



Staff Report

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

---

## Yountville Town Council Staff Report

**DATE:** November 19, 2024

**TO:** Mayor and Town Council

**FROM:** Brad Raulston, Town Manager; John Ferons, Public Works Director

**PREPARED BY:** Ashley Ray, Human Resources Analyst

**RECOMMENDATION:**

Adopt Resolution Number 24-4321 approving an updated job description for the Public Works 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 a vacancy in the Public Works Supervisor/Manager position due to the retirement of the Public Works Manager at the end of October 2024. The Town Manager has determined that the Public Works Supervisor/Manager position be filled.

The vacancy has given staff an opportunity to update the job description and ensure it continues to reflect the job duties and assignments performed by the Public Works Supervisor/Manager. The updated job description has been drafted and is included with this staff report 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? 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; 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. 24-4321
2. Updated Public Works Supervisor/Manager Job Description (Redline)