



CITY COUNCIL AGENDA REPORT

MEETING DATE: JULY 21, 2015

ITEM NUMBER: **CC-13**

**SUBJECT: CREATION OF ASSISTANT DIRECTOR – COMMUNITY IMPROVEMENT DIVISION
JOB CLASSIFICATION AND CORRESPONDING SALARY RANGE**

FROM: DEVELOPMENT SERVICES DEPARTMENT/COMMUNITY IMPROVEMENT DIVISION

**PRESENTATION BY: GARY ARMSTRONG, DIRECTOR OF DEVELOPMENT SERVICES
DEPARTMENT**

DATE: JULY 6, 2015

**FOR FURTHER INFORMATION CONTACT: GARY ARMSTRONG 714.754.5270
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RECOMMENDATIONS

Pursuant to the City's Municipal Code Section 2-12 and in order to complete the personnel-related documentation required for this newly budgeted position, Council is required to formally adopt the job description and amended salary resolution. As a result, Staff recommends that the City Council:

1. Approve the new job classification of Assistant Director of Community Improvement (Attachment I).
2. Adopt Resolution No. 15-_____ (Attachment II), which amends Resolution No.08-59 by establishing the new Assistant Director of Community Improvement classification with a salary range of \$9,526 to \$12,766 per month under the Executive Salary Resolution.

BACKGROUND

With the adoption of the FY 2015-2016 Budget, the City Council approved the creation of the new job classification of "Assistant Director of Community Improvement." This executive management position will have specific responsibilities related to management and oversight of the Community Improvement Division (CID) within the Development Services Department. CID was transferred from the CEO's Office to Development Services during a re-organization of the departments in 2014.

ANALYSIS

- The attached job classification of the Assistant Director of Community Improvement clearly delineates the essential functions and qualification guidelines.
- The attached salary range is consistent with the salary schedule for the existing Division Manager classifications in the Development Services Department.

This management class is distinguished from the Building Official and Assistant Development Services Director due to the fact that the job responsibilities relate solely to the Community Improvement Division. The Assistant Director of Community Improvement will oversee four Code Enforcement Officers whose responsibilities include the implementation and monitoring of the Group Home Enforcement, Hotel/Motel Enforcement, Neighborhood Stabilization Programs, and other related community improvement activities as required. Work is assigned and evaluated by the Deputy CEO/Director of Economic Development and Development Services. The Development Services Director would remain as the direct supervisor to this position.

ALTERNATIVES CONSIDERED:

The recommended action is required pursuant to the City's Municipal Code Section 2-212 for maintaining and administering a position classification plan. No other alternatives are identified.

FISCAL IMPACT

The funding for the position was approved by Council on June 23, 2015 as a part of the FY2015/2016 budget process. Consequently, there is no additional fiscal impact.

LEGAL REVIEW

The City Attorney's Office has prepared and approved documents as to form. Also, the Costa Mesa Division Managers Association (CMDMA) has been notified of this new job classification.

CONCLUSION

The new classification was approved by City Council on June 23, 2015 as part of the Fiscal Year 2015/2016 budget. Pursuant to personnel regulations, it is necessary to complete the personnel-related documentation required for this newly budgeted position. The Assistant Director of Community Improvement will oversee four Code Enforcement Officers whose responsibilities include the implementation and monitoring of the Group Home Enforcement, Hotel/Motel Enforcement, Neighborhood Stabilization Programs, and other related community improvement activities as required.

GARY ARMSTRONG, AICP
Director of Economic & Development
Services/Deputy CEO

STEPHEN DUNIVENT
Interim Finance Director

SILVIA KENNERSON
Management Analyst

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Principal Human Resources Analyst

Attachments: I. [Proposed Job Description](#)
II. [Resolution 15-](#)

cc: Chief Executive Officer
Assistant Chief Executive Officer
Director of Economic & Development / Deputy CEO
City Attorney
Public Services Director
Transportation Svs. Mgr.
City Engineer
City Clerk (9)
Staff (7)
File (2)