

Council/Agency Meeting Held: _____	_____ City Clerk's Signature
Deferred/Continued to: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
Council Meeting Date: December 20, 2004	Department ID Number: PW 04-97

**CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION**

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY: *Penelope Culbreth Graft*
PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR

PREPARED BY: *Robert F. Beardsley*
ROBERT F. BEARDSLEY, PE, DIRECTOR OF PUBLIC WORKS
CLAY MARTIN, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: **Approve Special Duty Pay for Interim Maintenance Operations
Administrative Assignment**

2004 DEC - 8 3:59 PM
 HUNTINGTON BEACH, CA
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 CITY CLERK
 CITY OF
 HUNTINGTON BEACH, CA

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue: The Maintenance Operations Division has a current vacancy in the Senior Administrative Analyst classification due to the appointment of the previous incumbent to the City Clerk position. This action will continue the temporary assignment of administrative duties to an existing Division employee pending recruitment activities.

Funding Source: With the vacant Senior Administrative Analyst, an overall savings of approximately \$75,000 for the eleven-month period will be realized in Refuse Administration, 50485103.51000.

Recommended Action: Authorize special duty pay to Debra Jubinsky, Field Service Representative, of \$2.29 per hour to continue through April 29, 2005, or until the Senior Administrative Analyst position is filled.

Alternative Action(s): Deny the special duty pay request and direct staff to consider alternative department restructuring options.

E-8

REQUEST FOR ACTION

MEETING DATE: December 20, 2004

DEPARTMENT ID NUMBER:PW 04-97

Analysis: On June 5, 2004, the City Council appointed Joan Flynn to the vacant City Clerk position. This appointment created a vacancy in the Public Works Maintenance Operations administrative workgroup, as identified in the Division organizational chart (Attachment 1). As a result of this vacancy, and the hiring freeze that was in place, Debra Jubinsky, Field Services Representative has assimilated additional duties previously performed by the Sr. Administrative Analyst.

The duties assimilated by Ms. Jubinsky include:

Administration of the Refuse Collection and Disposal Franchise Agreement, that entails the representation of the City in meetings with the contractor and other outside governmental agencies regarding issues related to refuse and waste disposal;

Preparation and analysis of information leading to recommendations pertaining to Public Works Maintenance functions;

Research and response to budgetary and fee study questions; and

Administrative work including the investigation, resolution, and the preparation of correspondence in response to citizen inquiries.

These duties are being performed at the entry-level professional administrative classification. The net cost of this upgrade does not exceed \$4,400 over the approximately eleven-month period, which is significantly less than the \$75,000 in realized savings from the Sr. Administrative Analyst vacancy. The position title for Ms. Jubinsky would remain unchanged, and she would remain in her current bargaining unit.

In October, the City Council approved the temporary special duty pay through December 4, 2004. A second action is required to continue special duty pay beyond the normal six-month period. With the hiring freeze now lifted, the recruitment is scheduled to begin for the Sr. Administrative Analyst classification.

Public Works Commission Action: Not required.

Environmental Status: Not applicable.

Attachment(s):

City Clerk's Page Number	No.	Description
3	1.	Maintenance Operations Division Organizational Chart

E-8,2

E-8.3

ATTACHMENT #1

Maintenance Operations

III - 8.4

