

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: December 5, 2022
Item No.: 7.d

Department Approval


City Manager Approval


Item Description: Consider Approval of Newly Created Positions in the 2023 City Budget

BACKGROUND

The 2023 City Manager recommended budget created or reclassified several positions as follows:

- Sustainability Specialist (new position)
- Accounting Tech II (reclassified position)
- Code Compliance Coordinator (reclassified position)
- Digital Social Media Specialist (reclassified position)
- Administrative Coordinator (reclassified position)
- Parks Maintenance (reclassified position)
- Detective Sergeant (reclassified position)
- Senior Project Coordinator (reclassified position)
- Volunteer Manager (reclassified position)

The reclassified positions are already included the City’s pay plan and compensation system and do not need further approval beyond budget authorization. Job classification review occurs only when substantial changes in the assigned duties have occurred. Reclassifications are not used to recognize increases in volume of work or address any minor or temporary changes in assigned responsibilities.

The City Council serves as the authority to approve new positions for the City’s pay plan and compensation system. Below is the job summary and 2023 salary range for the newly created position that is proposed as part of the 2023 City Manager recommended budget.

It should be noted that the job description includes language, skills, duties and/or qualifications that help advance the priorities of equity within the organization.

Sustainability Specialist (new position)

JOB SUMMARY:

Under the direction of the Environmental Manager, the Sustainability Specialist is responsible for integrating City sustainability and resiliency efforts including but not limited to comprehensive planning, program implementation and public education. This position will assist in the creation and implementation of engagement initiatives for the advancement of sustainability and the applicable action plans the City has or will adopt. The Sustainability Specialist will develop and administer programs, initiatives, policies, and procedures with a strong focus on making connections, sharing information and educational materials to reach program goals. Coordinate activities with other City departments.

38 *SALARY*: Hourly rate: \$36.64 - \$44.14 or annual salary of \$76,211.20 - \$91,811.20

39 **POLICY OBJECTIVE**

40 The 2023 Budget process identified priorities and funding mechanisms for the City to provide needed
41 services and programs. Hiring personnel to fill the newly created positions will assist in implementing
42 these priorities.

43 **BUDGET IMPLICATIONS**

44 The proposed City budget for 2023 will cover the costs of the positions.

45 **STAFF RECOMMENDATION**

46 Based on the passage of the 2023 City Budget, staff recommends approval of the newly created
47 positions.

48 **REQUESTED COUNCIL ACTION**

49 Motion to approve the newly created positions.

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Attachments: None