



**STAFF REPORT**  
**2/23/2022**

**TO:** Honorable Mayor and City Council Members

**FROM:** Gabriel Perez, Community Development Director

**SUBJECT:** Adopt Resolution No. 2022-16 approving a job title change from Code Enforcement Aide to Department Assistant II and approving the salary scale at Grade 3

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**STAFF RECOMMENDATION:**

Approve Resolution No. 2022-16 approving a job title change for Code Enforcement Aide to Department Assistant II and approving a salary scale at Grade 3.

**BACKGROUND:**

Due to the work demands of the Code Enforcement division, staff has evaluated the needs of the department and is recommending that the Code Enforcement Aide position be reclassified as a Department Assistant II. The Code Aide position was originally created when city received and allocated funds by the CDBG Grant. The Department Assistant II position is an existing position under the Confidential Miscellaneous Unit.

**DISCUSSION/ANALYSIS:**

Staff requests the reclassification of Code Enforcement Aide to Department Assistant II as the performance of the full range of office support duties is required to fulfill daily responsibilities and complex tasks of the Code Enforcement Division. Some of these responsibilities include but not limited to administrative duties, developing Division procedures, assisting with 90-day Division goals and objectives, staff report preparation, confidential case preparation with the City Attorney, record retention management, and coordination with outside agencies. Reclassification to the Department Assistant II position will ensure high-level customer service to address the quality of life issues that are reported by Coachella residents.

The existing salary scale of the Department Assistant II position would be an increase to (\$1,214.54/month) the current salary scale of the Code Enforcement Aide. Due to the responsibilities and duties assigned, staff is requesting that the pay grade for the reclassification be adjusted to grade 3 of the pay scale.

Position	Existing Pay Grade	Existing Salary
Code Enforcement Aide	10	\$34,251.05 – \$43,701.84
Department Assistant II (proposed)	3	\$48,825.50 – \$62,302.03

**FISCAL IMPACT:**

The requested reclassification of the Code Enforcement Aide to Department Assistant II at pay grade 3 will result in an increase of \$ 14,574.48 per year for this position.

Attachments:

1. Resolution No. 2022-16
2. Department Assistant II Job Description