



DATE: July 17, 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 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

RECOMMENDATION

It is recommended that the City Council adopt the attached 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.

BACKGROUND

In August 2021, as part of the Measure U Workforce Stabilization efforts, the City Council authorized various position allocations and upgrades in line with the City's investment in core staffing. This included the allocation of one upgraded position, Finance Analyst¹ within the Finance Department while additional time was needed to assess the potential impact and determine where resources are required in the department. Since then, the Finance Analyst position has remained vacant pending additional departmental operational analysis. Upon further review of the current organizational structure of the Finance Department, it is determined that further management support is needed to the Deputy City Manager/Director of Finance role as this position has assumed broader responsibilities beyond the role of Finance Director. Therefore, as part of the fiscal year (FY) 23/24 budget, it was recommended that the vacant Finance Analyst position be upgraded to an Assistant Director of Finance.

DISCUSSION

¹ The Finance Department did not request any additional positions at the time, rather, the Finance Analyst allocation was an upgrade to an existing vacant position in the department.

The Assistant Director of Finance is a newly created classification designed to require a higher level of knowledge and expertise within the Finance Department than what would be required of the Finance Analyst. It has become clear over the past few years, that an assistant director level position will best fit the needs of the department by providing bandwidth for the Director, while also maintaining high-level knowledge and oversight necessary in critical functions such as Payroll, Capital Projects, Regulatory reporting, and Utility Billing. The Assistant Director of Finance will also provide much needed redundancy by acting as the Director in their absence.

The Finance Department is currently staffed at the same level as 2008, meanwhile the city's population, budget, and operational staffing have grown significantly. Succession planning is critical for the department long-term, and this position provides much needed balance and support department wide and will also allow for internal development of future leaders.

After a review of both external and internal salary comparisons, the recommendation is to internally link the salary of Assistant Director of Finance to the Assistant Public Works & Utilities Director. Both positions are similar in their breadth, scope of work, and responsibilities.

The Assistant Director of Finance position will be represented by the Petaluma Professional and Mid-Managers Association (PPMMA), Unit 11 (Confidential Professional and Mid-Managers). PPMMA has reviewed the recommended classification specification and proposed salary and is supportive of the proposed actions.

PUBLIC OUTREACH

This agenda item appeared on the City's tentative agenda document on July 10, 2023 which was a publicly-noticed meeting.

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 annual salary range for the Assistant Director of Finance position is \$153,067 - \$186,056. The salary range for the Finance Analyst position is \$89,772 - \$109,137. This action will not eliminate any authorized allocations but will rather utilize the funding of the Finance Analyst position allocation to allocate an Assistant Director of Finance. Therefore, the total financial impact for this action, including salary and benefits, ranges from approximately \$73,044 - \$88,731, and was incorporated and approved in the Fiscal Year 23/24 budget.

ATTACHMENTS

1. Resolution with Exhibit A (Assistant Finance Director Class Specification)