



City of Grass Valley City Council Agenda Action Sheet

Title: City Manager and Community Development Department Restructuring

CEQA: Not a Project

Recommendation: That Council 1) review and approve the proposed reorganization of the City Manager and Community Development Departments; 2) approve the job description and associated salary schedule for the Deputy City Manager I/II, subject to legal review; 3) approve the reclassification of one of the approved Community Services Analyst I to a Community Services Analyst II, which is a flexibly staffed position; 4) approve adding the Deputy City Manager I and reclassifying a Community Services Analyst to a level II to the allotted/authorized City positions; 5) review the proposed agreements (including Appendix A) for the Deputy City Manager I position; 6) authorize the City Manager to execute the Deputy City Manager I agreement subject to legal review; and 7) authorize the Administrative Services Director to make any necessary budget adjustments and/or amendments to complete these actions.

Prepared by: Timothy Kiser, City Manager

Council Meeting Date: 02/05/2024

Date Prepared: 01/30/2024

Agenda: Administrative

Background Information:

As the City has evolved over the years, the complexity of rules and requirements governing its operations has also increased. In response to the dynamic needs of our growing community, our staff is proposing a strategic reorganization within the City Manager and Community Developer Departments. This proposal introduces the creation of a new position, Deputy City Manager I/II, designed to be flexibly staffed, allowing for adaptability based on experience and education. Simultaneously, we suggest reclassifying the role of a Community Services Analyst I (CSA I) to a Community Services Analyst II (CSA II).

The envisioned Deputy City Manager position is a singular role with two classification levels (Deputy Director I/II), offering a structured approach based on job experience and educational qualifications. This position assumes a high degree of independence in its responsibilities, playing a pivotal role in supporting the City Manager by overseeing the efficient operation of municipal services. Moreover, the Deputy City Manager I/II will serve as the primary custodian of official city records and be entrusted with the full spectrum of City Clerk duties. This role demands individuals with robust organizational, leadership, and communication skills, coupled with a comprehensive understanding of municipal governance.

In parallel, the proposed reclassification of the existing CSA I to a CSA II reflects a transition from an entry-level position requiring general supervision to a journey-level role expected to perform a diverse array of complex duties with minimal guidance. Both reorganizations are structured as reclassifications of existing positions, ensuring a measured fiscal impact without an increase in staffing levels.

This restructuring is strategically designed to create advancement opportunities from within the organization while maintaining a commitment to controlling costs and not expanding the overall number of approved City positions. The attached Job Description for the Deputy City Manager I/II and the corresponding salary schedule are provided for Council review and approval, highlighting the transparent and deliberate nature of this proposal.

Council Goals/Objectives: This item executes portions of work tasks towards achieving/maintaining the Strategic Plan - High Performance Government & Quality Service and Productive and Efficient Workforce.

Fiscal Impact: Salary impacts will be a minimal increase to net neutrality if the current staff is successful with promoting from within the organization. Additional funding is also available from a larger variety of funds with the positions taking on additional duties.

Funds Available: Yes

Account #: Various

Reviewed by: ___ City Manager

Attachments:

1. Job Description for Deputy City Manger I/II
2. Proposed agreement including Appendix A