



# Town of San Anselmo

525 San Anselmo Avenue  
San Anselmo, CA 94960

## Staff Report

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**TO:** Town Council

6/14/2022

**Item #:** 2.6.

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**FROM:**

Jeff Zuba, Finance & Administrative Services Director & Sean Condry, P.E., Public Works Director

**SUBJECT:**

Establishing Job Description and Pay Range for Public Works Manager Position

**RECOMMENDATION**

That Council approve the attached resolution establishing the job description, classification, and salary range for Public Works Manager and add it to the Salary and Benefit Resolution for Management employees.

**BACKGROUND**

The Public Works Department's operational crew has been understaffed in recent years as the Town has had three individuals out on workers' compensation (workers' comp) claims. The Town has engaged a consulting firm who has provided services including evaluation of the operational systems in place along with providing managerial direction to the operations staff. The current operations staff, or streets and parks crew, includes one Maintenance Supervisor, one Senior Maintenance Worker, and two Maintenance Worker II positions. The consultants were brought in in September 2020 to build sustainable organizational structure and to help plan for the future. Human Resources has been working through each of the workers' comp cases simultaneously.

**DISCUSSION**

The Town has reconciled one of the workers' comp cases and expects to reconcile a second case in the near future. Once the second case is cleared, there will be two vacant positions on the operations crew. Staff proposes that the Town convert one of these vacancies into a Public Works Manager position. If approved, the proposed Public Works Manager position would be part of a departmental reorganization that is aimed at restructuring the Streets and Parks Division to bringing additional oversight, depth, and capacity to the department. The departments' overall goal is to become more proactive and less reactive to the needs of the Town and the community. This position is intended to fill the gaps between the Director and other Public Works staff. One of the primary goals is to allow the Director and Assistant Public Works Director to be less involved in daily operational tasks, freeing up time for other critical, management-level work.

The second vacant position will be kept as a Maintenance Worker II level and staff will recruit to fill both positions.

The Public Works Manager is proposed as an FLSA exempt position (not eligible for overtime) with a 40-hour work week. The salary range for the position is from \$8,342 to \$10,242 monthly and will follow salary adjustments for the non-represented group.

If the reorganization is approved, the consulting firm agreement will be terminated.

The goal of the Finance & Administrative Services Director is to post the open position soon after it is approved to have an individual be ready to start early in the 2022-2023 fiscal year.

#### **FISCAL IMPACT**

The full cost of the Public Works Manager position being proposed is \$143,542-\$169,790 annually which includes all benefits. This position would replace the existing Maintenance Worker I position, which has a full cost of \$83,080-\$96,218 annually. The increase to the Town in creating the Manager position is between \$60,000-\$73,000. Staff expects to see savings once the third workers' comp case is cleared. Staff will bring a separate staff report once the case is cleared.

#### **CEQA AND CLIMATE ACTION PLAN CONSISTENCY**

The Council's discussion of this item is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

**Attachment #1: Resolution with Job Description as Exhibit A**

**Attachment #2: Resolution No. \_\_\_\_\_, A Resolution Revising Resolution # \_\_\_\_ to Establish Salaries and Benefits for Management Employees Effective July 1, 2022**