



CITY HALL

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DATE: MARCH 3, 2026
TO: CITY COUNCIL
FROM: STEVE WILLIAMS, INTERIM CITY ADMINISTRATOR
RE: **RESOLUTION 26-28** – APPROVING AN EMPLOYMENT AGREEMENT 26-11 BETWEEN THE CITY OF ANGELS AND HALEY BUGARIN FOR THE POSITION OF ADMINISTRATIVE SERVICES OFFICER STARTING AT STEP 4 OF THE SALARY SCHEDULE

RECOMMENDATION:

Approve an employment agreement between the City of Angels and Haley Bugarin for the position of Administrative Services Officer.

BACKGROUND:

The position of Administrative Services Officer (ASO) has been vacant since January 25, 2026.

The ASO is a full-time, exempt management position responsible for personnel administration, risk management, payroll oversight, City Clerk functions, FPPC filing officer duties, records management, and executive-level administrative support to the City Administrator and City Council.

Since the vacancy occurred, critical functions have been distributed among multiple staff, creating workload strain and potential compliance gaps. Filling this position restores full compliance oversight and reduces organizational and operational risk.

DISCUSSION:

The City conducted a competitive recruitment process which resulted in multiple qualified applicants.

Following the interview process, the panel unanimously recommended Haley Bugarin for appointment.

The recruitment resulted in eleven (11) applications. Six (6) candidates were selected for interviews. A panel consisting of five (5) members conducted interviews including three (3) Angels Camp Management staff and two (2) external professionals.

Ms. Bugarin holds a Master of Public Health degree and brings over five years of progressively responsible public sector administrative experience with Calaveras County.

Her qualifications include:

- Executive-level administrative and program support
- Personnel oversight and employee performance management
- Administration and oversight of \$1.5+ million in grant funding
- Regulatory compliance, reporting, and policy implementation
- Risk management coordination and emergency operations support
- Public records compliance and public information duties
- Financial administration including accounts payable, contract compliance, and internal controls
- Intergovernmental coordination with public agencies and external partners
- Incident Command System (ICS) operational experience

Her background aligns closely with the core competencies outlined in the Administrative Services Officer classification, including independent judgment, regulatory compliance, executive support, and program oversight.

The ASO position is designated as exempt management and traditionally operates under an individual employment agreement.

The City Administrator has authority to appoint new employees up to Step 3 of the adopted salary schedule. Based on Ms. Bugarin’s education, directly related public sector experience, and the unanimous recommendation of the interview panel, staff recommends appointment at **Step 4** of the salary schedule.

This recommendation remains within the adopted salary range for the position. The salary range for the ASO position is as follows:

	Step 1	Step 2	Step 3	Step 4	Step 5
Per Hour	\$41.93	\$44.03	\$46.23	\$48.54	\$50.97
Per Year	\$87,214.40	\$91,582.40	\$96,158.40	\$100,963.20	\$106,017.60

This hire restores full administrative compliance capacity in personnel, payroll, risk management, and City Clerk functions. The recommended appointment is supported by a competitive recruitment process, unanimous panel recommendation, and qualifications that align directly with the ASO classification.

The Employment Agreement has been reviewed and drafted by the City’s legal counsel.

Ms. Buragin’s tentative start date is April 6, 2026, subject to City Council’s approval of this agreement.

FINANCIAL IMPACT:

The recommended salary step is within the adopted salary schedule, and the position is fully funded in the FY 2025–26 budget. No budget amendment is required.

ATTACHMENTS:

- 1) Haley Bugarin Employment Agreement
- 2) ASO Job Description
- 3) Resolution 26-28

