



City of Grass Valley City Council Agenda Action Sheet

Title: Adoption of the OES/Community Risk Reduction Analyst Job Description

CEQA: Not a project

Recommendation: That the City Council adopt the OES/Community Risk Reduction Analyst job description, pending legal review.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 08/25/2026

Date Prepared: 08/20/2026

Agenda: Consent

Background Information: Over the past several years, the City has significantly expanded its wildfire prevention, vegetation management, emergency preparedness, and community resilience efforts through Measure B funding, grant opportunities, and regional partnerships. As these programs have continued to grow in size and complexity, the administrative, analytical, and technical responsibilities associated with managing these initiatives have likewise increased.

During the Fiscal Year 2026-2027 Measure B budget process, the Measure B Citizens Oversight Committee reviewed and recommended funding for an OES/Community Risk Reduction Analyst position. The City Council subsequently approved the Measure B budget, including funding for this position.

The purpose of this action is to formally adopt the job description, establishing the classification and qualifications necessary to begin the recruitment process.

The proposed OES/Community Risk Reduction Analyst is an entry-level classification that will provide assistance in analytical, technical, administrative, and program management support for the City's Office of Emergency Services and Community Risk Reduction Division. The position is responsible for assisting with coordinating wildfire prevention initiatives, defensible space inspection programs, vegetation management efforts, public education, grant administration, and performance measurement while providing technical oversight of assigned Measure B initiatives.

Key responsibilities include:

- Assist with administration of federal, state, regional, and local grant-funded programs;

- Assist with Technical oversight and coordination of assigned Measure B wildfire prevention and vegetation management projects;
- Assist Budget tracking, contract administration, consultant coordination, and project management;
- Assist with City Council staff reports, policies, procedures, and Requests for Proposals;
- Performance measurement, program evaluation, and data analysis;
- Assists with Community outreach, defensible space inspections, and wildfire preparedness education; and
- Helps with the coordination with partner agencies, contractors, community organizations, and regional stakeholders.

This Analyst position recognizes the expanded professional responsibilities now required to assist with administering multiple funding sources, oversee capital and operational projects, manage consultant contracts, evaluate program performance, and support strategic planning efforts. The classification reflects the City's evolving operational needs while providing additional capacity to successfully implement Measure B initiatives and pursue future grant opportunities.

The proposed hourly salary range is (this is to match the Community Services Analyst and the Public Safety Analyst):

A	B	C	D	E
31.33	32.89	34.54	36.26	38.08

Following Council approval of the job description and salary range, staff will immediately begin recruitment to fill the position.

Council Goals/Objectives: Approving the Community Risk Reduction Analyst description, and salary range executes portions of work tasks towards achieving/maintaining Strategic Plan objectives of High-Performance Government and Quality Service.

Fiscal Impact: Has been already approved in the FY 2026-2027 Budget under the Measure B fund.

Funds Available: yes

Account #: Measure B

Reviewed by: City Manager

Attachments: OES/Community Risk Reduction Analyst Job Description