

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: December 5, 2016
Item No.: 14.c

Department Approval

City Manager Approval



Item Description: Consider Approval of Newly Created Positions in the 2017 City and EDA Budget

1
2 The 2017 budget created several new positions; Assistant City Manager, Sr. Office Assistant,
3 Investigative Aide, and three Fulltime Firefighters. Below are the job summaries and salary
4 ranges for each position. Each position is fulltime with the exception of the Sr. Office
5 Assistant and the Investigative Aide which are half time; and each will include benefits
6 costing approximately 30% beyond the salary.

7
8 In addition the Council with the approval of the EDA budget, approved for two new positions
9 to be created that will replace the HRA Executive Director and GIS Technician positions and
10 the current staff will move into the new roles. The newly created Housing & Economic
11 Development Program Manager and the Economic Development & GIS Specialist as well as
12 the other new positions have been incorporated in the 2017 budget.

13
14 **Assistant City Manager Job Summary:**

15 *The Assistant City Manager, under the direction of the City Manager, is responsible for directing*
16 *organization-wide operations for the City. This position participates as an important member of the*
17 *City's leadership team. The Assistant City Manager plans, and directs a variety of technical,*
18 *administrative, and supervisory personnel in planning, organizing, directing, and implementing of the*
19 *city's administrative division including clerical operations, human resources, communications,*
20 *volunteer coordination, city clerk functions, and elections as well as acting as a liaison to City*
21 *commissions, overseeing city operations, and leading special projects*

22
23 **Salary Range:** Internally this position falls into grade 18 of the exempt ranges \$49.17 – \$59.24/Hr. or
24 \$102,274 - \$123,219 annually.

25
26 **Housing & Economic Development Program Manager Job Summary:**

27 *Under the direction the Community Development Director the Housing & Economic Development*
28 *Program Manager is responsible for all aspects of the City's housing economic development programs.*
29 *This position helps the department to define, establish and attain overall goals and objectives of the*
30 *housing and economic development arena with the goal of business retention, expansion and attraction,*
31 *job growth, and tax base expansion.*

32 **Salary Range:** Internally this position falls into grade 13 of the exempt ranges \$35.08 – \$42.26/Hr. or
33 \$72,966 - \$87,901 annually.

34
35 **Economic Development & GIS Specialist Job Summary:**

36 *The Economic Development & GIS Specialist performs skilled technical work in the field of economic*
37 *development and GIS that supports the City goals and strategic vision. This position will coordinate*
38 *workflows, manage applicable service requirements, and perform diversified economic development and*
39 *GIS services including planning, coordinating, implementing, and managing the divisions GIS operations*
40 *and will take the lead on projects to include research as well as mentoring interns as needed.*

41
42 *The Economic Development & GIS Specialist partners with the Community Development Director and*
43 *Housing and Economic Development Program Manager in the development and implementation of*
44 *economic development programs for the City of Roseville with the goal of business retention, expansion*
45 *and attraction, job growth, and tax base expansion. This position is also responsible for the performing*
46 *and managing of GIS operations within the Community Development Department.*

47
48 **Salary Range:** Internally this position falls into grade 10 of the non-exempt ranges \$29.17 –
49 \$35.14/Hr. or \$60,673 - \$73,091 annually.

50
51
52 **(1/2X) Sr. Office Assistant Job Summary:**

53 *The Senior Office Assistant is the front line support for the Administration Department and assists staff,*
54 *council, and commissioners in accomplishing their responsibilities to meet the City's goals and*
55 *objectives. This position provides mid-level clerical and customer service support exercising discretion*
56 *while building relationships with the community, City Council, Commissioners, and staff. Assists the*
57 *department with meeting scheduling, agendas, analysis, reports, record keeping, communications,*
58 *departmental notices and publications and serving the general public needs.*

59
60 **Salary Range:** Internally this position falls into grade 6 of the non-exempt ranges \$21.26 –\$25.62/Hr.
61 or \$22,110 - \$26,645 annually due to its half-time FTE status.

62
63 **(1/2X) Investigative Aide Job Summary:**

64 *The Investigative Aid is a non-sworn position providing technical and clerical support for the*
65 *Investigations Unit of the Police Department. The position provides entry-level clerical, technical, and*
66 *customer service support while building relationships with the community, external agencies, and staff.*
67 *The Investigative Aid assists staff in achieving their goal of providing high quality criminal case*
68 *investigation and preparation for the City of Roseville.*

69
70 **Salary Range:** Internally this position falls into grade 4 of the non-exempt ranges \$18.56 –\$22.36/Hr.
71 or \$19,302 - \$23,254 annually due to its half-time FTE status.

72
73 **Full-time Firefighters Job Summary:**

74 *This position protects life and property by performing fire prevention, fire suppression, inspections,*
75 *public education, hazardous materials incident mitigation, and rescue and emergency medical services.*
76 *The Firefighter maintains fire equipment, apparatus and facilities, participates in training; and*
77 *performs intermediate troubleshooting and analysis, makes recommendations, and keeps records as*
78 *required. This position drives the standards of safety, cleanliness, and high quality of Fire services.*

79

80 **Salary Range:** Internally this position falls into the fire union contract (IAFF) with starting wage of
81 \$19.75/Hr. or \$57,512 annually due to the annual work schedule of 2912 hours for FTE status.

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83 **POLICY OBJECTIVE**

84 The 2017 Budget process identified priorities and funding mechanisms for the City to provide needed
85 services and programs. Hiring personnel to fill the newly created positions will assist in implementing
86 these priorities.

87 **FINANCIAL IMPACTS**

88 The proposed City and EDA budget for 2017 will cover the costs of the positions.

89 **STAFF RECOMMENDATION**

90 Based on the passage of the 2017 City Budget, staff recommends approval of the newly
91 created positions and recommends that the City Council authorize staff to begin the process of
92 recruiting and filling the newly created positions.

93 **REQUESTED COUNCIL ACTION**

94 Motion to approve the newly created positions and authorize staff to begin the process of
95 recruiting and filling the newly created positions.

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Attachments: None

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