



**STAFF REPORT**  
**1/25/2023**

**TO:** Honorable Mayor and City Council Members

**FROM:** Nathan Statham, Finance Director

**SUBJECT:** Resolution No. 2023-02 approving and funding an Economic Development Technician

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**STAFF RECOMMENDATION:**

Adopt Resolution No. 2023-02 approving and funding an Economic Development Technician job position in the Economic Development Department.

**BACKGROUND:**

Management continues to identify and evaluate staffing needs within City departments. As part of this ongoing evaluation process, certain duties/tasks were identified in the Economic Development Department that overlap duties currently performed by the Business License Technician in the Finance Department. Business license processing consists of technical input from completed business license applications and interactions with local businesses. Interactions with local businesses are not a functional service suited to Finance Department objectives. Moving the interactions with local businesses to the Economic Development Department would better align City department needs and allow for expanded and broader support to local businesses. The Business License Technician possesses the experience and technical abilities from working with the City's business community to fill the role and would be better utilized in the Economic Development Department. Duties that would be performed would be to work with local businesses on retention/expansion plans, assist with grant administration and outreach work.

Initially the staffing need discussed (as part of the 2022-2023 budget process) was for the Grants Division of the Economic Development Department to fill a Department Assistant II position (currently recruited but unfilled). The Department Assistant II could be reassigned to the Finance Department and would add sufficient capacity to allow customer service to appropriately complete the technical aspects of Business License processing in the Finance department.

City staff has met and conferred with union representatives for the applicable bargaining unit who conveyed support for the item as recommended.

**DISCUSSION/ANALYSIS:**

Creating the Economic Development Technician position will allow the department the opportunity to fully utilize the technical skills and expertise/knowledge of the experienced Business License Technician to reinforce/strengthen social dialogue through community outreaches for business attraction.

This position is specifically recommended to facilitate and streamline services in the Economic Development Department. Management is recommending the creation of the Economic Development Technician position and reclassification of the Department Assistant II (subsequently converted to Customer Service Representative II) from Economic Development to Finance. As part of this action, the Business License Technician position will be removed from the City's approved positions.

**FISCAL IMPACT:**

Since this action would reclassify a funded technician position to another technician position with similar salary classification (Technician Level) the cost increase associated with this action are expected to be insignificant and can be absorbed in the City's 2022-23 approved budget and will not result in additional appropriations. The proposed salary range for this position is \$63,357 - \$80,881 at Technician Grade 17.

**ALTERNATIVES:**

1. Adopt staff's recommendation to approve Resolution No. 2023-02 approving and funding Economic Development Technician position in the Economic Development Department.
2. Maintain the current position level.

**ATTACHMENTS**

Resolution 2023-02

Exhibit 1:

Economic Development Technician Job Description