

FY 2016-2018 Position Requests
Funding Options Considered During Budget Process

Department	Program	Position Title	Request Type	Initial Estimate	Add'l FT Count	Net Add'l FTE*	CC**	Comments
Management_Services								
Management_Services	City Manager	Management Analyst	New FTE of current job class	-	-	-		<i>Funded (Reclass of Mgmt Fellow)</i>
Subtotal Management_Services (1)				-	-	-		
Finance								
Finance	Administration	Assistant Finance Director	New Position (no current job class filed)	\$124,150	1	0.4		<i>Funded - FY17/18 (Offset by 1300 PT Hrs)</i>
Subtotal Finance (1)				\$124,150	1	0.4		
Parks_and_Recreation								
Parks_and_Recreation	Older Adult Programs	Recreation Coordinator- Older Adults	New FTE of current job class	\$38,966	1	0.3		<i>Funded (Offset by 1,456 PT Hours)</i>
Parks_and_Recreation	Recreation Services	Recreation Coordinator- REC Program	New FTE of current job class	30,210	1	-		
Parks_and_Recreation	Recreation Services	Recreation Coordinator	New FTE of current job class	49,937	1	-		
Parks_and_Recreation	Cultural Arts	Recreation Leader II - Lab Tech	New Position (no current job class filed)	17,531	-	-		
Subtotal Parks_and_Recreation (4)				\$136,644	3	0.3		
Police								
Police	Technical Support Services	Administrative Clerk II	New FTE of current job class	\$54,180	1	1.0		
Police	Community Affairs	Administrative Clerk II	Upgrade to budgeted FTE *	26,089	1	0.1	Y	<i>Funded (Offset by 1,920 PT hours)</i>
Police	Administration	Administrative Clerk II (PT)	New FTE of current job class	9,646	1	0.5		
Police	Parking Enforcement	Police Aide (PT)	New Position (no current job class filed)	-	-	-		
Police	Technical Support Services	Lead Records Tech/Matron	New Position (no current job class filed)	3,589	-	-		
Police	Patrol	Police Officer	New FTE of current job class	128,000	1	1.0	Y	<i>Funded</i>
Police	Patrol	Police Officer	New FTE of current job class	128,000	1	1.0	Y	<i>Funded</i>
Subtotal Police (7)				\$349,504	5	3.6		
Fire								
Fire	Prevention	Part Time Fire Inspectors	Part-time Position Change	\$54,872	-	-		
Fire	Administration	Sr. Management Analyst	Part-time Position Change	22,694	-	-		
Subtotal Fire (2)				\$77,566	-	-		
Community_Development								
Community_Development	Administration	Assistant Community Development Director	New Position (no current job class filed)	\$170,605	1	1.0		
Community_Development	Administration	Development Services Coordinator	New Position (no current job class filed)	78,902	1	1.0	Y	<i>Funded</i>
Community_Development	Building	Administrative Clerk II	New FTE of current job class	16,840	1	-		<i>Funded (Offset by 2,080 PT Hours)</i>
Community_Development	Planning	Administrative Clerk II	New FTE of current job class	10,857	1	(.2)		<i>Funded (Offset by 2,550 PT Hours)</i>
Subtotal Community_Development (4)				\$277,204	4	1.8		

**FY 2016-2018 Position Requests
Funding Options Considered During Budget Process**

Department	Program	Position Title	Request Type	Initial Estimate	Add'l FT Count	Net Add'l FTE*	CC**	Comments
Public Works								
Public Works	Bldg & Grounds Maintenance	Building Repair Craft Person	Upgrade to budgeted FTE *	\$28,428		-		
Public Works	Civil Engineering	Public Works Engineering Assistant/Associate	New FTE of current job class	\$55,419	1	1.0		Funded (Offset by \$40,000 Contract Serv)
Public Works	Civil Engineering	Public Works Inspector	New FTE of current job class	\$100,697	1	-		
Subtotal Public Works (3)				\$184,544	2	1.0		
Information Technology								
Information Technology	Administration	Management Analyst	New FTE of current job class	\$110,667	1	1.0		Funded
Information Technology	Administration	Information System Specialist	New FTE of current job class	\$23,186	1	1.0		
Subtotal Information Technology (2)				\$133,852	2	2.0		
Total Position Requests (24)				\$1,283,464	17	9.1		
				FUNDED (11)	\$717,890	5	2	

* Net Add'l FTE based on hours

** City Council Initiated

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department	Management_Services
Contact & Extension	Nadine Nader, x 5053
Program	City Manager

Position Title	Management Analyst
Net Add'I Cost	-
Request Type	New FTE of current job class

Est Annual Salary	\$74,650.00
Est Benefits	\$21,648.50
Total S&B	\$96,298.50
Less Savings	(\$96,298.50)
Total Add'I Cost	-
Net Add'I FTE	0.00

Add'I Equipment	Representation Union Group
Cell Phone <input type="checkbox"/>	Mgmt/Confidential <input checked="" type="checkbox"/>
Smartphone <input checked="" type="checkbox"/>	Police Mgmt Association <input checked="" type="checkbox"/>
Computer <input checked="" type="checkbox"/>	Police Officers Association <input type="checkbox"/>
Tablet <input checked="" type="checkbox"/>	Fire <input type="checkbox"/>
Uniform <input type="checkbox"/>	Teamsters <input type="checkbox"/>
Vehicle <input type="checkbox"/>	
Furniture <input checked="" type="checkbox"/>	Space Reconfiguration <input type="checkbox"/>

(based on hours)

Position Location
 (Space to be utilized for position)

This new position will be located within the Management Services Department. Currently, there is available desk space/cubicle, a desk top computer and furniture to accommodate the new position.

Position Description
 (Job Duties & Specific Info on Equipment)

The new Management Analyst position will fall under the City Manager's office and will report directly to the Assistant City Manager and City Manager. This position will be responsible for multiple duties and assignments, including: legislative analysis, policy analysis, special projects, prepare technical reports, prepare written and verbal reports, conduct surveys, participate in the City budget process and financial management, conduct statistical studies, develop or improve City policies or programs, may administer ongoing departmental/divisional programs contracts, analyze current programs and practices to ensure legal compliance and best practices, provide staff support of City Council and Boards and Commissions, and may represent the division/department with other agencies, citizen groups and/or private individuals.

Justification for Position *

Currently, there is one Management Analyst assigned to the entire Management Services Department, the position is split between the City Manager and City Clerk's divisions. The addition of another Management Analyst would be extremely beneficial to the Management Services Department and help to fulfill the numerous strategic objectives set forth by City Council, and lead to overall increased efficiency within the department. This position will primarily be offset by the savings from the temporary Management Fellow classification, which the City is currently paying \$77,400 in salary and benefits. This full-time, permanent Management Analyst position would incur an additional \$18,898.50 in cost. This remaining amount will be offset by a reduction in the Contract Services line item portion of the City Manager's budget in the amount of \$18,898.50,

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

Position Description
(Continued)

Justification
(Continued)

which was initially allocated for Enhanced Civic Engagement/Outreach efforts. The current Management Fellow has been instrumental in the successful implementation of multiple City Council initiatives, including: Downtown Specific Plan community outreach events, the recent Strategic Planning process, the Community Budget Priority Workshop, and public outreach efforts regarding the newly approved 9/80 schedule. By authorizing an additional Management Analyst, this position would continue to support and achieve the strategic objectives set forth by City Council, assist with civic engagement efforts, ensure continuity in the quality of work produced, and contribute to the efficiency of internal operations within the department and the high level of service provided to the community.

CITY OF MANHATTAN BEACH
Position Request Form - New Positions

Fiscal Year 2014-2015 (RE-REQUESTED IN FY 16-17)

POS

FIN

Department	Finance	Position Title	Assistant Finance Director
Contact & Extension	Bruce Moe x5552	Net Add'l Cost	\$124,150.00
Program	Administration	Request Type	New Position (no current job class filed)

Est Annual Salary	\$135,000.00
Est Benefits	\$39,150.00
Total S&B	\$174,150.00
Less Savings	(\$50,000.00)
Total Add'l Cost	\$124,150.00
Net Add'l FTE	1.00

(based on hours)

Add'l Equipment	Representation Union Group
Cell Phone <input checked="" type="checkbox"/>	Mgmt/Confidential <input checked="" type="checkbox"/>
Computer <input checked="" type="checkbox"/>	Police <input type="checkbox"/>
PDA <input type="checkbox"/>	Fire <input type="checkbox"/>
Uniform <input type="checkbox"/>	Teamsters <input type="checkbox"/>
Vehicle <input type="checkbox"/>	

Position Description
 (Job Duties & Specific Info on Equipment)

Under direction of the Finance Director, the Assistant Finance Director oversees the Accounting division (ex: payroll and accounts payable); performs specialized professional accounting work; audits financial records and documents; interfaces with external auditors; does grant reporting; analyzes complex financial information; oversees the investment management function; administrates financial system applications; does special projects; and other related duties as required. The position also works closely with the Human Resources department during labor negotiations to cost out contracts. Position facilitates development and production of the City's annual budget in cooperation with Director of Finance and Financial Analyst.

Justification for Position *

The position is required for current workload as well as succession planning. Currently, the Finance Department does not have adequate resoruces for the implementation of upgraded/new modules of the Tyler/Eden financial system or implementation of an entirely new ERP system. Additionally, updated technology such as distributed Accounts Payable and Payroll is sorely needed (the latter particularly in the Police Department). Project accounting software is also needed for improved project management and reporting. The Public Works fleet accounting system does not currently capture the maintenance costs per vehicle and needs to be upgraded. While not anticipated in the near future, the position is being requested in
(Continued on page 2)

* Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments

HR and Finance can review the old class spec and update if the position is approved.
 A comp study would need to be conducted for proper placement in the MC salary ranges.

HR Signature Christine Tomikawa **2/20/2014**

Approved: _____ **Date** _____
 City Manager

Position Description
(Continued)

Justification
(Continued)

order to provide for the orderly transition when the Controller eventually retires (staffing will once again be evaluated at that time). Also, the trend has been for added work on Finance for special projects including Storm Water funding, revenue enhancements such as a sales transaction tax, Parkview Hotel proposals, Street Sweeping refunds as well as increased analysis and process on the budget (including quarterly budget reports to the City Council. Additionally, new GASB pronouncements particularly in the area of pension accounting continue to add further work to on-going accounting. Finally, the workload on the Controller is at a level that requires an inordinate amount of evening and weekend work, and while he enjoys the work, it cannot be sustained in effectively operating the department.

The cost can be offset through the reduction in available part time labor costs of \$50,000.

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Human_Resources
Contact & Extension Christine Tomikawa x5256
Program Administration

Position Title Human Resources Assistant
Net Add'l Cost (\$22,039.41)
Request Type New FTE of current job class

Est Annual Salary \$52,571.00
Est Benefits \$15,245.59
Total S&B \$67,816.59
Less Savings (\$89,856.00)
Total Add'l Cost **(\$22,039.41)**
Net Add'l FTE 0.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters

Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 Desk, computer and phone available to utilize for this position.

Position Description
 (Job Duties & Specific Info on Equipment)
 Clerical and Administrative support for the HR Department; assist with recruitment and selection processes, pre-employment processes, employee document processes; responsible for day-to-day office operations and front counter; customer service with public; updating internet and intranet with HR related documents and information; support labor relations items; assist with Employee recognition program, Risk Management accident/incident log, requests for payment, HR/RM files management and retention and other duties as assigned.

Justification for Position *
 The HR Department has been utilizing part-time employees to provide clerical and administrative support. In order to improve efficiency, consistency and customer service, HR would like to reestablish a full time HR Assistant position. This will also provide a more structured career path/succession planning environment for the department.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Current classification and salary range

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department	Human_Resources
Contact & Extension	Christine Tomikawa x5256
Program	Administration

Position Title	Executive Assistant
Net Add'l Cost	\$79,412.40
Request Type	New FTE of current job class

Est Annual Salary	\$61,560.00
Est Benefits	\$17,852.40
Total S&B	\$79,412.40
Less Savings	
Total Add'l Cost	\$79,412.40
Net Add'l FTE	0.00

Add'l Equipment	Representation Union Group
Cell Phone <input type="checkbox"/>	Mgmt/Confidential <input checked="" type="checkbox"/>
Smartphone <input type="checkbox"/>	Police Mgmt Association <input type="checkbox"/>
Computer <input type="checkbox"/>	Police Officers Association <input type="checkbox"/>
Tablet <input type="checkbox"/>	Fire <input type="checkbox"/>
Uniform <input type="checkbox"/>	Teamsters <input type="checkbox"/>
Vehicle <input type="checkbox"/>	
Furniture <input type="checkbox"/>	Space Reconfiguration <input type="checkbox"/>

(based on hours)

Position Location
 (Space to be utilized for position)

Desk, computer and phone available to utilize for this position.

Position Description
 (Job Duties & Specific Info on Equipment)

Executive and Administrative support for the HR Department; may supervise and provide direction to clerical or administrative support staff; coordinates calendar and provides administrative support for HR Director; prepares staff reports and supporting documents for meetings and presentations; responsible for organizing and updating department records and archives; assist with administrative support for HR Administration and Risk Management programs;

Justification for Position *

The HR Department has been utilizing part-time staff and HR Technician staff to provide executive and administrative support. This position will provide direct confidential administrative support to the department head, currently the only department head without dedicated administrative support. It will also oversee the clerical staff and support budget process, labor and employee relations, internal and external communication, Risk and Personnel services.

* Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments

Current classification and salary range.

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Parks_and_Recreation
Contact & Extension Eve Kelso, 5407
Program Older Adult Programs

Position Title Recreation Coordinator- Older Adults
Net Add'I Cost \$38,966.28
Request Type New FTE of current job class

Est Annual Salary \$51,132.00
Est Benefits \$14,828.28
Total S&B \$65,960.28
Less Savings (\$26,994.00)
Total Add'I Cost **\$38,966.28**
Net Add'I FTE 0.00

Add'I Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture
Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location Joslyn Community Center, Jan Buike's office.
 (Space to be utilized for position)

Position Description Coordination, implementation and evaluation of Older Adult programs and activities. Duties and responsibilities will include: responsible for monthly newsletter, program flyers and advertisements, event and activity planning and implementation, coordination of older adult volunteers. Provision of customer service, information and referral for social services as appropriate. Create schedules for part-time staff, evaluating staffing needs based on relevancy to particular programs. Position may work weekends and evenings. Equipment needed will include: computer, desk phone, furniture.
 (Job Duties & Specific Info on Equipment)

Justification for Position * This position would replace one part-time Senior Recreation Leader at approximately 28 hours per week at the rate of 18.54/hr. for an annual total savings of \$26,994. The number of programs offered, along with attendance numbers are continually growing. A consistent Recreation Coordinator would add continuity of staffing, scheduling, and dissemination of information to Older Adults.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments The approved Rec Coordinator salary range is Step A \$4,058, B \$4,261, C \$4,474, D \$4,933 and E \$5,180 - current salary est is below Step A annual of \$48,696 (CT comment 2/15/16)

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2017-2018
Excellent City Services

Department	Parks_and_Recreation	Position Title	Recreation Coordinator- REC Program
Contact & Extension	Idris J. Al-Oboudi	Net Add'I Cost	\$30,209.58
Program	Recreation Services	Request Type	New FTE of current job class

Est Annual Salary	\$62,664.00
Est Benefits	\$18,172.56
Total S&B	\$80,836.56
Less Savings	(\$50,626.98)
Total Add'I Cost	\$30,209.58
Net Add'I FTE	0.00

Add'I Equipment	Representation Union Group
Cell Phone <input type="checkbox"/>	Mgmt/Confidential <input type="checkbox"/>
Smartphone <input type="checkbox"/>	Police Mgmt Association <input type="checkbox"/>
Computer <input type="checkbox"/>	Police Officers Association <input type="checkbox"/>
Tablet <input type="checkbox"/>	Fire <input type="checkbox"/>
Uniform <input type="checkbox"/>	Teamsters <input type="checkbox"/>
Vehicle <input type="checkbox"/>	
Furniture <input type="checkbox"/>	Space Reconfiguration <input type="checkbox"/>

(based on hours)

Position Location
 (Space to be utilized for position)
 Joslyn Community Center, After School Program office.

Position Description
 (Job Duties & Specific Info on Equipment)
 The REC Coordinator is directly responsible for The Afterschool REC Program and Rec camp program. These enrichment programs are for children elementary school children ages 5 ½ to 12 years old. The Afterschool REC program is open Monday through Friday from 2:15pm-6pm. Rec Vacation programs are open from 7:15am to 6pm. Please Note that aprox \$22000.00 of funding for this positions would be in Rev Gen Acc 025 for Summer & Vacation Camps. These hours represent an opportunity to help children grow and acquire important social, emotional, cognitive, and physical skills and to help them develop, lifelong interests. This time can also be used to provide support for the academic challenges faced by children each day in school. Knowledge in the principles and practices of event organization and program development;

Justification for Position *
 This position would replace one part-time Senior Recreation Leader at approximately 35 hours per week for an annual total savings of \$50626.98 in part staff hours and Benefits now in budget for this function. The Program / Service continues to expand and has potential to grow as the city develops oportunities for additional services on School District Campus. A full Recreation Coordinator would add continuity of staffing, scheduling and additional programing.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Top Step E of Recreation Coordinator range is \$5,180 monthly or \$62,160 annually
 (CT comment 2/25/16)

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Parks_and_Recreation
Contact & Extension Idris Al-Oboudi x5404
Program Recreation Services

Position Title Recreation Coordinator
Net Add'I Cost \$49,936.56
Request Type New FTE of current job class

Est Annual Salary \$62,664.00
Est Benefits \$18,172.56
Total S&B \$80,836.56
Less Savings (\$30,900.00)
Total Add'I Cost **\$49,936.56**
Net Add'I FTE 0.00

Add'I Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 No specific location needed. Position will be required to work out of different locations and can use current work stations located at the Joslyn Community Center or Manhattan Heights Community Center.

Position Description
 (Job Duties & Specific Info on Equipment)
 • Assigned to facilities; required to work evening and weekends; Assist in implementation of special events, CIP Projects, and special assignments.
 • Monitor and inspect the proper and safe use of City community centers, parks, play areas, tennis courts, and athletic fields; Train staff
 • Report and recommend facility and park maintenance;
 • Patrol recreational facilities to ensure adherence to rules and ordinances;
 • Coordinate facility preparation for programs/activities;

Justification for Position *
 Currently 3 Senior Recreation Leaders work as Evening/Weekend Supervisors acting on behalf the Recreation Supervisor outside of regular business hours. Evening/Weekend Supervisors provide general supervision to Recreation Leader's working in all parks & community centers and act as support to the Parks & Recreation Department. Consolidating the position to 1 ft Recreation Coordinator will:
 (Continued on page 2)

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FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Top Step E of Recreation Coordinator range is \$5,180 monthly or \$62,160 annually
 (CT comment 3/7/16)

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

Position Description
(Continued)

- Identify program/activity needs. Schedules rooms and arranges or makes available materials and equipment. Approves room/facility reservations. Provides information to participants regarding facility use policies and procedures; • Interpret and apply policies, procedures, laws, codes, and regulations; assist in education about the enforcement of rules and regulations;
- Assist in the recruitment and selection of staff and provides recommendations;
- Provide supervision, training, orientation, and guidance to assigned staff;
- Prepare weekly and daily schedules; provides input and provides documentation for performance evaluations;
- Supervise, coordinate, and participate in the day-to-day operations of recreation facilities;
- Monitor contract agreements with service providers; recruits, hires, trains, and supervises contract employees;
- Estimate costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues;
- Oversee general usage of recreation facilities including meeting and communicating with instructors, rental groups and maintenance personnel;
- Research and Develop new programs as trends and demand in the community arise;
- Order supplies and materials for program activities
- Monitor and maintain a clean and safe work environment

Justification
(Continued)

- reduce staff turn-over
- provide consistency in supervision and public relations with internal and external customers
- provide an opportunity for succession within the department for part time employees
- increase customer service
- increase revenues from outdoor recreation and specialty classes
- increase loyalty to the Department, as it is proven that there is less to lose for persons working below 20 hours per week
- reduce costs associated with recruiting and training

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Parks_and_Recreation
Contact & Extension
Program Cultural Arts

Position Title Recreation Leader II - Lab Tech
Net Add'I Cost \$17,531.10
Request Type New Position (no current job class filed)

Est Annual Salary \$13,590.00
Est Benefits \$3,941.10
Total S&B \$17,531.10
Less Savings -
Total Add'I Cost **\$17,531.10**
Net Add'I FTE 0.00

Add'I Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 A Ceramics Lab Tech will work in the Ceramics Studio and does not need a dedicated location. The common/shared office will be utilized as well as the common studio space.

Position Description
 (Job Duties & Specific Info on Equipment)
 The Ceramics Lab tech is a trained and specialized person capable of assisting the Ceramics Specialist in the daily operations of the Ceramics Studio. S/he will assist in loading/unloading and firing of kilns, cleaning/organizing/arranging the studio, mixing glazes and other recipes, maintaining supply levels of consumable materials, maintaining clay storage and distribution, as well as overseeing proper use and operation of tools, materials and equipment. Ceramics Lab Tech will additionally assist in monitoring the Ceramics Studio Open Lab and interacting with the students.

Justification for Position *
 Additional classes and Open Lab work sessions introduced in the Winter 2016 schedule are accommodating more patrons in the Ceramics Studio. As these patrons are making new work, its volume is exceeding the capacity of current staff to promptly and accurately load/unload, fire and finish the work as well as maintain the studio in operational order. Additional students require more glazes/slips/stains and other formulae to be mixed, more materials and supplies are being used and must be restocked, reordered and replaced. New Open Lab sessions require staff to be available on the weekends as well as during evenings and nights.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 PT position cost depends on how many hours position will work - could have ACA benefits depending on hours worked. (CT comment 3/7/16)

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department	Police
Contact & Extension	Christian Eichenlaub, x5164
Program	Community Affairs

Position Title	Administrative Clerk II
Net Add'l Cost	\$26,089.00
Request Type	Upgrade to budgeted FTE *

Est Annual Salary	\$42,000.00
Est Benefits	\$12,180.00
Total S&B	\$54,180.00
Less Savings	(\$28,091.00)
Total Add'l Cost	\$26,089.00
Net Add'l FTE	0.00

Add'l Equipment	Representation Union Group
Cell Phone <input type="checkbox"/>	Mgmt/Confidential <input type="checkbox"/>
Smartphone <input type="checkbox"/>	Police Mgmt Association <input type="checkbox"/>
Computer <input type="checkbox"/>	Police Officers Association <input type="checkbox"/>
Tablet <input type="checkbox"/>	Fire <input type="checkbox"/>
Uniform <input type="checkbox"/>	Teamsters <input checked="" type="checkbox"/>
Vehicle <input type="checkbox"/>	
Furniture <input type="checkbox"/>	Space Reconfiguration <input type="checkbox"/>

(based on hours)

Position Location (Space to be utilized for position)	Space is available in the Community Affairs Section. The space already contains a desk and computer.
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Position Description (Job Duties & Specific Info on Equipment)	The Community Affairs Section (15-051) currently staffs two part-time Administrative Clerks, one for the Neighborhood Watch Program and one for Community Affairs Programs (including the False Alarm Reduction Program). The proposed full-time position would manage the responsibilities currently assigned to the two part-time Administrative Clerks. Space is available in the Community Affairs Section. The space already contains a desk and computer.
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Justification for Position *	The Community Affairs Section currently staffs two part-time Administrative Clerks, one for the Neighborhood Watch Program and one for Community Affairs Programs, including the False Alarm Reduction Program. Since January 2014, the Department has hired, trained, and lost four individuals - three of which found full-time employment. These part-time positions manage critical functions of the Community Affairs Office. To provide the needed consistency in staffing these critical functions, the Police Department recommends that one full-time position staff these functions, in lieu of the two part-time positions.
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** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments	
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Finance Signature _____ **Date** _____

Human Resources Comments	Current classification and salary range.
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HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department	Police
Contact & Extension	Verdesiah Nasralla, x5149
Program	Technical Support Services

Position Title	Lead Records Tech/Matron
Net Add'l Cost	\$3,589.00
Request Type	New Position (no current job class filed)

Est Annual Salary	\$3,089.00
Est Benefits	\$500.00
Total S&B	\$3,589.00
Less Savings	-
Total Add'l Cost	\$3,589.00
Net Add'l FTE	0.00

Add'l Equipment	Representation Union Group
Cell Phone <input type="checkbox"/>	Mgmt/Confidential <input type="checkbox"/>
Smartphone <input type="checkbox"/>	Police Mgmt Association <input type="checkbox"/>
Computer <input type="checkbox"/>	Police Officers Association <input type="checkbox"/>
Tablet <input type="checkbox"/>	Fire <input type="checkbox"/>
Uniform <input type="checkbox"/>	Teamsters <input checked="" type="checkbox"/>
Vehicle <input type="checkbox"/>	
Furniture <input type="checkbox"/>	Space Reconfiguration <input type="checkbox"/>

(based on hours)

Position Location (Space to be utilized for position)	Space is available in the Records Section. The space already contains a desk and computer.
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Position Description (Job Duties & Specific Info on Equipment)	The Police Department recommends upgrading one Records Technician/Matron to a Lead Records Technician/Matron. The Lead position would assist the Records Manager with projects, along with overseeing the schedule and reviewing leave requests. The Lead will also assist with monitoring DOJ, CLEARS, and property and evidence updates, attend quarterly meetings and trainings, and assist with day- to-day supervisory duties, while the Records Manager attends to more critical managerial duties. In the Records Manager's absence, the Lead will be able to make supervisory decisions that require immediate attention. Because this is an upgrade of an existing position, there are no additional equipment/technology/uniform needs. The estimated annual cost is \$3,589 per year, pending HR Class/Comp Study.
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Justification for Position *	The Police Department has experienced a dramatic increase in Public Records Requests over the past few years. In 2013, the Police Department requested a full-time Admin Clerk to process the already growing number of requests, which at the time numbered approximately 210 Public Records Requests and 170 Subpoenas. The number of requests has continued to grow exponentially over the years, and in 2015, the Department received 883 Public Records Requests and 284 Subpoenas. The staggering number of requests is more than one staff person can handle; and timely processing of these requests is causing overages to the overtime budget. The Police Department requests an additional Administrative Clerk to process the growing number of requests.
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** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments	
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Finance Signature _____ **Date** _____

Human Resources Comments	This would be a new Teamster classification and a salary survey would need to be conducted. Uncertain about the salary listed on the document.
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HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Police
Contact & Extension Derrick Abell, x5177
Program Patrol

Position Title Police Officer
Net Add'l Cost \$128,000.00
Request Type New FTE of current job class

Est Annual Salary \$90,000.00
Est Benefits \$38,000.00
Total S&B \$128,000.00
Less Savings -
Total Add'l Cost **\$128,000.00**
Net Add'l FTE 1.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters

Space Reconfiguration

(based on hours)

Position Location n/a
 (Space to be utilized for position)

Position Description
 (Job Duties & Specific Info on Equipment)
 The Police Department is requesting two additional police officer positions. This form represents the first requested position. The two additional officer positions will be assigned to the Patrol Section and will augment our existing patrol services.

Justification for Position *
 Since the passage of AB109 and Prop 47, law enforcement agencies have been adapting policing efforts to manage an increase in criminals on the streets and an increase in property crime. The addition of two police officers will allow the Manhattan Beach Police Department to enhance patrol staffing, deploy proactive police details, and continue to be responsive to the growing needs of the Manhattan Beach community.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Current classification and salary range - maybe add 2 to FTE instead of 2 requests.

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Police
Contact & Extension Derrick Abell, x5177
Program Patrol

Position Title Police Officer
Net Add'l Cost \$128,000.00
Request Type New FTE of current job class

Est Annual Salary \$90,000.00
Est Benefits \$38,000.00
Total S&B \$128,000.00
Less Savings -
Total Add'l Cost **\$128,000.00**
Net Add'l FTE 1.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters

Space Reconfiguration

(based on hours)

Position Location n/a
 (Space to be utilized for position)

Position Description
 (Job Duties & Specific Info on Equipment)
 The Police Department is requesting two additional police officer positions. This form represents the second requested position. The two additional officer positions will be assigned to the Patrol Section and will augment our existing patrol services.

Justification for Position *
 Since the passage of AB109 and Prop 47, law enforcement agencies have been adapting policing efforts to manage an increase in criminals on the streets and an increase in property crime. The addition of two police officers will allow the Manhattan Beach Police Department to enhance patrol staffing, deploy proactive police details, and continue to be responsive to the growing needs of the Manhattan Beach community.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Police
Contact & Extension Lt. Andy Harrod, x 5165
Program Parking Enforcement

Position Title Police Aide (PT)
Net Add'I Cost -
Request Type New Position (no current job class filed)

Est Annual Salary \$13,000.00
Est Benefits \$1,000.00
Total S&B \$14,000.00
Less Savings (\$14,000.00)
Total Add'I Cost -
Net Add'I FTE

Add'I Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture
Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location (Space to be utilized for position)
 Space, including workstation and computer, is available in the Traffic Section

Position Description (Job Duties & Specific Info on Equipment)
 The part-time Police Aide position would replace one existing Police Intern position currently budgeted in the Parking Section. There are sufficient funds in the Parking Section's part-time budget to fund the reclassified position. The Police Aide would perform a variety of routine, non-sworn police and public safety tasks which frees up Police Officers and Community Services Officers to focus on their primary responsibilities. Tasks include but are not limited to assisting with preventative maintenance of department equipment and vehicles, filling requisitions for materials and supplies; taking inventories and monitoring supply levels; making deliveries to other Departments or agencies (similar to the existing Warehouse Assistant position in Finance). The Police Aide would wear a uniform.

Justification for Position *
 The Police Department currently has one vacant Police Intern position assigned to the Parking Section. Based on the needs of the Department, this position has changed over the years and most recently has involved tasks which would be more closely aligned with a Warehouse Assistant or "Police Aide" classification. Additionally, the Police Intern position is limited to a three year term. The Police Department proposes that the Police Aide position not be limited by maximum time of employment. Although the City does not currently have a Police Aide position, it is a common job classification at other law enforcement agencies. In the interest of aligning the Department's needs with the job classification, the Police Department recommends reclassifying one Police Intern position to Police Aide.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 New PT position - would require a new classification and salary survey
 (CT comments 3/7/16)

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Police
Contact & Extension Verdesiah Nasralla, x5149
Program Technical Support Services

Position Title Administrative Clerk II
Net Add'l Cost \$54,180.00
Request Type New FTE of current job class

Est Annual Salary \$42,000.00
Est Benefits \$12,180.00
Total S&B \$54,180.00
Less Savings -
Total Add'l Cost **\$54,180.00**
Net Add'l FTE 1.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters

Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 Space is available in the Records Section. The space already contains a desk and computer.

Position Description
 (Job Duties & Specific Info on Equipment)
 Administration Clerk I position to staff the Public Records Request and Discovery Request functions for the Police Department and assist the Records Manager with routine to complex clerical and administrative task. This position would use an existing Police Department computer/workstation.

 The Records Administrative Clerk would work under the direction of the Records Manager in handling the more critical legal functions of the Division. This would consist of processing voluminous Public Records Requests, Court Discovery requests and Subpoenas for records documents.

Justification for Position *
 The Police Department has experienced a dramatic increase in Public Records Requests over the past few years. In 2013, the Police Department requested a full-time Admin Clerk to process the already growing number of requests, which at the time numbered approximately 210 Public Records Requests and 170 Subpoenas. The number of requests has continued to grow exponentially over the years, and in 2015, the Department received 883 Public Records Requests and 284 Subpoenas. The staggering number of requests is more than one staff person can handle; and timely processing of these requests is causing overages to the overtime budget. The Police Department requests an additional Administrative Clerk to process the growing number of requests.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Current classification and salary range.

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department	Police
Contact & Extension	Ron Walker, x 5111
Program	Administration

Position Title	Administrative Clerk II (PT)
Net Add'l Cost	\$9,646.00
Request Type	New FTE of current job class

Est Annual Salary	\$16,646.00
Est Benefits	\$1,000.00
Total S&B	\$17,646.00
Less Savings	(\$8,000.00)
Total Add'l Cost	\$9,646.00
Net Add'l FTE	0.50

Add'l Equipment	Representation Union Group
Cell Phone <input type="checkbox"/>	Mgmt/Confidential <input type="checkbox"/>
Smartphone <input type="checkbox"/>	Police Mgmt Association <input type="checkbox"/>
Computer <input type="checkbox"/>	Police Officers Association <input type="checkbox"/>
Tablet <input type="checkbox"/>	Fire <input type="checkbox"/>
Uniform <input type="checkbox"/>	Teamsters <input type="checkbox"/>
Vehicle <input type="checkbox"/>	
Furniture <input type="checkbox"/>	Space Reconfiguration <input type="checkbox"/>

(based on hours)

Position Location (Space to be utilized for position)	Space is available in the Personnel & Training Section. The space already contains a desk and computer.
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Position Description (Job Duties & Specific Info on Equipment)	Administrative Clerk with provide support to the growing number of projects coming out of the Administration Services Division, including increased demands on the Personnel and Training Office. The cost of the part-time position will be offset by existing part-time funds available in the Administration budget. Space is available in the Personnel & Training Section. The space already contains a desk and computer.
--	---

Justification for Position *	The Administrative Clerk will provide clerical support to the Administrative Services Division, which includes the Personnel and Training Section, Budget and Technology Section, and Professional Standards Section. In recent years, the growing number of mandates, training requirements, and issued equipment to sworn and civilian staff has grown to be more than current staffing can efficiently and effectively manage with existing personnel. The addition of the part-time Administrative Clerk will help free up the Personnel and Training Sergeant and the Senior Management Analyst to focus on managerial task such as project management/implementation, training development, performance management, and Strategic Plan management.
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** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments	
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Finance Signature _____ **Date** _____

Human Resources Comments	Current classification and salary range.
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HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Fire
Contact & Extension O'Brien - 5205
Program Prevention

Position Title Part Time Fire Inspectors
Net Add'l Cost \$54,872.20
Request Type Part-time Position Change

Est Annual Salary \$92,723.20
Est Benefits \$4,200.00
Total S&B \$96,923.20
Less Savings (\$42,051.00)
Total Add'l Cost **\$54,872.20**
Net Add'l FTE 0.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture
Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 Office space already exists with work stations and desk space for all requested positions. Office is located at the Fire Administration Building.

Position Description
 (Job Duties & Specific Info on Equipment)
 Requires working knowledge of driver safety. Must acquire skill in operating radio, pager, personal computer, and telephone. Must have the ability to read and write in the English language; understand and follow oral and written directions; and establish and maintain effective working relationships with others and members of the public; read and interpret state/local codes and local laws/regulations pertaining to fire prevention and fire safety; have knowledge of building construction and fire control systems.

Justification for Position *
 The Fire Prevention Division currently employs four part time Fire Inspectors but is only budgeted for 2322 hours; this is equivalent to only two and a half (2.25) part time inspectors. Fiscally, in FY13.14 and FY 14.15, records show this line item over budget by 50% and 40%, respectively. Historical data shows the true consumption of hours for this account averages 3800. Fire is requesting an increase in total hours in order to accommodate for future growth/demand. Total additional costs will be offset due to increased revenue from FSO reimbursements, inspections, inspection fines, and permit fees. The total number of hours Fire is requesting is 5120.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments \$18.11/ hr x 5120 hours = \$92,723.

Finance Signature _____ **Date** _____

Human Resources Comments Fire would like to discuss a potential FT option to fill the 3 PT but if a full time position is not viable then they would like to fill 3 PT positions - 2 at 2080 hours and one position at 960 hours. (CT comment - 2/25/16)

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Fire
Contact & Extension Espinosa - 5203
Program Administration

Position Title Sr. Management Analyst
Net Add'l Cost \$22,693.59
Request Type Part-time Position Change

Est Annual Salary \$55,396.00
Est Benefits \$7,118.39
Total S&B \$62,514.39
Less Savings (\$39,820.80)
Total Add'l Cost **\$22,693.59**
Net Add'l FTE 0.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters

Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 A workstation is already designated for this position and includes a computer and phone line. The space is located in the Fire Administration Office.

Position Description
 (Job Duties & Specific Info on Equipment)
 Under the direction of the department head, the Senior Management Analyst performs a variety of complex, responsible, professional, analytical duties; plans, directs, organizes, and reviews departmental programs and procedures; and does related work as required and or assigned by executive staff. In addition to these duties the Sr. Management Analyst will apply data management concepts and provide reports on performance measures and regional trends as they relate to health and public safety.

Justification for Position *
 The Sr. Management Analyst develops reporting mechanisms that track and monitor performance measures that highlight multiple pillars of success as adopted by the City. The tasks vary in nature, complexity, and by department. Currently the position is funded for 960 hours. This restriction limits the ability of the Sr. Management analyst to compete for funding opportunities and keep up with ongoing projects. The addition of one extra day per week will equate to a total of 1560 hours per year. Since this is still a part time position only 13% will apply to the benefits package. The total additional cost for this change is \$22,693.59, much less than the cost of one Consultant who's focus would be on one specific task.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

CITY OF MANHATTAN BEACH
Position Request Form

Department Community_Development
Contact & Extension Nhung Madrid 5540
Program Administration

Position Title Assistant Community Development Director
Net Add'l Cost \$170,605.08
Request Type New Position (no current job class filed)

Est Annual Salary \$132,252.00
Est Benefits \$38,353.08
Total S&B \$170,605.08
Less Savings
Total Add'l Cost **\$170,605.08**
Net Add'l FTE 1.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture
Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location Administration
 (Space to be utilized for position)

Position Description (Job Duties & Specific Info on Equipment)
 Under general direction of the Community Development Director, this new position would provide assistance and support to the Director to plan, direct, organize, budget and oversee the programs, projects, and operations of Administration, Planning, Building and Traffic Engineering Divisions, and perform other related duties as assigned. This position would be responsible for overseeing the preparation of City Council and Commission reports, agreements, contracts and ordinances; coordinate inter/intra-departmental activities; and coordinate staff training. In addition, this position would also oversee the execution of the Development Review Process Implementation Plan, which is estimated to take approximately three to five years.

Justification for Position *
 In Fall 2015, Management Partners was retained to evaluate the Department's development review process. The purpose of this evaluation was to assess the City's development review process to identify opportunities to improve efficiency, effectiveness and customer service. Communities with reputations for providing efficient and high-quality development services tend to follow several best practices. The implementation of the proposed 44 recommendations are anticipated to span a three to five year timeframe.

* Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 New FT position - would need a classification and salary survey - potentially salary could be in MC6 \$11,241 - \$14,625

HR Signature _____ **Date** _____

Approved: _____ **Date** _____

City Manager

Position Description
(Continued)

[Empty box for Position Description]

Justification
(Continued)

In order to move forward with the efficiency recommendations and address the continued increase in development and workload activity, the Department is requesting an Assistant Community Development Director to provide support for the day-to-day operations of the Department, as well as ensuring that the all the different components of the plan remain on track for an efficient and timely transition in business processes for internal and external customers. The Department maintains unprecented and continued growth in building activity and overall revenues. The workload, meeting and coordination needs continue to rise with sustained increases in development, thereby reducing the ability to provide the much needed Department managment and oversight. We propose an investment in this particular staffing level in order to be able to provide greater efficiency in Department operations, increased responsiveness to Management Services and Council requests, as well as improved coordination on Council reports and interdepartmental items. This additional support will provide the Director with the resources needed to maintain the Department's high quality of municipal services, as provided by a committed and aligned staff, which is consistent with the priorities and expectations of the City Council.

An alternative option that was considered, but is not recommended is to fill this position with a part-time consultant. Based on the experience that would be required to fill this position, it is estimated that the hourly rate would be \$135/hr for 18 hours/week. This would result in a yearly contract for \$126,360 ($\$135 \times 18 \text{ hrs/wk} = \$2,430 \text{ wk} \times 52 = \$126,360$). Although there would be a net increase of approximately \$44,300 for the recommended FTE, having the FTE would provide for an additional 22 hours per week.

CITY OF MANHATTAN BEACH
Position Request Form

Department Community_Development
Contact & Extension Diaa Guirguis 5527
Program Administration

Position Title Development Services Coordinator
Net Add'l Cost \$78,901.56
Request Type New Position (no current job class filed)

Est Annual Salary \$61,164.00
Est Benefits \$17,737.56
Total S&B \$78,901.56
Less Savings
Total Add'l Cost **\$78,901.56**
Net Add'l FTE 1.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture
Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location Planning or Building Division
 (Space to be utilized for position)

Position Description (Job Duties & Specific Info on Equipment)
 This new Development Services Coordinator position will be responsible for guiding and facilitating customers through the development process. This position will coordinate the daily operations of the Community Development Department and provide status information to applicants by tracking the progress of the development process from pre-submittal, through Planning to Building permit issuance, and related activities through to project completion. This position will provide full-service technical and administrative support facilitating the integration and coordination of permitting activities among various City divisions and departments, and perform other related duties as assigned.

Justification for Position *
 This position is designed to transform the customer experience by:
 -Streamlining the development review process for customers
 -Educating and informing customers about additional required reviews and approvals by internal and external agencies upon submittal of the ministerial application
 -Developing a comprehensive performance measurement system for the entire development review process
 -Creating a system of standardized performance reports to track metrics related to each phase and cycle of the development review process (Continued on pg 2)

* Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 New FT position - would need a classification and salary survey
 Uncertain as to salary info listed on request - \$5,097/mo with annual salary listed
 (CT comment 3/7/16)

HR Signature _____ **Date** _____

Approved: _____ **Date** _____

City Manager

Position Description
(Continued)

Justification
(Continued)

This will provide enhanced governance and excellent City services. This position is highly recommended by the Management Partners Report as a critical staffing need to achieve optimal efficiency.

This position will streamline the Development Review Process both internally and externally, and maintain our excellent Municipal services provided by an aligned and committed workforce. Providing a seamless process through strong leadership ensures that teamwork and a strong customer service focus are translated into service delivery consistent with the priorities and expectations of the City Council.

CITY OF MANHATTAN BEACH
Position Request Form

POS
FY 2016-2017
Excellent City Services

Department Community_Development
Contact & Extension Diaa Guirguis 5527
Program Building

Position Title Administrative Clerk II
Net Add'l Cost \$16,840.28
Request Type New FTE of current job class

Est Annual Salary \$45,432.00
Est Benefits \$13,175.28
Total S&B \$58,607.28
Less Savings (\$41,767.00)
Total Add'l Cost **\$16,840.28**
Net Add'l FTE 0.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters

Space Reconfiguration

(based on hours)

Position Location Building Division
 (Space to be utilized for position)

Position Description (Job Duties & Specific Info on Equipment)
 The new Administrative Clerk II position will provide Division-wide support for Plan Check, Inspection, and the Code Enforcement program. Job duties include issuing all minor mechanical / electrical / plumbing and remodel permits, prepare inspection packets, inputting daily inspection requests, updating permit data, calculating water meter and sewer fees, and processing construction paperwork. Additionally, the new Administrative Clerk II will assist Code Enforcement Officers and the Residential Construction Officer with updating records, sending letters, arranging meetings, tracking complaints, and preparing reports.

Justification for Position *
 This new position replaces two part-time administrative positions: (1) Part-time Administrative Clerk position of 10 hours per week (Currently budgeted with half in Plan Check 100-17-031-4103 and half in Inspection 100-17-032-4103); and (1) Part-time Administrative Clerk position of 30 hours per week in the Code Enforcement budget of 100-17-041-4103.

 Creating one full time position from two part-time positions allows the division to maximize staff knowledge and experience and increase the value of their training, responsibilities and maintain stability with staffing resources, thereby enhancing the department's services and customer deliverables which translates to excellent City services.

* Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Current classification and salary range.

HR Signature _____ **Date** _____

Approved: _____ **Date** _____

City Manager

Position Description
(Continued)

[Empty box for Position Description]

Justification
(Continued)

In addition, this position will provide consistent and reliable support for counter functions and Code Enforcement.

This position will create a long-term benefit for the Department and City, and maintain our excellent Municipal services to the community consistent with the priorities and expectations of the City Council.

CITY OF MANHATTAN BEACH
Position Request Form

Department Community_Development
Contact & Extension Laurie Jester X 5510
Program Planning

Position Title Administrative Clerk II
Net Add'l Cost \$10,857.28
Request Type New FTE of current job class

Est Annual Salary \$45,432.00
Est Benefits \$13,175.28
Total S&B \$58,607.28
Less Savings (\$47,750.00)
Total Add'l Cost **\$10,857.28**
Net Add'l FTE 0.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters

Space Reconfiguration

(based on hours)

Position Location Planning Division
 (Space to be utilized for position)

Position Description (Job Duties & Specific Info on Equipment)
 The new Administrative Clerk II position will assist with clerical duties in the Planning Division related to research, long-range project support, preparing updated and new handouts and forms, filing, providing customer support on the phone, counter and email, Public Records Requests, processing applications and agreements, providing support for the Historic Preservation Commission including preparing packets, noticing materials, minutes, web posting and administrative support. Additionally, the new Administrative Clerk will assist the Executive Secretary with updating records, sending letters, arranging meetings, budget, performance tracking and preparing reports.

Justification for Position *
 This new position replaces two part-time administrative positions that are budgeted in Current Planning (100-17-021-4103): (1) Part-time Administrative Clerk II- 19 hours(\$17,600 with 2% increase) and (2) Part-time Administration Clerk I- 30 hours (\$30,150 with 2% increase).

 Creating one full-time position from two part-time positions allows the Department and Division to maximize staff knowledge and experience, increasing the value of their training, responsibilities and impact of their position. This will enhance the Department's services and customer deliverables, providing and maintaining excellent City services. (Continued on pg 2)

* Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Current classification and salary range.

HR Signature _____ **Date** _____

Approved: _____ **Date** _____

City Manager

Position Description
(Continued)

Justification
(Continued)

This Clerk will also take-on Planning secretarial duties that were distributed to the Executive Secretary when the Planning Secretary position was eliminated several years ago.

Overall, this position will create a long-term benefit for the Department and City, and provide staff the support needed to maintain our excellent Municipal services to the community consistent with the priorities and expectations of the City Council.

CITY OF MANHATTAN BEACH
Position Request Form



FY 2016-2017
Excellent City Services

Department Public_Works
Contact & Extension Anna Luke-Jones x5363
Program Civil Engineering

Position Title Public Works Engineering Assistant/As
Net Add'l Cost \$55,418.72
Request Type New FTE of current job class

Est Annual Salary \$73,968.00
Est Benefits \$21,450.72
Total S&B \$95,418.72
Less Savings (\$40,000.00)
Total Add'l Cost **\$55,418.72**
Net Add'l FTE 0.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture
Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 This Public Works position will be stationed at City Hall near the permit counter in the Community Development Department.

Position Description
 (Job Duties & Specific Info on Equipment)
 Performs professional civil engineering work in the design, construction, and contract administration of a variety of public works projects; and does related work as required.
 The class has two levels. Engineering Assistant is the entry-level position. The position is distinguished from the Associate Engineer level by the performance of professional engineering duties of limited scope and complexity. The incumbent is not expected to perform with the same level of independence and judgment on matters related to established procedures and guidelines. Engineering Assistant differs from Engineering Technician in that the latter is responsible for performing sub-professional office and fieldwork involving drafting, (More on page 2).

Justification for Position *
 Public Works is responsible for the review and processing of private development plans affecting the public right-of-way including, but not limited to, drainage, grading, utility connections, sidewalk and curb & gutter improvements. Currently, the Public Works Inspector and a private contractor perform these functions on behalf of the Public Works Department. In addition, there is a need to address the issuance of Encroachment Permits for work within the public right-of-way. These permits are currently issued by the Community Development Department, which is traditionally a Public Works function. This position was eliminated as a result of the 2009 economic downturn.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Current classification and salary range

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

Public Works Engineering Assistant/Associate Engineer - Page 2

Position Description
(Continued)

surveying and inspections. The incumbent in this position may have limited or no experience, works under close supervision while learning job tasks and is expected to perform at the next level within the prescribed time frame.

Associate Engineer is the journey-level position responsible for performing the full-range of professional civil engineering work. The incumbent is expected to work under general direction and perform work requiring a higher degree of judgment, independence of action and problem solving than the entry-level position of Engineering Assistant. Appointment to Associate Engineer requires that the employee meet the qualification standards established for the Associate Engineer classification and perform the duties at the required level. Both levels receive

supervision and direction from a Senior Civil Engineer.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential to this position and may include, but are not limited to, the following: prepares plans, specifications and cost estimates for storm drain, street, water, sewer, or miscellaneous city improvement projects; prepares drawings and reports on traffic engineering studies; prepares design calculations, determines right-of-way requirements and prepares engineering drawings and maps; analyzes engineering data and makes estimates of quantities and costs; performs calculations requiring knowledge of algebra, trigonometry, calculus, elementary mechanics, strength of materials, statics and structural analysis. Additional job functions listed in the current class listing on the city website.

Justification
(Continued)

Currently, the Public Works Inspector splits his time between the office, field and the permit counter. Given the large amount of Capital Improvement Projects, Public Works intends on utilizing the Public Works Inspector solely for construction inspections if this position is approved. In addition, this new full-time position will help redistribute responsibilities between Public Works and Community Development by assuming encroachment permit issuance duties. Since this new position will staff the public counter, plan check, and issue permits on behalf of Public Works, there will no longer be a need for development plan check contract services resulting in savings of approximately \$40,000 in contract services from 100-18-021-5101.

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Physical Asset Management

Department Public_Works
Contact & Extension Keith Darling x510
Program Bldg & Grounds Maintenance

Position Title Building Repair Craft Person
Net Add'l Cost \$28,427.76
Request Type Upgrade to budgeted FTE *

Est Annual Salary \$70,344.00
Est Benefits \$20,399.76
Total S&B \$90,743.76
Less Savings (\$62,316.00)
Total Add'l Cost **\$28,427.76**
Net Add'l FTE 0.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location (Space to be utilized for position)
 This is a field position and physical office space is not required. Crew is home stationed at City Hall-
 NOTE- Does not appear savings accounts for benefits, i.e., fully burdened rate is used as offset

Position Description (Job Duties & Specific Info on Equipment)
DEFINITION:
 Under direction, performs skilled work in carrying out a wide variety of repairs and maintenance for City buildings and facilities; performs related work as required.
ESSENTIAL JOB FUNCTIONS:
 Designs, plans, and carries out a variety of projects involved in maintaining and repairing City buildings and facilities; remodels and repairs old structures and constructs new structures; repairs and/or replaces old plumbing and electrical fixtures; performs various carpentry; replaces broken window panes; repairs malfunctioning locks, office equipment, and plumbing fixtures;
 -See Form (2) for additional description-

Justification for Position *
 Facilities maintenance is challenged with a myriad of daily maintenance repairs such a plumbing stoppages, lamp replacements, spills, leaks,etc. Regular interruptions cause longer duration projects to be delayed and inefficient service delivery. Converting current funded position to Facilities will allow dedicated labor resources to particular projects, creating more efficient service delivery and returning areas back to regular service in a more timely manner. Additionally, Facilities personnel perform several in house rehabilitation projects per fiscal year as an adjunct to Facilities related CIP's, and the additional labor resource will also be needed for continued maintenance of the aging building portfolio.

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments
 Current classification and salary range.

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

Position Description
(Continued)

paints interior and exterior of structures; refinishes furniture; cleans carpets, furniture, ventilators, heaters; operates machinery such as sanders, planers, joiners, power saws, power drills, routers; performs concrete construction, heavy and light framing, interior wall/partition wall systems, drywall installation and repairs, cabinetry, tile, flooring of all kinds; adjusts and orders contract repairs and service to building mechanical systems including automated doors, electrical, HVAC, and fire suppression; performs wiring and troubleshooting of DC and AC power, electrical and digital networking lines; removes, replaces and installs ballasts, transformers, electric motors, variable frequency drives and other electro-mechanical components; assists in the installation of fiber optic lines as required; performs custom fabrication in plastic, wood and metal; drives City vehicles including trucks and vans to pick-up, deliver, and transport materials, equipment or documents; determines quantities and types of materials needed; ensures City facilities are adequately stocked with supplies; repairs stucco and cement and creates cement forms; maintains and services tools and equipment; may oversee the work of contractors as required. May be required to work unusual hours when necessary including early morning, nights, holidays, and/or weekends.

Justification
(Continued)

This position request is a conversion of the Maintenance Worker I/II vacancy (position number H014-03) currently located in the Street Maintenance account (032) to a Building Repair Craftsperson in Buildings and Grounds (041).

CITY OF MANHATTAN BEACH
Position Request Form



FY 2017-2018
Physical Asset Management

Department Public_Works
Contact & Extension Anna Luke-Jones x5363
Program Civil Engineering

Position Title Public Works Inspector
Net Add'l Cost \$100,697.40
Request Type New FTE of current job class

Est Annual Salary \$78,060.00
Est Benefits \$22,637.40
Total S&B \$100,697.40
Less Savings -
Total Add'l Cost **\$100,697.40**
Net Add'l FTE 0.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture
Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 The Public Works Inspector will sit at a cubicle space in the Civil Engineering building at the Public Works Yard that is currently occupied by a temporary contract employee.

Position Description
 (Job Duties & Specific Info on Equipment)
 The Public Works Inspector duties includes the following: driving to various sites to provide continued detailed inspections of construction work performed by private contractors on public property, including concrete forms placement, reinforcing steel and fencing, and placement, consolidation, and curing of concrete; enforces compliance with plans, specifications, city standards and proper construction practices for work such as installation of water lines, sewer lines, utility conduits, landscape improvements, tree removal and replacement, construction of storms drains, culverts, catch basins, curbs, gutters, sidewalks, wheel chair ramps, driveways, and streets. (Continued on Page 2)

Justification for Position *
 The second Public Works Inspector position was eliminated during the recession due to a significant decrease in residential development in 2009. With the increase in construction from both residential development and the anticipated increase in the City's Capital Improvement Program Projects for FY 17-18, the Public Works department needs to reestablish a second Public Works Inspector position. A second Public Works inspector will be needed to ensure that the CIP and residential development projects are in compliance with city codes, regulations and requirements, and will help relieve engineering staff from performing these duties. (Continued on page 2)

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

Position Description
(Continued)

The Public Works Inspector may be required to work shifts, weekends, and/or holidays.
The Public Works Inspector will need to travel to the assigned projects throughout the City and communicate (via telephone, email & text) from the field via Smart Phone on a daily basis.

Justification
(Continued)

The Public Works Inspector will ensure the outreach, communication and resolution of construction issues with residents during the construction of both public and private development projects. This position will fill the vacancy that has remained unfilled.

The Public Works Inspector's time will be distributed through various funds. The following is a proposed labor distribution by percentage for the proposed Public Works Inspector:
Sewer - 25%, Water - 35%, General Fund - 40%

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Strong Governance

Department	Information_Technology
Contact & Extension	Sandy Taylor 5067
Program	Administration

Position Title	Management Analyst
Net Add'I Cost	\$110,666.52
Request Type	New FTE of current job class

Est Annual Salary	\$85,788.00
Est Benefits	\$24,878.52
Total S&B	\$110,666.52
Less Savings	-
Total Add'I Cost	\$110,666.52
Net Add'I FTE	1.00

Add'I Equipment	Representation Union Group
Cell Phone <input type="checkbox"/>	Mgmt/Confidential <input checked="" type="checkbox"/>
Smartphone <input checked="" type="checkbox"/>	Police Mgmt Association <input type="checkbox"/>
Computer <input checked="" type="checkbox"/>	Police Officers Association <input type="checkbox"/>
Tablet <input checked="" type="checkbox"/>	Fire <input type="checkbox"/>
Uniform <input type="checkbox"/>	Teamsters <input type="checkbox"/>
Vehicle <input type="checkbox"/>	Space Reconfiguration <input type="checkbox"/>
Furniture <input type="checkbox"/>	

(based on hours)

Position Location (Space to be utilized for position)	Will occupy existing office/cubicle space located in the department.
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Position Description (Job Duties & Specific Info on Equipment)	The Senior Management Analyst is distinguished from the Management Analyst by the scope, breadth, complexity, and sensitivity of analyses performed in support of the City's strategic goals, City Council work plans, and initiatives. The Senior Management Analyst has larger budget accountability and more specialized knowledge of laws, regulations, and statutes and has a greater range of external relationships involving strategic planning, agreements, and contracts. The Senior Management Analyst is distinguished from the department directors and division managers who typically have a larger span of supervision, budgetary accountability, responsibilities, and interfaces for the department or division.
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Justification for Position *	<p>The Information Technology Department is responsible for IT governance and managing the priority of IT projects throughout the organization.</p> <p>This position request is to assist the Information Technology Department Head with managing project(s) schedules and timelines. Meeting with the departments to determine resources requirements, scope of work development, and project budget management. They will also be required to assist the Director with research, organize, compile, summarize and analyzes of technology solutions and gather information for assigned projects; develop and document recommendations; prepares reports to be presented to City management and City Council.</p> <p><input type="checkbox"/></p>
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** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments	Changed to mid-range salary. LB 4/6/16.
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Finance Signature _____ **Date** _____

Human Resources Comments	Current classification and salary range.
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HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

Position Description
(Continued)

Leads, plans, organizes, and conducts complex administrative or management analyses involving surveys, studies, projects, and policies involving staff or contractors; researches and evaluates significance of factors, trends, and data provided as part of staff reports, agreements, and correspondence.

ESSENTIAL FUNCTIONS (continued)

2. Coordinates and administers major City programs and services relating to departmental assignment; acts as liaison and serves as City's representative for various programs and services involving other agencies, contractors, and business representatives and confers with commissions, committees, advisory groups, regional representatives, contractors, departmental

and City staff, and the general public.

3. Provides lead direction to administrative and professional staff, depending upon departmental assignment; plans and allocates assignments, prioritizes tasks, and reviews work for completeness and accuracy; coordinates work of project managers, contractors, consultants, and other parties.

4. Creates work plans for projects and initiates studies; analyzes policy alternatives and makes recommendations in areas relating to operations, programs, capital improvements, budgets, facility development and use, and changes to improve services and compliance with regulations and community needs.

5. Discusses program findings and alternatives with Executive Management and prepares reports containing study background, findings, and conclusions; makes formal presentations to City Council, City Manager, commissions, committees, and other regional and governmental bodies, and

Justification
(Continued)

They will also work with the IT Management staff to monitor the efficiency and effectiveness of our service delivery methods and procedures. In lieu of Executive Assistant, they will assist with drafting staff reports as well as other departmental communications, and assist in the preparation of the departmental budget. On occasion they will staff the departmental HelpDesk to support city users with technical and operational issues with enterprise applications and provide support for new requests for service. This position will report directly to the IT Director.

CITY OF MANHATTAN BEACH
Position Request Form

POS

FY 2016-2017
Excellent City Services

Department Information_Technology
Contact & Extension Sandy Taylor 5067
Program Administration

Position Title Information System Specialist
Net Add'l Cost \$23,185.94
Request Type New FTE of current job class

Est Annual Salary \$89,868.00
Est Benefits \$26,061.72
Total S&B \$115,929.72
Less Savings (\$92,743.78)
Total Add'l Cost **\$23,185.94**
Net Add'l FTE 1.00

Add'l Equipment
 Cell Phone
 Smartphone
 Computer
 Tablet
 Uniform
 Vehicle
 Furniture

Representation Union Group
 Mgmt/Confidential
 Police Mgmt Association
 Police Officers Association
 Fire
 Teamsters
Space Reconfiguration

(based on hours)

Position Location
 (Space to be utilized for position)
 The space allocation has been addressed with the existing partial position for Public Safety

Position Description
 (Job Duties & Specific Info on Equipment)
 Install, upgrade, troubleshoot and maintain City wide Windows network and Windows Operating System and Office Suite based computer hardware, software and applications; maintain and support the City's Internet and Intranet web sites; work closely with city departments in the content, upkeep, and maintenance of City web pages; provide help desk support and assist users with computers, network, and application related issues; perform system and network administration, and functions like user adds, moves and deletes, backup and restore, preventive maintenance, print queue support, upgrades, etc.; support departmental applications; maintain problem log database, and take corrective action as required; asset/inventory management of computers, printers, components, and

Justification for Position *
 In the FY13/14 budget the Information Technology Department requested that two part-time I.S. Specialist positions that support the technology in public safety/ Police department be converted to one full-time I.S. Specialist position which would promote retention of staff, stability, efficiencies, and less disruption in the department's workflow. There was an 80/20 split of this position in Police and Fire departments budgets, however, the IT department was using the resource 50% of the position hours to keep pace with the demands of council meeting broadcasts, Helpdesk calls, development of specs for desktop/laptop, software updates, and assisting with the annual PC replacement schedule. The recent addition of the new phone will also add to the need for additional support. These tasks should be managed with the existing

** Please make sure to state current Position Title and upgraded Position Title in Justification section. If a reclassification is wanted, the Department must budget for a possible increase in salary range. If the salary increase is approved in the budget process then HR will conduct a classification study and salary survey.*

FOR FINANCE/HR USE ONLY

Finance Comments

Finance Signature _____ **Date** _____

Human Resources Comments

HR Signature _____ **Date** _____

CM Approval: _____ **Date** _____

Position Description
(Continued)

software licenses; maintain user and technical documentation; prepare reports, administer procurements, and other related information as required; and perform other office related duties as assigned. May be required to work shifts, weekends, and/or holidays.

Justification
(Continued)

staff, However it's been observation by the IT Director that the additional staff would benefit the department in our efforts to meet project timelines identified in the IS Master Plan and the new requests from City Departments that require analysis by the group as well. It is my recommendation that we convert the 80/20 public safety position to a full-time dedicated IS Specialist for the Police Department and create a NEW 80/20 IS Specialist position for Information Technology and Fire , this will increase our customer service presence, increase staff's knowledge and support of enterprise applications/environment, development and support of the City's and Fire Web and Social Media presences, and increase responsiveness as we manage the day to day technology operations for the City Departments.

This request would require an increase in the Police Departments IS Specialist budget of 20% (\$23,185.94) to make the postion whole. Fire's budget would remain the same (20% - \$23,185.94), Information Technology would need to contribute 80% of the IS Specialist cost i.e. \$92,743.78. However, it is suggested to fund the position by utilizing \$55,625, IT Part Time Employee account #4103, and \$37,118.78 IT Overtime Regular Employees which covers the position cost.