



**STAFF REPORT  
HOLLISTER CITY COUNCIL  
MEETING DATE: November 3, 2025  
REPORT # Human Resources-2025-03**

**AGENDA ITEM: A RESOLUTION APPROVING THE PERMIT CENTER MANAGER AND FINANCE DIRECTOR CLASSIFICATIONS AND ADDING ONE FULL TIME EQUIVALENT (FTE) POSITION TO THE FISCAL YEAR 2025-2026 BUDGET**

**DEPARTMENT:** Human Resources

**DEPARTMENT HEAD:** Jim Pia, Interim City Manager

**STAFF CONTACT:** Sydnee Vega, Human Resources Analyst

**RECOMMENDED ACTION:** Adopt a resolution approving the Permit Center Manager and Finance Director classifications, approving salary schedules for the Permit Center Manager and Finance Director classifications, and adding one full-time equivalent (FTE) position in the Permit Center Manager classification to the Fiscal Year 2025-2026 budget.

**DISCUSSION:** City staff regularly monitor the organization's operational needs, including evaluating how changes in demands for service and/or changes in job industries may impact staff's job duties and associated job descriptions. To that end, staff have identified gaps within the City's Permit Center and Finance operations, including a need to introduce the Permit Center Manager and Finance Director job classifications and the associated salary schedules.

In making the determination for a need for a Permit Center Manager classification, the City of Hollister engaged Beauchaine Consulting Group (BCG) to conduct a classification analysis and study to make recommendations for a new classification desired. Based on the analysis, BCG recommended the Permit Center Manager classification with a salary range of M-55 as set in the City's Salary Schedule. Staff reviewed the analysis and are in agreement with the proposed recommendation.

The Permit Center Manager will plan, organize, and lead the Permit Center and perform advanced technical work; monitor permitting processes and work to improve efficiencies by implementing industry best practice; coordinate and oversee all customer service and permitting functions; act as a system administrator of the permit issuance and tracking system; provide written and verbal information to the public regarding the permit, license and development review process, policies and procedures; instruct, assign, plan, and review the work and performance of assigned Permit Center staff. The Permit Center Manager classification will exercise direct and general supervision over technical and Center support staff and will report directly to the Community Development Department Director.

Based on assigned duties and responsibilities, the Permit Center Manager classification will be designated as part of the Mid-Management Unit.

In making the determination for a need for a Finance Director classification, City staff observed the need for Executive level management to oversee Finance operations. The

City's Administrative Services Director position has been vacant since May of 2025. Due to staffing challenges and the need to focus on the City's Fiscal environment, City staff recommends adopting the Finance Director classification to oversee Finance operations. The Finance Director classification will have a salary range of X-91 as set in the City's Salary Schedule.

The Finance Director will plan, direct, manage, and oversee the activities and operations of the Finance Department, including accounting, data processing, purchasing, and finance, to coordinate assigned activities with other City departments and outside agencies, and to provide highly responsible and complex administrative support to the City Manager. The Finance Director classification will exercise direct supervision over professional, technical, and clerical staff and will report directly to the City Manager.

Based on assigned duties and responsibilities, the Finance Director classification will be designated as part of the Executive Management Unit.

**FISCAL IMPACT:** The fully burdened cost, including salary and benefits, for one full-time Permit Center Manager position is estimated to be \$218,639.32/annually. If approved, costs for the Permit Center Manager position will be funded through the General Fund (Fund 101), split between 101-4005 (Building) and 101-4010 (Planning). For FY 25/26 and future years, no additional allocation of General Funds is needed as savings that will be realized by the corresponding elimination of an equivalent, contracted 4Leaf position will fully support the position's cost.

There will be no fiscal impact associated with the adoption of the Finance Director classification, as the associated salary and benefits of the position are identical to those of the budgeted Administrative Services Director position it will replace.

**PREVIOUS COUNCIL OR COMMISSION ACTION:** N/A

**CEQA:** N/A

**ATTACHMENTS:**

1. Permit Center Manager and Finance Director Resolution
2. City of Hollister Salary Schedule for Fiscal Year 2025-2026 (Redlined)
3. City of Hollister Salary Schedule for Fiscal Year 2025-2026 (Clean)