



## Legislation Text

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**File #:** 17-252, **Version:** 1

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**SUBJECT:** Revised Job Description and Salary Ranges for Director of Development Services and Finance Officer

### REPORT IN BRIEF

Consider adopting Resolution revising the Job Descriptions and Salary Ranges for the Director of Development Services and Finance Officer positions.

### RECOMMENDATION

**City Council** - Adopt a motion adopting **Resolution 2017-26**, A Resolution of the City Council of the City of Merced, California, amending the classification plan by amending the Job Descriptions and Salary Ranges for the positions of Director of Development Services and Finance Officer.

### ALTERNATIVES

1. Approve as recommended; or
2. Deny; or
3. Refer to staff for further study; or
4. Take no action.

### AUTHORITY

Article VII, Section 710, of the Merced City Charter, and as recommended by the Merced City Personnel Board at their meeting of April 24, 2017.

### CITY COUNCIL PRIORITIES

As provided for in the 2016-17 Adopted Budget.

### DISCUSSION

With the recent vacancies in the Director of Development Services and Finance Officer positions, the City is taking the opportunity to revise both job descriptions and salary ranges to update both the duties and pay. This action will assist the City in enlarging the candidate pool, securing the most qualified hire and retaining those employees long-term.

The two positions are very important to the structure and function of the organization. The Director of Development Services role is vital to working with potential developers and current clients. The Director works closely with the City Engineer, Chief Building Official, and Planning Manager to ensure the functions coordinate smoothly in those divisions.

The Finance Officer is a Charter Officer, appointed by City Council, responsible budgeting, advising

department heads on finance matters, overseeing the functions of Finance, Accounts Payable, Accounts Receivable, Purchasing and Investments.

The proposed Salary Range for the Director of Development Services is 892 (\$9,817.27 - \$11,932.96 per month). The proposed Salary Range for the Finance Officer will be 898 (\$10,626.57 - \$12,917.00 per month).

### **IMPACT ON CITY RESOURCES**

No appropriations will be necessary.

### **ATTACHMENTS**

1. Resolution and Job Description