

REPORT TO CITY COUNCIL

DATE: FEBRUARY 8, 2006

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: JIM THORSEN, ASSISTANT CITY MANAGER

SUBJECT: RESOLUTION NO. 06-1403 AMENDING THE COMPENSATION PLAN
BY:

A. ESTABLISHING THE CLASSIFICATION OF COMMUNITY SERVICES DIRECTOR AND THE PART-TIME/TEMPORARY CLASSIFICATION OF EMERGENCY OPERATIONS/MEDIA COORDINATOR; SETTING THE SALARY RANGE AND HOURLY RATE FOR EACH CLASSIFICATION RESPECTIVELY; AND

B. APPROVE THE EMPLOYMENT AGREEMENT BETWEEN THE CITY AND AMY K. BRINK TO SERVE AS COMMUNITY SERVICES DIRECTOR.

The purpose of this report is to establish two new job classifications for the City and approve the attached employment agreement for Ms. Amy K. Brink.

The first new classification is that of Community Services Director. Over the last several years, it has become apparent that the Community Services Department would be better served under the leadership of a Community Services Director rather than the current leadership of three Recreation Managers. After interviewing three internal candidates for the position, Amy Brink was identified by the oral board as the candidate that would be the best fit. Amy brings leadership, professionalism, enthusiasm and almost 20 years of recreation experience to the position. The position is currently a 30 hour position and the new range is based on 75% of Range 555. Attached is the employment agreement for Ms. Brink.

The second new classification is that of Emergency Operations/Media Coordinator. After fifteen years of service to the City, Carol Tubelis retired on January 25, 2006 as the Assistant to the City Manager. In order to continue to benefit from Carol's knowledge, experience and dedication in the areas of emergency management and the operation of the Agoura Hills TV, staff has hired Carol to serve on a part-time/temporary basis as the Emergency Operations/Media Coordinator for the City. This position has been assigned an hourly rate and a range will not be assigned to this position. Currently, the salary for this part-time temporary position has been budgeted for in the consultants' accounts but will be relocated into the City Manager's budget.

RECOMMENDATION

It is respectfully recommended that City Council:

1. Approve Resolution No. 06-1403, Section 1, establishing the classifications of Community Services Director and Emergency Operations/Media Coordinator; setting the salary range and hourly rate for each classification respectively.
2. Approve Resolution No. 06-1403, Section 2, approving the Employment Agreement between the City and Amy K. Brink to serve as the Community Services Director.

Attachments: Resolution No. 06-1403

Employment Agreement – Amy K. Brink

Community Services Director Job Classification

Emergency Operations/Media Coordinator Job Classification