



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}{{item.number}}

Yountville Town Council Staff Report

DATE: December 17, 2024

TO: Mayor and Town Council

FROM: Brad Raulston, Town Manager

PREPARED BY: Ashley Ray, Human Resources Analyst

RECOMMENDATION:

Adopt Resolution Number 24-4330 approving updates to job descriptions.

DISCUSSION/BACKGROUND

In accordance with the Yountville Municipal Code and the Yountville Personnel Rules and Policies, the Town Manager is responsible for the administration of the Town's personnel system, including the maintenance of the Town's employee Classification Plan. The Classification Plan is a listing of approved positions, a salary schedule of the ranges and steps for each position, and Job Descriptions that detail the requirements of each position. All three elements are administrated by the Town Manager and approved by the Town Council. Part of the duties of the Town Manager is to recommend changes to the personnel system for Council consideration.

Town Manager is proposing revision of the job descriptions shown in the table below for the following reasons:

- To more closely reflect the requirements of each position.
- To update the education requirements for the Accounting Technician position.
- To update supervisor titles and department names throughout to reflect current job and department titles.
- To lower the risk of potential injury by revising the weight limit an employee is allowed to lift independently.
- To 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 (vacant)	Public Works Director
Accounting Technician I/II (vacant)	Financial Analyst/Accountant I/II	Records Coordinator
Administrative Assistant I/II	IT Systems Administrator	Recreation Coordinator
Assistant/Associate Planner (vacant)	Maintenance Assistant	Utilities Operator I/II
Code Compliance Officer	Maintenance Worker I/II	Utilities Operator In Training (vacant)
Community Facilities Supervisor/ Manager (vacant)	Management Analyst I/II	Utility Operations Supervisor/ Manager

Deputy Town Clerk/Records Coordinator	Management Fellow (vacant)	
---------------------------------------	----------------------------	--

The updated job descriptions have been drafted and are included as attachments for the Town Council to review.

ENVIRONMENTAL REVIEW

Not Applicable

FISCAL IMPACT

Is there a Fiscal Impact? No

Budgeted? N/A

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? Mandatory

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. Exceptional Town Services and Staff; Responsible Fiscal Policy.

Briefly Explain Relationship to Strategic Plan Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.

ATTACHMENTS

1. Resolution No. 24-4330
2. Exhibits A-T to Resolution No. 24-4330 (Clean Version)
3. Exhibits A-T to Resolution No. 24-4330 (Redline Version)