



# AGENDA REPORT

Human Resources

<b>DATE:</b>	January 28, 2025
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	Nickie Mastay, Deputy City Manager – Internal Services Sharrone Taylor, Director of Human Resources
<b>Subject:</b>	Amend Staffing (Position Control)
<b>FINANCIAL IMPACT:</b>	It is anticipated that positions will be filled by the end of the fiscal year (four months) with an estimated remaining fiscal impact ~\$14,964. The overage will be absorbed in the current budget.
<b>PREVIOUS COUNCIL ACTION:</b>	n/a
<b>STATEMENT OF THE ISSUE:</b>	The City Council’s authorization is required to amend staffing (position control list) and allocate funding as required.
<b>RECOMMENDED ACTION:</b>	ADOPT a resolution amending staffing (position control) to reallocate existing positions – Human Resources Department (Nickie Mastay/Sharrone Taylor 510-620-6602).

**DISCUSSION:**

The City of Richmond recognizes that making thoughtful staffing choices is vital for the efficient functioning of local government, as these decisions directly impact service delivery, community involvement, and overall effectiveness. As such, we are dedicated to prioritizing the recruitment and development of our workforce, aiming to establish the

City of Richmond as the preferred employer. The reallocations detailed below will directly enhance service delivery for our community.

**POLICE DEPARTMENT**

**Police Lieutenant**

Police Department staff proposes reclassifying the vacant Project Manager II position to a sworn Police Lieutenant position. This recommendation follows the departure of the previous civilian employee who held the role in the Department’s Office of Professional Accountability. The Project Manager II position has since been filled by a sworn Police Lieutenant, leaving the department in need of a sworn lieutenant position to address operational demands.

<b>FISCAL IMPACT</b>			
	Base Salary	+ Benefits @80%	Four-month projection
Project Manager II	\$13,632	~\$24,537	~\$98,148
Police Lieutenant	\$14,766	~\$26,578	~\$106,315
		Total Fiscal Impact	~ \$8,167

**CITY MANAGER’S OFFICE**

**Senior Management Analyst**

The City Manager’s Office recently experienced the departure of the Senior Administrative Analyst. The job duties have since been disbursed among current staff and the City Manager desires to reallocate this position to Senior Management Analyst to provide additional higher level support on City-wide initiatives and City Council goals and objectives as well as backfill to support tasks as needed City-wide.

<b>FISCAL IMPACT</b>			
	Base Salary	+ Benefits @80%	Four-month projection
Senior Administrative Analyst	\$9,435	~\$16,983	~\$67,932
Senior Management Analyst	\$10, 379	~\$18,682	~\$74,728
		Total Fiscal Impact	~ \$6,796

**RECREATION**

The Recreation Department is seeking to reallocate the recently vacated Registration Specialist position to an Office Specialist role. The Office Specialist classification is broader and allows for greater support for the Recreation Department and its patrons in a more impactful way.

<b>FISCAL IMPACT</b>			
	Base Salary	+ Benefits @80%	Four-month projection
Registration Specialist	\$5,455	~\$9,819	~\$39,276
Office Specialist	\$5,455	~\$9,819	~\$39,276
			No fiscal impact

**FISCAL IMPACT:**

It is anticipated that positions will be filled by the end of the fiscal year with an estimated remaining Fiscal Year (FY) 2024-25 fiscal impact of ~\$14,964. The total amount is projected for four months to allow for the recruitment process. The overage will be absorbed in the current budget.

**SUMMARY:**

City staff recommends approval of the resolutions amending the position control list and allocating funds, which will modify the position control list in the following manner:

<u>Classification</u>	<u>Department</u>	<u>Unit</u>
Delete 1 – Project Manager II	Police Department	IFPTE Local 21 Executive Management
Add 1 – Police Lieutenant	Police Department	RPOA – Richmond Police Officer’s Association
Delete 1 – Senior Administrative Analyst	City Manager’s Office	IFPTE Local 21 Mid-Management
Add 1 – Senior Management Analyst	City Manager’s Office	IFPTE Local 21 Mid-Management
Delete 1 – Registration Specialist	Recreation	SEIU Local 1021 – General Employees
Add 1 – Office Specialist	Recreation	SEIU Local 1021 – General Employees

**DOCUMENTS ATTACHED:**

Attachment 1 – Resolution amending the Position Control list