



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Arturo Vela, Interim City Manager

**PREPARED BY:** Nicole Jews, Human Resources Manager  
Art Vela, Acting City Manager

**MEETING DATE:** September 23, 2025

**SUBJECT:** Consideration of Resolution 2025-125, Amending the Classification & Compensation Plan for the City of Banning related to the positions of Executive Secretary (Unfund), Administrative Analyst (Fund), Code Compliance Supervisor (Unfund), Code Compliance Officer (Fund) and Electric Service Planner (Reclass)

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### **RECOMMENDATION:**

Adopt Resolution 2025-125.

### **BACKGROUND:**

It is necessary to amend the City's Classification & Compensation Plan from time to time to maintain a current plan that reflects budget amendments, organizational structure, and department needs.

Past City Council resolutions have identified the necessity to maintain a current Classification & Compensation Plan that reflects the nature of work and organizational structure, that the plan is updated to reflect both market changes and appropriate compensation for work performed.

### **JUSTIFICATION:**

#### **City Manager's Office**

During the April 22nd, 2025 City Council meeting the approval was provided to reclassify the Assistant City Manager position to an Executive Secretary position. Staff would like to reclassify the approved Executive Secretary position for the City Manager's office to an Administrative Analyst position for the City Manager's Office due to the level of effort needed to support the City Manager's office.

The proposed Administrative Analyst position is a single classification position that will report directly to and assist the City Manager with advanced analytical functions. These tasks include conducting research and data analysis to support departmental planning and decision-making, developing and

monitoring budgets and financial reports, creating policies and procedural documentation, managing complex projects with minimal supervision, and preparing staff reports and presentations.

Reclassifying this position from clerical and administrative support to a more advanced analytical function will provide the department with the necessary high-level strategic support.

### **Police Department – Code Enforcement**

Due to recent organizational changes, workload distribution and budget considerations, staff is requesting to reclassify the Code Compliance Supervisor to a Code Compliance Officer position. The workload for the Code Enforcement team has increased with the recent division's move to the Police Department. Additionally, adding an additional officer will assist the team in conducting field inspections for zoning, nuisance, and building code violations, preparing and issuing notices of violation and citations and engaging directly with the public to resolve compliance issues.

Currently the Code Enforcement team receives supervisory instruction from the Community Development Operations Manager, who works closely with Police Management. Staff decided that reclassifying the Code Compliance Supervisor to a Code Compliance Officer would be beneficial to the department and the citizens, as there will be a total of three (3) Code Compliance Officers available for assistance. Lastly, this action will provide a cost savings to the General Fund.

### **Public Works - Electric Utility**

During the last two years, the number of development projects requiring electrical planning, including new single family home developments, new ADU projects, electrical panel change outs, and new solar permit projects continue to increase month after month. There has been no trend or expectation that this workload will decrease with the additional residential developments in the pipeline. Additionally, Electric Service Planners (ESP) also perform full inspections on electric utility related construction performed by contractors such as trench/conduit, mandrel, service installation, grounding/bonding, etc., and completing job walks/onsite meeting with contractors for future job planning.

Banning Electric Utility (BEU) currently has one Assistant ESP, two ESPs and one Electric Planning Supervisor. This has caused challenges in performing the duties/tasks required to complete the utility plan check and permit requests in a timely manner and has increased the delay/response time for getting estimated costs back to developers, in turn extending the amount of time BEU is able to invoice and receive developer funded revenue. Additionally, performing and scheduling onsite inspections in order for contractors to close out projects has also been delayed due to the lack of capacity of the existing two ESPs and is not meeting the City's customer service expectations with the developers and contractors.

By reclassifying the existing Assistant Electric Service Planner position to an Electric Service Planner position, this will allow the Banning Electric Utility planning group to have three Full Time Equivalent ESPs, which will allow the BEU planning team to continue to keep up with issuing timely utility comments and estimated costs back to developers and meet onsite with contractors process and final utility permits in a more timely manner, allowing for timely invoicing and contractor payments to be received, as well as

avoid delaying vital construction projects within the City. The change will also provide for staff retention and succession planning.

The job descriptions for the Code Compliance Officer, Administrative Analyst, City Manager’s Office and Electric Service Planner are included with the agenda item. Making these changes provides consistency and represents the wide variety of duties performed in these roles.

**FISCAL IMPACT:**

City Manager’s Office

Fiscal Impact – Funding from General Fund (City Manager’s budget)

Position/Range	Proposed Salary Range (min-max)	Current Salary Range	Proposed Base Wage Difference (min-max)
Administrative Analyst / G63	\$63,600.93 to \$87,397.15		\$63,600.93 to \$87,397.15
(Defund) Executive Secretary / G53		\$53,466.27 to \$64,275.68	\$(53,466.27) to \$(64,275.68)
<b>DIFFERENCE IN BASE PAY</b>			<b>\$10,134.66 to \$23,121.47</b>

Police Department-Code Enforcement

Fiscal Impact – Funding from General Fund (Police Department budget)

Position/Range	Proposed Salary Range (min-max)	Current Salary Range	Proposed Base Wage Difference (min-max)
Code Compliance Officer / G58	\$57,094.24 to \$77,245.57		\$57,094.24 to \$77,245.57
(Defund) Code Compliance Supervisor / G70		\$76,790.00 to \$103,887.49	\$(76,790.00) to \$(103,887.49)
<b>DIFFERENCE IN BASE PAY (SAVINGS)</b>			<b>\$(19,695.76) to \$(26,641.92)</b>

Electric Utility Department

Fiscal Impact – Funding from Electric Utility Fund (Electric Utility budget)

Position/Range	Proposed Salary	Current Salary	Proposed Base Wage Difference
Assistant Electric Service Planner / U74		\$105,734.84	\$(105,734.84)
Electric Service Planner / U84	\$110,649.62		\$110,649.62
<b>DIFFERENCE IN BASE PAY</b>			<b>\$4,914.78</b>

**ALTERNATIVES:**

Do not adopt Resolution 2025-125 and provide alternative direction to staff.

**BUDGETED?:**

Yes

**CONTRACT/AGREEMENT:**

No

**ATTACHMENTS:**

1. [Resolution 2025-125.docx](#)
2. [Administrative Analyst.pdf](#)
3. [Code Compliance Officer.pdf](#)
4. [Electric Service Planner.pdf](#)