



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)