



STAFF REPORT

November 12, 2025

TO: Honorable Mayor and City Council Members

FROM: Yolanda Lopez, Department of Human Resources

SUBJECT: Resolution No. 2025-47 Approving Reclassifications change from Construction Project Coordinator to Public Works Construction Manager

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Resolution 2025-47, approving the reclassification of the Construction Project Coordinator position to a new position titled Public Works Construction Manager, including approval of the job description and Salary Schedule adjustment.

BACKGROUND:

As part of the City's recent organizational restructuring, the Public Works Department and the Engineering Division were merged under the leadership of the Public Works Director/City Engineer. With this consolidation, the Construction Project Coordinator position has taken on broader responsibilities that extend beyond project management.

The reclassified position may provide direct supervision of assigned staff, overseeing Parks and Facilities Capital Improvement Projects (CIP), and managing park maintenance contracts. In addition, the position will act as a key liaison between Public Works and Engineering, ensuring better coordination of resources, projects, and staff.

On October 14, 2025, Staff and Union representatives conducted a review of the proposed changes to the salary schedule and classifications. Following this review, the Union formally agreed via email to the proposed reclassification, which will transition employees from the Sanitary Employees and Miscellaneous Employees bargaining units into the Confidential Mid-Management Employees bargaining unit.

DISCUSSION/ANALYSIS:

The current Construction Project Coordinator has extensive experience in construction management and has already been handling responsibilities at a higher level. The reclassification ensures that the title and pay range align with the actual duties being performed.

The position will move from the Sanitary Employees and Miscellaneous Employees group into the Confidential Mid-Management Employees group, being exempt from overtime.

ALTERNATIVES:

1. Approve the action.
2. Do not approve the action.

FISCAL IMPACT:

The Public Works Construction Manager classification will result in a salary range increase from \$98,352.83 – \$125,525.90 to \$117,013.12– \$149,341.68, representing an approximate 19% adjustment. This is offset by a reduction of overtime of 20% by the staff in this position. The overall adjustment will be negligible.

Attachments:

Resolution 2025-47

Job Description

Confidential Mid-Management Salary Schedule