

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: golbou ghassemieh, HUMAN RESOURCES DIRECTOR  
  
SUBJECT: APPROVAL OF THE JOB DESCRIPTION AND SALARY RANGE  
FOR THE CLASSIFICATION OF COMMUNICATIONS AND  
INTERGOVERNMENTAL RELATIONS OFFICER AND AMEND  
THE CITY'S SALARY SCHEDULE

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

The Human Resources Department recommends that the Council, by resolution, approve the job description and salary range of \$108,216 - \$135,303 for the Communications and Intergovernmental Relations Officer classification and amend the City's Salary Schedule.

EXECUTIVE SUMMARY

The City Charter states that the compensation of all employees is subject to approval of the City Council. The City Code states that the City Council by Resolution shall adopt a basic salary schedule setting forth job classifications recommended by the Human Resources Director for the City's classified service and each position shall be assigned a salary plan. Amendments to the City's classification and salary schedule require approval, by resolution, of the City Council. Therefore, the Human Resources Director presents the following amendment to the City Classification and Salary Schedule for Council approval:

- 1) Approval of the job description and salary range of the Communications and Intergovernmental Relations Officer classification; and
- 2) Amend the City's Classification and Salary Schedule

BACKGROUND

In February 2017, the City Manager requested Human Resources to create a new classification to be responsible for two (2) major City programs: 1) Develop, coordinate, manage, and execute a comprehensive communications program for the City; and 2)

APPROVAL OF THE JOB DESCRIPTION AND SALARY RANGE FOR THE  
CLASSIFICATION OF COMMUNICATIONS AND INTERGOVERNMENTAL  
RELATIONS OFFICER AND AMEND THE CITY'S SALARY SCHEDULE  
PAGE \_ OF \_

Administer and facilitate the City's intergovernmental affairs and legislative advocacy program. In June 2017, by Resolution, the position was approved as part of the FY 2017-18 adopted budget, with the understanding that the City Manager's Office would not fill the position until Council approves the final job description and salary range.

PRIOR CITY COUNCIL REVIEW

Council, on June 13, 2017, approved the establishment of the new classification of Communications and Intergovernmental Relations Officer, reserving approval of the final job description and salary range pending further information to be brought back to Council at a future date. Detailed information clarifying the scope of this position and supporting the recommended salary are being presented for Council review and approval today.

ANALYSIS

At the request of the City Manager's Office, Human Resources staff created the new classification of Communications and Intergovernmental Relations Officer. The purpose of the position is to develop, manage, and execute a comprehensive, strategic, and centralized communications program, to provide functional oversight of departmental communications, and to coordinate the City's communication during emergency and non-emergency situations. The position will also review and analyze public policy and legislative issues, and evaluate the impact of proposed legislation on City initiatives and services. Council approved adding the position in the FY2017-18 budget pending clarification of the scope of the position and data supporting the recommended salary. Human Resources conducted a comprehensive classification and salary analysis of comparable external and internal positions, including comparisons of scope of work, reporting structure, and internal equity. The proposed salary for the City's position falls within 5% of the average for comparable external and internal positions. The conclusion is that the proposed salary range of \$108,216 - \$135,303 is appropriate for the position.

The recent catastrophic events occurring in the City highlight the importance of having a central position to coordinate all external and internal communications, especially during a City-wide emergency.

FISCAL IMPACT

None. Funding is available in the FY17/2018 Budget.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the

APPROVAL OF THE JOB DESCRIPTION AND SALARY RANGE FOR THE  
CLASSIFICATION OF COMMUNICATIONS AND INTERGOVERNMENTAL  
RELATIONS OFFICER AND AMEND THE CITY'S SALARY SCHEDULE  
PAGE \_ OF \_

environment, pursuant to CEQA Guideline section 15378.”

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment A – Job Description
- Resolution

CONTACT

golbou ghassemieh  
[gghassemieh@srcity.org](mailto:gghassemieh@srcity.org)  
707-543-3070