



Citywide Staffing Study 2025

Sebastopol City Council
February 18, 2025
Item 8



Muchmore Than Consulting

Agenda

- What, Why, How
- Department Highlights
- Takeaways

What, Why, How

- 2022 Staffing Study –
 - 16 new FTEs,
 - over 36 mos

What happened
2022 - 2025?
1 FTE was added

- 2025 Staffing Study –
 - 3 positions now
 - 4 positions later

City Administration Recommendations

Critical:

*1.0 FTE Analyst or Technician to provide back up support for public meetings and analysis.

Beneficial:

* Separate Assistant City Manager & City Clerk upon natural attrition *
Develop a plan to implement cross-training/Admin Positions

Administrative Services Recommendations

Critical:

- *Add 1.0 FTE Accounting Technician II to the department allocation schedule
- *Adopt a job classification for Accounting Assistant I/II
- *Develop two employment lists: Accountant, Accounting Technician
- *Develop an Accounting Assistant I/II Employment List

Community Development Recommendations

Includes Building

Critical:

- *Fill the 1.0 FTE Permit Tech position

Important:

- *Transfer Building 0.5 FTE and Reclassify to Admin Tech
- *Merge Building services into Community Development

Beneficial:

- *Reclassify Permit Technician to a Permitting Coordinator Classification if Engineering Permits co-locate as well
- *Develop an intradepartmental communication plan between Engineering Tech and Permit Coordinator to help review the permit application packets and advance applications

Public Works / Engineering Recommendations

Critical:

- *Approve class and comp recommendations to retitle Asst PW
- *Through attrition reclassify 2.0 FTE Maintenance Assistant allocations to Maintenance Worker I
- *Add 1.0 FTE Maintenance Worker II

Important:

- *Add 1 Maintenance Worker II classification
- *Collaborate with the Community Development Department for permitting

Police Department Recommendations

Critical:

- *Unfreeze 9th Police Officer

Important:

- *Add 1.0 FTE Officer

- *Add 1.0 FTE Sergeant

- * Add 1.0 FTE Administrative Technician

Thank
you