

# Capitola City Council

## Agenda Report



**Meeting:** July 28, 2022

**From:** City Manager Department

**Subject:** Consider an Update to the 2022-2023 City Salary Schedule

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**Recommended Action:** 1) Approve changing the Receptionist job title to Customer Service – Office Coordinator and updated job description; 2) Approve changes to the job description for the Recreation Coordinator and Public Works Director; and 3) Adopt the proposed resolution updating the 2022-2023 salary schedule with the classification and title changes.

**Background:** The City Council approves job descriptions for all City job classifications. Any job description changes to classifications in employee groups also need to be reviewed by the appropriate employee group.

The Receptionist position has been vacant since June 2020. During the 2022-23 budget adoption process, City Council authorized filling the position. Also at that time, Council approved the creation of a three-quarter time permanent position to coordinate the lifeguard program.

**Discussion:** While evaluating staffing needs for the upcoming fiscal year, Human Resources staff determined that Receptionist was an outdated title for this role, and that the corresponding job description could be updated to reflect the job more accurately. The proposed Customer Service – Office Coordinator title and job description better identifies the actual duties of the position. The classification will still be part of the City Manager department. The proposed job description changes for the Recreation Coordinator include being the authorized coordinator of the lifeguard program.

The Customer Service – Office Coordinator and Recreation Coordinator classifications are represented by the Association of Capitola Employees (ACE) and the proposed job descriptions have been reviewed by ACE.

The proposed changes Director of Public Works classification removes some items that were specific to the last recruitment for this position, which took place more than twenty years ago. Language that a Professional Engineering license was highly desirable was clarified and some duties were added to better reflect actual practice of the job.

The updated salary schedule, with the updated classifications, will go into effect August 7, 2022.

The City will recruit for the three positions using the updated job descriptions.

**Fiscal Impact:** There is no additional anticipated fiscal impact in 2022-23. The changes were included in the approved budget and there are no salary changes.

### Attachments:

1. Proposed resolution approving the updated 2022-23 salary schedule
2. Customer Service - Office Coordinator Job Description
3. Recreation Coordinator Job Description
4. Director of Public Works Job Description

**Report Prepared By:** Larry Laurent, Assistant to the City Manager

**Reviewed By:** Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

**Approved By:** Jamie Goldstein, City Manager