



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/07/2025

ITEM NO: 6

DATE: October 7, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Amendment to Management Salary Schedule to Establish a New
Classification Title and Salary Range for an Administrative Services Director**

RECOMMENDATION: Approve an amendment to the management salary schedule (Attachment 1) to establish a new classification title and salary range for an Administrative Services Director.

FISCAL IMPACT:

The new salary schedule for the Administrative Services Director is not anticipated to have any immediate fiscal impact on the Town's budget. Staff anticipates hiring an Administrative Services Director for a similar salary that would be within the range of the current Finance Director. If an additional budget adjustment is needed to attract a qualified individual, staff would return to the Town Council.

STRATEGIC PRIORITY:

The amendment to the Management salary schedule to establish the Administrative Services Director classification supports the strategic priority of prudent financial management.

BACKGROUND:

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require that amendments and revisions to the salary schedule/classification plan are effective upon approval by the Town Council. Changes must be presented to Council for approval as part of the formal budget adoption, through the labor negotiations process, or as needed.

PREPARED BY: Cheryl Parkman
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 2

SUBJECT: Amendment to Management Salary Schedule to Establish a New Classification
Title and Salary Range

DATE: October 7, 2025

DISCUSSION:

Staff proposes adding the new classification of Administrative Services Director to the current Management salary schedule. The proposed salary range for the classification is \$204,030 - \$275,441. This places the salary of the Administrative Services Director classification 5% higher than other civilian Director positions of larger departments. This position will have primary responsibility as the Finance Director and will also have executive oversight of the Information Technology and Human Resources departments.

This recommendation is based on an assessment of the Town's strategic priorities with a focus on ensuring that the Town is under prudent financial management and will improve the span of control related to key internal strategic support functions. This change will increase the Town's ability to attract and retain competitive candidates while maintaining the option to remain cost neutral.

CONCLUSION:

Staff is requesting approval of an amendment to the salary schedule/classification plan to establish a new classification title and salary range for the Administrative Services Director.

COORDINATION:

This memo has been coordinated with the Town Attorney and the Finance Director.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

ATTACHMENTS:

1. Town of Los Gatos Salary Schedule for Management Classifications effective October 7, 2025, with the proposed change.