

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

AMENDING THE CLASSIFICATION AND COMPENSATION PLAN BY 1) REVISING THE CLASSIFICATION SPECIFICATIONS FOR MANAGEMENT ANALYST I AND MANAGEMENT ANALYST II AND COMBINING THEM INTO ONE SINGLE CLASSIFICATION SPECIFICATION OF MANAGEMENT ANALYST I/II AND 2) REVISING THE CLASSIFICATION SPECIFICATION FOR SENIOR MANAGEMENT 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 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 Manager, acting as the Personnel Officer, has determined the results of the proposed changes (as attached in Exhibits A and B) align with the duties and responsibilities of existing workloads and City needs; and

WHEREAS, the proposed changes aim to introduce flexible staffing for the Management Analyst I/II positions and streamline experience and education requirements for these classifications as well as for Senior Management Analyst; and

WHEREAS, the proposed changes are designed to enhance the City's recruitment strategy, by facilitating more effective and streamlined recruiting processes, and attract a diverse pool of applicants; and

WHEREAS, the proposed actions are 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. The proposed actions are 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 and B.
4. Revises the Classification Specifications for Management Analyst I and Management Analyst II and Combines them into One Single Classification Specification of Management Analyst I/II.
5. Revises the Classification Specification for Senior Management 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 August 2023, by the following vote:

Approved as to
form:

City Attorney

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

City Clerk

Mayor

EXHIBIT A

MANAGEMENT ANALYST I/II

EXHIBIT B

SENIOR MANAGEMENT ANALYST