



City of Grass Valley City Council Agenda Action Sheet

Title: Public Works and Administrative Departments Restructuring

CEQA: Not a project

Recommendation: That Council 1) Review and approve the job description and associated salary schedule for the Deputy Public Works Director; 2) review the proposed employment agreement (including Appendix A) for City Clerk position, subject to legal review; 3) approve adding the Deputy Public Works Director and City Clerk positions to the allotted/authorized City positions; 4) authorize the City Manager to execute the agreement and associated promotions; 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: 01/24/23

Date Prepared: 01/19/23

Agenda: Consent

Background Information: With the new pool, and starting back up recreation services post COVID19, there is a need to create an additional mid-level manager to oversee these addition functions and work activities. The City Manager/Public Works Director is proposing to create the position of Deputy Public Works Director to oversee these activities, in addition to overseeing front counter activities associated with recreation and other public works items. The Job Descriptions for Deputy Public Works Director and associated salary schedule are attached for Council review and approval.

Additionally, the City Manager is recommending the Deputy City Clerk be promoted to the City Clerk position. Over the last two years, the Deputy City Clerk Taylor Day has exceeded expectations for the position. Additionally, Taylor currently meets the requirements of the job description for the City Clerk position. The proposed Employment Agreement and Attachment A for the City Clerk are included for Council review and approval.

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 will be a minimal increase to net neutral as the City Manager looks to promote from within the organization and not backfill the vacated

positions. Additional funding is also available from budget contingency that could be used to offset any minimal increases.

Funds Available: Yes

Account #: Various

Reviewed by: Tim Kiser, City Manager

Attachments:

1. Job Descriptions and Salary Schedule for Deputy Public Works Director
2. Proposed City Clerk agreement including Appendix A

City of Grass Valley Salary Schedule/Unit
Designations
7/01/2022 to 6/30/2023
Unit #1 - Management/Supervisory Professional &
Confidential

Classification / Title

		<i>Minimum</i>	<i>Mid</i>	<i>Maximum</i>
Deputy Public Works Director (<i>Proposed</i>)	Hourly	\$ 42.14	\$ 45.78	\$ 53.44
	Annual (est.)	\$ 87,651.20	\$ 95,222.40	\$ 111,155.20