

REPORT TO CITY COUNCIL

DATE: OCTOBER 13, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: RAMIRO ADEVA, ASSISTANT CITY MANAGER
CELESTE BIRD, ADMINISTRATIVE ANALYST

SUBJECT: ADOPT RESOLUTION NO. 21-1989; AMENDING THE PERSONNEL RULES TO ALLOW THE CITY MANAGER, OR HIS OR HER DESIGNEE, TO AMEND OR REVISE EXISTING JOB SPECIFICATIONS

Agoura Hills is a general law city governed by the City Council/City Manager form of government. The elected members of the City Council appoint the City Manager and hold him/her responsible for, among other things, building a team that can successfully deliver the visions and goals established by the City Council.

Because the City Manager is responsible for assembling a team of capable professionals, it is imperative the City Manager, or his or her designee, have the flexibility to make revisions to existing job specifications in order to ensure staff positions reflect the skillset the City Manager feels is needed to run the daily operations of the City to meet City Council objectives.

Currently, any revision to an existing job specification requires formal City Council approval. At times, this can create unnecessary recruitment delays, and, typically, the changes are minor in scope. The past several years have shown how quickly the employment/job market can shift or where employment practices and requirements can occur, which necessitate the ability to quickly react. Examples include the allowance of remote working and adjusting certain job requirements for a vacant position, such as professional certificates to be earned within a certain timeframe (condition of employment) rather than prior to hiring. In anticipation of a major shift in job market competition for talented employees, caused by the pandemic, it is imperative that the City be able to make adjustments in job descriptions to accurately reflect the targeted market of potential candidates.

This requested adjustment does not remove the requirement for the City Manager to bring proposed new classifications and specifications or any changes proposed in the approved salary schedules to the City Council for approval. The proposed change to the Personnel Rules is outlined in the attached Exhibit A.

The proposed resolution has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

It is respectfully recommended the City Council approve Resolution No. 21-1989, amending the Personnel Rules to allow the City Manager, or his or her designee, to amend or revise existing job specifications.

Attachments: Resolution No. 21-1989
Exhibit A, Personnel Rules Redline

RESOLUTION NO. 21-1989

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE PERSONNEL RULES TO ALLOW THE CITY MANAGER, OR HIS OR HER DESIGNEE, TO AMEND OR REVISE EXISTING JOB SPECIFICATIONS

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

SECTION 1. The City Council of the City of Agoura Hills hereby approves the Personnel Rules as amended in Exhibit A, Personnel Rules, Rule III Classification Procedures, allowing the City Manager or his/her designee to amend or revise existing job specifications.

SECTION 2. The effective date of these amendments will be October 14, 2021.

PASSED, APPROVED, AND ADOPTED this 13th of October 2021, by the following vote to wit:

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

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

EXHIBIT A

RULE III

CLASSIFICATION PROCEDURES

SECTION 1 - PREPARATION OF CLASSIFICATION PLAN: The City Manager shall prepare, maintain, and amend the classification plan. The classification plan shall contain job specifications for classifications in the City Service. Existing job specifications can be amended or revised by the City Manager or his/her designee. New job specifications must be approved by City Council.

SECTION 2 - ALLOCATION OF POSITIONS: The City Manager or his/her designee shall allocate every position in the City Service to one of the classifications established by the classification plan and shall allocate all positions substantially similar to the same classification. Each department head shall promptly report to the City Manager or his/her designee any material changes in the duties of any position so that the classification plan shall be current.

SECTION 3 – CLASS JOB SPECIFICATIONS: The classification plan shall consist of job specifications which shall set forth a descriptive title, typical duties and responsibilities, and the training, experience, and other qualifications necessary or desirable for the effective performance of each position within a classification.