



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/04/2022
ITEM NO: 8

DATE: September 21, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve an Amendment to the Management Salary Schedule to Establish a New Classification Title and Salary Range for Finance and Accounting Manager

RECOMMENDATION:

Approve an amendment to the management salary schedule (Attachment 1) to establish a new classification title and salary range for Finance and Accounting Manager.

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 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.

DISCUSSION:

Staff is proposing to add the new classification of Finance and Accounting Manager to the current management salary schedule. The proposed classification will be fiscally aligned with the existing Finance and Budget Manager salary range of \$132,307 to \$178,614 annually. The addition of the new classification of Finance and Accounting Manager, in conjunction with the current Finance and Budget Manager classification, will provide flexibility in future recruiting efforts to meet the specialization requirements of the Finance Department.

PREPARED BY: Salina Flores
Human Resources Director

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

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SUBJECT: Approve an Amendment to the Management Salary Schedule to Establish a New Classification Title and Salary Range for Finance and Accounting Manager.

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CONCLUSION:

Staff is requesting the approval of an amendment to the salary schedule/classification plan to establish a new classification title and salary range for Finance and Accounting Manager.

FISCAL IMPACT:

This agenda item modifies the management salary schedule. The Finance and Budget Manager position is budgeted and currently vacant. The cost to fill one of the positions will be absorbed into the Department's existing operating budget.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Town of Los Gatos Salary Schedule for Town Council and Management Classifications effective October 5, 2022, with the proposed change