

Town of Yountville

Resolution Number 22-4135

APPROVING JOB DESCRIPTION FOR INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR AND CODE COMPLIANCE OFFICER AND AMEND JOB DESCRIPTIONS UTILITIES OPERATOR I/II, UTILITIES OPERATOR IN TRAINING AND UTILITY OPERATIONS SUPERVISOR/MANAGER; AND DELETION OF EXISTING JOB CLASSIFICATION OF WATER SYSTEMS MAINTENANCE WORKER I/II; RECLASSIFY ONE (1) WATER SYSTEMS MAINTENANCE WORKER TO UTILITY OPERATOR.

Recitals

- A. On September 16, 2008, the Town Council adopted a written Classification Plan with 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.
- B. 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.
- C. The Town Manager recommends reclassifications of afore mentioned positions consistent with the Town's Classification Plan.

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

- 1. Adopt job descriptions and salary range for Information Technology Systems Administrator and Code Compliance Officer.

Code Compliance Officer	Step A	Step B	Step C	Step D	Step E
	8,898.40	9,343.31	9,810.47	10,301.00	10,816.17

Information Systems Administrator	Step A	Step B	Step C	Step D	Step E
	8,898.40	9,343.31	9,810.47	10,301.00	10,816.17

- 2. Adopt revised job descriptions for Utilities Operator I/II, Utilities Operator in Training;
- 3. Delete existing job classification of Water System Maintenance Worker I/II series;
- 4. Reclassify one incumbent in the position of Water Systems Maintenance Worker, to Utility Operator;
- 5. The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 19th day of July 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John F. Dunbar, Mayor

ATTEST:

Eddy Gomez
Town Clerk