

Capitola City Council

Agenda Report



Meeting: October 27, 2022

From: City Manager Department

Subject: Consider Staffing Changes in the City Manager and Police Departments

Recommended Action: Approve proposed staffing changes and increase the Human Resources Analyst position to full-time, effective October 30, 2022.

Background: Due to internal promotions, retirements, and resignations, several long-standing roles within the City of Capitola were held vacant throughout the COVID-19 pandemic as a cost-saving measure. This included the full-time Executive Assistant to the City Manager role, which was vacated in November 2020. To better suit the City's needs, the City created the Personnel Analyst position (now titled HR Analyst) and, to save money, budgeted the position for 20-hours a week (0.5 FTE). The approved Fiscal Year 2022-2023 Budget increased the HR Analyst to three-quarter time (0.75 FTE).

Historically, the City Police Department has had an Administrative Assistant position that supports the Chief of Police and provides human resource support for that Department. Since 2015, this is a 30 hours-a-week position (0.75 FTE). The current employee in this position plans to retire soon, which will leave the 0.75 FTE vacant. The Police Department also currently has two Police Records Technician positions: one at full time and one at three-quarter time.

Discussion: Staff has identified the need for a full-time Human Resource professional, not only to meet overall goals and complete day-to-day functions, but also more recently as the City has had more active recruitments than the City has potentially ever seen. Staff recommends immediately increasing the HR Analyst position to full-time (40 hours a week).

When the current 30-hour a week Police Department Administrative Assistant retires, staff plans to hold that position vacant, and reallocate 10 hours a week to the Police Records Division, increasing the three-quarter time Records Technician to full-time. With all these changes, holding the Administrative Assistant position vacant, and moving 10 hours to the Records Technician and 10 hours to the HR Analyst, the net result will be a small savings over time, while also increasing overall administrative capacity.

Fiscal Impact: Increasing hours for the HR Analyst position to full-time (1 FTE) will create an initial increase in cost, until the Administrative Assistant retires. However, savings from other current vacancies within the City Manager Department are greater than the short-term increase in cost for a full-time HR Analyst.

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Reviewed By: Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager