

# Agenda Report



**MEETING DATE:** Tuesday, February 18, 2025

**TO:** PERSONNEL COMMISSION

**FROM:** CITY MANAGER VIDES  
DEPUTY CITY MANAGER MANNING

**SUBJECT:** APPROVAL AND AUTHORIZATION OF NEW AND REVISED  
CLASSIFICATIONS AND SALARIES IN THE CITY ADMINISTRATION  
OFFICE

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## **RECOMMENDED ACTION:**

It is recommended that the Personnel Commission recommend to the City Council approval of the proposed new and revised City Administration job classifications and associated salaries, where applicable.

*Deputy City Manager*- revised job description and salary adjusted to equal current Assistant City Manager Salary of \$ \$13,766.07 - \$18,447.89

*Principal Management Analyst* – Replace Assistant to the City Manager at current salary of \$8,706.69 - \$11,667.78

*Principal Human Resources Analyst* – new job classification and salary of \$8,706.69 - \$11,667.78

*Community Development Director* – Update current job description with no change to salary.

## **BACKGROUND:**

The City of Watsonville is currently undergoing a city-wide classification and compensation study. The City has put a pause on bringing most proposed new job descriptions and salaries forward pending the results of the study which will then be considered as part of upcoming negotiations. However, there are several key positions in the City that the City Manager would like to update based on current staffing and hiring realities. It is necessary to address these key positions in a timely manner to support the organizational goals of the City Manager's Office.

## **DISCUSSION:**

The City Manager is proposing a reorganization of the City Manager's office to best address staffing needed to carry out policy direction with a limited budget. The City is also in the process of recruiting a Community Development Director and would like to have the extremely outdated job description updated to reflect current duties and expectations.

## **Deputy City Manager**

The City Manager is electing not to fill the Assistant City Manager position that she previously occupied and is holding this position vacant indefinitely. As an alternative, the City Manager has promoted Nick Calubaquib to Deputy City Manager while continuing to fulfil his role as Parks and Community Services Director for the foreseeable future. Nick will also support the Library which will come under his direction as well as be assigned to many city-wide projects to assist the City Manager. Nathalie Manning, while continuing to function as the City's Human Resources Director and manager of labor relations will assume additional management responsibilities such as providing support to the IT department and is currently assisting the CDD department as a search is conducted for a new CDD Director. Currently, the salary structure of the Deputy City Manager is the same as most department heads including the Parks and Community Services Director. It is proposed that the Deputy City Manager classification be increased by 7.5% which is equivalent to the current Assistant City Manager classification. The Deputy City Manager position provides oversight to other internal departments and department heads and works on a variety of city-wide issues and projects. Without an Assistant City Manager, the Deputy City Manager may also act as the interim or acting City Manager in her absence.

### **Principal Management Analyst**

The City Manager's office has traditionally had the position of "Assistant to the City Manager" which is the highest level of analytical support provided the City Manager's office that is not a department director level position. The City Manager proposes to update the job title to be "Principal Management Analyst" with a salary the same as the current "Assistant to the City Manager" classification. This position provides high level programmatic and policy level work as directed by the City Manager. The City proposes to repeal the "Assistant to the City Manager" job classification as while it is customary to use this title in municipal governments, the proposed classification of Principal Management Analyst is more universally used in the workforce.

### **Principal Human Resources Analyst**

The Human Resources Department currently is overseen by the Deputy City Manager with a Sr. Human Resources Analyst, two Human Resource Analysts, and a Personnel Technician. The department proposes to create a higher-level position of Principal Human Resources Analyst which is common in our comparable cities. Creating a higher-level classification will allow this position to formally supervise staff, take additional ownership over some day-to-day functions of the department, and act as the interim or acting Director in her absence. This position is approved in the current budget, but formal action must be taken to create the job classification. It is proposed that this position be established at the same level as the Principal Management Analyst due to the commensurate level of responsibility and duties.

### **Community Development Director**

The City of Watsonville is currently recruiting for a Community Development Director. The job description for this position has not been updated in decades. It is anticipated that we will hire a new CDD Director in March and this will ensure that we have an updated and accurate job description at that time. There is no proposed change to the salary.

These proposed changes are necessary to assist the City Manager in carrying out the Council's programmatic and policy direction in the most efficient and effective manner. Furthermore, this

proposed structure provides budgetary savings that allow for the retention of key staff previously funded by ARPA which has ended. Additional proposed changes to these job classifications and salaries may be explored as part of the pending classification and compensation study.

**STRATEGIC PLAN:**

This aligns with strategic plan number 7-efficient and high performing government by attracting qualified candidates and retaining great employees.

7-Efficient and Well-performing Government

**FINANCIAL IMPACT:**

The proposed fiscal changes are overall cost neutral and can be absorbed in the current budget.

**ALTERNATIVE ACTION:**

The Personnel Commission may elect not to approve the new and revised job classifications and salary adjustments.

**ATTACHMENTS AND/OR REFERENCES (If any):**

Updated and new job descriptions for referenced classifications.