



STAFF REPORT	
<b>SUBJECT:</b> Authorization of Job Description for Management Analyst and Placement into Salary Schedule; Resolution No. 2023-11	<b>MEETING DATE:</b> February 16, 2023
<b>SUBMITTED BY:</b> Melissa Swanson, Administrative Services Director/City Clerk	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

**WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:**

The City Council is being asked to adopt the updated job description for the Management Analyst I/II/III, set the salary range for Management Analyst I, and authorize the position for the 2022-23 Fiscal Year budget.

**BACKGROUND/DISCUSSION:**

In continuing the ongoing assessment of organizational efficiencies, staff has determined the need for a focus on grants oversight in the Finance Department. The position of Management Analyst I/II/III was adopted in 2000 with an emphasis on human resources and budgeting. The current need for this position would exclude human resources and include grants oversight.

As your Council is aware, over the past several years, the City has increasingly managed heavy grant funding. Grant funding requires hours of devoted staff time to track and manage proper expenditures. To this end, the Management Analyst position would prepare, process, and maintain financial records for grants and provide administrative support to the Finance Department for budgeting, cost analyses, and other complex fiscal projects. This position would also be responsible for oversight of the Low to Moderate Housing programs, Loan Committee meetings and reporting thereof. As such, a portion of the salary would be funded through the Low Mod Housing Fund.

At this time, staff will be filling the Management Analyst I position and is recommending placement within the Salary Schedule at Range 34, \$4,053.25 - \$4,926.75 per month.

The Management Analyst I/II positions would be included in the Clearlake Municipal Employees Association.

**OPTIONS:**

1. Move to adopt Resolution No. 2023-11
2. Other direction

**FISCAL IMPACT:**

