



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: January 18, 2022

TO: Mayor and Town Council

FROM: Steve Rogers, Town Manager

PREPARED BY: Steve Rogers, Town Manager

SUBJECT:

Consider Adoption of Resolution 22-4098 Establishing a new job description of Human Resources Manager & 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.

DISCUSSION/BACKGROUND

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 process with our bargaining units and unrepresented employees. The salary survey will provide an in-depth comparison of Town staffing structures, current positions and associated salary ranges with neighboring and similarly sized jurisdictions. The results of the survey will guide and inform our next multi-year Memorandum of Understanding (MOU) with our bargaining units.

Our preliminary research and analysis indicates the Town has 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 performed initially by an incumbent employee in the Administrative Services Supervisor position and then subsequently reclassified to Management Analyst.

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.

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.”

The Town Manager hired in 2007 has a strong Human Resources and Risk Management background. However, over the past fifteen years the town’s Human Resources function needs have grown significantly and now require more time and dedicated resource allocation. The incumbent in the Management Analyst position has also evolved and grown professionally over those fifteen years as well to meet the needs of the organization and to support the Town Manager in oversight of the Human Resources operations. In 2022 the Management Analyst now performs the day-to-day human resources functions for the organization which include benefits coordination, job recruitment, workers compensation oversight Information Technology management and oversight, and risk management support. As we prepare for longer term succession planning, it makes sound organizational sense to identify a position within the town’s management structure that is the responsible for the chief human resources staff function.

The Town uses the Management Analyst position classification as a professional level management position which provides a wide range of professional, technical, and administrative support in Finance, Public Works, Planning, Human Resources and Information Technology, and the new Management Analyst/Deputy Town Clerk Records Coordinator position. The incumbent in the Management Analyst position in Planning uses the Planning Manager working title and in Human Resources and IT uses the Human Resources Manager working title.

Our 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.

The Management Analyst position assigned to Human Resources is tasked with performing more advanced and more responsible work than that of the other Management Analyst positions. Because of the unique confidential nature of administering the personnel system, HR records management, and labor negotiations support the incumbent is provided with confidential pay and special assignment pay as provided for in our YEA-Mid Management Memorandum of Understanding. These additional compensation components show that the work performed by the incumbent is at a higher level than that of other internal Management Analyst assignments.

In most cases this work function is performed by a higher-level position classification of Human Resources Manager and not at a Management Analyst level position classification. It is noted that our internal working title used for this position is that of Human Resources Manager.

Agency	Human Resource Position	Comparison Positions	Supervisor	Salary (top step)
City of Napa		Human Resources Director	City Manager	\$ 180,960.00
City of Napa	Human Resources Manager		Human Resources Director	\$ 130,573.00
City of Napa		Management Analyst II	Department Head	\$ 111,340.00
Town of Tiburon	Director of Administrative Services		Town Manager	\$ 183,264.00
Town of Tiburon		Management Analyst	Director of Administrative Services	\$ 104,268.00
St. Helena	Human Resources Manager		Administrative Services Director	\$ 120,456.44
St. Helena		Senior Management Analyst	Public Works Director	\$ 106,603.97
St. Helena		Assistant Administrative Services Director	Administrative Services Director	\$ 136,633.62
American Canyon		Asst. City Manager/HR Director	City Manager	\$ 176,738.00
American Canyon		Human Resources Officer II	ACM/HR Director	\$ 105,581.00
American Canyon	Management Analyst I/II		ACM/HR Director	\$ 120,370.00
Calistoga	Human Resources/Finance Specialist		Administrative Services Director	\$ 96,158.74
Healdsburg	Human Resources Manager		Administrative Services Director	\$ 137,100.00
Healdsburg		Administrative Analyst II	Administrative Services Director	\$ 103,764.00
City of Sonoma	Administrative Services Manager		City Manager	\$ 114,377.00
City of Sonoma		Management Analyst	Department Head	\$ 79,390.00
County of Napa		Director of Human Resources		\$ 228,072.00
County of Napa	Assistant Human Resources Director		Director of Human Resources	\$ 178,714.00
County of Napa		Human Resources Analyst II	Director of Human Resources	\$ 109,720.00
County of Napa		Management Analyst II	Department Head	\$ 115,211.20
City of Suisun	Human Resources Administrator		City Manager	\$ 126,744.00
City of Suisun		Management Analyst II	Department Head	\$ 94,656.00
Town of Yountville	Management Analyst		Town Manager	\$ 121,307.82

In comparator agencies it was noted that the use of a Human Resources Manager position classification reporting either to a Finance Director or Administrative Services Director was the most common position classification for the position performing the day-to-day Human Resources operations of the organization. As a result of these findings, I am recommending that the incumbent Management Analyst assigned to perform HR, IT and Risk Management be reclassified to a new position classification of Human Resources & Information Technology Manager. A detailed job description which more accurately describes and reflects those job functions is included. A copy of the existing Management Analyst job description and a proposed Human Resources & Information Technology Manager job description is provided.

The Human Resources/IT Manager position differs from the Management Analyst position as the analyst performs the full array of duties within the area of assignment, including engaging in complex analytical projects, providing staff support to department administration and town officials, demonstrating a high degree of independence in interacting with all levels of town employees, managers, elected officials, community groups, other governmental agencies, and the public. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are expected to be fully aware of the operating procedures and policies within the work unit. The Human Resources/IT Manager is the administrative management level class which oversees all functions and operations of the Human Resources & Information Technology Department. This classification exercises the full range of supervisory authority over assigned clerical, technical and/or professional personnel, as well as management of assigned contractors. This classification is distinguished from the next higher classification of Town Manager in that the latter has overall responsibility for administering the Town's operations.

Both the Town Manager and incumbent Management Analyst working as Human Resources Manager are on our "retirement eligible" list. As a part of longer-term employee succession planning, I am also recommending that this position be removed from the YEA bargaining unit representation and be made an at-will management position subject to employment agreement. For internal benchmarking purposes and consistency, I am recommending this position be assigned at the same salary range as Deputy Public Works Director and provided

with the same benefits in the Employment Agreement such as 3 months severance, \$200 per month auto allowance, and eligibility for up to \$2,000 performance bonus. This recommended change will help to ensure that regardless of the background and experience of its next Town Manager that it has a dedicated professional level Human Resources staff position to support the needs of the organization going forward.

The established salary range for the Deputy Public Works Director is as follows:

Deputy Public Works Director				
\$10,430.08	\$10,951.58	\$11,499.17	\$12,074.08	\$12,677.83
\$125,161.00	\$131,419.00	\$137,990.00	\$144,889.00	\$152,134.00
\$60.17	\$63.18	\$66.34	\$69.66	\$73.14

The established salary range for the Management Analyst classification is as follows:

Management Analyst II				
\$8,316.26	\$8,732.06	\$9,168.67	\$9,627.10	\$10,108.57
\$99,795.15	\$104,784.75	\$110,023.98	\$115,525.21	\$121,302.82
\$47.98	\$50.38	\$52.90	\$55.54	\$58.32

The total cost difference at top step salary with benefits (increased PERS retirement cost, deferred compensation match, auto allowance and eligibility for performance bonus) between the proposed classification of Human Resources & Information Technology Manager and that of Management Analyst classification is \$38,567 for the remainder of this fiscal year.

The cost increase associated by the proposed reclassification would be funded from an allocation from the adopted Annual Budget Contingency. The current Annual Budget Contingency balance is \$385,869 and would retain a healthy balance of \$347,302 after the allocation of \$38,567 to fund the additional costs associated with implementation of the reclassification.

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? Mandatory

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. An industry appropriate and effective Human Resources function staffed by a professional in the human resources profession is critical to the long-term health and vitality of our organization.

RECOMMENDATION

Receive staff report and direct questions to staff.

Receive public comment.

Conduct Council discussion.

Adopt Resolution 22-4098 establishing a new job description of Human Resources Manager & 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.