



REPORT TO CITY COUNCIL

DATE: APRIL 27, 2016

TO: MAYOR AND HONORABLE MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER 

SUBJECT: REQUEST FOR APPROVAL OF RESOLUTION NO. 16-1812;
AMENDING THE JOB DESCRIPTION FOR THE POSITION OF
ADMINISTRATIVE ANALYST TO INCLUDE DUTIES RELATED TO THE
PUBLIC WORKS AND PLANNING DEPARTMENTS

In reviewing the service level needs for the public counter at City Hall and in order to fill a vacant position, Human Resources staff and several department managers have discussed the ability to update and recruit for a position that accurately reflects the duties to be performed servicing the Public Works and Planning Departments. The existing classification of Administrative Analyst most closely reflects the education, experience, and skills necessary to serve as the front line staff member at the public counter.

The current Administrative Analyst job description will need to be amended to add some additional language that specifically identifies the job duties and assignments related to the Public Works and Planning Departments. The Administrative Analyst position currently is utilized in the City Manager's Department and has served as a position that allows flexibility and handles many of the City's day-to-day operational tasks. Thus, there will be two separate job descriptions for this position that differ in tasks related to the department(s) in which they serve.

The use of the Administrative Analyst classification will allow the staff member to serve multiple departments and will, ideally, be able to provide more in depth information regarding questions related to general Public Works and Planning Department services, right-of-way activities, as well as issue over the counter permits to the public. This position will also be expected to possess the skills to do research and oversee other complex tasks that assist other employees in several departments at a higher level than currently exists.

Although some of the job duties will vary from the existing Administrative Analyst job description, the established pay range will remain as approved by the City Council for the current fiscal year. This position has been budgeted for in the fiscal year 2016-17 budget that will be presented the City Council.

RECOMMENDATION

Staff respectfully recommends the City Council approve Resolution No. 16-1812; amending the job description for the position of Administrative Analyst to include duties related to the Public Works and Planning Departments.

Attachment: Resolution No. 16-1812

RESOLUTION NO. 16-1812

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE JOB DESCRIPTION FOR THE POSITION OF ADMINISTRATIVE ANALYST TO INCLUDE DUTIES RELATED TO THE PUBLIC WORKS AND PLANNING DEPARTMENTS

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES AND ORDERS AS FOLLOWS:

Section 1. The classifications are amended to include Administrative Analyst (Public Works and Planning) as shown in Exhibit "A", and Attachment 1A, attached hereto and incorporated herein as though set forth in full, are hereby authorized in City service effective April 28, 2016.

Section 2. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be entered in the Book of Resolutions of the City Council of the City of Agoura Hills.

PASSED, APPROVED, and ADOPTED this 27TH day of April 2016, by the following vote, to wit:

AYES: ()
NOES: ()
ABSENT: ()
ABSTAIN: ()

Resolution No. 16-1812

Denis Weber, Mayor Pro Tem

ATTEST:

Nathan Hamburger
Assistant City Manager

EXHIBIT "A"
Salaries and Positions 2015-2016

POSITIONS	RANGE	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
FULL-TIME							
ACCOUNTANT	1087	68,784	83,796	5,732	6,983	33.0692	40.2865
ACCOUNTING SPECIALIST II	1004	61,896	75,408	5,158	6,284	29.7577	36.2538
ADMINISTRATIVE ANALYST	1112	70,884	86,364	5,907	7,197	34.0788	41.5212
ADMINISTRATIVE AIDE	859	51,684	62,976	4,307	5,248	24.8481	30.2769
ADMINISTRATIVE SECRETARY I	832	50,064	60,996	4,172	5,083	24.0692	29.3250
ADMINISTRATIVE SECRETARY II	914	55,416	67,500	4,618	5,625	26.6423	32.4519
ASSISTANT CITY MANAGER	1712	149,952	182,712	12,496	15,226	72.0923	87.8423
ASSISTANT DIRECTOR OF COMM SERVICES	1449	108,000	131,580	9,000	10,965	51.9231	63.2596
ASSISTANT ENGINEER	1137	73,116	89,076	6,093	7,423	35.1519	42.8250
ASSISTANT PLANNER	1119	71,472	87,072	5,956	7,256	34.3615	41.8615
ASSISTANT PLANNING DIRECTOR	1449	108,000	131,580	9,000	10,965	51.9231	63.2596
ASSISTANT TO THE CITY MANAGER	1280	87,492	106,596	7,291	8,883	42.0635	51.2481
ASSOCIATE CIVIL ENGINEER	1268	86,196	105,012	7,183	8,751	41.4404	50.4865
ASSOCIATE PLANNER	1193	78,492	95,652	6,541	7,971	37.7365	45.9865
BUILDING OFFICIAL	1482	112,524	137,088	9,377	11,424	54.0981	65.9077
BUILDING PERMIT TECHNICIAN	859	51,684	62,976	4,307	5,248	24.8481	30.2769
CITY CLERK	1366	97,392	118,668	8,116	9,889	46.8231	57.0519
CITY ENGINEER	1482	112,524	137,088	9,377	11,424	54.0981	65.9077
CITY MANAGER		211,560		17,630		101.7115	
CODE COMPLIANCE OFFICER	1006	62,040	75,588	5,170	6,299	29.8269	36.3404
COMM SERV COORDINATOR	998	61,464	74,892	5,122	6,241	29.5500	36.0058
CULTURAL EVENT COORDINATOR	998	61,464	74,892	5,122	6,241	29.5500	36.0058
DEPUTY CITY MANAGER	1482	112,524	137,088	9,377	11,424	54.0981	65.9077
DIRECTOR COMMUNITY SERVICES	1524	118,572	144,492	9,881	12,041	57.0058	69.4673
DIRECTOR OF FINANCE	1515	117,276	142,872	9,773	11,906	56.3827	68.6885
DIRECTOR OF PUBLIC WORKS	1524	118,572	144,492	9,881	12,041	57.0058	69.4673
ENGINEERING AIDE	859	51,684	62,976	4,307	5,248	24.8481	30.2769
ENGINEERING AIDE II	1006	62,040	75,588	5,170	6,299	29.8269	36.3404
EXECUTIVE ASSISTANT	1009	62,256	75,852	5,188	6,321	29.9308	36.4673
FINANCE MANAGER	1200	79,164	96,456	6,597	8,038	38.0596	46.3731
PARKS & LANDSCAPE SUPERINTENDENT	1078	68,028	82,872	5,669	6,906	32.7058	39.8423
PLANNING DIRECTOR	1482	112,524	137,088	9,377	11,424	54.0981	65.9077
PLANNING TECHNICIAN	859	51,684	62,976	4,307	5,248	24.8481	30.2769
PRINCIPAL PLANNER	1280	87,492	106,596	7,291	8,883	42.0635	51.2481
PUBLIC WORKS INSPECTOR II	1022	63,324	77,160	5,277	6,430	30.4442	37.0962
PUBLIC WORKS PROJECT MANAGER	1268	86,196	105,012	7,183	8,751	41.4404	50.4865
RECREATION MANAGER	1200	79,164	96,456	6,597	8,038	38.0596	46.3731
RECREATION SUPERVISOR	1090	69,036	84,120	5,753	7,010	33.1904	40.4423
SENIOR BUILDING INSPECTOR	1022	63,324	77,160	5,277	6,430	30.4442	37.0962
SENIOR CIVIL ENGINEER	1370	97,872	119,244	8,156	9,937	47.0538	57.3288
SENIOR PLANNER	1275	86,952	105,936	7,246	8,828	41.8038	50.9308
PART-TIME							
ADMINISTRATIVE INTERN	124	20,952	25,530	1,746	2,128	10.0731	12.2740
ADMINISTRATIVE INTERN II	435	30,624	37,308	2,552	3,109	14.7231	17.9365
EMERGENCY OPERATION/MEDIA CO-ORD				50	PER HOUR		
INSTRUCTOR I	1	18,720		1,560		9.0000	
OFFICE ASSISTANT I	350	27,564	33,576	2,297	2,798	13.2519	16.1423
PROGRAM TECHNICIAN	31	18,720	22,800	1,560	1,900	9.0000	10.9615
RECREATION LEADER I	31	18,720	22,800	1,560	1,900	9.0000	10.9615
RECREATION LEADER II	265	24,504	29,856	2,042	2,488	11.7808	14.3538
RECREATION SPECIALIST	435	30,624	37,308	2,552	3,109	14.7231	17.9365
SENIOR INSTRUCTOR	452	31,236	38,052	2,603	3,171	15.0173	18.2942
SPECIAL EVENT WORKER			150-1,050		PER EVENT		

ATTACHMENT 1A

CITY OF AGOURA HILLS

ADMINISTRATIVE ANALYST (PUBLIC WORKS AND PLANNING DEPARTMENTS)

DEFINITION

To independently perform a wide variety of highly responsible and complex administrative and analytical functions in support of the Public Works Department, Planning Department, and Building & Safety Department. Required attributes include the ability to work independently, exhibit initiative and enthusiasm, and be willing to take on a variety of challenges.

CLASS CHARACTERISTICS

The position will serve multiple departments and is responsible for administering and overseeing the daily operations of the public front counter for multiple departments. Additional responsibilities include programs related to general administration, public information and relations, legislative analysis, grant and contract preparation and administration, capital improvement program management, budget preparation, issuance of over the counter permits. The qualified candidate must be willing and able to learn to operate several City software programs, including the Geographic Information System (GIS) and permit software program as well as other technical programs; plan and manage department programs and services; assume program responsibility for major staff support function; organize and conduct complex studies and projects; perform administrative analysis; prepare administrative policies and reports; review the effectiveness of work programs and procedures and make recommendations addressing efficiency and productivity; assist with the City's water quality programs; coordinate work programs and projects involving more than one department; represent the Public Works Department at meetings of other agencies and the public; assist in the preparation of the budgets for assigned programs; and, may serve as staff advisor and perform other duties as assigned. Ability to learn, read, and explain to the public the City's municipal codes and zoning regulations from a general perspective.

EXAMPLES OF DUTIES

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

1. Manage and supervise assigned programs and provide responsible staff assistance and support to various City departments.
2. Perform a variety of administrative support functions for the Public Works Director and Assistant City Manager including facilitating meetings, coordinating agenda preparation, conducting research and preparing correspondence, reports and related material, administering the department retention and destruction program.

3. Research, compile and analyze information from various sources; prepare reports which present and interpret data and identify alternatives; make and justify recommendations; draft resolutions and ordinances; prepare plans, specifications, and estimates for capital improvement projects; prepare Requests for Proposals (RFPs) for professional services.
4. Supervises and coordinates City consultants and contractors associated with maintenance and improvement of public facilities and infrastructure.
5. Interact with members of the public in relation to the issuance of over the counter permits for the public works and planning department as needed. Provide information to public inquiries.
6. Project management, maintain appropriate project records and documents i.e. timesheets, work orders, change orders, claims, etc.
7. Recommend, within City policy, appropriate service and staffing levels for each assigned program area; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
8. Provide or coordinate staff training and provide evaluation procedures.
9. Explain and interpret programs, policies, and activities related to assigned area; negotiate and resolve sensitive and controversial issues.
10. Facilitate multi-departmental team meetings; collaborate and confer with department heads; prepare action summaries.
11. Represent the City in relations with the community, advisory committees, local, county, state, and federal agencies and professional organizations.
12. Provide supervision to assigned personnel.
13. Perform related duties and responsibilities as required.
14. Assists in emergency operation functions and training.

QUALIFICATIONS AND GUIDELINES

Education and Experience

Bachelors Degree desired or working towards graduation from an accredited college or university with major course work in Public Administration or related field, plus 3-5 years of increasingly responsible experience in municipal management, preferably with previous administrative work experience with another municipal or government agency. Possession of a valid California driver's license with an acceptable driving status is required to operate a City vehicle.

Knowledge, Skills and Abilities

Principles, practices and procedures of public administration and management, including methods of analysis; evaluation of administrative procedures; effective analytical and writing skills and public relations. Ability to learn and effectively operate several technological software programs.

Effectively analyze problems and make sound recommendations in a clear and concise manner; prepare and present comprehensive reports both verbally and in writing; demonstrate excellent analytical and writing skills; and establish effective and cooperative working relationships with those encountered in the performance of duties.