

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DOMINIQUE BLANQUIE, HUMAN RESOURCES DIRECTOR
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY
PLAN CREATING THE CLASSIFICATION OF COMMUNITY
ENGAGEMENT MANAGER AND RECLASSIFICATION OF THE
VACANT DEPUTY DIRECTOR – COMMUNITY ENGAGEMENT
POSITION TO COMMUNITY ENGAGEMENT MANAGER

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution: 1) amend the City Classification and Salary Plan to create the classification of Community Engagement Manager with a salary range of \$111,603 - \$142,926 annually, in Unit 18 – Miscellaneous Mid-Management; 2) and authorize the reclassification of the vacant Deputy Director – Community Engagement position to Community Engagement Manager.

EXECUTIVE SUMMARY

Amendments to the City's classification and salary plan require City Council approval. This Resolution establishes the job classification of Community Engagement Manager. The new Community Engagement Manager position will replace the vacant Deputy Director – Community Engagement position in the Communications and Intergovernmental Relations Office.

BACKGROUND

In 2020, City Council authorized the reclassification of the vacant Director of Community Programs and Engagement position to a new position of Deputy Director – Community Engagement. The Deputy Director and subordinate staff, including the Violence Prevention Partnership, were moved to the Recreation and Parks Department and reported to an Assistant City Manager, since the Recreation and Parks Director position had been eliminated. The Deputy Director – Community Engagement position has been vacant since January 2023.

In March 2023, the Community Engagement function was moved out of Recreation and Parks to the Communications and Intergovernmental Relations Office (CIRO,) while

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leaving the Violence Prevention Partnership and staff in Recreation and Parks. The vacant Deputy Director- Community Engagement position and the vacant Community Engagement Coordinator position moved to CIRO under the direction of the Chief Communications and Intergovernmental Relations Officer, a department head. This move prompted a review of the vacant positions and the current needs of the City.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

In March 2023, the vacant Deputy Director- Community Engagement position (along with the Community Engagement Coordinator) was moved out of Recreation and Parks to the Communications and Intergovernmental Relations Office, while leaving the Violence Prevention Partnership and five staff in Recreation and Parks. This move removed an important responsibility for supervising the Program Manager – Violence Prevention Partnership and subordinate staff working on a highly visible, complex, and important program.

Instead of reporting to an Assistant City Manager, the position now reports to a department head that oversees administration and strategic direction of the comprehensive communications, public information, and governmental relations programs. There is no full supervisory responsibility anticipated to be immediately assigned to the Community Engagement Manager, but functional supervision or full supervisory responsibility is anticipated in the future.

The Community Engagement Coordinator position, vacated in May, was deleted from the 2023/2024 budget and replaced by an Administrative Secretary position to provide needed administrative and clerical support to the Office.

Human Resources and CIRO have developed a new classification of Community Engagement Manager to replace the former Deputy Director – Community Engagement. The new Community Engagement Manager job description and salary reflect the new scope and authority. This is now a professional level management classification. The incumbent will exercise independent judgment in the development, implementation and management of community engagement functions and operations, prepare long-range plans to meet community needs, establish program goals, develop external partnerships, and serve as a liaison to the Community Advisory Board. The proposed salary is \$111,603 - \$142,926 annually based on internal comparisons.

Meet and confer requirements of the Meyers-Milias-Brown Act regarding salary and unit assignment matters have been met with Unit 18.

FISCAL IMPACT

This action impacts General Fund supported job classifications and will result in a

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reduction between approximately \$14,981 – \$20,808, with lower salary-derived benefits anticipated.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

PRESENTER

Dominique Blanquie, Human Resources Director