

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 REESTABLISHING THE CLASSIFICATION OF CHIEF  
FINANCIAL OFFICER AND RECLASSIFICATION OF THE  
VACANT ASSISTANT CITY MANAGER/CHIEF FINANCIAL  
OFFICER POSITION TO CHIEF FINANCIAL OFFICER

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, amend the City Classification and Salary Plan to reestablish the classification of Chief Financial Officer with a salary range of \$159,972 - \$199,889 annually, in Unit 10 – Executive Management and authorize the reclassification of the vacant Assistant City Manager/Chief Financial Officer to Chief Financial Officer.

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EXECUTIVE SUMMARY

This resolution reestablishes the job classification of Chief Financial Officer and authorizes the reclassification of the vacant Assistant City Manager/Chief Financial Officer to Chief Financial Officer.

BACKGROUND

As the City Council is aware, City staff have been charged with the responsibility of developing a budget reduction strategy to reduce the City's ongoing structural deficit. 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 Assistant City Manager/Chief Financial Officer classification, with a salary range of \$178,643 to \$222,204 in Unit 10 – Executive Management. This position was vacated in April 2020.

PRIOR CITY COUNCIL REVIEW

Not applicable.

REESTABLISH CLASSIFICATION OF CHIEF FINANCIAL OFFICER  
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ANALYSIS

The City Charter requires that the Chief Financial Officer be titled by the City Council and appointed by the City Manager.

The Chief Financial Officer will provide an executive level manager focused on the broad responsibilities of planning organizing and reviewing the City finances and advising the City Manager and City Council on financial related issues.

A study of comparable public agencies, and comparable Chief Financial Officer positions at these agencies, indicates that the salary range for the prior Chief Financial Officer position lagged the market approximately 16%. Based upon this analysis, it is recommended that the current Chief Financial Officer salary ranges be set at \$159,972 - \$199,889.

Reclassification of the Assistant City Manager/Chief Financial Officer to Chief Financial Officer will provide budget savings.

FISCAL IMPACT

This action impacts General Fund supported job classifications and will result in a reduction of approximately \$18,671 - \$22,315 between the salary ranges.

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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