



DATE: August 7, 2023

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

FROM: Aaron Zavala, Senior Management Analyst
Aman Kaur, Senior Human Resources Analyst

SUBJECT: Resolution 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

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution 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.

BACKGROUND

As part of the preparations for a citywide recruitment for the Management Analyst series, our City Manager's Office team worked with the Human Resources department to closely examine the classification specifications for the Management Analyst I, Management Analyst II, and Senior Management Analyst positions. The team identified two areas of potential improvement: one was to make the Management Analyst I and II a flexibly staffed position, and the other was to update the experience and education requirements.

We saw an opportunity to make the Management Analyst I and Management Analyst II into a flex position similar to other positions across the city. A flexible staffing arrangement refers to the relationship between groups of related classifications, specifically in regard to skill level (e.g., typically entry-level or I and journey-level or II). It allows qualifying individuals to promote upwards once they have reached the required level of knowledge, skills, and experience. This form of staffing gives hiring managers the flexibility to hire at any level in the series

depending on the applicant's level of experience. Moreover, it provides the hiring manager the ability to promote staff to the next higher level based on demonstrated knowledge, skills, and experience without further examination.

Following this, we turned our attention to the experience requirements for each position. Currently, the Management Analyst I classification, as the entry level position in the series, requires one year of professional analytical experience, preferably within a municipal organization. The Management Analyst II, the journey level position, demands two years of similar experience. Both roles call for a Bachelor's degree from an accredited institution in business administration, public administration, or a related field.

The Senior Management Analyst, the advanced journey level position, requires three years of experience in progressively responsible professional administrative, analytical, and/or program management duties, preferably in a municipal government setting. A Master's degree is viewed as desirable.

We identified this as an opportunity to streamline and clarify the series. The Management Analyst I position could be reconfigured to more accurately represent an entry-level role, while the Management Analyst II and Senior Management Analyst positions should have clearer separation.

We revised the minimum qualifications for the Management Analyst I, II, and Senior Management Analyst positions as specified in the updated classification specifications and attached and incorporated as Exhibits A and B.

Management Analyst I/II - Education and Experience

An equivalent combination of education and experience that is likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain such knowledge and abilities is:

Education:

- A Bachelor's degree from an accredited college or university, majoring in Public or Business Administration, Political Science, Finance, or in a closely related field is required.
- Graduate coursework or a Master's degree in Public Administration, Business Administration or a closely related field is desirable.

Management Analyst I - Experience:

- Some experience working for a public sector or non-profit agency that would familiarize the individual with administrative operations, i.e., as an administrative intern or college field work/class study program is desirable.
- No professional experience is required.

Management Analyst II - Experience:

- A minimum of two (2) years of full-time professional experience in public or business administration is required. Public sector experience is preferred.

Senior Management Analyst - Education and Experience

An equivalent combination of education and experience that is likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain such knowledge and abilities is:

Education:

- A Bachelor's degree from an accredited college or university, majoring in Public or Business Administration, Political Science, Finance, or in a closely related field is required.
- Graduate coursework or a Master's degree in Public Administration, Business Administration or closely related field is desirable.

Experience:

- Four years of full-time progressive professional experience in public or business administration; preferably administrative experience involving the analysis of comprehensive administrative concerns, development of policies and procedures and managing an administrative activity including budget preparation responsibilities. Public sector experience is preferred.

The proposed updates would provide more clarity in the series and allow for flexibility to promote from Management Analyst I to Management Analyst II once an incumbent has met the minimum qualifications. This restructuring will provide a clear path for progression within the Management Analyst series, increase the clarity of the roles for prospective applicants, and facilitate more effective and streamlined recruiting processes.

In summary, these proposed updates to the Management Analyst series will result in more defined roles, clear career progression pathways, better employee retention and a more effective recruitment process.

DISCUSSION

The proposed changes to the recruitment strategy for the Management Analyst series are a vital part of our drive to enhance our workforce stability. We are revamping the classification specifications for the Management Analyst I/II and Senior Management Analyst positions, both included in the bargaining units represented by the Petaluma Professional and Mid-Managers Association (PPMMA). We're striving for greater role clarity and the establishment of a progression path that would appeal to prospective candidates.

With the introduction of flexible staffing for the Management Analyst I/II positions, we aim to cast a wider net for applicants, allowing for upward mobility based on achieving minimum qualifications. Additionally, the updated education and experience requirements provide a clear

expectation for potential employees. The PPMMA has reviewed and broadly supports these revised classification specifications.

These recommendations are geared towards addressing the challenges of the competitive labor market, by enhancing our recruitment strategy and creating a more diverse applicant pool. In this era of dynamic labor needs, we believe these updates will contribute significantly to the development of a skilled, diverse, and flexible workforce. We are confident that these changes will prove beneficial for our city's growth and aid us in becoming the local government employer of choice.

PUBLIC OUTREACH

This item was listed on the August 7, 2023, City Council Agenda and published in accordance with public noticing requirements. This item also appeared on the tentative agenda of the prior City Council meeting. Additionally, as indicated above, the City has discussed the proposed positions with PPMMA representatives as applicable.

COUNCIL GOAL ALIGNMENT

The authorization of these recommendations align 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.

ENVIRONMENTAL REVIEW

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.

FINANCIAL IMPACTS

There are no financial impacts with this action.

ATTACHMENTS

1. Resolution
2. Exhibit A – Management Analyst I/II
3. Exhibit B – Senior Management Analyst