



## Staff Report

**Agenda Item #:** {{section.number}}D

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### Yountville Town Council Staff Report

**DATE:** March 5, 2024

**TO:** Mayor and Town Council

**FROM:** Brad Raulston, Town Manager

**PREPARED BY:** Brad Raulston, Town Manager

**RECOMMENDATION:**

Consider adoption of Resolution Number 24-4253 approving job description and salary range for Human Resources Analyst/Human Resources Administrator series.

**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.

In November 2023, the Town Manager proposed, and the Town Council approved the reclassification of the Finance Director/Treasurer position into the Administrative Services Director. This resulted in the Finance Department becoming the Administrative Services Department, which is composed of the Finance, Human Resources, and Risk Management divisions.

Concurrently the Town has had a vacancy in the Deputy Director of Human Resources and Information Technology position since July. During the vacancy, the Administrative Services Director has been in an acting role, and the Administrative Assistant II within the Finance Department has been in a Special Assignment role to fill the gap and ensure the continuance of essential Human Resources operations. The Town Manager has determined that the Human Resources vacancy does not need to be filled at the Deputy Director of Human Resources and Information Technology level – instead, the Town Manager proposes to fill the Human Resources vacancy at a Human Resources Analyst/Administrator level.

A new job description reflecting the proposed job duties and assignments performed by the Human Resources Analyst/Administrator has been drafted and is included for the Town Council to review. Town staff collaborated with consultants from Municipal Resources Group (MRG) and Regional Government Services (RGS) when creating this new job description and determining the appropriate salary range.

The proposed Human Resources Analyst/Administrator series is modeled after the Management Analyst I/II series in that it offers an entry-level as well as a journey-level position. Creating a new job description separate from the Management Analyst series helps to outline the specialized duties of the Human Resources position and clarify the role of this position at both the entry and journey level.

The recommended salary range for the new position is also in alignment with the Management Analyst series, as shown below:

Human Resources Analyst -	Step A \$7,657.49	Step B \$8,040.36	Step C \$8,442.38	Step D \$8,864.52	Step E \$9,307.73
Human Resources Administrator -	Step A \$9,307.73	Step B \$9,773.10	Step C \$10,261.75	Step D \$10,774.85	Step E \$11,313.71
Current Management Analyst series salary range (for illustrative purposes)					
Management Analyst I -	Step A \$7,657.49	Step B \$8,040.36	Step C \$8,442.38	Step D \$8,864.52	Step E \$9,307.73
Management Analyst II -	Step A \$9,307.73	Step B \$9,773.10	Step C \$10,261.75	Step D \$10,774.85	Step E \$11,313.71

Filling the Human Resources position vacancy at this proposed level can be accommodated by the salary and benefit amounts already established with the adopted Fiscal Year 2023/2024 budget.

The Town Manager recommends that the Human Resources Analyst/Administrator series be classified as confidential, as defined in Section 3 of the EERR, because it meets the EERR and PERB criteria. The Yountville Employer-Employee Relations Resolution (“EERR”) defines a position as confidential when the employee will, in the course of normal duties, have access to confidential information relating to the agency’s administration of employer-employee relations. Additionally, the Public Employment Relations Board (PERB) has determined that access to such confidential information must occur as part of the employee’s regular and customary duties and must relate to employer-employee relations which includes negotiations and grievance processing.

As designed, this new position should be eligible to receive Confidential Pay as outlined in the current MOU. A Side Letter to the MOU will be needed to make this change. Management intends to work with the employee bargaining units during future negotiations to clarify the criteria for Confidentiality Pay based on best Human Resources practices and the organization’s needs.

The decision whether the proposed Human Resources Analyst/Administrator position will be added to a bargaining unit and, if so, to which bargaining unit, is governed by a separate process outlined in the EERR. That document states that modifications to existing units can be initiated by a group of employees, the Town, or a bargaining unit. This process will be followed if a proposal is initiated to add this position to a bargaining unit.

**ENVIRONMENTAL REVIEW**

Not Applicable

**FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? Multiple operating departments based on staff allocation.

Is it Mandatory or Discretionary? Discretionary

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:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.