

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR  
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY  
PLAN AUTHORIZING THE CITY MANAGER TO IMPLEMENT  
VARIOUS CLASSIFICATION CHANGES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, amend the City's Classification and Salary Plan to: 1) create the classification of Assistant City Manager/Chief Financial Officer; 2) amend the salary range of the Assistant City Manager classification; 3) reclassify the Director of Transportation and Public Works classification to Assistant City Manager; 4) reclassify the Chief Financial Officer classification to Assistant City Manager/Chief Financial Officer; 5) eliminate the Deputy City Manager classification; 6) create the classification of Director of Community Programs and Engagement; 7) reclassify the Director of Recreation and Parks Director classification to Director of Community Programs and Engagement; 8) eliminate the Community Engagement Director classification; 9) create the classification of Intergovernmental Relations Officer; and 10) reclassify the Communications and Intergovernmental Relations Officer to Chief Communications and Intergovernmental Relations Officer.

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EXECUTIVE SUMMARY

Amendments to the City's Classification and Salary plan require City Council approval. Staff is recommending amendment to the City classification and salary plan authorizing the City Manager to implement various Executive Management classification changes for Council approval.

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. One strategy is to stream-line the structure of the organization to be more efficient in administration and oversight. The City Charter requires that the Chief Financial Officer be titled by the City Council and appointed by the City Manager. Upon implementation,

## AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN

### PAGE 2 OF 4

restructuring the organization around these broadened responsibilities will result in budget reductions. The summary of current changes is grouped below.

#### ANALYSIS

##### Executive Management

Create the classification of Assistant City Manager/Chief Financial Officer

Broaden responsibilities and adjust the salary range of the Assistant City Manager classification

Reclassify one existing Director of Transportation and Public Works to Assistant City Manager and one existing Chief Financial Officer to Assistant City Manager/Chief Financial Officer

Eliminate the Deputy City Manager position

Broadening the current Assistant City Manager classification to include managing multiple departments is a key first step toward restructuring the organization of the City to achieve this efficiency. Similarly, broadening the responsibilities of the current Chief Financial Officer classification by creating a new classification of Assistant City Manager/Chief Financial Officer allows for similar restructuring. The City Charter requires that the Chief Financial Officer be titled by the City Council and appointed by the City Manager.

A study of comparable public agencies, and comparable Assistant City Manager and Chief Financial Officer positions at these agencies, indicates that the salary range for the current Assistant City Manager classification lags behind the average for the market. The Assistant City Manager classification is approximately 5.36% below market average and the Assistant City Manager/Chief Financial Officer classification is approximately 11.56% below the market using the established pay range. Additionally, since the Assistant City Manager responsibilities include supervising multiple departments, the salary range should be set at a salary range above the department director level to avoid compaction issues. Based upon this analysis, it is recommended that the current Assistant City Manager and the Assistant City Manager/CFO salary ranges be increased to \$174,286 to \$216,784. The recommended salary range is approximately 7.25% above the top department director salary and approximately 10% below the current City Manager salary.

By establishing a structure of two Assistant City Managers and one Assistant City Manager/Chief Financial Officer from the existing executive management team and eliminating the Deputy City Manager classification, which has a current salary range of \$174,286 to \$216,784, the estimated savings will be approximately \$169,902 annually.

Create the classification of Director of Community Programs and Engagement.

AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN  
PAGE 3 OF 4

Reclassify the vacant Director of Recreation and Parks Director classification to Director of Community Programs and Engagement

Eliminate the Community Engagement Director

The executive over the restructured Department of Community Programs and Engagement would direct the City's comprehensive recreation programs; the gang/violence prevention and intervention services/program; and community engagement strategies to reach diverse community populations; work with neighborhoods, provide guidance and leadership to City management and elected officials to develop strategies for community involvement, and implement creative processes that give community members more opportunities to learn about, discuss, and participate meaningfully in decision-making processes. Responsibilities for parks maintenance will move from Recreation and Parks to the Transportation and Public Works Department. The recommended salary is based on classification and salary of comparable external and internal positions, including comparisons of scope of work, reporting structure, and internal equity. The recommended salary range is \$139,906 to \$175,037, the same as the current Recreation and Parks Director.

The City will save approximately \$216,415 annually by eliminating one vacant executive director level classification which has a current salary range of \$139,906 to \$175,037.

Create the classification of Chief Communications and Intergovernmental Relations Officer

Reclassify the Communications and Intergovernmental Relations Officer position to Chief Communications and Intergovernmental Relations Officer

At the request of the City Manager's Office, Human Resources has updated the Communications and Intergovernmental Relations Officer job description to an executive management level position to serve as the City's chief communications officer and strategist and to conduct intergovernmental work for the City. Initially in Unit 11 Mid-Management Confidential, this will now be an at-will position in Executive Management unit 10 responsible for managing and executing the City's comprehensive communications, public information, intergovernmental affairs and government relations programs and coordinating assigned communications activities and programs with the City Council, City staff, the news media, the public, and outside agencies and organizations.

The Chief Communications and Intergovernmental Relations Officer will have a higher-level responsibility for communications strategy and directly supervise the Marketing and Outreach Coordinators in the City who currently report to other executives.

This position will be assigned to the City Manager's Office as an at-will, director-level member of the Executive Management Team which is consistent with comparable positions at other agencies. The recommended annual salary range is \$139,906 to

## AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN

PAGE 4 OF 4

\$175,037, based on classification and salary of comparable external and internal positions, including comparisons of scope of work, reporting structure, and internal equity.

### FISCAL IMPACT

The City estimates a savings of \$344,486 annually with the restructured Assistant City Managers, Assistant City Manager/Chief financial Officer, the consolidated Director of Community Programs and Engagement and the updated Chief Communications and Intergovernmental Relations Manager.

### 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 environment, pursuant to CEQA Guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Resolution

### CONTACT

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