



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

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

---

## Yountville Town Council Staff Report

**DATE:** July 19, 2022

**TO:** Mayor and Town Council

**FROM:** Julie Baldia, Deputy Director of Human Resources and IT

**PREPARED BY:** Julie Baldia, Deputy Director of Human Resources and IT

**SUBJECT:**

Adopt Resolution 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.

**DISCUSSION/BACKGROUND**

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. 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 of Yountville is a leanly staffed organization which uses a hybrid service delivery model consisting of a limited number of key in-house positions supported by part-time and seasonal staff, consultants, contracted resources, and private sector vendors.

At the June 21, 2022, Town Council meeting, the Town's FY 2022-23 budget was adopted. Part of the budget adoption included two (2) new full-time positions, one (1) full-time Information Technology Systems Administrator and one (1) full-time Code Compliance Officer. Both of these positions are FLSA exempt, and part of the Yountville Employee's Association Mid-Management Professional Unit.

Attached you will find detailed job descriptions outlining both positions.

The salary scale for each position are as follows:

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

During the recent Yountville Employee Associations (YEA) negotiations, it was discovered that the Utility

Operator and Maintenance Worker series were outdated in identifying current job duties. After meeting with the YEA representatives and coming to a mutual agreement, we have cleaned up and updated the Utility Operator In Training, Utility Operator I/II, and Maintenance Worker I/II job descriptions. Due to the changes in the Utility Operator series, we are deleting the Water Systems Maintenance Worker classification. Currently, we have one (1) full-time Water Systems Maintenance Worker, which the employee will be reclassified as Utility Operator II. There are no changes to the salaries of these positions. Attached are detailed job descriptions of the three positions.

Staff will continue to review job descriptions annually, in order to make sure that the duties are clearly reflected, as this will always be an ongoing process.

Our process includes a review of the existing job description, consultation with the supervisors, consultation with employees in the position, Yountville Employee Association and Yountville's Employee Association Mid-Management and Professional Unit (YEA/MMP) drafting of proposed job description, review of final draft with employees, and then back to the Town Council for consideration and adoption.

### **ENVIRONMENTAL REVIEW**

Not Applicable

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? No

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Yes

### **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.

Briefly Explain Relationship to Strategic Plan Goal and Objective. To sustain a high performing motivated workforce and organization that can adapt to a changing business and public service delivery environment.

### **RECOMMENDATION**

Adopt Resolution Number 22-4135 Approving Job Descriptions for Code Compliance Officer, Information Systems Administrator, Maintenance Worker I/II, Utility Operator in Training, Utility Operator I/II.