



CITY OF ATASCADERO

CITY COUNCIL STAFF REPORT

Item D4

Department: Human Resources
Date: 10/28/25
Placement: Consent

TO: JAMES R. LEWIS, CITY MANAGER
FROM: RACHEL HUNTER, HUMAN RESOURCES MANAGER
PREPARED BY: RACHEL HUNTER, HUMAN RESOURCES MANAGER
SUBJECT: Update Salary Schedule and Staff Title

RECOMMENDATIONS:

Council:

1. Authorize the City Manager to reclassify employee into appropriate title classification of Economic Development Manager.
2. Authorize the City Manager to hire a Public Works Supervisor - Parks, while having an extra Maintenance Worker II.
3. Amend the fiscal year 2025-2026 and 2026-2027 monthly salary schedules to correct existing positions, as follows:

Fiscal Year 2025-2026

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Deputy Community Development Director	M46	9,943.17	10,440.32	10,962.34	11,510.46	12,085.98
Economic Development Manager	M46	9,943.17	10,440.32	10,962.34	11,510.46	12,085.98
Senior Planner	38	8,049.53	8,452.01	8,874.61	9,318.34	9,784.26

Fiscal Year 2026-2027

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Deputy Community Development Director	M46	10,241.45	10,753.52	11,291.20	11,855.76	12,448.55
Economic Development Manager	M46	10,241.45	10,753.52	11,291.20	11,855.76	12,448.55
Senior Planner	38	8,291.06	8,705.61	9,140.89	9,597.93	10,077.83

4. Adopt Draft Resolution for Non-Represented Professional and Management Workers and Confidential Employees.

DISCUSSION:

City Council is being requested to formally update title classifications to ensure they accurately reflect the City's current organizational structure and operational needs. Aligning and updating staff titles also supports efficient hiring, clear role definitions, and ensures consistency with negotiated labor MOUs.

ECONOMIC DEVELOPMENT MANAGER

The City is continually seeking ways to streamline operations and deliver services as efficiently as possible. With the City Manager's strong focus on Economic Development, it is both strategic and practical to move the Economic Development function into the City Manager's Office and under the City Manager's direction. This change will create closer collaboration to attract and support business growth within the City.

As a result of this organizational shift, the position previously titled Deputy Director of Economic & Community Development will now carry the title Economic Development Manager. This updated title more accurately reflects the work being done and aligns with similar positions within the organization. There are no changes to the salary or duties associated with the position.

PUBLIC WORKS SUPERVISORS-PARKS

In response to several unsuccessful attempts to recruit a vacant Lead Maintenance Worker (MW) in Parks Maintenance, the City promoted a MW I employee to a MW II position to keep up with the park maintenance demands while the Lead position was unfilled. The vacant Lead MW was recently reclassified to a Public Works Supervisor as part of the fiscal year 2025-27 Budget to improve supervisory and management responsibilities in the division. Staff is confident that this reclassification will result in a successful recruitment, but filling this vacancy will result in having three MW II positions and one MW I position instead of two MW II positions and two MW I positions as authorized in the current park maintenance budget.

Staff is seeking Council approval to keep the extra MW II position (in lieu of MW I) on a temporary basis and move forward with hiring the vacant Public Works Supervisor in Parks. The fully allocated cost difference between a MW II and MW I ranges from \$11,000 to \$13,000 annually. Due to cost savings from the vacant Public Works Supervisor, there is adequate funding for this difference in fiscal year 2025-26, and future fiscal years will use other budgeted funds to cover the difference. Upon the next MW II position vacancy in park maintenance, a MW I position will be recruited.

SENIOR PLANNER

During a recent review of the salary schedule, it was identified that the salary range for the Senior Planner position was calculated using an incorrect formula, resulting in an inaccurate monthly salary range.

As the position is currently vacant, the correction was not time sensitive. However, with the salary schedule being updated with the above-mentioned title change, it's an appropriate opportunity to correct the salary range.

ALTERNATIVES TO THE STAFF RECOMMENDATION:

Council may give direction to the City Manager not to make any changes to the current titles and staffing throughout the City.

FISCAL IMPACT:

The staffing adjustment in Public Works will have a financial impact of an additional \$11,000 - \$13,000 per year. The department can use salary and other budget savings to cover the additional costs.

REVIEWED BY OTHERS:

This item has been reviewed by the Administrative Services Director as well as the Assistant City Manager.

REVIEWED AND APPROVED FOR COUNCIL AGENDA



Lara K Christensen, Assistant City Manager

ATTACHMENTS:

1. Draft Resolution for Non-Represented Professional and Management Workers and Confidential Employees
2. Updated 2025-2026 Citywide Full Time Salary Schedule
3. Updated 2026-2027 Citywide Full Time Salary Schedule