

R-24

August 3, 2021

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Approve Letter of Agreement with the International Association of Machinists and Aerospace Workers to revise salary ranges for Communications Officer and Port Communications Specialist IV and V. (Citywide)

DISCUSSION

City Council is requested to approve the Letter of Agreement (LOA) with the International Association of Machinists and Aerospace Workers Local Lodge 1930, District 947 (IAMAW), adopting salary ranges for the Communications Officer and Port Communications Specialist IV and V effective the first day of the first full pay period following City Council approval, to address internal equity issues for these classifications. The Communications Officer and Port Communications Specialist classifications are represented by IAMAW. To implement the salary adjustments, the City engaged in the meet and confer process and reached agreements with the respective exclusive representatives.

City management and IAMAW representatives held multiple negotiation sessions regarding internal equity associated with the Communications Officer and Port Communications Specialist positions that are responsible for managing and carrying out essential communications and public relations functions for the Harbor Department.

Port Communication Classifications:

City Council approval is requested to amend the salary ranges for the Communications Officer and Port Communications Specialist IV and V, consistent with City Council instruction. In accordance with the agreement reached between the City and IAM, the following table summarizes the recommended salary changes for the Port Communications classifications:

Classification	Current Range	Maximum Hourly Rate	New Range	New Maximum Hourly Rate
Communications Officer	660	\$51.361	TBD	\$59.322
Port Communications Specialist V	620	\$46.390	TBD	\$49.405
Port Communications Specialist IV	580	\$41.898	TBD	\$44.621

The summarized duties of the Port Communication classification series are as follows:

Communications Officer: The Communications Officer is responsible for the day-to-day management of the Port’s communications effort. Promotes the Port’s mission, goals, and objectives to internal and external audiences and directs staff in the implementation of media strategies, communications, and marketing programs. Generates news coverage to build a positive image of the Port in print, broadcast, and online media.

Port Communications Specialist V: Under limited supervision, the Communications Specialist V performs a variety of professional functions related to education outreach, event planning, social media, and community relations. Assists with the Port's education outreach, planning special events, staffing community events, and interacting with stakeholders and the public on a wide range of community and business matters. Assists with community relations activities including making presentations and maintaining relationships with community and education partners and the Port's social media effort.

Port Communications Specialist IV: Under general supervision, the Communications Specialist IV performs a variety of professional functions for the Communications Division. Assists with supervision of all Community Relations Interns, manages the Harbor Tour Program, coordinates the Port's promotional item inventory, staffs community events, and interacts with stakeholders on community and business matters. Coordinates events and communicates with a variety of audiences (residents, the industry, Port employees, media) to inform, engage, and build support for Port operations, goals, projects, and programs.

The Harbor Commission adopted the Harbor Department Salary Resolution for Fiscal Year 2020 (FY 20) on September 14, 2020, which included a recommendation to review the Salary Ranges of Port Communications Specialist IV-V and Communications Officer. The Harbor Department Salary Resolution and recommendations to review these salary ranges were subsequently submitted to the City Council for approval on October 6, 2020. The City has completed the review and reached an agreement with the IAMAW, in accordance with City Council direction.

This matter was reviewed by Principal Deputy City Attorney Gary J. Anderson and Budget Manager Grace H. Yoon on July 15, 2021.

TIMING CONSIDERATIONS

City Council action is requested on August 3, 2021, to ensure timely implementation of the proposed ranges.

FISCAL IMPACT

The cost of the adjusted salaries for FY 21 is estimated at \$34,000 in the Harbor Fund Group and zero in the General Fund Group. There is sufficient appropriation in the Harbor Fund Group in the Harbor Department to absorb these costs in FY 21. The ongoing annual cost is anticipated to be \$222,000 in the Harbor Fund Group in the Harbor Department, and is anticipated to be absorbed in the FY 22 budget and will be incorporated into the budget as part of the FY 23 budget development process. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,



JOE AMBROSINI
HUMAN RESOURCES DIRECTOR

ATTACHMENT

APPROVED:



THOMAS B. MODICA
CITY MANAGER



Date: October 6, 2020
To: Mayor and City Councilmembers
From: Mario Cordero, Executive Director *MC*
Subject: Harbor Department FY 20 Salary Resolution

Requested Action

Approve and adopt the Harbor Department Salary Resolution for FY 20.

Background

Each year, the Harbor Department, along with other City Departments, submits a Salary Resolution for approval to their respective appointing authorities. The latest adopted Harbor Salary Resolution was for Fiscal Year 2019. On September 24, 2018 (Resolution Number HD-2932), the Board of Harbor Commissioners approved the Resolution. On October 23, 2018, the City Council approved and adopted the Resolution (RES-18-0163).

The Board of Harbor Commissioners' authority extends over compensation and organizational matters. Upon approval by the Board, the Salary Resolution is forwarded to the City Clerk's Office to be submitted to the City Council for approval and adoption. The Salary Resolution primarily reflects classification and organizational changes that are recommended and/or have already been approved in the Harbor Department's Adopted Budget for the same year. It also reflects negotiated changes with collective bargaining units.

On September 14, 2020, the Board of Harbor Commissioners' approved the Salary Resolution for Fiscal Year 2020. The approved changes include: a new management position, title changes, an increase to the Executive (E00) maximum salary range, review of hourly positions salary grades, technical corrections and organizational structure changes. Per the Department of Human Resources compensation changes for represented, hourly positions are subject to the negotiation process and a meet and confer. These approved amendments have been summarized below:

Section I: Proposed Management Classification

Management Position Title	New Occupational Code	New Salary Grade
Manager, Harbor Grants	TBD	E00

Section II: Title Changes

Below are technical corrections to job titles.

Current Title	Current Occupational Code	New Title
Assistant to Chief Executive	NA3NN	Assistant to Executive Director
Manager- Grants Administration	NF9NN	Manager, Security Operations - Grants and Administration
Manager, Emergency Management	NF1NN	Manager, Security Operations- Training
Assistant Director, Security Support	NH7NN	Assistant Director, Security Operations

Section III: Executive Salary Range Changes and Requests for Compensation Review

Revise E00 salary range from a maximum monthly of \$29,167 to \$31,392.

Review salary ranges for hourly, represented classifications listed below.

Current Title	Current Occupational Code	Current Salary Range	Proposed Salary Range
Port Communications Specialist IV	N93DN	580	TBD
Port Communications Specialist V	N93EN	620	TBD
Communications Officer	N64NN	660	TBD

Section IV: Technical Corrections to Attachments

The occupational codes for classifications approved in the FY 19 Salary Resolution were added to the attachments.

Section V: Organizational Structures Changes

Attachment I reflects organizational changes to sections or functions within the Finance and Security divisions.

Section VI: Language Additions, Deletions or Changes

None

Section VII: Terminal Positions

None

Recommendation

It is recommended that the City Council approve the Harbor Department's FY 20 Salary Resolution

Attachments:

Salary Resolution for FY 20

Attachment I: Bureaus and Divisions

Attachment II: Position and Assigned Pay Range Numbers

Attachment III: Skill Pays

Attachment IV: Salary Schedules