



City of Grass Valley
City Council
Agenda Action Sheet

Title: Community Risk Reduction Manager-Office of Emergency Services Specialist

CEQA: Not a Project

Recommendation: That Council 1) review and approve the updated job description for Community Risk Reduction Manager to include duties in alignment with an Office of Emergency Services Specialist.

Prepared by: Mark Buttron- Fire Chief

Council Meeting Date: 11/12/2025

Date Prepared: 11/7/2025

Agenda: Consent

Background Information:

On November 12, 2024, the City Council approved the job description for the Community Risk Reduction Manager position as part of the Measure B implementation and the City's continued commitment to community safety. Since that time, staff has reviewed the operational scope of the position and determined that the duties more closely align with both Community Risk Reduction and the City's Office of Emergency Services functions. The proposed title change to Community Risk Reduction & Office of Emergency Services Specialist more accurately reflects the work performed, aligns the position with comparable regional classifications, and supports the City's ongoing efforts in emergency preparedness, mitigation, response, and recovery activities.

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: None

Funds Available:

Account #:

Reviewed by: ___ City Manager

Attachments:

1. Job Description for Community Risk Reduction Manager-Office of Emergency Services Specialist.