

CITY OF YUBA CITY  
STAFF REPORT

**Date:** September 21, 2021  
**To:** Honorable Mayor & Members of the City Council  
**From:** Administration  
**Presentation By:** Dave Vaughn, City Manager

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**Summary**

**Subject:** Management Analyst Reclassification and Fire Chief Salary Schedule Update

**Recommendation:** Adopt a Resolution authorizing:

- A. Reclassification of Administrative Analyst I to Management Analyst in the City Manager's Office, with funding for the reclassified position to be exclusively from the general fund.
- B. The Finance Director to amend the salary schedule to add Management Analyst
- C. The Finance Director to amend the salary schedule range for the Fire Chief position to increase the top salary step by 3%.

**Fiscal Impact:** The cost of the reclassification is a net increase of \$15,000 (comprised of an increase to the general fund totaling \$68,800 per year, with a related decrease to the water and wastewater funds to \$0 per year); the cost to amend the top salary schedule for the Fire Chief's position would be a net cost of \$7,800 for FY21/22.

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**Purpose:**

To implement a reclassification in the City Manager's Office to support the needs in the City Manager's Office; and to align the Fire Chief's salary range with the Police Chief's salary range.

**Background:****Management Analyst**

Staff has identified the need to reclassify the Administrative Analyst I in the City Manager's Office to a Management Analyst to provide confidential negotiations support, as well as to provide a variety of higher level administrative and analytical support functions which affect City operations.

## Fire Chief

On June 15, 2021, City Council approved a 3% salary increase for the Police Chief (as well as for other Executive Services employees) which increased the Police Chief's salary range by 3%. The Fire Chief did not receive the 3% top step salary schedule increase. In the past, the Police Chief and Fire Chief's salary ranges were aligned due to similar roles and responsibilities.

### Analysis:

#### Management Analyst

In addition to the City Manager, the City Manager's Office includes an Administrative Analyst I, City Clerk Administrator, and Executive Assistant. The reclassification of the Administrative Analyst I to a Management Analyst will provide the additional higher-level support the City Manager's Office needs. The present incumbent will manage complex program assignments, assist the City Manager in negotiations, and provide high-level analytical support. Due to the Management Analyst's participation in negotiations, it is recommended the new position be part of the unrepresented Confidential group.

The Administrative Analyst I position is currently funded with an allocation of 34% from the general fund, 33% from the water fund, and 33% from the wastewater fund. With the reclassification of the position, Staff recommends reallocating the Management Analyst funding to the exclusively the general fund. The proposed reallocation would result in a budget increase of \$68,800 per year for the general fund. However, this increase will be addressed through the City's cost allocation plan.

The Management Analyst salary schedule:

(Note: Effective April 10, 2018, a 9-step salary schedule was implemented for new City employees hired in any Confidential positions. The 9-step salary schedule share both the first step and last step as the 5-step salary schedule.)

Five Step Salary Schedule:

	1	2	3	4	5
JCN	\$5,800	\$6,090	\$6,395	\$6,715	\$7,051
TBD	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68

Nine Step Salary Schedule:

	1	2	3	4	5	6	7	8	9
JCN	\$5,800	\$5,945	\$6,090	\$6,243	\$6,395	\$6,555	\$6,715	\$6,883	\$7,051
TBD	\$33.46	\$34.30	\$35.13	\$36.02	\$36.89	\$37.82	\$38.74	\$39.71	\$40.68

## Fire Chief

The Fire Chief and Police Chief are the top ranking executive rank in their respective safety departments. Like all Executive Services staff, the Police Chief and Fire Chief are appointed by the City Manager. Both positions are responsible for carrying out the day-to-day tasks of running an emergency response department, including being a liaison with other agencies. Due to similar

roles and responsibilities, Staff recommends the salary range of the Police Chief and Fire Chief to be aligned.

The following changes to the salary schedule range are recommended,

Current:

	<b>1</b>				<b>5</b>
<b>JCN</b>	\$12,461	-	-	-	\$15,146
<b>8030</b>	\$71.89	-	-	-	\$87.38

Recommended:

	<b>1</b>				<b>5</b>
<b>JCN</b>	\$12,461	-	-	-	\$15,600
<b>8030</b>	\$71.89	-	-	-	\$90.00

These changes would become effective September 25, 2021.

**Fiscal Impact:**

The cost of the reclassification is a net increase of \$15,000 (comprised of an increase to the general fund totaling \$68,800 per year, with a related decrease to the water and wastewater funds to \$0 per year). The cost to amend the top salary schedule for the Fire Chief’s position would be a net cost of \$7,800 for FY21/22.

**Alternatives:**

Do not approve the reclassification and/or the Fire Chief salary schedule increase and provide staff direction.

**Recommendation:**

Adopt a Resolution authorizing:

- A. Reclassification of Administrative Analyst I to Management Analyst in the City Manager’s Office, with funding for the reclassified position to be exclusively from the general fund.
- B. The Finance Director to amend the salary schedule to add Management Analyst
- C. The Finance Director to amend the salary schedule range for the Fire Chief position to increase the top salary step by 3%.

Attachments:

1. Resolution
2. Proposed Confidential Salary Schedule
3. Proposed Executive Services Salary Schedule

Prepared By:

Submitted By:

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Natalie Springer  
Human Resources Director

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Dave Vaughn  
City Manager

Reviewed By:

Human Resources  
City Attorney

# ATTACHMENT 1

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
AUTHORIZING THE DIRECTOR OF FINANCE TO AMEND THE SALARY SCHEDULE AND  
RECLASSIFY ADMINISTRATIVE ANALYST I TO MANAGEMENT ANALYST**

WHEREAS, the City Manager’s Office has identified a need for a confidential, high level analytical position;

WHEREAS, the City has a capable incumbent in the Administrative Analyst I role that is able to transition to the Management Analyst;

WHEREAS, the Police Chief and Fire Chief are the top-ranking executives in their safety departments and as such, their salary schedules shall be in alignment;

WHEREAS, the Fire Chief top step for the salary schedule shall increase by 3% to align with the Police Chief’s top step salary step;

NOW THEREFORE, the City Council of Yuba City does resolve as follows:

**SECTION I.**

A. The City Council approves the reclassification of Administrative Analyst I to Management Analyst

B. The City Council approved the Fire Chief’s top salary step by 3% consistent with the salary schedule approved in Section II, below.

**SECTION II.**

A. The City Council modifies the City’s salary schedule as follows:

1. Add: Management Analyst, Confidential

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>JCN</b>	\$5,800	\$6,090	\$6,395	\$6,715	\$7,051
<b>TBD</b>	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>JCN</b>	\$5,800	\$5,945	\$6,090	\$6,243	\$6,395	\$6,555	\$6,715	\$6,883	\$7,051
<b>TBD</b>	\$33.46	\$34.30	\$35.13	\$36.02	\$36.89	\$37.82	\$38.74	\$39.71	\$40.68

2. Change: Fire Chief salary schedule

Current:

	<b>1</b>				<b>5</b>
<b>JCN</b>	\$12,461	-	-	-	\$15,146
<b>8030</b>	\$71.89	-	-	-	\$87.38

To:

	<b>1</b>				<b>5</b>
<b>JCN</b>	\$12,461	-	-	-	\$15,600
<b>8030</b>	\$71.89	-	-	-	\$90.00

B. These changes shall become effective September 25, 2021.

SECTION III.

The Director of Finance is hereby authorized and directed to make the necessary salary schedule modifications consistent with this Resolution. The Director of Finance is directed to ensure that the Management Analyst position shall not be funded from either the Water or Wastewater funds, and is instead to be funded from the General fund.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 21st day of September, 2021.

AYES:

NOES:

ABSENT:

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Marc Boomgaarden, Mayor

ATTEST:

\_\_\_\_\_  
Ciara Wakefield, Deputy City Clerk

Approved as to form  
Counsel for Yuba City:

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Stacey Sheston  
BB&K, Special Counsel

# ATTACHMENT 2



**CITY OF YUBA CITY  
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN  
EFFECTIVE SEPTEMBER 21, 2021**

**Confidential - EMPLOYEES HIRED PRIOR TO APRIL 28, 2018**

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS					
			1	2	3	4	5	
1048	ACCOUNTANT I	CON	4,589	4,818	5,059	5,312	5,578	Monthly
			26.48	27.80	29.19	30.65	32.18	Hourly
1050	ADMINISTRATIVE ANALYST I	CON	4,666	4,899	5,144	5,401	5,671	Monthly
			26.92	28.26	29.68	31.16	32.72	Hourly
1052	ADMINISTRATIVE ANALYST II	CON	5,273	5,537	5,814	6,105	6,410	Monthly
			30.42	31.94	33.54	35.22	36.98	Hourly
1045	EXECUTIVE ASSISTANT TO THE CITY MANAGER	CON	4,186	4,395	4,615	4,846	5,088	Monthly
			24.15	25.36	26.63	27.96	29.35	Hourly
1018	HUMAN RESOURCES TECHNICIAN I	CON	3,601	3,781	3,970	4,168	4,376	Monthly
			20.78	21.81	22.90	24.05	25.25	Hourly
1020	HUMAN RESOURCES TECHNICIAN II	CON	3,961	4,159	4,367	4,585	4,814	Monthly
			22.85	23.99	25.19	26.45	27.77	Hourly
	MANAGEMENT ANALYST	CON	5,800	6,090	6,395	6,715	7,051	Monthly
			33.46	35.13	36.89	38.74	40.68	Hourly

**CONFIDENTIAL EMPLOYEES WHO ARE CERTIFIED AS BILINGUAL WILL RECEIVE A BILINGUAL PAY INCENTIVE OF \$100 PER MONTH**

**EMPLOYEE BARGAINING GROUPS**

- CON - Confidential
- PUE, Local #1 - General Employees
- DH - Department Head
- MM - Middle Manager
- FM - Fire Management
- FLM - 1st Level Manager
- PD - Police Department
- FIRE - Fire Department
- PS - Police Sergeant

**CITY OF YUBA CITY  
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN  
EFFECTIVE SEPTEMBER 21, 2021**

**Confidential - EMPLOYEES HIRED ON OR AFTER APRIL 28, 2018**

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS									
			1	2	3	4	5	6	7	8	9	
1248	ACCOUNTANT I	CON	4,589	4,704	4,818	4,939	5,059	5,186	5,312	5,445	5,578	Monthly
			26.48	27.14	27.80	28.49	29.19	29.92	30.65	31.41	32.18	Hourly
1250	ADMINISTRATIVE ANALYST I	CON	4,666	4,783	4,899	5,022	5,144	5,273	5,401	5,536	5,671	Monthly
			26.92	27.59	28.26	28.97	29.68	30.42	31.16	31.94	32.72	Hourly
1252	ADMINISTRATIVE ANALYST II	CON	5,273	5,405	5,537	5,676	5,814	5,960	6,105	6,257	6,410	Monthly
			30.42	31.18	31.94	32.75	33.54	34.38	35.22	36.10	36.98	Hourly
1245	EXECUTIVE ASSISTANT TO THE CITY MANAGER	CON	4,186	4,291	4,395	4,505	4,615	4,731	4,846	4,967	5,088	Monthly
			24.15	24.76	25.36	25.99	26.63	27.29	27.96	28.66	29.35	Hourly
1218	HUMAN RESOURCES TECHNICIAN I	CON	3,601	3,691	3,781	3,876	3,970	4,069	4,168	4,272	4,376	Monthly
			20.78	21.29	21.81	22.36	22.90	23.48	24.05	24.65	25.25	Hourly
1220	HUMAN RESOURCES TECHNICIAN II	CON	3,961	4,060	4,159	4,263	4,367	4,476	4,585	4,699	4,814	Monthly
			22.85	23.42	23.99	24.59	25.19	25.82	26.45	27.11	27.77	Hourly
	MANAGEMENT ANALYST	CON	5,800	5,945	6,090	6,243	6,395	6,555	6,715	6,883	7,051	Monthly
			33.46	34.30	35.13	36.02	36.89	37.82	38.74	39.71	40.68	Hourly

**CONFIDENTIAL EMPLOYEES WHO ARE CERTIFIED AS BILINGUAL WILL RECEIVE A BILINGUAL PAY INCENTIVE OF \$100 PER MONTH**

**EMPLOYEE BARGAINING GROUPS**

- |                                   |                         |
|-----------------------------------|-------------------------|
| CON - Confidential                | FLM - 1st Level Manager |
| PUE, Local #1 - General Employees | PD - Police Department  |
| DH - Department Head              | FIRE - Fire Department  |
| MM - Middle Manager               | PS - Police Sergeant    |
| FM - Fire Management              |                         |

# ATTACHMENT 3

**CITY OF YUBA CITY  
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN  
EFFECTIVE SEPTEMBER 21, 2021**

**Department Heads**

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS					
			1	2	3	4	5	
8070 *	CITY MANAGER	CM	-	-	-	-	17,500	Monthly
			-	-	-	-	100.96	Hourly
8090*	PUBLIC WORKS DIRECTOR//CITY ENGINEER	DH	11,817	-	-	-	14,795	Monthly
			68.17	-	-	-	85.36	Hourly
8040*	DIRECTOR OF DEVELOPMENT SERVICES	DH	10,718	-	-	-	13,419	Monthly
			61.84	-	-	-	77.42	Hourly
8010*	DIRECTOR OF HUMAN RESOURCES	DH	10,020	-	-	-	12,545	Monthly
			57.81	-	-	-	72.38	Hourly
8140*	DIRECTOR OF COMMUNITY SERVICES	DH	8,600	-	-	-	13,021	Monthly
			49.61	-	-	-	75.12	Hourly
8030*	FIRE CHIEF	DH	12,461	-	-	-	15,600	Monthly
			71.89	-	-	-	90.00	Hourly
8050*	POLICE CHIEF	DH	12,461	-	-	-	15,600	Monthly
			71.89	-	-	-	90.00	Hourly
8020*	DIRECTOR OF FINANCE	DH	10,022	-	-	-	13,764	Monthly
			57.82	-	-	-	79.41	Hourly

\* Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).  
Executive Unit employees who are certified as bilingual will receive a bilingual pay incentive of \$100.00 per month:

EMPLOYEE BARGAINING GROUPS

CON - Confidential  
PUE, Local #1 - General Employees  
DH - Department Head  
MM - Middle Manager  
FM - Fire Management

FLM - 1st Level Manager  
PD - Police Department  
FIRE - Fire Department  
PS - Police Sergeant