

CITY OF YUBA CITY
STAFF REPORT

Date: December 21, 2021
To: Honorable Mayor & Members of the City Council
From: Finance/IT Department
Presentation By: Spencer Morrison, Finance Director

Summary

Subject: Finance Department Position Modifications

Recommendation: Adopt a Resolution approving the following changes to the Finance Department's positions in the FY 2021-22 Operating Budget:

1. Add an Administrative Analyst II and;
2. Reclassify a vacant Field Customer Service Representative I/II to Customer Service Representative I/II; and
3. Authorize a supplemental appropriation to the appropriate Finance Department salary and benefits accounts in the amount of \$45,200

Fiscal Impact: The anticipated impact on the current year will be \$45,200 for the Finance Department in FY 2021-22.

Purpose:

To respond to the changing work responsibilities, the Finance Department is evaluating its staffing and needs. This analysis and consideration of options is not complete, and staff anticipates further modification proposals to come before the City Council in the first quarter of 2022. In the meantime, the Department has determined that irrespective of other Department changes, the position modifications described below are necessary to meet current and expected work demands.

Background:

Administrative Analyst II

The Finance Department currently has an approved Intermediate Account Clerk position that primarily works in payroll processing. This position is vacant and the Finance Department is recruiting to fill the Account Clerk position. Prior to the Account Clerk being vacant, Staff identified the need for a supervisory position for payroll, an Administrative Analyst II. Payroll has increasingly become more burdensome as supervisory decisions need to be made in regards to internal audits, new legislation, CalPERS reporting requirements, bargaining unit Memorandum of Understanding implementation, and in response to outside audits, such as from CalPERS. The Administrative Analyst II classification is already part of the First Level Manager (FLM) bargaining unit.

Customer Service Representative I/II

A recent retirement has left a vacancy in the Field Customer Service Representative I/II position. Staff

has determined that with the transition to cellular-read water meters, it is more imperative to have an additional Customer Service Representative I/II serving customers by phone and at the front counter than a second Field Customer Service Representative I/II in the field. Both the Field Customer Service Representative I/II and Customer Service Representative I/II positions are part of the Public Employees' Union, Local 1/AFSCME 57 bargaining unit.

Analysis:

Administrative Analyst II

Payroll has a particularly challenging workload as payroll continues to innovate, respond to legislation updates and pension administration requirements. As a result, the Finance Department requests authorization to add an Administrative Analyst II position that will oversee payroll while providing backup on the professional analyses, audits and reviews. This will increase the total number of Administrative Analyst II positions in the City to two (2).

Customer Service Representative I/II

After a recent retirement, the Finance Department opted to leave vacant a Field Customer Service Representative I/II position to determine the impact the cellular-read water meter conversion would have on customer service staff. Now that we have had several months to observe the situation, the department has seen the majority of the impacts falling on the customer service staff and have noted that a staffing model with one field representative has been successful for over one year. Additionally, one of the Field Customer Service Representative's primary responsibilities was to perform shutoffs for nonpayment and SB 998 and the governor's response to the pandemic has eliminated this collection tool and has shifted collection efforts entirely to the office staff.

These changes shall become effective with the payroll period beginning January 1, 2022

Fiscal Impact:

The anticipated impact on the current year will be \$45,200 for the Finance Department in FY 2021-22.

Alternatives:

1. Do not approve the Resolution that updates the Finance Department's authorized positions in the budget.

Recommendation:

Adopt a Resolution approving the following changes to the Finance Department's authorized positions in the FY 2021-22 Operating Budget:

1. Add an Administrative Analyst II and;
2. Reclassify a vacant Field Customer Service Representative I/II to Customer Service Representative I/II; and
3. Authorize a supplemental appropriation to the appropriate Finance Department salary and benefits accounts in the amount of \$45,200.

Attachments:

1. Finance Department Reorg Reso 12-21-21 updated 12-15 ns

Prepared By:

Submitted By:

Natalie Springer
Human Resources Director

Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE DIRECTOR OF FINANCE TO ADD ONE ADDITIONAL
ADMINISTRATIVE ANALYST II POSITION AND TO RECLASSIFY A VACANT FIELD
CUSTOMER SERVICE REPRESENTATIVE I/II TO A CUSTOMER SERVICE
REPRESENTATIVE I/II POSITION**

WHEREAS, the Finance Department is evaluating its staffing needs in response to shifting work responsibilities; and

WHEREAS, the Finance Department has identified the need for a supervisory analyst position dedicated to payroll; and

WHEREAS, the Finance Department has also identified the need for additional customer service support to provide services to the public; and

NOW THEREFORE, the City Council of Yuba City does resolve as follows:

Adopt a Resolution approving the following changes to the Finance Department's positions in the FY 2021-22 Operating Budget:

- A. Add an Administrative Analyst II and;
- B. Reclassify a vacant Field Customer Service Representative I/II to Customer Service Representative I/II; and
- C. Authorize a supplemental appropriation to the appropriate Finance Department salary and benefits accounts in the amount of \$45,200.
- D. These changes shall become effective with the payroll period beginning January 1, 2022.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 21st day of December, 2021.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM

COUNSEL FOR YUBA CITY

Stacey Sheston
BB&K, Special Counsel