



Agenda Item: 12.A
Date of Meeting: January 8, 2024
Department: Administration

STAFF REPORT

To: City Council
From: Deston Dishion
Subject: **RESOLUTION - Approve a Proposed Resolution Relating to Revisions to Job Descriptions and Salary Increases**
Prepared On: January 3, 2024
Attachments: RESOLUTION Approving Salary and Job Description Changes
FT City Administrator. DRAFT Job description
FT Finance Director. DRAFT Job description
FT Public Works Director DRAFT Job description.

Background/History:

The City of Bishop has ran a very effective and efficient agency with very little increase in staffing levels over the past 30 years. With that said the City has been very complacent with increasing job duties of staff without looking at compensation for those increased duties. The current Personnel and Payroll Specialist was hired under the job description which gave that position the duty of assisting the Assistant Finance Director with payroll and employee benefits. The job description also included assistance to the Personnel Director with personnel needs. The position of Personnel and Payroll Specialist has evolved into managing payroll, benefits, partially supervising an employee and performing essential functions of personnel.

The position of Public Works Director has historically overseen all aspects of Water, Sewer and Streets. At this time one of the primary functions of this position is to oversee building permitting, inspection and supervises 2 building inspectors. None of these functions are mentioned in the job description, but take a lot of the positions time not to mention the responsibility.

Finally the position of Assistant Finance Director has grown to more than just keeping tract of multiple budgets. The Assistant Finance Director is now charged with managing and investing millions of dollars of public funds as well as limiting the City's liability in terms of unfunded liabilities. Under the current City structure the City Administrator is the Finance Director.

Analysis/Discussion:

After reviewing the positions of Personnel and Payroll Specialist and the Public Works Director job descriptions and comparing them with similar jobs in other agencies within the area it became very apparent that these positions were underpaid. In order to maintain a skilled and

productive work force the City must provide compensation to its employees that reflects that of similar positions in similar jurisdictions. With recruitment and retention being one of the City's most important goals and something that we have been successful at salaries adjustments are necessary at this time.

Currently the position of Personnel and Payroll Specialist has a fixed salary of \$6,544 per month and the proposed increase would \$7,847 per month which would be commensurate to that of Personnel Analyst III or a Pay Roll Manager with Inyo County. At this time the salary of out Public Works Director is fixed at \$11,175 and the proposed increase would be \$12,175. With just the added duties of managing the Building Department the increase would be substantiated.

The final proposed change is removing the title of Finance Director from the City Administrator and making the Assistant Finance Director the Finance Director. As I mentioned earlier the City has done an excellent job of keeping staffing levels low by it's employees wearing many hats and this position of Finance Director is an excellent example, but in this day and age people with very specific skills have become even more critical to making the agency successful. In 2022 the City decided to increase the salary for the Assistant Finance Director to hopefully entice a highly qualified person in which we were successful. If this change is approved the Municipal Code will need to be revised to take the duties of the Finance Director from the City Administrator. The resolution directs that those changes be brought to Council as needed. I think it is important to note that this proposed change will not effect the City's purchasing policy.

Economic Impacts:

By compensating positions fairly compared to other agencies in the area the City will be able to keep staffing levels low and recruit and retain highly qualified employees.

Budget Impacts:

The proposed adjustment in salary and benefits would be an increase of \$37,257.70 per year or \$18,628.85 for the remainder of fiscal year 23/24. These adjustments will be made in the Mid-Year Budget adjustments and apportioned to the appropriate departments.

Legal Review:

City Attorney Pucci has reviewed the item and finds that the recommended action complies with the law.

Recommended Action:

Council Consideration to approve the proposed resolution relating to revised job descriptions and salary increases by title only.

Approved By:

Approved By:

Approved By:

Approved By: