



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

Meeting Date: July 8, 2025

Title: Proposed Position Reclassification for Human Resources

Background: Currently, there is only one position responsible for managing all human resources functions for the City. This role oversees a wide range of duties, including compliance with state and federal labor laws; recruitment, separations, and disciplinary processes; employee relations; workers' compensation and unemployment; and full administration of payroll and benefits administration. Additionally, the position supports the City Manager with labor negotiations and other special projects, and performs accounting tasks, reconciliations, and financial analysis for the Finance Department.

The position is currently authorized as a Human Resources Specialist. However, due to the level of knowledge, responsibility, and independent judgment required, staff recommends the role be reclassified to a Human Resources Analyst, a professional-level and confidential classification. This change more accurately reflects the complexity and scope of work assigned and required of the position.

As outlined in the job description, the Human Resources Analyst classification requires a nationally recognized HR certification—PHR (Professional in Human Resources), SPHR (Senior Professional in Human Resources), or SHRM (Society for Human Resource Management). Requiring this credential ensures the position is filled by a qualified professional with demonstrated expertise, consistent with Council's priority to uphold high standards for technical positions across the organization.

Fiscal Impact: The salary range for the Human Resources Analyst is recommended at Range 125, an increase from Range 110, reflecting a 15% increase in the salary range (+\$11,967). This level of pay is consistent with the City's organizational structure and maintains internal equity with other city positions and similar positions at comparable cities.

Environmental Impact: None.

Recommended Action: Approve the reclassification of the current Human Resources Specialist to a Human Resources Analyst, effective July 1, 2025.

Submitted By: Jill Taura, Interim Finance Director

City Manager Approval: Patrick J. Martinez

Date: 7/2/2025

Other Department Approval (when required): _____

Date: _____

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐