

Town of Yountville

Resolution Number 24-4330

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YOUNTVILLE APPROVING UPDATES TO JOB DESCRIPTIONS.

Recitals

- A. Pursuant to Yountville Municipal Code section 2.08.030(A) and Yountville Personnel Rules and Policies section 6(G), the Town Manager oversees the Classification Plan for all Town employees and shall make recommendations to the Town Council from time to time when changes are deemed necessary.
- B. Town Manager is proposing a revision of the job descriptions shown in the table below to:
1. More closely reflect the requirements of each position.
 2. Update the education requirements for the Accounting Technician position.
 3. Update supervisor titles and department names throughout to reflect current job and department titles.
 4. Lower the risk of potential injury by revising the weight limit an employee is allowed to lift independently.
 5. Comply with SB1100, effective January 1, 2025, making it an unlawful employment practice for an employer to include a statement in employment materials that an applicant must have a driver's license unless the employer reasonably expects the duties of the position to require driving.

Accounting Assistant	Facility and Grounds Worker	Public Works Director
Accounting Technician I/II	Financial Analyst/Accountant I/II	Records Coordinator
Administrative Assistant I/II	IT Systems Administrator	Recreation Coordinator
Assistant/Associate Planner	Maintenance Assistant	Utilities Operator I/II
Code Compliance Officer	Maintenance Worker I/II	Utilities Operator In Training
Community Facilities Supervisor/ Manager	Management Analyst I/II	Utility Operations Supervisor/ Manager
Deputy Town Clerk/Records Coordinator	Management Fellow	

Now, therefore, the Town Council of the Town of Yountville does resolve as follows:

1. The revised job descriptions, included as Exhibits A-T, are hereby approved.
2. The Town Clerk shall attest and certify to the passage and adoption of this Resolution, and it shall become effective immediately upon its approval.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 17th day of December 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Margie Mohler, Mayor

ATTEST:

Hilary Gaede, Communications Director/Town Clerk