



DATE: April 7, 2025

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

FROM: Linda Le, Director of Human Resources
Aman Kaur, Senior Human Resources Analyst

SUBJECT: 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

RECOMMENDATION

It is recommended that the City Council adopt the attached 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.

BACKGROUND

Following a several month-long budget preparation process, including a budget workshop held in May 2024, the City Council adopted the Fiscal Year 2024-25 Budget on June 17, 2024. This robust budget preparation process included a citywide needs assessment as well as a review of the City's staffing requirements with the Council's goal of "A City That Works for Everyone" in mind. This goal commits the City to recruiting, hiring, retaining, and advancing a workforce that

is diverse, representative, skilled, talented, and prepared to meet the demands of a full-service City and the needs of 60,000 Petalumans.

The process also encompassed an evaluation of proposed staffing changes by each department with the aim of aligning changes with City needs, including the fundamental duty of providing our community with the level of service it deserves. The proposed actions are the product of a thorough classification and compensation analysis to review, evaluate, and determine appropriate classifications to meet operational needs and bolster the City's recruitment and retention strategies. Furthermore, the City has a classification and compensation goal of broadening classifications, where appropriate, instead of creating narrow classifications that box employees into their current skill set, with little opportunity for advancement and development. These actions are in line with this objective.

Fiscal impacts related to the proposed actions are fully funded in the adopted Fiscal Year 2024-25 budget, amending the classification and compensation plan and authorizing/eliminating related position allocations are the next steps toward implementation.

DISCUSSION

The proposed classification changes 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. Internal City staff partnered with classification and compensation Consultants to conduct a classification and compensation analysis of approved staffing changes. This analysis employed market analysis¹ tools, where appropriate, as well as the City's existing compensation plan to set recommended salary rates based on internal equity and to address any compaction concerns. The proposed changes to the Classification and Compensation Plan (Plan) recommended at this time are as follows:

Project Manager Series

The City's existing Plan includes a single Project Manager (PM) classification within the Public Works Department. The department has identified the need to strengthen the existing PM structure in recognition of the evolving engineering space, in response to industry specific recruitment challenges, and to create a career path for recruitment and retention. This series is critical to the execution and performance of our 5-year, \$500M+ Capital Improvement Program (CIP) and will deliver on key projects including pavement rehabilitation and reconstruction projects and associated utility installations for recycled water, water and sewer main replacements, critical water distribution infrastructure upgrades, large parks projects, and airport improvements. Some of these forthcoming projects include upcoming paving and utilities projects including Saint Francis Paving and Utilities, La Cresta Tank Replacement, Airport Taxiway A and B, the Lucchesi Turf Field Project, and the Skate Park Project. Establishing this Project Management series will ensure the timely and efficient management of these high-priority, complex projects, ultimately enhancing infrastructure and service delivery for the

¹ 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 provide an idea of how similarly situated positions compare to those in Petaluma.

community. The proposal includes creating a Project Manager I/II classification [Exhibit A], eliminating the existing PM, and creating a Senior Project Manager [Exhibit B] to oversee the most complex projects and create an opportunity for staff advancement and development.

Environmental Services Series

The City's existing Plan includes Environmental Services Technician (EST) and Environmental Services Analyst (ESA) classifications within the Water Resources and Utilities Department. The department has identified the need to use the classifications broadly across multiple divisions; however, existing classification specifications (class specs) are not structured to appropriately allow for such flexibility. Subsequently, the recommendation includes a revision of the EST [Exhibit C] and ESA [Exhibit D] class specs. Furthermore, the proposal includes creating a Senior Environmental Services Analyst [Exhibit E] to reflect the complexity of duties at the advanced journey level and to create a career path and enhance recruitment and retention efforts.

In relation to setting compensation for these classifications, Project Manager II is the journey level classification and therefore the benchmark for the Project Manager series. The Project Manager II salary is equivalent to the salary of the existing PM and Senior Project Manager is set 10% above the Project Manager II. The Senior Environmental Services Analyst is set 10% above the ESA, this differential is internally consistent with other senior levels.

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

The EST is already represented by the American Federation of State, County, and Municipal Employees (AFSCME). AFSCME has reviewed and is supportive of the proposed actions. The Project Manager series and Senior Environmental Services Analyst will be represented by the Petaluma Professional and Mid-Managers Association (PPMMA) and PPMMA already represents ESA. PPMMA has reviewed and is supportive of the proposed actions.

PUBLIC OUTREACH

This agenda item appeared on the City's tentative agenda document on March 17, 2025 which was a publicly-noticed meeting.

COUNCIL GOAL ALIGNMENT

This action aligns 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.

CLIMATE ACTION/SUSTAINABILITY EFFORTS

There is no climate action or sustainability impacts associated with this item.

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.

FINANCIAL IMPACTS

The total financial impact is approximately \$39,160 annually and allocated 100% to Non-General Funds. The financial impact has already been incorporated into the Fiscal Year 2024-25 budget.

ATTACHMENTS

1. Resolution
 - Exhibit A - Project Manager I/II Class Specification
 - Exhibit B - Senior Project Manager Class Specification
 - Exhibit C -Environmental Services Technician Class Specification
 - Exhibit D -Environmental Services Analyst Class Specification
 - Exhibit E -Senior Environmental Services Analyst Class Specification