



AGENDA REPORT

Human Resources

DATE:	October 7, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	Nickie Mastay, Deputy City Manager – Internal Services Sharrone Taylor, Director of Human Resources
Subject:	Resolution Amending Position Control
FINANCIAL IMPACT:	The is no fiscal impact.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE ISSUE:	The position control (primary position list) represents all positions that may be considered during a fiscal year. However, it does not reflect the actual number of positions that will be filled based on available funding. Any modifications require City Council approval.
RECOMMENDED ACTION:	ADOPT a resolution amending staffing (position control) to transfer the existing position of one (1) Community Engagement Manager from the Police Department to the City Manager’s Office – Human Resources Department (Nickie Mastay/Sharrone Taylor 510-620-6602).

DISCUSSNOION:

City Council approval is required to amend the City's authorized staffing (i.e., position control). Human Resources is requesting the following amendments to position control:

COMMUNITY ENGAGEMENT MANAGER

Human Resources is seeking City Council approval to transfer one (1) Community Engagement Manager position in the Police Department to one (1) Community Engagement Manager position in the City Manager's Office. This action would transfer this role to the City Manager's Office in order to meet the policy direction and objectives set forth by City Council. The Community Engagement Manager is the principal staff resource for development and implementation of a comprehensive public information and community relations program for the City. The incumbent will maintain close contact with all departments and act as liaison with the community and news media regarding the coordination and dissemination of information relating to services, programs and events.

FISCAL IMPACT:

There is no fiscal impact on the transfer of the Community Engagement Manager from the Police Department to the City Manager's Office.

NEXT STEPS:

The Human Resources Department recommends the amendment of position control to add the position detailed below. Accordingly, the attached resolution will adjust position control in the following manner:

<u>Position Control</u>			
<u>Action</u>	<u>Classification</u>	<u>Department</u>	<u>Unit</u>
ADD	Community Engagement Manager	City Manager's Office	IFPTE Local 21 Executive Management Unit
DELETE	Community Engagement Manager	Police Department	IFPTE Local 21 Executive Management Unit

DOCUMENTS ATTACHED:

Attachment 1 – Resolution