



Staff Report

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

**Yountville Town Council Staff Report**

**DATE:** October 1, 2024

**TO:** Mayor and Town Council

**FROM:** Brad Raulston, Town Manager

**PREPARED BY:** Brad Raulston, Town Manager  
Ashley Ray, Human Resources Analyst

**RECOMMENDATION:**

Adopt Resolution Number 24-4313 approving revised job description and increased salary range for the Utility Operations Supervisor/Manager 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.

The Town has had a vacancy in the Utility Operations Supervisor/Manager position since April 2021. During the vacancy, the Town has contracted the staffing necessary to fulfill the duties and comply with the regulations to run the treatment plant. Since 2022, two Utilities Operators within the Public Works Department have been in a Special Assignment role to fill any gaps and ensure the continuance of essential water and wastewater operations. The Town Manager has determined that the Utility Operations Supervisor/Manager position should be filled.

The revised job description reflecting job duties and assignments performed by the Utility Operations Supervisor/Manager has been drafted and is included for the Town Council to review. Town staff collaborated with a consultant from Regional Government Services (RGS) when determining the appropriate salary range.

The recommended salary range for the Utility Operations Supervisor/Manager position corrects a disparity found in the salary schedule between Step E of the Utilities Operator II salary and Step A of the Utility Operations Supervisor salary while also bringing the salary schedule up to market standard making this highly regulated classification internally and externally competitive for recruiting purposes, as shown below:

Current Utility Operations Supervisor/Manager series salary range (for illustrative purposes):

Utility Operations Supervisor -	Step A	Step B	Step C	Step D	Step E
	\$8,187.37	\$8,596.73	\$9,026.57	\$9,477.90	\$9,951.80
Utility Operations Manager -	Step A	Step B	Step C	Step D	Step E

\$9,951.80    \$10,449.39    \$10,971.85    \$11,520.45    \$12,096.47

Proposed Utility Operations Supervisor/Manager series salary range:

Utility Operations Supervisor -	Step A	Step B	Step C	Step D	Step E
	\$9,499.18	\$9,974.14	\$10,472.85	\$10,996.49	\$11,546.31
Utility Operations Manager -	Step A	Step B	Step C	Step D	Step E
	\$11,546.31	\$12,123.63	\$12,729.81	\$13,366.30	\$14,034.62

Filling the Utility Operations Supervisor/Manager positions at this proposed level can be accommodated by the salary and benefit amounts already established with the adopted Fiscal Year 2024/2025 budget.

### **ENVIRONMENTAL REVIEW**

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

### **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.