

TO: Mayor and City Council
FROM: Don Blubaugh, City Manager
SUBJECT: Amending Position Titles and Salary Ranges for Department Heads
DATE: February 6, 2007

RECOMMENDATION:

Adopt the attached resolution amending the position titles and salary ranges for department heads.

BACKGROUND:

I am recommending that the City adopt the attached organization chart. The Community Development Director would become the Assistant City Manager for Community and Economic Development. The Administrative Services Director would become the Assistant City Manager for Administrative Services. I believe these job titles better reflect the responsibilities of these positions. Either of these department heads may be called upon to fill in for the City Manager and have responsibilities that are consistent with those of Assistant City Managers in other cities. In addition, the candidate recently hired for the Community Development position requested the title change. The Building Director would become the Director of Public Works, reflecting the recent reorganization that consolidated the Building Department, Public Works, and Water Treatment Operations.

The City has fewer department heads than other cities of similar size. As such, our department heads have broader responsibilities than in other cities. I am recommending that the salary range for department heads be increased by 10% to reflect their levels of responsibility, and to attract and retain our experienced managers. In fact, in our recent recruitment for the Community Development position, we were only able to attract the candidate we wanted by agreeing to recommend that the salary range be increased to be competitive with other agencies. The new salary range would be \$9,598 - \$12,691.

FISCAL IMPACT:

The total cost in this fiscal year is approximately \$9,200 and will be covered by existing appropriations.

Attachments

RESOLUTION NO. -07

AMENDING THE POSITION TITLES AND SALARY RANGES
FOR DEPARTMENT HEAD POSITIONS

WHEREAS, the City Manager recommends revising the City organizational structure and department head titles as reflected in the attached organization chart; and

WHEREAS, the City Manager further recommends that the salary range for department heads be increased to reflect their levels of responsibility, and to attract and retain experienced managers; and

WHEREAS, the City Manager recommends increasing the salary range for department heads, including Assistant City Manager for Community and Economic Development, Assistant City Manager for Administrative Services, and Director of Public Works, to \$9598 - \$12,691 per month.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Martinez hereby approves the organization chart attached; and

BE IT FURTHER RESOLVED, that the City Council approves the recommended salary range for department heads, effective March 1, 2007.

* * * * *

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 21st day of February, 2007, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

