

Resolution No. 2025-XXX N.C.S.
of the City of Petaluma, California

RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION PLAN AND AUTHORIZING AND ELIMINATING POSITION OR FUNDING ALLOCATIONS ASSOCIATED WITH THE ADOPTED FISCAL YEAR 24/25 BUDGET BY 1) ESTABLISHING THE CLASSIFICATIONS AND PAY RANGES OF PROJECT MANAGER I/II, SENIOR PROJECT MANAGER, AND SENIOR ENVIRONMENTAL SERVICES ANALYST; 2) REVISING THE CLASSIFICATION SPECIFICATIONS OF ENVIRONMENTAL SERVICES TECHNICIAN AND ENVIRONMENTAL SERVICES ANALYST; 3) ELIMINATING THE CLASSIFICATION OF PROJECT MANAGER; 4) AUTHORIZING THE POSITION ALLOCATION OF ONE (1) SENIOR ENVIRONMENTAL SERVICES ANALYST; AND 5) ELIMINATING THE POSITION OR FUNDING ALLOCATION OF ONE (1) ENVIRONMENTAL SERVICES ANALYST

WHEREAS, the Petaluma Municipal Code Section 3.04.020.D authorizes the City Manager as the City’s Personnel Officer to prepare or cause to be prepared a position classification plan, including class specifications and revisions of the plan; and

WHEREAS, the Petaluma Municipal Code Section 3.40.020.E authorizes the City Manager to prepare or cause to be prepared a plan of compensation and revisions thereof, covering all classifications in the competitive service; and

WHEREAS, the City wishes to keep its Classification and Compensation Plan current, and in accordance with Petaluma Municipal Code Section 3.04.020, amendments or revisions to the Classification and Compensation Plan are effective upon approval by the City Council; and

WHEREAS, the City Council adopted the Fiscal Year 2024-25 Budget on June 17, 2024, which included various staffing changes consistent with City operational needs and aligned with the Council’s goal of “A City That Works for Everyone;” and

WHEREAS, a thorough and multi-faceted classification and compensation analysis supports the creation of a Project Manager series: Project Manager I/II (as attached in Exhibit A) and Senior Project Manager (as attached in Exhibit B) as well as an Environmental Services series including the revision of Environmental Services Technician (as attached in Exhibit C), Environmental Services Analyst (as attached in Exhibit D), and creation of a Senior Environmental Services Analyst (as attached in Exhibit E); and

WHEREAS, the proposed actions address immediate organizational and operational needs, align with the City’s adopted goals and objectives, and assist the City in establishing much needed succession-resiliency planning for organizational sustainability; and

WHEREAS, the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA’s definition of a “project,” because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Petaluma as follows:

1. Declares the above recitals to be true and correct and are incorporated into this resolution as findings of the City Council.
2. Finds that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA's definition of a “project,” because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.
3. Approves the amendment to the Classification and Compensation Plan as written in this Resolution, including an amendment in the Competitive Service of the Personnel System as attached and incorporated as Exhibits A- E.
4. Establishes the classification specifications of Project Manager I/II, Senior Project Manager, and Senior Environmental Services Analyst (as attached in Exhibits A-B, and E respectively).
5. Revises the classification specifications of Environmental Services Technician and Environmental Services Analyst (as attached in Exhibits C-D).
6. Establishes the pay ranges of Project Manager I/II, Senior Project Manager, and Senior Environmental Services Analyst to:

Proposed Salaries		1	2	3	4	5
Project Manager I	hourly	\$ 44.43	\$ 46.65	\$ 48.98	\$ 51.42	\$ 54.01
	monthly	\$ 7,701.20	\$ 8,086.00	\$ 8,489.87	\$ 8,912.80	\$ 9,361.73
	annual	\$ 92,414.40	\$ 97,032.00	\$ 101,878.40	\$ 106,953.60	\$ 112,340.80
		1	2	3	4	5
Project Manager II	hourly	\$ 51.10	\$ 53.65	\$ 56.33	\$ 59.13	\$ 62.11
	monthly	\$ 8,857.33	\$ 9,299.33	\$ 9,763.87	\$ 10,249.20	\$ 10,765.73
	annual	\$ 106,288.00	\$ 111,592.00	\$ 117,166.40	\$ 122,990.40	\$ 129,188.80
		1	2	3	4	5
Senior Project Manager	hourly	\$ 56.21	\$ 59.02	\$ 61.96	\$ 65.04	\$ 68.32
	monthly	\$ 9,743.07	\$ 10,230.13	\$ 10,739.73	\$ 11,273.60	\$ 11,842.13
	annual	\$ 116,916.80	\$ 122,761.60	\$ 128,876.80	\$ 135,283.20	\$ 142,105.60
		1	2	3	4	5
Senior Environmental Services Analyst	hourly	\$ 50.96	\$ 53.50	\$ 56.20	\$ 58.96	\$ 61.94
	monthly	\$ 8,833.07	\$ 9,273.33	\$ 9,741.33	\$ 10,219.73	\$ 10,736.27
	annual	\$ 105,996.80	\$ 111,280.00	\$ 116,896.00	\$ 122,636.80	\$ 128,835.20

7. Eliminates the classification of Project Manager.
8. Authorizes the position allocation of one Senior Environmental Services Analyst.
9. Eliminates the position or funding allocation of one Environmental Services Analyst.

Under the power and authority conferred upon this Council by the Charter of said City.

REFERENCE:

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 7th day of April 2025, by the following vote:

Approved as to
form:

City Attorney

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

City Clerk

Mayor