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DATE: November 20, 2023

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Brian Cochran, Assistant City Manager  
Aman Kaur, Senior Human Resources Analyst

SUBJECT: Resolution Amending the Classification and Compensation Plan by 1) Revising the Pay Range of Risk Manager; and if Approved, 2) Revising the Pay Range of Risk and Safety Officer

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### **RECOMMENDATION**

It is recommended that the City Council adopt the attached Resolution Amending the Classification and Compensation Plan by 1) Revising the Pay Range of Risk Manager; and if Approved, 2) Revising the Pay Range of Risk and Safety Officer.

### **BACKGROUND**

Following the retirement of the Risk and Safety Officer in 2020, the City determined the duties and responsibilities required to oversee its Risk Management Division were better suited for a Risk Manager classification. The Risk Manager classification serves as a division head within the Human Resources Department and acts on behalf of the Human Resources Director in their absence. The Risk Manager position was recently vacated in July 2023, leaving a void in an essential division for City operations and compliance. To address this void swiftly, the City employed the services of an external recruiter to conduct a robust recruitment for this specialized position. Unfortunately, the recruitment has been open and continuous since August 18, 2023 and has not resulted in highly qualified candidates with relevant experience for our complex program.

### **DISCUSSION**

Following the feedback received by the recruiter from potential qualified applicants in the market, the City decided to evaluate the salary of Risk Manager to ensure it remains competitive. The Risk Manager salary was last reviewed as part of the citywide classification and compensation study, which was completed and implemented in 2021. Results from an updated

salary survey/market analysis<sup>1</sup> show that the Risk Manager is roughly 5.25% below market median. In the current market, recruiting and retaining qualified and experienced staff continues to be an ongoing challenge. In many cases, the City of Petaluma is competing directly with comparable agencies for top talent and evaluating the salary, organizational structure, etc. are tools the City must consider when faced with recruitment challenges such as those with Risk Manager. Due to these challenges to recruit for this position and the City's intent to recruit and retain top talent, staff recommends revising the pay range of Risk Manager to match market median.

As part of the 2021 citywide classification and compensation study, Risk Manager was identified as a benchmark position for Risk and Safety Officer and the latter was set 10% below Risk Manager. Given that Risk and Safety Officer remains in the City's Classification and Compensation Plan, although it is not currently budgeted and filled, staff also recommends revising the Risk and Safety Officer pay range to maintain the 10% differential between the two positions.

The Risk Manager and Risk and Safety Officer positions are represented by the Petaluma Professional and Mid-Managers Association (PPMMA), Unit 11 (Confidential Professional and Mid-Managers). PPMMA has reviewed the recommended actions and is supportive.

### **PUBLIC OUTREACH**

This agenda item was noticed in compliance with the California Brown Act.

### **COUNCIL GOAL ALIGNMENT**

The ratification of these actions align with the City Council Goal of "A City That Works For Everyone." This objective includes recruiting, hiring, retaining, and advancing a workforce that is diverse, representative, skilled, talented, and prepared to meet the demands of a full-service City.

### **ENVIRONMENTAL REVIEW**

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.

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<sup>1</sup> Market analysis is a common exercise in which the City of Petaluma is analyzed in relation to recognized comparable agencies, typically local agencies within roughly 50 miles, with a comparable size, operation, and staffing needs to give an idea of how similarly situated positions compare to those in Petaluma.

## **FINANCIAL IMPACTS**

The recommended salary range for Risk Manager is \$136,656 - \$166,108, 5.25% above the existing annual range of \$129,833 – \$157,830. The recommended salary range for Risk and Safety Officer is \$124,238 – \$151,008, whereas the existing range is \$120,681 - \$146,702. Only Risk Manager is currently funded/allocated and therefore, the total financial impact including salary and benefits ranges from \$11,750 to \$14,520, 100% of costs are allocated to the Risk Management fund.

## **ATTACHMENTS**

1. Resolution