

## Town of Yountville Resolution Number 22-4098

**APPROVAL OF RESOLUTION ESTABLISHING A NEW JOB DESCRIPTION OF HUMAN RESOURCES & INFORMATION TECHNOLOGY MANAGER WITH SALARY CLASSIFICATION ASSIGNMENT AT THE SAME RANGE AS DEPUTY PUBLIC WORKS DIRECTOR; RECLASSIFICATION OF INCUMBENT MANAGEMENT ANALYST (TOWN MANAGER'S OFFICE) TO HUMAN RESOURCES & INFORMATION TECHNOLOGY MANAGER, AN AT-WILL POSITION; APPROVE ENTERING INTO AN EMPLOYMENT AGREEMENT WITH JULIE BALDIA AS HUMAN RESOURCES & INFORMATION TECHNOLOGY MANAGER; AND AUTHORIZE USE OF \$38,567 FROM ADOPTED ANNUAL BUDGET CONTINGENCY TO COVER THE COST INCREASE FOR RECLASSIFICATION ACTION FOR THE REMAINDER OF THE FISCAL YEAR.**

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### Recitals

- A. The Town Manager's office, with support from the Management Analyst who functions as our Human Resources Manager and Finance Director has commenced with our comprehensive salary survey process for this year's labor negotiations with our bargaining units and unrepresented employees.
- B. Our preliminary research and analysis indicate that we have an inappropriate job position and salary classification for the incumbent performing our Human Resources staff function. Historically the Town Manager has served as Personnel Officer and Risk Manager and the human resources and benefit coordination along with Information Technology support and management was provided initially by an incumbent employee in the Administrative Services Supervisor position and then subsequently was then reclassified to Management Analyst.
- C. The Town's adopted Personnel Rules and Policies define "Reclassification" as the reassignment of a position by raising it to a higher class, reducing it to a lower class, or by moving it to another class at the same level as measured by change in the kind, difficulty, and responsibility of the work performed. Movement within a class series is considered to be a reclassification.
- D. Our initial review shows that the Management Analyst position classification is inappropriate for the work duties and responsibilities performed for the Human Resources and IT Management function performed by the incumbent. We have evaluated how other local small agencies address the human resource management function and have found that our use of a Management Analyst position supporting the Town Manager is inconsistent with the organizational structures and best practices found in other agencies.
- E. The Personnel Rules and Policies provide guidance on position reclassification in Section 6 Terms of Employment, G Classification Plan 2. Reclassifications: "Reclassifications Positions, the assigned duties of which have been materially changed by the Town so as to necessitate reclassification, whether new or already created, shall be allocated by the Town Manager to a more appropriate class, except that if the

reclassification requires the expenditure of funds which exceeds the amount authorized by the Town Council, the reclassification shall not take place until additional funding is approved by the Council. Reclassification shall not be used for the purpose of avoiding restrictions concerning demotions and promotions, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities. Request for Classification Review An employee may request that the Town Manager review his or her assigned class if the duties and responsibilities have materially changed from those listed in the job description. Employees shall not have a right to request such a review within twenty-four Town of Yountville Personnel Rules/Policies Adopted March 7, 2001 - 23- Revised September 18, 2018 Resolution #18-3514 (24) months of the last time the position was studied. The Town Manager shall respond in writing within thirty (30) days of the request."

- F. As a result of these findings, the Town Manager recommends that the incumbent Management Analyst assigned to perform HR, IT and Risk Management be reclassified to a new position classification of Human Resources Manager consistent with the provisions of the Town's Personnel Rules and Policies.
- G. As a part of longer-term employee succession planning, the Town Manager recommends that this position be removed from the YEA bargaining unit representation and be made an at-will management position subject to employment agreement at the same salary range as Deputy Public Works Director.
- H. The Human Resources & Information Technology Manager shall be assigned to the established salary range and terms and conditions of an At-Will employment agreement as is the Deputy Public Works Director for internal benchmarking purposes.

**Now therefore, the Town Council of the Town of Yountville does resolve as follows:**

1. Approves new job description of Human Resources & Information Technology Manager with salary classification schedule at same range as Deputy Public Works Director.
2. Approves reclassification of incumbent Management Analyst (Town Manager's Office) to Human Resources & Information Technology Manager, an At-Will position.
3. Approves entering into an employment agreement with Julie Baldia as Human Resources & Information Technology Manager.
4. Authorizes use of \$38,567 from adopted Annual Budget Contingency to cover the cost increase for reclassification for the remainder of the fiscal year.
5. The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

Resolution 22-4098

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 18th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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John F. Dunbar, Mayor

ATTEST:

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Eddy Gomez  
Town Clerk