



## Staff Reports

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**File #:** 817-2017, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Darlene Colaso, Human Resources Director

**Prepared By:** Jennifer Brizel, Assistant Human Resources Director

**TITLE:**

Classification Specification for Economic Development Manager

**RECOMMENDED ACTION:**

Adopt a resolution amending the City Classification Plan by adopting the revised Classification Specification for the Economic Development Manager.

**DISCUSSION:**

The Economic Development Division of the Community Development Department requested classification revisions for the Economic Development and Redevelopment Manager.

The Economic Development and Redevelopment Manager classification requires amendments to reflect the current scope of work which has evolved since the creation of the classification in 2011. In 2012, Redevelopment Agencies (RDA) were officially dissolved by the State of California. The current classification's focus is the planning, implementation, and other duties to foster the City's economic development.

The revision to the Economic Development and Redevelopment Manager includes an update to the classification title to Economic Development Manager as well as updates to the definition, distinguishing characteristics, typical tasks, and qualifications. The Economic Development Division believes that changes to the classification specifications will attract a greater number of qualified candidates in the upcoming recruitment process.

This recommendation has been provided to the Administrative, Managerial and Professional Employees (AMP) for review. No issues were raised by the bargaining group.

**FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the City budget.

**CEQA:**

The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution - Amending the City Classification Plan for the Classification of Economic Development Manager

Ex A - Proposed Revision to the Classification Specification for Economic Development Manager

**NOTIFICATION:**

Department Directors and Managers