



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Victoria Buckland, Acting City Manager

Date: July 18, 2025

Subject: O-34-25: FY 2026 Changes in Exempt Service Job Classifications

Purpose of legislation

The purpose of this legislation is to update the list of exempt service positions; and generally related to exempt service positions.

Impact of legislation on operations

When the legislation to implement the recommendations of the classification and compensation study was prepared and passed by the City Council, the list of job classes (contained in R-54-24) included a new job class titled “Community Service Coordinator” at a grade of N09. That classification was added to allow for work within the Office of Community Services and other community-serving programs to be done by full merit employees rather than only via employment agreement. In preparing the ordinance portion of the class and comp legislation (O-34-24), I forgot that one of the positions works with the Hispanic Liaison and would be moving to the Mayor’s Office in the FY26 budget. Since it would now be in the Mayor’s Office, that position would need to be exempt. O-34-24 therefore did not include Community Service Coordinator as an exempt position. This legislation (O-34-25) corrects that oversight and adds it to the list of exempt positions. This will enable that position to be fully created and filled as intended.

Prepared by Victoria Buckland, Acting City Manager