



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: A'ja Wallace,
Lincoln Bogard, Administrative Services Director

MEETING DATE: April 9, 2024

SUBJECT: Consideration of Resolution 2024-56, Amending the Classification & Compensation Plan for the City of Banning to Reclassify the Utility Services Assistant, Office Specialist, and Accounting Specialist Positions and Keep the Office Specialist Position Funded

RECOMMENDATION:

Adopt Resolution 2024-56.

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:

The City is currently in the User Acceptance Testing (UAT) phase of implementing Oracle's NetSuite for Government software. The objective of the reorganization is to have a centralized approach to invoice entry. Currently invoice entry happens at the Department level and centralizing this process will make for a more timely, streamlined, and efficient process. The Accounts Payable group will work under the Administrative Services Department within Finance's oversight. Proposed changes to the Classification & Compensation Plan include:

- Reclassification of Utility Services Assistant (1) to an Accounting Specialist. The Utility Services Assistant to be unfunded.
- Reclassification of Accounting Specialist (1) to an Accountant I.
- Addition of an Accounting Specialist
- Accounts Payable to have Accounting Specialists (2) and an Accountant I (1).

FISCAL IMPACT:

Position/Range	Proposed Salary Range	Current Salary Range	Proposed Based Wage Difference
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Utility Services Assistant to Acct Specialist/G58	\$ 67,130.00	\$ 65,226.00	\$ 1,904.00
Acct Specialist/G58	\$ 54,880.00	\$ 0.00	\$ 54,880.00
Acct Specialist to Accountant I/G61	\$ 65,364.00	\$ 63,832.00	\$ 1,532.00
Total Fiscal Impact			\$ 58,316.00

ALTERNATIVES:

1. Adopt Resolution 2024-56, as recommended
2. Adopt Resolution 2024-56, with modifications
3. Do not approve Resolution 2024-56 and provide alternative direction to staff.

ATTACHMENTS:

2. [Resolution 2024-56, Class Comp.docx](#)