

*“We are a welcoming, active, and business-friendly rural foothill community built on California's rich gold rush history.”*



## **City Manager's Report**

**April 11, 2023, City Council Meeting**

**Prepared by: Dave Warren, Assistant City Manager/Director of Finance**

**Item #: 12.4**

**Subject:** Consider a new salary schedule and job description for the Assistant Finance Director position.

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### **Recommendation:**

Adopt a Resolution:

1. Approving a new job description for the Assistant Finance Director position; and
2. Approving and affirming a new salary schedule effective April 15, 2023.

### **Purpose:**

To approve a new job description and salary schedule for the Assistant Finance Director position thereby improving the likelihood of attracting and retaining qualified candidates.

### **Strategic Plan Strategy:**

Good Governance: Strategy No. 2: Create a supportive framework for action by supporting systems and human resources that can succeed.

### **Background:**

The adopted Fiscal Year 2022/2023 Operating Budget assumes the reestablishment of the Assistant Finance Director position, which is currently vacant. Staff began an extensive month-long recruitment back in January including job postings on the City's website, CSMFO website, Jobs Available, LinkedIn, and in the Mountain Democrat newspaper. During the recruitment period, staff spoke with two qualified individuals, who did not apply for the position. Both individuals indicated that they were earning much higher salaries in lower level positions at other local government agencies in the surrounding area. Staff received three job applications for the position. One of the original three applicants was deemed unqualified. Staff attempted to schedule interviews with the remaining two applicants, and one of the remaining applicants declined an interview. Due to the dwindling size of the recruitment pool, staff decided to postpone the interviews until additional qualified applicants could be obtained. After further review, staff decided to reevaluate the position salary and begin a new recruitment at a later date until the position is filled.

At its meeting held on August 10, 2021, the City Council approved an agreement with Bryce Consulting, Inc. to perform a Citywide compensation study.

The comparable agencies included in the study were as follows:

- City of Auburn
- City of Galt
- City of Grass Valley
- City of Ione
- City of Nevada City
- City of Maryville
- City of Oroville
- City of South Lake Tahoe
- El Dorado County
- El Dorado Irrigation District

The study was completed in early 2022, and the City Council adopted the salary study recommendations at its meeting held on June 14, 2022. The study showed that the Assistant Finance Director position salary was 46.46% below market median salary. Since that time, the position salary has been increased by 8.65%. In order to attract additional qualified applicants and avoid salary compaction with higher level positions, staff is recommending that the salary for the Assistant Finance Director be increased by an additional 14.36% effective April 15, 2023. Staff also recommends some minor changes to the Assistant Finance Director job description.

#### **Discussion:**

The current salary schedule for the Assistant Finance Director is shown below:

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Annually	\$84,216.00	\$88,428.00	\$92,844.00	\$97,488.00	\$102,360.00
Monthly	\$7,018.00	\$7,369.00	\$7,737.00	\$8,124.00	\$8,530.00
Biweekly	\$3,239.08	\$3,401.08	\$3,570.92	\$3,749.54	\$3,936.92
Hourly	\$40.49	\$42.51	\$44.64	\$46.87	\$49.21

The proposed salary schedule for the Assistant Finance Director, including the 14.36% increase, is shown below:

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Annually	\$96,312.00	\$101,124.00	\$106,176.00	\$111,480.00	\$117,060.00
Monthly	\$8,026.00	\$8,427.00	\$8,848.00	\$9,290.00	\$9,755.00
Biweekly	\$3,704.31	\$3,889.38	\$4,083.69	\$4,287.69	\$4,502.31
Hourly	\$46.30	\$48.62	\$51.05	\$53.60	\$56.28

Attached is a new salary schedule, including the proposed salaries for the Assistant Finance Director position. The salaries for all other positions remain the same.

Staff also recommends some minor changes to the Assistant Finance Director job description. A marked up version of the proposed job description is also attached. If approved, staff will begin a new recruitment utilizing the new salary schedule and job description.

**Options:**

1. Approve the new salary schedule and job description for the Assistant Finance Director position as recommended.
2. Approve the new salary schedule and/or job description for the Assistant Finance Director position with amendments.
3. Do not approve the proposed changes and provide further direction to staff.

**Environmental:**

Approval of the proposed salary schedule and job description is not a project pursuant to the California Environmental Quality Act.

**Cost:**

The projected cost of the proposed 14.36% salary increase for the Assistant Finance Director position is \$1,491 for the remainder of Fiscal Year 2022/2023. The projected annual cost of the proposed salary increase is \$9,405.

**Budget Impact:**

The adopted Fiscal Year 2022/2023 Operating Budget did not assume the \$1,491 projected cost of the proposed 14.36% salary increase for the Assistant Finance Director position, which has been vacant for the past nine months. The cost savings from the vacant position totals \$59,861, which far offsets the \$1,491 additional cost of the salary increase. If approved, staff will incorporate the \$9,405 annual cost of the salary increase in the proposed Fiscal Year 2023/2024 Operating Budget.



**M. Cleve Morris, City Manager**



**Dave Warren, Assistant City Manager/  
Director Finance**

**Attachments:**

- A. Resolution
- B. Salary Schedule
- C. Assistant Finance Director Job Description