



COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING OF: May 12, 2026

NEW BUSINESS

AGENDA ITEM 15.F

SUBJECT:

Approval of Amended Classification and Pay Plan including the Establishment of Four New Position Classifications and one updated classification (ADDED 5/8/26)

SUMMARY:

The Executive Director requests CRA Board approval of an amended Classifications and associated Pay Plan establishing four (4) new position classifications and one updated classification. The new classifications reflect a comprehensive realignment of CRA job descriptions to more closely align with current responsibilities and the agency's organizational structure.

The following existing position titles no longer accurately reflect the scope, complexity, or seniority of the work being performed and are being replaced with new classifications:

- Development Services Manager — the position has grown to encompass management of 40+ owned properties, eight active TIRFAs with over \$55 million in forward commitments, 17 ILA capital projects totaling approximately \$10.1 million, and full property portfolio oversight.
- Grants & Project Manager — the position has expanded to include economic development program leadership, business development and retention activities, staff supervision, and strategic coordination with the City's Economic Development Department and other agencies.
- Administrative Assistant — the position is being restructured to include Board support coordination, grant and finance document processing, and certified records management responsibilities, resulting in a meaningfully different classification.
- Assistant Director — the position is being retitled to Deputy Executive Director to accurately reflect the seniority and operational leadership scope of the role within the agency's organizational structure.
- Development Services Specialist - the position is being updated to reflect current needs of the department and updated organization.

Proposed Classification and Pay Plan Amendments

The following four (4) new classifications are proposed for Board approval, along with their approved pay ranges:

Position Title	Replaces / Status	FLSA	Pay Range Min	Pay Range Max
CRA Development Services Director	Development Services Manager	Exempt	\$110,000	\$160,000
CRA Economic Development Director	Grants & Project Manager	Exempt	\$100,000	\$150,000
CRA Administrative Coordinator	Administrative Assistant	Non-Exempt	\$55,000	\$80,000
Deputy Executive Director	Assistant Director	Exempt	\$130,000	\$190,000
Development Services Specialist	Update of same	Exempt	\$60,000	\$85,000

Updated job descriptions for all four positions have been prepared and are attached for Board review.

FISCAL IMPACT:

Establishment of the Deputy Executive Director, Development Services Director, and Economic Development Director classifications does not independently create a fiscal impact; any personnel actions taken by the Executive Director within the approved pay ranges will be absorbed within the current year personnel budget or addressed through a subsequent budget amendment, as needed.

CRA BOARD OPTIONS:

Recommendation:

Approve the amended Classification and Pay Plan establishing four (4) new position classifications — Deputy Executive Director, Development Services Director, Economic Development Director, and Administrative Coordinator — with the pay ranges set forth herein.

ATTACHMENTS:

Description

- [Attachment 1 - CRA Deputy Executive Director JD.docx](#)
- [Attachment 2 - CRA Development Services Director JD.docx](#)
- [Attachment 3 - CRA Economic Development Director JD.docx](#)
- [Attachment 4 - CRA Administrative Coordinator JD.docx](#)
- [Attachment 5 - Development Services Specialist JD.docx](#)