



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Robert Fisher, Acting City Manager

PREPARED BY: Nicole Jews, Human Resources Manager
Robert Fisher, Interim City Manager

MEETING DATE: July 8, 2025

SUBJECT: Consideration of Resolution 2025-104, Amending the Classification & Compensation Plan for the City of Banning

RECOMMENDATION:

Adopt Resolution 2025-104.

BACKGROUND:

It is necessary to amend the City's Classification & Compensation Plan from time to time to maintain a current plan that reflects budget amendments, organizational structure, and department needs. Past City Council resolutions have identified the necessity to maintain a current Classification & Compensation Plan that reflects the nature of work and organizational structure and that the plan is updated to reflect both market changes and appropriate compensation for work performed.

JUSTIFICATION:

Proposed changes to the Classification and Compensation plan include:

Due to recent staffing and organizational changes, the Administrative Services Director position will be reclassified to a Finance Director. The Finance Director will oversee the following departments: Fiscal Services, Information Technology, Purchasing and Utility Billing. The Finance Director will continue to focus on the finances, budget and other necessary processes to keep the city solvent.

Also included in the Fiscal services restructure is the elimination of the Finance Manager position and the creation of an Accounting Supervisor position. This position will oversee the tasks and processes for the finance staff and report to the Deputy Finance Director. This position's salary was based on the October 2022 all-city classification and compensation study. Staff also completed a brief market survey of other local jurisdictions based on the Teamsters Mid-Management and Professionals Unit MOU. Due to limited comparable positions to survey, staff located additional local cities to include in the salary survey.

With the Administrative Services Department organizational restructure, the Human Resources and Risk

Management department will need to fund a Human Resources Director position. This position will provide efficiencies and effectiveness of the HR processes, ensure compliance with labor laws and regulations, develop and implement recruitment and retention strategies and improve employee engagement and satisfaction. This position's salary is based on the October 2022 all-city classification and compensation study for the Executive level positions.

The job descriptions for the Finance Director, Human Resources Director and Accounting Supervisor are included with the agenda item. Making these changes provides consistency and represents the wide variety of duties performed in these roles.

FISCAL IMPACT:

Fiscal Services Department:

Fiscal Impact – Funding from General Fund (Fiscal Services budget)

Position/Grade	Proposed Salary Range (min to max)	Current Salary	Proposed Base Wage Difference (min to max)
Finance Director / D01	\$155,361.93 to \$210,185.66	\$0	\$155,361.93 to \$210,185.66
Defund Administrative Services Director / D06		\$231,891.30	\$(231,891.30)
TOTAL ANNUAL FISCAL IMPACT			\$76,529.37 to \$21,705.64 (savings)

Position/Grade	Proposed Salary Range (min to max)	Current Salary	Proposed Base Wage Difference (min to mx)
Accounting Supervisor / T79	\$97,799.11 to \$132,310.22	\$0	\$97,799.11 to \$132,310.22
Defund Finance Manager / T85		\$142,272.00	\$(142,272.00)
TOTAL ANNUAL FISCAL IMPACT			\$44,472.89 to \$9,961.78 (savings)

Grand Total Annual Fiscal Impact for Both positions: \$121,002.26 to \$31,667.42 (savings - base wage salary only)

Human Resources & Risk Management Department:

Fiscal Impact – Funding from General Fund (HR & Risk Management budgets)

Position/Grade	Proposed Salary Range (min to max)	Current Salary	Proposed Base Wage Difference (min to max)

Human Resources Director / D01	\$155,361.93 to \$210,185.66	\$0	\$155,361.93 to \$210,185.66
TOTAL ANNUAL FISCAL IMPACT			\$155,361.93 to 210,185.66

ALTERNATIVES:

Do not adopt Resolution 2025-XX and provide alternative direction to staff.

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Resolution_2025-104__Class_and_Comp.docx](#)
2. [Finance Director 2025.pdf](#)
3. [Accounting Supervisor 2025.pdf](#)
4. [Human Resources Director 2025.pdf](#)