



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD, DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** April 23, 2024

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Authorize the Establishment of an Administrative Services Technician Position in the Fiscal Year 2023-24 Budget

**CEQA:** This is not a project for the purposes of the California Environmental Quality Act (CEQA) and has no potential for resulting in either a direct or indirect impact on the environment.

## **Recommended Action**

It is recommended that the City Council consider approving the Job Description for an Administrative Services Technician and amend the Fiscal Year 2023-24 budget to include the new position.

## **Background**

The City of Del Rey Oaks currently utilizes outsourced services for payroll, accounts payable, and accounts receivable functions. While these services have been adequate, there is an opportunity to enhance efficiency and reduce costs by bringing these functions in-house.

## **Discussion**

The City has established an excellent working relationship with RGS since our initial agreement dated November 21, 2019. They have provided Finance and Human Resource services for the Police Department and City Hall with professionalism and solid results. These duties include Accounts Payable, Payroll, Accounts Receivable, Bank Reconciliations, training staff, developing policies and procedures, CalPERS Processing, Council Financial Reporting and Audit Support and Budget preparation.

While the services provided by RGS have been instrumental in assisting with building a more financially stable organization through improved policies, practices, processes, and training, there is an opportunity to enhance efficiency and reduce costs by bringing these functions in-house.

## **Justification for the Administrative Services Technician position:**

**Costs:** The City's reliance on RGS for all financial services has benefited the City by establishing improved processes, policies and best practices. The benefits of this strategy have been

demonstrated in the City's improved financial stability and consecutive years of excellent audit reports.

However, we have reached a point where the costs associated with outsourcing the basic financial functions of payroll, accounts receivable and accounts payable no longer makes sense. The consultant charges for those services are approaching \$150,000 per year. At this time, the ongoing costs have demonstrated the need and available resources to warrant establishment of a full-time position in the City to accomplish these functions. The cost associated with the new Administrative Services Technician will be more than offset with savings from the RGS contract in the long term and salary savings from the vacant Administrative Assistant position.

Timing of Transition: The timing for transitioning from RGS to in-house services is optimal due to the established working relationship, the solid foundation that has been built through RGS's services, and the training that RGS will provide. The experience gained from working with RGS has provided the City with valuable insights and knowledge that can be applied to the in-house management of these functions.

Benefits of Transitioning: Transitioning from RGS to in-house services will provide several benefits to the City, including:

- **Increased Control:** In-house management of payroll, accounts payable, and accounts receivable will provide the City with greater control over its financial processes. The Administrative Services Technician will be able to tailor processes and procedures to meet the specific needs of the City, building on the foundation established with RGS.
- **Enhanced Efficiency:** Having an in-house position dedicated to these functions will result in increased efficiency and responsiveness. The Administrative Services Technician will be able to leverage the knowledge and experience gained from working with RGS to further improve service delivery.
- **Continued Professional Development:** The establishment of an in-house position will provide opportunities for professional development and growth for City staff. The Administrative Services Technician will be able to provide training and support to staff, further enhancing the City's financial stability and organizational effectiveness.

## **Fiscal Impacts**

In FY 2023-34, the anticipated cost of the new position will be covered by salary savings resulting from the unfilled Administrative Assistant position. Ongoing costs will be offset by the salary savings of the unfilled Administrative Assistant position as well as reduced need for services from RSG.

## **Attachments**

- Administrative Services Technician Job Description
- Amended Salary Schedule

Respectfully Submitted,

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John Guertin  
City Manager



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PHONE (831) 394-8511 FAX (831) 394-6421

## **Job Description: Administrative Services Technician**

### **Definition**

Under direction, the Administrative Services Technician performs a wide variety of administrative and clerical duties. Primary duties include prepare payroll; assist with the administration of benefits; process accounts receivable and payable; assist with agenda packets; review/edit reports; coordinate recruitment for open positions; assist in the development of policies and maintenance of records; administer claims. The position will also assist with front counter and phone duties such as receptionist; permit processing; dog park registrations; park rental scheduling; records management, customer service; and other duties as assigned.

The Administrative Services Technician performs a variety of technical activities in support of the City. Primary functions the position supports include finance, human resources, information technology, and risk management.

### **Supervisory Relationship**

Reports to the City Clerk. Works independently under the guidance of City policies, procedures, ordinances, and codes.

### **Examples of Duties** (Illustrative Only)

Duties may include, but are not limited to, the following:

- Processes and distributes payroll including verification of timecards, personnel change orders, vacation and sick leave; receives, researches and responds to questions from employees and supervisors and researches issues related to payroll, leave balances, and deductions.
- Prepares supporting payroll reports and payments to various taxing, financial, insurance, and retirement organizations.
- Perform a variety of responsible clerical accounting and financial office support duties including in the areas of accounts receivable, accounts payable, payroll, business licenses, and revenue collection and cash management.
- Prepare, maintain, and/or verify a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, check, verify,

balance, adjust, record, and file financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolve discrepancies; establish and maintain various files and records.

- Perform data entry; post receipts and other information to various city accounts and funds.
- Creates purchase orders and ensures appropriate vendor documentation is collected and maintained.
- Serves as a lead to operate livestream for Council, Commission, and Committee meetings as necessary.
- Performs a variety of general accounting office support work including assisting with budget document preparation, organizing and maintaining files, preparing correspondence, reports and forms, proofreading for accuracy and compliance with departmental policies and regulations.
- Receives, researches and responds to inquiries from the public and employees regarding recruitment, salary and benefit information, policies and procedures, employment verification and other human resource issues.
- Assists in the recruitment process; develops and posts job announcements; reviews and screens applications; works with departments to develop and administer selection tools.
- Provides new employee orientation, ensures completion of required paperwork; responds to questions regarding benefits and City policies and procedures.
- Participates in the administration of City benefits including the open enrollment process, making changes to employees' benefits, and receiving and responding to questions regarding benefits.
- Prepares correspondence to employees regarding health plan changes/premiums and provides ongoing assistance regarding benefit changes.
- Supports Risk Management functions by ensuring vendor compliance with City insurance requirements and the facilitation of workers' compensation claims.
- Prepares separation packages for employees.
- Organizes employee wellness activities.
- Performs other related duties as required that are not specifically listed in the job description but are within the general responsibility level associated with this class.

## **Knowledge, Skills, and Abilities**

- Basic principles and practices of human resources administration, including recruitment and benefit administration.
- Basic functions and structure of a municipal organization.
- Principles and practices of payroll, and financial record keeping, report writing, and basic governmental accounting.
- Basic mathematics.
- Proper English, spelling and grammar.
- Principles and practices of routine analytical techniques.
- Applicable federal, state and local laws, codes and regulations, including those dealing with confidentiality.
- Microsoft Office (Word, Excel and Powerpoint) and financial software programs.
- Standard office procedures, practices and equipment.
- Methods and techniques for record keeping and report preparation and writing.
- Principles and practices of customer service.
- Occupational hazards and standard safety practices.

### Ability to:

- Perform difficult and responsible technical work involving financial, statistical and human resources support.
- Research, compile and analyze a variety of technical and financial data and keep accurate data.
- Organize and prioritize work, coordinate multiple activities, and meet critical deadlines.
- Interpret, apply and explain a variety of rules, policies and procedures.
- Perform mathematical calculations quickly and accurately.
- Read, interpret and record data accurately.
- Work independently and make sound decisions within established guidelines.
- Establish and maintain effective working relationships as part of a close-knit team.
- Make sound decisions within established guidelines.
- Maintain confidentiality of a wide range of sensitive information.

- Analyze payroll and benefit issues.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.

### **Education and Experience**

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical qualification would be:

- Two (2) years of office support or technical experience in a human resources or finance environment.
- Experience utilizing a variety of computer software applications including data entry/retrieval, spreadsheets, word processing, files maintenance and records management.

### **License and Certificates**

Possession of a valid Class C California driver's license and a satisfactory driving and criminal record are conditions of initial and continued employment.

### **Working Conditions**

Physical Demands:

Work is performed primarily in a standard office setting with moderate noise levels and controlled temperature conditions. The position involves using standard office equipment, including a computer. While the role is primarily sedentary, standing and walking between work areas may be required. The Administrative Services Technician should have finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasionally, the employee may need to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. The ability to lift, carry, push, and pull materials and objects up to 25 pounds is also necessary.

Environmental Elements:

The Administrative Services Technician works in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances.

Special Requirements:

The Administrative Services Technician is required to attend various meetings, some of which may occur at night.

**Note:** This job description is not exhaustive and may be subject to changes and additional duties as assigned by the City Clerk and/or City Manager.

CITY OF DEL REY OAKS  
SALARY SCHEDULE FOR FISCAL YEAR 2023-2024

	Step 1	Step 2	Step 3	Step 4	Step 5	
<b>City Manager</b>	Per Contract					
Monthly						16,844.50
Bi-weekly						7,774.40
Hourly Rate						97.18
Annual						202,134.00
<b>Chief of Police</b>	Per Contract					
Monthly						13,333.33
Bi-weekly						6,154.00
Hourly Rate						76.93
Annual	-	-	-	-	-	160,000.00
<b>City Clerk</b>						
Monthly	6,974.92	7,323.33	7,689.08	8,073.83	8,477.75	
Bi-weekly	3,219.20	3,380.00	3,548.80	3,726.40	3,912.80	
Hourly Rate	40.24	42.25	44.36	46.58	48.91	
Annual	83,699.00	87,880.00	92,269.00	96,886.00	101,733.00	
<b>Deputy City Clerk/Permit Clerk</b>						
Monthly	5,286.67	5,551.83	5,829.17	6,120.42	6,427.17	
Bi-weekly	2,440.00	2,562.40	2,690.40	2,824.80	2,966.40	
Hourly Rate	30.50	32.03	33.63	35.31	37.08	
Annual	63,440.00	66,622.00	69,950.00	73,445.00	77,126.00	
<b>Administrative Services Technician</b>						
Monthly	5,286.67	5,551.83	5,829.17	6,120.42	6,427.17	
Bi-weekly	2,440.00	2,562.40	2,690.40	2,824.80	2,966.40	
Hourly Rate	30.50	32.03	33.63	35.31	37.08	
Annual	63,440.00	66,622.00	69,950.00	73,445.00	77,126.00	
<b>Administrative Assistant</b>						
Monthly	4,550.00	4,777.08	5,016.25	5,267.58	5,531.08	
Bi-weekly	2,100.00	2,204.80	2,315.20	2,431.20	2,552.80	
Hourly Rate	26.25	27.56	28.94	30.39	31.91	
Annual	54,600.00	57,325.00	60,195.00	63,211.00	66,373.00	
<b>Police Commander</b>						
Monthly	8,526.67	8,952.58	9,400.33	9,869.83	10,363.08	
Bi-weekly	3,935.40	4,131.96	4,338.60	4,555.32	4,782.96	
Hourly Rate	46.85	49.19	51.65	54.23	56.94	
Annual	102,320.00	107,431.00	112,804.00	118,438.00	124,357.00	
<b>Police Sergeant</b>						
Monthly	7,525.67	7,902.42	8,297.42	8,712.33	9,147.33	
Bi-weekly	3,473.40	3,647.28	3,829.56	4,021.08	4,221.84	
Hourly Rate	41.35	43.42	45.59	47.87	50.26	
Annual	90,308.00	94,829.00	99,569.00	104,548.00	109,768.00	
<b>Police Officer</b>						
Monthly	6,490.08	6,814.08	7,154.42	7,513.00	7,887.92	
Bi-weekly	2,995.44	3,144.96	3,302.04	3,467.52	3,640.56	
Hourly Rate	35.66	37.44	39.31	41.28	43.34	
Annual	77,881.00	81,769.00	85,853.00	90,156.00	94,655.00	
<b>Public Works Supervisor</b>						
Monthly	5,655.83	5,938.42	6,234.83	6,546.83	6,964.50	
Bi-weekly	2,610.40	2,740.80	2,877.60	3,021.60	3,214.40	
Hourly Rate	32.63	34.26	35.97	37.77	40.18	
Annual	67,870.00	71,261.00	74,818.00	78,562.00	83,574.00	
<b>Temporary/Part Time EE</b>						
Hourly Rate	At the discretion of the City Manager				50.00	