

RESOLUTION R2020-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA,
STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO
AMEND THE FY 2019/20 BUDGET STAFFING PLAN TO ADD TWO
LIMITED TERM MANAGEMENT FELLOW POSITIONS AND
DELETE ONE LIMITED TERM DEPUTY CITY MANAGER
POSITION IN THE CITY MANAGER'S OFFICE

WHEREAS, the City plans to design a management fellowship program that will provide comprehensive work experience for graduate students interested in a career in local government; and

WHEREAS, upon completion of this program, a Management Fellow will be prepared to function at a mid-management level within a municipality; and

WHEREAS, the goal of the program is to provide a better understanding of local government at the management level that encourages and promotes professionals to consider public service as a profession; provides development of skills and knowledge needed by local government managers, through hands-on experience, observation and active involvement in various areas of public administration and experience working on management level projects from a diverse selection of departments; and

WHEREAS, the Management Fellow positions will provide critical staff support to forwarding the City Manager's strategic initiatives and City Council goals on a limited term basis; and

WHEREAS, the reallocation of existing budget will fund these positions with no increase to the City Manager's Office budget. The cost of adding two Limited Term Management Fellows for the remainder of FY 2019/20 is approximately \$13,500. No additional appropriation authority is required as salary and benefits allocation is available in the Non-Recurring City Manager's Office budget. The cost for these limited term positions in FY 2020/21 is \$172,000 with \$20,000 designated to support required educational training and other costs of the positions. Based on the specialty nature of these positions, they will not be offered Management Leave or cell phone stipends, but will be eligible for all other benefits offered to AMPX members. In FY 2020/21, the department will be transferring budget from salary and benefits to training/travel to offset the costs with the mid-cycle budget adjustment presented to City Council in June 2020; and

WHEREAS, this program is intended to last one year, but may be extended to no more than two years, utilizing a Limited-Term, "At-Will" status; and

ATTACHMENT 1

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby authorizes the City Manager to amend the Citywide Staffing Plan for the City Manager's Office by adding two Limited Term Management Fellows and Deleting one Limited Term Deputy City Manager. The initial term of each of the two limited term Management Fellow positions shall be up to two years from the time that the position is initially filled.

3. This Resolution shall take effect on April 25, 2020.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 3rd day of March 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____

Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney

EXHIBIT A - MANAGEMENT FELLOW CLASSIFICATION



CLASS SPECIFICATION

CLASS TITLE: Management Fellow

DEFINITION:

The Fellow will have a diverse role, assisting staff professionals, managers, and Executive Team members with developing and creating new programs, working on special projects and assignments, participating in committees, and preparing and presenting reports, letters, and memorandums. The Fellow may rotate throughout various City Departments including, but not limited to: the City Manager's Office, City Clerk, Finance, Human Resources, Community Development, Public Works, Parks and Recreation Services.

DISTINGUISHING CHARACTERISTICS:

This is a limited-term classification, with a duration of no more than one year, designed for graduate students planning to pursue a career in the public sector. The exact nature of work is dependent upon the specific department and/or project to which the Fellow is assigned. General direction will be provided by the Director or Manager within each division where the Fellow is working.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Provide support to many functions of the City including, but not limited to: the City Manager's Office, City Clerk, Finance, Human Resources, Community Development, Public Works, Parks and Recreation Services.
- Assist in the development and implementation of goals, objectives, policies, and priorities.
- Conduct research, studies, surveys and analyses on operational and administrative issues including issues raised by Council and/or Management staff.
- Review and recommend improvements to budgeting and reporting procedures; assist in the development and implementation of new procedures.

- Confer with Department Directors and employees regarding policy and procedure changes.
- Analyze, interpret, and apply policies and procedures.
- Effectively organize and coordinate work assignments with different departments.
- Respond to requests for information and advise City departments, governmental agencies, and the public regarding City policies.
- Coordinate activities within various City departments and divisions, and with outside agencies.
- Participate in various trainings and programs with topics such as ethics, diversity, quality customer service, etc.
- Attend management meetings, Council meetings, and other relevant meetings and conferences.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Functions, principles, practices, and techniques of public administration.
- Principles and practices of project management.
- Research techniques, sources and availability of information, and methods of report presentation.
- Applicable federal, state, and local laws, rules and regulations pertaining to local government operations.

Ability to:

- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Analyze, interpret and explain department policies and procedures within broader City policies.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Prepare complete and accurate reports.
- Establish and maintain effective working relationships across all levels.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Students holding or earning a master's degree in public administration/management, public policy, public affairs, or related fields from an academic institution that is a member of the National Association of Schools of Public Affairs and Administration (visit NASPAA for a list of member schools) are eligible to apply for the fellowship.

Candidates will be selected on the basis of their academic performance, demonstrated leadership potential, commitment to public service, communication skills, initiative, creativity, and positive attitude. In general, fellowships begin after the student's graduation, or at an alternative agreed upon time between the Fellow and the City.

Special Requirements:

Possession at time of hire and continued maintenance of a valid driver's license is required. Independent travel and attendance at meetings outside the normal working hours will be required.

Employment Type: Limited Term/At-Will

Bargaining Unit: AMPX (No Management Leave or Cell Phone Stipend available)

FLSA Status: Exempt

Established: April 2020

Class Code: 60450