

CITY OF SANTA ROSA
CITY COUNCIL

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

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, amend the City Classification and Salary Plan to create the classification of Deputy Director – Community Engagement with a salary range of \$116,976 to \$151,305 annually, in Unit 18 – Miscellaneous Mid-Management and authorize the reclassification of the vacant Director of Community Programs and Engagement position to Deputy Director – Community Engagement.

EXECUTIVE SUMMARY

This Resolution establishes the job classification of Deputy Director – Community Engagement in the Community Engagement Division, as the responsible manager of the division. The new Deputy Director position will report directly to the Assistant City Manager with responsibilities overseeing the portfolio of services that includes the Community Engagement Division.

BACKGROUND

On June 18, 2019 the City Council approved Resolution RES-2019-075 to amend the City's salary plan and job classifications to create the Director of Community Programs and Engagement, with a salary range of \$139,906 to \$175,037 in Unit 10 – Executive Management. This position was never filled.

CREATE CLASSIFICATION OF DEPUTY DIRECTOR-COMMUNITY ENGAGEMENT
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The same item gave direction to the City Manager to implement a reorganization of the City based on three Assistant City Managers overseeing various 'portfolios' of internal, capital, or direct services to the public.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Deputy Director – Community Engagement will provide a senior manager focused on the broad responsibilities of engaging the Santa Rosa community, building neighborhoods and associations, facilitating public participation in the City's decision-making processes, overseeing the Violence Prevention Program, supporting the City Council and operating departments, and providing staff support for the Council-appointed Community Advisory Board (CAB).

The Deputy Director will manage the Community Engagement Division, with a staff of 6.0 FTEs: 1.0 FTE Community Engagement Coordinator, 1.0 FTE Violence Prevention Manager, 1.0 FTE Administrative Analyst, 2.0 FTE Community Outreach Specialists, and a 1.0 FTE Senior Administrative Assistant. The manager will be responsible for a total \$2.23 million budget comprised of \$806,000 in General Funds and \$1.42 million in Measure O special revenue; including total CHOICE Grant programming of \$984,000.

Reclassification of the Director of Community Programs and Engagement will flatten the portfolio's organizational structure, provide the budget savings anticipated in prior Council action, and increase the Assistant City Manager's span of control by one direct report.

FISCAL IMPACT

This action impacts General Fund supported job classifications and will result in a reduction of approximately \$22,930 - \$23,732 between the salary ranges, with lower salary-derived benefits anticipated.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under 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 that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not Applicable.

ATTACHMENTS

- Resolution

CONTACT

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