



Date: Tuesday, September 23, 2025

Honorable Mayor and Council Members:

Author and title: Nicole Casey, Administrative Services Director

Title: **Approve Resolution 2025-59 Amending the Town Wage Matrix and Approval for the Addition of a Temporary Communications Assistant Position**

Jen Callaway, Town Manager

Recommended Action: That the Council:

1. Approve Resolution 2025-59 amending the updated wage matrix dated September 30, 2025, adding a Communications Assistant to Range 10;
2. Authorize the hiring of a temporary second Communications Assistant through June 30, 2026; and
3. Approve the transfer of \$55,000 from the Administrative Services Department budget to the Communications Division to cover the cost of the second temporary Communications Assistant.

Discussion: Staff are recommending the addition of a Communications Assistant position to range 10 of the Town’s wage matrix. The Communications Assistant position more accurately reflects the knowledge, skills, and abilities needed for the temporary support position in the Communications division.

This change would become effective on September 30, 2025.

Staff are also requesting approval to add a second temporary Communication Assistant position for the remainder of fiscal year 2025/26. This position would assist staff in enhancements to the Town website’s ADA compliance, transitioning the Town’s Keep Truckee Green and Police Department webpages to the new CivicPlus platform, and other enhancements to the Town’s communication division workload. In addition, the Town has been approached to provide contract communication support to area partners as a matter of efficiency and provided similar voices and styles of communication to our community, as well as supporting as well as offering support on website reformatting and transitions, ADA compliance requirements and language access services and best practices. The additional staff position will help to provide temporary capacity to support both the internal workload and support consultant services for partner agencies.

There are savings in the staff budget in the Administrative Services department from vacancies that staff are actively working to fill. Pursuant to [Resolution 2025-42](#), staff must make a request from Council to transfer appropriations for personnel. As such, staff are requesting approval to transfer \$55,000 from Administrative Services (101.105) to the Communications division (101.141) to cover the cost of the additional temporary position. The remaining amount is expected to be absorbed in the existing Communication division budget. Should consultant services be agreed upon to provide support to partner agencies, much of the cost would be reimbursed through the contract for services.

Priority:

<input checked="" type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

Fiscal Impact: The Town would move the current temporary support person in the Communications Division into this newly created position and bring a second temporary Communication support person. The total cost these changes is estimated at just under \$60,000.

Because staff have identified personnel budget savings within another division to cover the additional cost, there is no overall impact to the budget.

Public Communication: This staff report.

Attachments:

Attachment A – Communications Assistant Job Description

Attachment B – Resolution 2025-59

Exhibit A – Amended 2025/26 Wage Matrix

Link 1 – Resolution 2025-42: Adoption of the FY2025/26 Operating and Capital Improvement Budget - <https://portal.laserfiche.com/Portal/DocView.aspx?id=59844123&repo=r-6a91ddbc>