

Resolution No. 2023-XXX N.C.S.
of the City of Petaluma, California

**RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION PLAN BY
ESTABLISHING THE CLASSIFICATION AND PAY RANGE OF ASSISTANT DIRECTOR OF
FINANCE, AUTHORIZING THE POSITION ALLOCATION OF ONE ASSISTANT DIRECTOR OF
FINANCE, AND ELIMINATING THE POSITION ALLOCATION OF ONE FINANCE ANALYST**

WHEREAS, 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 establishment of the Assistant Director of Finance will address immediate organizational and operational needs and provide essential staff assistance to the Deputy City Manager/Director of Finance; and,

WHEREAS, the City Manager, acting as the Personnel Officer, has determined the results of the proposed change align with the duties and responsibilities of existing workloads and City needs; and,

WHEREAS, the City Manager, acting as the Personnel Officer, has determined that certain duties and responsibilities are appropriately allocated to the classification of Assistant Director of Finance (as attached in Exhibit A); 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 Exhibit A.
4. Establishes the classification specification (as attached in Exhibit A) and sets the pay range of Assistant Director of Finance to:

Classification Title	Pay Range Per Month
Assistant Director of Finance	\$153,067.20 - \$186,056.00

5. Authorizes the position allocation of one Assistant Director of Finance.
6. Eliminates the position allocation of one Finance 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 17th day of July 2023, by the following vote:

Approved as to
form:

City Attorney

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

City Clerk

Mayor