



STAFF REPORT
3/9/2022

TO: Honorable Mayor and City Council Members
FROM: Gabriel Perez, Community Development Director
SUBJECT: Adopt Resolution No. 2022-28 funding a Full-Time Department Assistant II position for the Code Enforcement division

STAFF RECOMMENDATION:

Approve Resolution No. 2022-28 funding a Department Assistant II position for the Code Enforcement division.

BACKGROUND:

Due to the work demands of the Code Enforcement division, staff has evaluated the needs of the department and is recommending creation of a Department Assistant II. The Department Assistant II position is an existing position under the Confidential Miscellaneous Unit.

DISCUSSION/ANALYSIS:

Staff requests the creation of the 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, customer service inquiries, developing Division procedures, assisting with 90-day Division goals and objectives, staff report preparation, confidential case preparation with the City Attorney, record retention management, public record requests 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 salary scale of the Department Assistant II position would be \$48,825.50– \$62,302.03 annually.

FISCAL IMPACT:

The requested creation of the Department Assistant II at pay grade 3 will add \$16,500 to the Development Services Department 2021-22 operating budget.

ALTERNATES:

1. Approved staff's recommendation to approve Resolution No. 2022-28 approving the funding for a full-time Department Assistant II position.
2. Refer this item back to staff to determine an alternative means of accommodating the current work load or reducing applicable services.

Attachments:

1. Resolution No. 2022-28
2. Department Assistant II Job Description