



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: May 2, 2023

Department: HUMAN RESOURCES

FROM: Marina Horta-Gallegos, Human Resources Director

SUBJECT: FY 22-23 WORKFORCE ALLOCATION ADJUSTMENT AND RECLASSIFICATION

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution adjusting the workforce allocation for the Community Development Department and Police Department to include a total of three limited term Community Outreach Assistants and the reclassification of one Community Development Analyst to Management Analyst.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution adjusting the workforce for the Community Development Department to include one limited term Community Outreach Assistant and two limited term Community Outreach Assistants in the Police Department. Additionally, staff request that the City Council approve the reclassification of one incumbent Community Development Analyst in the Housing Division of the Community Development Department.

BACKGROUND:

The Community Development Department Advanced Planning and Project Implementation division requests an adjustment to the FY 22-23 workforce to include the addition of one limited term Community Outreach Assistant. This position will support increased outreach and engagement on the General Plan update, including the Climate Action Plan, Public Safety, Environmental Justice, and Housing elements.

The Police Department requests an adjustment to its FY 22-23 workforce to include two limited term, grant funded Community Outreach Assistants. These positions will support community outreach and youth diversion programs through a California Violence Intervention and Prevention (Cal VIP) grant. The goal of these new programs is to reduce violence, prevent crime, improve community safety, and support intervention activities and services, among other things.

Lastly, staff recommend that the City Council approve the reclassification of one incumbent Community Development Analyst in the Housing and Community Development division of the Community Development Department. The City engaged the services of Regional Government

Services to conduct a classification study of an incumbent in the position of Community Development Analyst. The findings indicate that the duties and complexity of the assigned work are above the level of the current classification and indicate that reclassification to Management Analyst is warranted.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (SEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The proposed action meets the Effective and Culturally Responsive Government Council goal.

DEPARTMENTAL COORDINATION:

The Human Resources Department coordinated this effort with the Community Development and the Police Department.

FISCAL AND SUSTAINABILITY IMPACT:

Grant funding will be used to fund the three limited term Community Outreach Assistants. The Police Department will use funds from the California Violence Intervention and Prevention (CalVIP) grant and the Community Development will use the General Plan CIP account. There are no significant budget impacts in the FY 22-23. The Department will not require new money for this reclassification.

ATTACHMENTS:

Resolution

RESOLUTION NO. _____ (N.C.S.)

**RESOLUTION APPROVING FY 22-23 WORKFORCE ALLOCATION ADJUSTMENT AND
RECLASSIFICATION**

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the workforce for the Community Development Department will reflect the addition of one limited term Community Outreach Assistant and the workforce for the Police Department will reflect the addition of two limited term grant funded Community Outreach Assistants. The reclassification of the incumbent Community Development Analyst is approved.

PASSED AND APPROVED this 2nd day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kimbly Craig, Mayor

ATTEST:

Patricia M. Barajas, City Clerk