classifications contained in the Resolution.