



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 25-872

Agenda Date: 8/6/2025

Agenda #: 21.

DATE: August 6, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Water Utilities Department

TITLE: RECLASSIFY AN EXISTING COMPLIANCE SPECIALIST POSITION TO A CLASS SERIES BY CREATING COMPLIANCE SPECIALIST I, COMPLIANCE SPECIALIST II, AND SENIOR COMPLIANCE SPECIALIST CLASSIFICATIONS AND REASSIGNMENT TO THE MUNICIPAL EMPLOYEES OF THE CITY OF OCEANSIDE (MECO) BARGAINING UNIT

RECOMMENDATION

Staff recommends that the City Council approve the reclassification of an existing full-time, benefited Compliance Specialist position by establishing a new classification series consisting of Compliance Specialist I, Compliance Specialist II, and Senior Compliance Specialist in the Water Utilities Department, effective the pay period after the adoption and approval of this request.

BACKGROUND AND ANALYSIS

The Water Utilities Department currently has one authorized Compliance Specialist position. This position is responsible for supporting the City's regulatory compliance activities related to water, wastewater, air quality, and other environmental regulations. As this position has remained vacant, the Department has had the opportunity to evaluate and update the classification structure to better support operational needs and employee development.

In consultation with the Human Resources Department, staff is recommending the reclassification of the current single-level Compliance Specialist position to a three-level class series: Compliance Specialist I (entry-level), Compliance Specialist II (journey-level), and Senior Compliance Specialist (senior-level). This reclassification reflects the nature of the work being performed, supports a broader range of experience levels, and creates a promotional pathway within the classification series.

The proposed change will allow the Department to recruit candidates with varying levels of experience and provide a structured path for career progression. The Compliance Specialist I classification will be designed for employees who are newer to the field and require training and development. The Compliance Specialist II classification will be used for more experienced individuals performing work with greater independence and complexity. The Senior Compliance Specialist classification will be designated for those who perform the most complex work, serve as subject matter experts, and may provide guidance or lead direction to other staff. The new

classification series will be assigned to the Municipal Employees of the City of Oceanside (MECO) bargaining unit

No change in the number of authorized full-time positions is proposed; rather, this action replaces the existing single-level classification with a class series that better meets the operational and organizational needs of the Department.

The existing Compliance Specialist classification is currently represented by the Oceanside City Employees Association (OCEA). However, other professional and technical positions on this team are represented by the MECO bargaining unit. Reassigning the Compliance Specialist I, II, and Senior classifications to the MECO unit will align the bargaining unit with the rest of the team, fostering more consistent representation, work expectations, and operational cohesion.

The Human Resources Department has reviewed this proposed unit change and has provided proper notice to OCEA and MECO of these changes in accordance with the City's labor relations procedures.

FISCAL IMPACT

The proposed reclassification replaces the existing approved Compliance Specialist position (PCN AD132W01) with a three-level class series and does not change the number of authorized full-time positions or increase the Department's approved budget. Once approved, the Department anticipates filling the position at either the Compliance Specialist I or II position, depending on the candidate pool. There is a fiscal impact should the Department fill this position at the Senior Compliance Specialist level, however, staff does not project that the position will be filled at that level initially. The Department has sufficient budget to cover this position. The proposed salary for the various positions is shown below. The position is currently budgeted at a level consistent with the proposed Compliance Specialist II classification. The new series includes a lower-paid entry-level position and a higher-paid senior-level classification, which may exceed current budget, however, staff does not feel that the position would be filled at the Senior Compliance Specialist level at this time.

Classification	Step						
	A Monthly Hourly	B Monthly Hourly	C Monthly Hourly	D Monthly Hourly	E Monthly Hourly	F Monthly Hourly	G Monthly Hourly
Compliance Specialist I	\$6,015 34.70	\$6,315 36.43	\$6,632 38.26	\$6,963 40.17	\$7,311 42.18	\$7,677 44.29	\$8,060 46.50
Compliance Specialist II	6,628 38.24	6,959 40.15	7,308 42.16	7,673 44.27	8,057 46.48	8,459 48.80	8,883 51.25
Senior Compliance Specialist	7,290 42.06	7,654 44.16	8,039 46.38	8,441 48.70	8,863 51.13	9,305 53.68	9,773 56.38

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

Does not apply.

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