

Resolution No. 2024-XXX N.C.S.  
of the City of Petaluma, California

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PETALUMA AMENDING THE CLASSIFICATION AND COMPENSATION PLAN AND AUTHORIZING AND ELIMINATING POSITION ALLOCATIONS ASSOCIATED WITH THE REORGANIZATION OF THE INFORMATION TECHNOLOGY AND DATA AND SYSTEMS DIVISIONS WITHIN THE ECONOMIC DEVELOPMENT AND OPEN GOVERNMENT DEPARTMENT BY 1) ESTABLISHING THE CLASSIFICATIONS AND PAY RANGES OF INFORMATION TECHNOLOGY TECHNICIAN, INFORMATION TECHNOLOGY ANALYST, AND SENIOR INFORMATION TECHNOLOGY ANALYST; 2) REVISING THE CLASSIFICATION SPECIFICATION AND PAY RANGE OF BUSINESS SYSTEMS ANALYST; 3) AUTHORIZING THE POSITION ALLOCATIONS OF TWO INFORMATION TECHNOLOGY TECHNICIANS, TWO INFORMATION TECHNOLOGY ANALYSTS, AND THREE SENIOR INFORMATION TECHNOLOGY ANALYSTS; 4) ELIMINATING THE CLASSIFICATIONS OF INFORMATION TECHNOLOGY SPECIALIST I, INFORMATION TECHNOLOGY SPECIALIST II, AND INFORMATION TECHNOLOGY SPECIALIST III; 5) ELIMINATING THE POSITION ALLOCATIONS OF SIX INFORMATION TECHNOLOGY SPECIALIST IIS AND ONE INFORMATION TECHNOLOGY SPECIALIST III; AND IF APPROVED, 6) REVISING THE PAY RANGES OF GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I/II, GIS ANALYST, GIS ADMINISTRATOR, AND GIS MANAGER**

**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 technology landscape and reliance on technology to conduct essential city services has expanded in recent years, warranting prompt review of the City's information technology and business systems organizational structure and existing classifications; and

**WHEREAS**, an in-depth and multi-faceted review of the organizational structure, existing classifications, operational needs, and work of existing incumbents supports the creation of two broad classifications: Information Technology Technician (as attached in Exhibit A) and Senior Information Technology Analyst (as attached in Exhibit B); and

**WHEREAS**, the reorganization maintains the existing classification structure of Business Systems Analyst for DS, including the revision of the Business Systems Analyst classification specification (as attached in Exhibit D), and converts the existing Information Technology Specialist II to Information Technology Analyst as its counterpart for IT (as attached in Exhibit C); and

**WHEREAS**, the Information Technology Analyst was surveyed as the journey level classification within the proposed organizational structure and the City Manager, acting as the Personnel Officer, recommends the pay ranges be competitive with local jurisdictions to attract and retain top talent; and

**WHEREAS**, the pay ranges of Business Systems Analyst, Geographic Information Systems (GIS) Technician I/II, GIS Analyst, GIS Administrator, and GIS Manager are aligned to Information Technology Analyst and should be adjusted to maintain appropriate internal alignment; 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- D.
4. Establishes the classification specifications of Information Technology Technician, Information Technology Analyst, and Senior Information Technology Analyst (as attached in Exhibits A-C).
5. Revises the classification specification of Business Systems Analyst (as attached in Exhibit D).
6. Establishes the pay ranges of Information Technology Technician, Information Technology Analyst, and Senior Information Technology Analyst and revises the pay ranges of Business Systems Analyst, Geographic Information Systems Technician I/II, GIS Analyst, GIS Administrator, and GIS Manager to:

Proposed Salaries - IT Analyst set to market 4.65% Market Adj		1	2	3	4	5
Information Technology Technician	hourly	\$ 39.88	\$ 41.86	\$ 43.96	\$ 46.16	\$ 48.48
	monthly	\$ 6,912.53	\$ 7,255.73	\$ 7,619.73	\$ 8,001.07	\$ 8,403.20
	annual	\$ 82,950.40	\$ 87,068.80	\$ 91,436.80	\$ 96,012.80	\$ 100,833.40
Information Technology Analyst	hourly	\$ 47.86	\$ 50.23	\$ 52.75	\$ 55.39	\$ 58.17
	monthly	\$ 8,295.73	\$ 8,706.53	\$ 9,143.33	\$ 9,600.93	\$ 10,082.80
	annual	\$ 99,548.80	\$ 104,478.40	\$ 109,720.00	\$ 115,211.20	\$ 120,993.60
Business Systems Analyst	hourly	\$ 47.86	\$ 50.23	\$ 52.75	\$ 55.39	\$ 58.17
	monthly	\$ 8,295.73	\$ 8,706.53	\$ 9,143.33	\$ 9,600.93	\$ 10,082.80
	annual	\$ 99,548.80	\$ 104,478.40	\$ 109,720.00	\$ 115,211.20	\$ 120,993.60
Sr Information Technology Analyst	hourly	\$ 52.65	\$ 55.25	\$ 58.03	\$ 60.93	\$ 63.99
	monthly	\$ 9,126.00	\$ 9,576.67	\$ 10,058.53	\$ 10,561.20	\$ 11,091.60
	annual	\$ 109,512.00	\$ 114,920.00	\$ 120,702.40	\$ 126,734.40	\$ 133,099.20
GIS Technician I	hourly	\$ 33.23	\$ 34.88	\$ 36.63	\$ 38.47	\$ 40.40
	monthly	\$ 5,759.87	\$ 6,045.87	\$ 6,349.20	\$ 6,668.13	\$ 7,002.67
	annual	\$ 69,118.40	\$ 72,550.40	\$ 76,190.40	\$ 80,017.60	\$ 84,032.00
GIS Technician II	hourly	\$ 39.88	\$ 41.86	\$ 43.96	\$ 46.16	\$ 48.48
	monthly	\$ 6,912.53	\$ 7,255.73	\$ 7,619.73	\$ 8,001.07	\$ 8,403.20
	annual	\$ 82,950.40	\$ 87,068.80	\$ 91,436.80	\$ 96,012.80	\$ 100,833.40
GIS Analyst	hourly	\$ 47.86	\$ 50.23	\$ 52.75	\$ 55.39	\$ 58.17
	monthly	\$ 8,295.73	\$ 8,706.53	\$ 9,143.33	\$ 9,600.93	\$ 10,082.80
	annual	\$ 99,548.80	\$ 104,478.40	\$ 109,720.00	\$ 115,211.20	\$ 120,993.60
GIS Administrator	hourly	\$ 52.65	\$ 55.25	\$ 58.03	\$ 60.93	\$ 63.99
	monthly	\$ 9,126.00	\$ 9,576.67	\$ 10,058.53	\$ 10,561.20	\$ 11,091.60
	annual	\$ 109,512.00	\$ 114,920.00	\$ 120,702.40	\$ 126,734.40	\$ 133,099.20
GIS Manager	hourly	\$ 57.92	\$ 60.78	\$ 63.83	\$ 67.02	\$ 70.39
	monthly	\$ 10,039.47	\$ 10,535.20	\$ 11,063.87	\$ 11,616.80	\$ 12,200.93
	annual	\$ 120,473.60	\$ 126,422.40	\$ 132,766.40	\$ 139,401.60	\$ 146,411.20

7. Authorizes the position allocations of two Information Technology Technicians, two Information Technology Analysts, and three Senior Information Technology Analysts.
8. Eliminates the classifications of Information Technology Specialist I, Information Technology Specialist II, and Information Technology Specialist III.
9. Eliminates the position allocations of six Information Technology Specialist IIs and one Information Technology Specialist III.

Under the power and authority conferred upon this Council by the City's Charter.

**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 18<sup>th</sup> day of November 2024 by the following vote:

Approved as to form:

\_\_\_\_\_  
City Attorney

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor