



**STAFF REPORT
HOLLISTER CITY COUNCIL
MEETING DATE: January 5, 2026
REPORT # City Manager-2026-03**

AGENDA ITEM: A RESOLUTION APPROVING THE REORGANIZATION OF THE HUMAN RESOURCES DIVISION, RECLASSIFYING THE HUMAN RESOURCES TECHNICIAN II TO HUMAN RESOURCES OFFICER, AND RECLASSIFYING THE PUBLIC WORKS ENVIRONMENTAL PROGRAMS MANAGER TO MANAGEMENT ANALYST

DEPARTMENT: City Manager

DEPARTMENT HEAD: Jim Pia, Interim City Manager

STAFF CONTACT: Jim Pia, Interim City Manager

RECOMMENDED ACTION: Adopt a resolution approving the reorganization of the Human Resources Division by transferring the Division from the Administrative Services Department to the City Manager's Office and establishing a new classification titled Human Resources Officer and authorizing a Management Analyst position to the Public Works Department to replace an existing classification.

DISCUSSION: City staff regularly monitor the organization's operational needs, including evaluating how changes in demands for service and/or changes in job classifications may impact on staff's job duties and associated job descriptions. To that end, staff have identified gaps within the City's Human Resources and Public Works operations, including the need to reclassify the Human Resources Technician II to Human Resources Officer and the Environmental Programs Manager to Management Analyst.

In making these determinations in this process, it is noted that Council created a Finance Director position as the chosen alternative to the Administrative Services Director on November 3, 2025. This position is currently in the recruitment process. Human Resources plays a critical role in supporting the City's operations, compliance obligations, workforce stability and organizational culture. Placing the Human Resources Division under the City Manager's Office aligns with best practices in municipal governance and reinforces the division's role as a strategic partner to executive leadership in all City departments.

Under general administrative direction, the Human Resources Officer will plan, organize and direct all phases of the City's Human Resources Division including labor relations, recruitment and selection, classification and salary administration, workers compensation, benefits and retirement plans, training and employee development and Equal Employment Opportunity Commission. The Human Resources Officer classification may exercise direct supervision over professional, technical, and clerical staff, and will report directly to the Assistant City Manager.

The Public Works Department has experienced a significant increase in administrative, regulatory, and compliance-related responsibilities in recent years. These responsibilities extend beyond traditional operational functions and require specialized

expertise in contract administration, regulatory compliance, reporting, and interdepartmental coordination. Currently, the department relies on a single Management Analyst to support a broad range of administrative and analytical functions. As the scope and complexity of Public Works operations continue to expand, the existing capacity is insufficient to ensure timely, consistent, and compliant execution of high-level administrative responsibilities.

In making the determination for a need for a second Management Analyst classification in the Public Works Department, staff have found that comparable agencies have increasingly added or expanded upper-level management capacity within Public Works departments to address growing administrative and compliance demands. Reclassifying the Environmental Programs Manager to the Management Analyst position aligns the City's organizational structure with best practices and supports sustainable operations as the department continues to manage complex programs and funding sources.

The Management Analyst classification is part of the Confidential Employee group with a salary range of C-72 as set in the City's current Salary Schedule.

FISCAL IMPACT: There will be no fiscal impact associated with the transfer of the Human Resources Division to the City Manager's Office. Further, the reclassification of these two positions will be cost neutral to the Departments for the FY 2025-2026 budget year.

CEQA: N/A

ATTACHMENTS:

1. Resolution
2. City of Hollister Salary Schedule for Fiscal Year 2025-2026