



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: October 1<sup>st</sup>, 2013

ITEM NUMBER: \_\_\_\_\_

**SUBJECT:** ESTABLISHMENT OF THE NEW CLASSIFICATION OF COMMUNITY OUTREACH WORKER

**DATE:** SEPTEMBER 5, 2013

**FROM:** CEO'S OFFICE – HUMAN RESOURCES DIVISION

**PRESENTATION BY:** KASAMA LEE, PRINCIPAL HR ANALYST,  
MURIEL ULLMAN, HOUSING CONSULTANT

**FOR FURTHER INFORMATION CONTACT:** LANCE NAKAMOTO AT (714) 754-5172

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## **RECOMMENDATION:**

1. Adopt Resolution No. 13-\_\_\_\_\_ (Attachment 1), which establishes the new Community Outreach Worker job classification (Attachment 2); and corresponding salary range (\$24.41 to \$32.71 per hour).

## **BACKGROUND:**

The City currently employs one consultant to perform outreach and case management services to individuals deemed as homeless residents of Costa Mesa. Her focus is to ensure that the City provides mental health consulting services to the City's Costa Mesa Homeless Residents in an effort to assist the Neighborhood Improvement Task Force Law Enforcement/Mental Health Street Team in its efforts to help reduce homelessness in Costa Mesa. The CEO's office has attempted to hire an additional consultant but has been unsuccessful to date. Various advertisements were placed and requests for proposals were submitted to related professional organizations. No organizations have responded to the City's proposals and many candidates that have responded to the advertisements have been deemed to not meet the qualifications and/or insurance requirements for the position. In an effort to attract more qualified applicants, staff was directed to establish a new job classification relative to the current use of consultants performing the services of outreach and case management.

Establishing a new Community Outreach Worker classification will ensure that the City continues to assist homeless residents in obtaining services from community organizations and government agencies. The Community Outreach Worker will help them move off the streets and into permanent housing, sober living or even reunification with family. This classification will work closely alongside public safety personnel to help manage situations with homeless individuals where a non-enforcement response may be the appropriate intervention.

**ANALYSIS:**

In order to develop the proposed job classification and salary range, cities with similar and/or comparable positions were contacted for information. It was found that a wide range of duties and salaries exist between different cities (Anaheim, Brea, Huntington Beach, Irvine, Long Beach, Los Angeles, Pasadena, Santa Monica and the Counties of Los Angeles & Orange).

The intent was to determine whether the concept and essential functions of existing agency positions could be emulated in establishing a comparable position for the City of Costa Mesa. Human Resources was also charged with determining the appropriate salary level of the positions based upon available local labor market compensation data and internal salary relationships.

**ALTERNATIVES CONSIDERED:**

The alternative would be to continue to utilize and hire consultants, as they currently perform and exist.

**FISCAL REVIEW:**

The salary and related benefits of the new classification are already allocated through the Fiscal Year 2013-14 Neighborhood Improvement Task Force budget.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed the attached documents and, where appropriate, approved them as to form. Also, the Costa Mesa City Employees Association (CMCEA) has been notified of this new job classification. At this point in time the position(s) will be part-time, however, in the future, it may be necessary to fund the positions as full-time. In the event this occurs the positions would be represented by CMCEA.

**CONCLUSION:**

Staff recommends that the City Council adopt Salary Resolution 13-\_\_\_\_ that establishes the new classification and salary range as set forth in the attached documents.

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KASAMA LEE  
Principal Human Resources Analyst

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RICHARD L. FRANCIS  
Assistant Chief Executive Officer

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STEPHEN DUNIVENT  
Interim Director of Finance

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THOMAS DUARTE  
City Attorney

DISTRIBUTION: CEO  
City Attorney  
City Clerk  
Interim Finance Director

ATTACHMENTS: 1 [Salary Resolution 13-](#)  
2 [Classification Specification 0610](#)