



City of Grass Valley City Council Agenda Action Sheet

Title: Public Works Restructuring (Streets and Parks Divisions)

Recommendation: That Council 1) review and approve the proposed reorganization of the Public Works Department; 2) approve reclassifying two Maintenance Worker III's to Senior Maintenance Workers; 3) approve downgrading an existing vacant Senior Maintenance Worker position to Maintenance Worker I; 4) approve revising the allotted/authorized City positions to reflect the Public Works Restructuring; and 5) authorize the Administrative Services Director to make any necessary budget adjustments and/or amendments to complete this action.

Prepared by: Timothy M. Kiser, City Manager

Council Meeting Date: 03/08/2022

Date Prepared: 02/28/2022

Agenda: Consent

Background Information: With the vacancy of the Senior Maintenance Worker overseeing Streets, Parks, and Facilities Divisions within the Public Works Department, staff has had an opportunity to analyze how to best supervise various Divisions within Public Works moving forward. Staff is proposing to re-structure Public Works Facilities, Parks, and Streets divisions. For the last several months, the City has had two existing Maintenance Worker III's working in a higher class performing the job duties of the vacant Senior Maintenance Worker in addition to their normal duties. This has shown to be beneficial in dealing with sick leaves and other non-planned leaves, by having an additional supervisor to help cover. Staff is proposing to separate the Public Works Streets, Parks, and Facilities divisions between two Senior Maintenance Workers. One would oversee Streets, and the other would oversee Parks and Facilities. The cost savings from downgrading the existing vacant Senior Maintenance Worker to Maintenance Worker I will cover the proposed restructuring without needing additional funds. The new Maintenance Worker I position would be assigned to maintain the downtown area (parking lots, Mill Street closure, etc.).

The intent of this re-structuring would be to provide opportunities to promote from within without increasing the overall number of approved City positions.

Council Goals/Objectives: This action executes portions of work tasks towards achieving/maintaining Strategic Plan objectives of Productive and Efficient Workforce.

Fiscal Impact: Salary impacts from the proposed restructuring will be a net savings of about \$3800 per year.

Funds Available: Yes

Account #: Various

Reviewed by: Tim Kiser, City Manager

Attachments: