



**STAFF REPORT**  
**11/9/2022**

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

**FROM:** Nathan Statham, Finance Director

**SUBJECT:** Resolution No. 2022-83 creating and/or updating job positions in the management analyst job position series.

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**STAFF RECOMMENDATION:**

Approve Resolution No. 2022-83 creating and/or updating job positions in the management analyst job position series.

**BACKGROUND:**

Analyst positions across the government sector are designed to fill needs in various departments and divisions where a highly trained individual is needed to fill a role that does not have a traditional expertise set. For example, in the Engineering Department, engineers have a clearly defined education and licensure path that provides the requisite expertise to fill different levels of engineering positions e.g. associate engineer, engineer, senior engineer. At the same time, the Engineering Department undertakes project and grant administration activities that require a high level of technical skill, but do not require engineering degrees or licenses. These activities would require a higher level of education and experience than would be required by general administrative positions. The management analyst position is designed to fill this need across the organization.

The City has needs for management analysts across multiple departments and currently has an approve senior management analyst position that was recently vacated due to retirement.

**DISCUSSION/ANALYSIS:**

Management Analyst Series (Confidential Mid-Management)

Proposed job descriptions:

Management Analyst - Grade TBD, - \$82,189.22 to \$104,896.58

Senior Management Analyst - Grade 24 - \$101,117.02 to \$122,903.35

In the 2022-23 budget, Council approved new positions for two senior management analysts. However, as discussed with City staff during the budget process, these positions did not need to

be filled by a (senior) management analyst which was the only approved job description in the management analyst series. This action would add the more appropriate management analyst job description and clarify duties for the senior management analyst position to make it consistent with the proposed management analyst position. The management analyst position would be more limited in supervision and expected responsibility than the senior management analyst position and would act as a transitional position to gain experience consistent with the senior management analyst position.

The City's labor negotiations team has met and conferred with union and employee bargaining group representatives who are in agreement with the proposed changes to the management analyst positions.

**FISCAL IMPACT:**

There is no fiscal impact from this action since funding for positions in these series was approved in the 2022-23 annual budget. This action does not add any additional staff or increase any compensation, it only approves job descriptions. Any change in related funding or staffing approval would be part of a separate Council action.

**ALTERNATIVES:**

1. Approve staff's recommendation to approve Resolution No. 2022-83 creating and updating job positions in the management analyst job position series.
2. Give staff direction on modifications to the proposed new positions and updates.

**ATTACHMENTS**

Resolution 2022-83

Exhibit 1:

Management Analyst Job Description  
Senior Management Analyst Job Description