

BOARD MEETING DATE: July 12, 2019

AGENDA NO. 10

PROPOSAL: Approve Position Reclassifications; Adopt New Class Specification; Adopt Resolution Amending Salary Resolution

SYNOPSIS: The Technical & Enforcement and Office, Clerical and Maintenance MOU and the South Coast AQMD Personnel Rules authorize classification studies to study existing job classifications. Evaluations of positions in Legislative, Public Affairs & Media; Finance; and Administrative & Human Resources have recently been completed. Based on the analysis of the studies, and in consultation with union representatives for the bargaining unit positions, this action is to request approval for reclassification of: Radiotelephone Operator, and Air Quality Inspector II positions in Legislative, Public Affairs & Media; Supervising Payroll Technician in Finance; and Risk Manager in Administrative & Human Resources. As part of this process, this action is also to request adopting a new class specification, and amending the Salary Resolution to add and delete classifications. This action to reclassify twelve positions will result in an annual cost increase of approximately \$118,451. Sufficient funding for this annual cost increase is available in the FY 2019-20 Budget.

COMMITTEE: Administrative, June 14, 2019; Recommended for Approval

RECOMMENDED ACTIONS:

- 1) Reclassify seven Radiotelephone Operator positions in Legislative, Public Affairs & Media to Senior Office Assistant positions;
- 2) Reclassify one Supervising Radio/Telephone Operator position in Legislative, Public Affairs & Media to a Supervising Office Assistant position;
- 3) Reclassify two Air Quality Inspector II positions in Legislative, Public Affairs & Media to Air Quality Specialist positions;
- 4) Adopt the new Payroll Supervisor class specification (Exhibit A);
- 5) Adopt a Resolution (Exhibit B) amending Sections 53 and 54 of the Salary Resolution to establish the salary for the new Payroll Supervisor class specification, and to delete class specifications identified in Table A;
- 6) Reclassify one Supervising Payroll Technician position in Finance to the new Payroll Supervisor position; and

- 7) Reclassify one Risk Manager position in Administrative & Human Resources to a Human Resources Manager position.

Wayne Nastri
Executive Officer

AJO:mm

Background

The evaluation of various positions in Legislative, Public Affairs & Media followed the process set forth in Article 45, Section 1 of the MOU for the Technical & Enforcement and Office, Clerical and Maintenance Units, which provides a procedure for an employee to request a classification study of their position and duties in order to determine whether their duties and position are properly classified. The proposed reclassification has been discussed, and agreed upon, with union representatives of the bargaining unit.

Section 3 of the South Coast AQMD Personnel Rules allows for position classification studies of individual positions or groups of positions whenever the responsibilities or duties of existing positions have undergone significant change, or whenever new positions are to be created. Non-represented class specifications in Finance and Administrative & Human Resources were evaluated to determine whether their duties and position are properly classified.

As set forth below, the classification studies found that the job responsibilities and duties of the existing positions, as determined by the function of the organizational unit, were better classified in new or existing class specifications. As part of the reclassification process, a new class specification is being proposed, and the Salary Resolution would be amended to reflect classification additions and deletions.

Proposal

Legislative, Public Affairs & Media

The Radiotelephone Operator class specification defines the duties as operating a radiotelephone system to dispatch and maintain contact with field staff by transmitting radio messages, and to perform a variety of clerical work using data entry terminals and micro computers. The single-position Supervising Radio/Telephone Operator class specification is responsible for supervising the activities of the Radiotelephone Operators, and to develop radio room operational procedures.

The classification study conducted by an outside consultant found there were substantial changes in the job duties and responsibilities for these class specifications, primarily due to the advancement of technology from radio transmission to digital communication

systems. In addition, these positions have expanded their role in Legislative, Public Affairs & Media by: participating in outreach events, providing customer service to the public by telephone and in person, updating the department webpage, and assisting the Small Business Assistance unit.

Two Air Quality Inspector II positions are assigned to the Small Business Assistance unit in Legislative, Public Affairs & Media. While some inspection functions are performed by the staff in these positions, other duties of an Air Quality Inspector II are not performed on a regular basis, such as conducting complaint investigations, coordinating the testing of sources, or assisting in the preparation of Hearing Board cases. Rather, the classification study conducted by an outside consultant found that these positions have been performing broader duties, such as presenting information at public workshops, administering the Dry Cleaner grant program and other small business programs, and preparing data and reports for the Fee Review Committee.

Based on the job duties performed, staff recommends the following reclassifications: Radiotelephone Operators to Senior Office Assistants, the Supervising Radio/Telephone Operator to Supervising Office Assistant, and the Air Quality Inspector II positions to Air Quality Specialists. Utilizing existing class specifications will also provide better transfer and promotion opportunities for these positions.

Finance

The Supervising Payroll Technician in Finance is characterized by the responsibility for leading Payroll Technicians engaged in performing complex and specialized clerical payroll functions. The classification study conducted by an outside consultant found there were substantial changes in the job duties and responsibilities for this class specification, based on the need to conduct a variety of special assignments requiring analytical and investigative abilities. In addition, responsibilities for providing studies and reports, preparing Board agenda materials, and recommending new or improved payroll and recordkeeping systems have been added.

Based on the job duties performed, staff recommends adopting the new Payroll Supervisor class specification, amending the Salary Resolution to establish the salary for the new class specification, and reclassifying the Supervising Payroll Technician to Payroll Supervisor.

Administrative & Human Resources

The Risk Manager class specification is responsible for the administration of the South Coast AQMD's Liability, Auto and Property Insurance, Safety and Loss Prevention, and Workers' Compensation Programs. An evaluation of the current duties of the Risk Manager have identified the operational need to reclassify the position to a Human Resources Manager position.

Emergency management and workplace security policies and programs are being developed and expanded, with an emphasis on increased training for the workforce. To assist with these needs, a Human Resources Analyst position was assigned to the Risk Management Unit. The Human Resources Manager classification encompasses the duties of the Risk Manager, but also allows for a broader scope of responsibilities to be exercised, such as policy development. Based on the job duties performed, staff recommends reclassifying the Risk Manager to Human Resources Manager.

Resource Impacts

Table A provides the proposed salaries for the new classification and reclassified positions, in comparison to existing class specifications. The net increase for these reclassification actions costed out at current salary steps is \$118,451 which includes the full costs for twelve budgeted positions. Sufficient funding exists in the FY 2019-20 Budget, and ongoing costs will be included in future year budgets.

Attachments

Table A – Reclassification and Salary Recommendations

Exhibit A – Proposed new Payroll Supervisor class specification

Exhibit B – Resolution amending the *Salary Resolution*

TABLE A**RECLASSIFICATION AND SALARY RECOMMENDATIONS**

Current Title [Position numbers]	Current Bi-Weekly Salary Range	Current Salary Code	Proposed Title [Position numbers]	Proposed Bi-Weekly Salary Range	Proposed Salary Code
Radiotelephone Operator ¹ [0199, 0396, 0398, 0399, 0400, 0402, 1095]	\$1,412 - \$1,855	28H	Senior Office Assistant [0199, 0396, 0398, 0399, 0400, 0402, 1095]	\$1,558 - \$2,048	32C
Supervising Radio/Telephone Operator ¹ [0395]	\$1,730 - \$2,273	36A	Supervising Office Assistant [0395]	\$1,730 - \$2,273	36A
Supervising Payroll Technician ¹ [1390]	\$2,082 - \$2,718	45D	Payroll Supervisor ² [1390]	\$3,109 - \$4,066	003
Risk Manager ¹ [1248]	\$3,669 - \$4,710	MC	Human Resources Manager [1248]	\$4,438 - \$5,698	MA
AQ Inspector II [0415, 1347]	\$2,492 - \$3,275	47H	Air Quality Specialist ³ [0415, 1347]	\$3,113 - \$4,072	55E

Notes:

- (1) Current titles to be deleted from South Coast AQMD's classification plan.
- (2) Title to be added to South Coast AQMD's classification plan.
- (3) Proposed positions are assigned to the Professional bargaining unit.

EXHIBIT A



TITLE: PAYROLL SUPERVISOR

Approved: 07-12-19

DEFINITION: Under general direction, plans, organizes, supervises, and reviews the work of staff involved in the preparation, processing, and maintenance of the South Coast AQMD's payroll system and related records and reports; compiles, analyzes and prepares a variety of scheduled payroll related reports and specialized reports as requested; performs complex and difficult financial and payroll analyses; assists divisions in budget preparation activities; and performs related work as required.

CLASSIFICATION STANDARDS: This single-position confidential class reports to a Finance manager in the Finance Division and is responsible for planning, organizing and supervising staff engaged in performing complex and specialized, technical and clerical payroll functions. The incumbent is responsible for interpreting and explaining detailed and complex payroll practices and South Coast AQMD rules and regulations to management and staff including provisions of Memoranda of Understanding (MOU) with recognized bargaining units. This class is distinguished from the Payroll Technician in that the latter class performs complex and specialized clerical payroll functions while the Payroll Supervisor class is responsible for analyzing payroll operations, activities, and administration and establishing and ensuring work standards, methods and operational procedures for the payroll section are met and that they are consistent with best practices.

EXAMPLES OF DUTIES:

Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for preparing and processing South Coast AQMD's payroll; analyzes and reviews preliminary and final payroll register and other computerized payroll reports to ensure that all payroll information has been accurately updated.

Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.

Participates in the selection of payroll staff and trains and instructs new employees on operational procedures and unit priorities; provides technical guidance to staff and responds to difficult or unusual requests and inquiries and resolves problems with the automated payroll and recordkeeping system.

Arranges work schedules, vacations, and time off for staff; reviews and approves employees' time sheets; maintains performance records and prepares and reviews performance appraisals with staff; initiates and documents corrective actions taken to resolve work performance problems.

Coordinates and participates in the work of staff engaged in payroll preparation, distribution, and reporting processes, including the correct set up of employees in the payroll system; verification, audit, editing and processing of employee payroll data for bi-weekly payrolls; verification of accurate calculations for step increases, promotions, demotions, acting pay, retroactive pay and adjustments for separations/terminations, leaves of absence without pay and wage assignments/garnishments; ensures the timely resolution of errors and discrepancies; approves the generation and distribution of paychecks; ensures strict compliance with South Coast AQMD policies and procedures, Memoranda of Understanding (MOU) provisions and all applicable State and federal legal requirements.

TITLE: PAYROLL SUPERVISOR

Ensures appropriate system processes and procedures are in place to ensure compliance with all State and federal payroll tax requirements; reconciles and transmits timely payment of quarterly and annual payroll taxes; assists with preparation of tax statements including 941 statement, W-2's and other tax-related documents; ensures timely reporting and payment of miscellaneous withholdings to appropriate agencies; reviews tax publications and obtains information from tax agencies regarding changes in reporting requirements and tax treatments for various types of compensation and benefits plans.

Provides technical advice to South Coast AQMD staff concerning payroll administration and the implications of changes in retirement, benefit plans, and collective bargaining agreements.

Conducts research, analyzes payroll data and performs special projects for South Coast AQMD management staff; compiles and prepares a variety of confidential payroll-related reports, including retirement, State Disability and State and federal tax reports; analyzes, calculates and prorates related accounts and fiscal records as required.

Works with Information Management staff to install, test, and implement systems changes to resolve problems, improve processes and/or meet new requirements; participates in implementing and testing new tax schedules in the system; reviews, interprets and manages implementation of payroll-related portions of negotiated collective bargaining agreements in a timely manner.

Consults with the Human Resources Division concerning submittal of required forms to process pay increases, promotions, demotions, transfers, reassignments, terminations, etc., and coordinates the timely receipt of electronic time sheets from the divisions.

Monitors, plans and prioritizes staff assignments to balance the workload and ensure the timely completion of work; develops and revises payroll procedures and work methods for the unit to ensure standards for accuracy, timeliness and adherence to operational procedures.

Participates in the preparation and administration of the payroll program budget; submits budget recommendations; monitors expenditures; generates financial and payroll related expenditure reports for use by other South Coast AQMD staff for annual budget preparation.

Prepares verbal and written payroll reports covering surveys, investigations and studies; may prepare official correspondence and Board agenda material as directed.

MINIMUM REQUIREMENTS:

EDUCATION: A bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is also qualifying.

EXPERIENCE: Three (3) years of progressively responsible experience performing payroll duties and functions, at least one (1) year of which was in a lead capacity.

TITLE: PAYROLL SUPERVISOR

KNOWLEDGE OF: Principles, practices, and methods of administering and coordinating a comprehensive payroll processing program; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; payroll methods and procedures and related rules, regulations and policies; principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures; principles and practices of leadership; the functions and general operations of a computerized payroll processing and recordkeeping systems; methods, practices, documents, and terminology used in processing payroll transactions and in financial recordkeeping; principles and practices of governmental accounting, including internal control and auditing as they apply to payroll functions; South Coast AQMD organization rules, policies, and procedures in assigned areas of responsibility; Federal, state, and local laws, codes, and regulations in assigned areas of responsibility; research methods and statistical and financial analysis techniques; principles and practices of record keeping; principles and practices of computer-based financial and accounting systems; methods and techniques of developing technical and administrative reports and business correspondence; South Coast AQMD human resources policies and procedures and detailed provisions of negotiated Memoranda of Understanding; mathematical computations required to analyze and review payroll operations, activities and administration, including maintaining accurate records and preparing statistical reports; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and South Coast AQMD staff; the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

ABILITY TO: Plan, organize, schedule, assign, review, and evaluate the work of and train staff; recommend and implement goals, objectives, and practices for providing effective and efficient services; evaluate and recommend improvements in operations, procedures, policies, or methods; develop and revise clerical payroll procedures and work methods; analyze and make sound recommendations on complex payroll issues, data, and operations; interpret, apply, explain applicable Federal, State, and local policies, procedures, laws and regulations; establish and maintain a variety of filing, record keeping, and tracking systems; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines; use English effectively to communicate in person, over the telephone, and in writing; use tact, initiative, prudence, and independent judgment within general policy and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS*: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; color vision in order to process and distinguish data; and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds in all cases with the use of proper equipment and/or assistance from other staff”

WORK ENVIRONMENT*: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

* The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXHIBIT B

RESOLUTION NO. 19-_____

A Resolution of the South Coast Air Quality Management District (South Coast AQMD) Board amending South Coast AQMD's *Salary Resolution* to establish the salary for a new classification, and delete classifications, as described below.

WHEREAS, the Governing Board of the South Coast AQMD exercises its duty to review and determine appropriate wages, hours, and other terms and conditions of employment provided to employees.

THEREFORE, BE IT RESOLVED that the Board of the South Coast AQMD, State of California, in regular session assembled on July 12, 2019, does hereby amend Sections 53 and 54 of South Coast AQMD's *Salary Resolution* by adding the new classification of Payroll Supervisor at an annual salary range of \$80,835 - \$108,629, and by deleting the Radiotelephone Operator, Risk Manager, Supervising Payroll Technician, and Supervising Radio/Telephone Operator class specifications from South Coast AQMD's Classification Plan.

DATE: _____

CLERK OF THE BOARDS