



**STAFF REPORT  
HOLLISTER CITY COUNCIL  
MEETING DATE: January 20, 2026  
REPORT # City Manager-2026-06**

**AGENDA ITEM: A RESOLUTION APPROVING RECLASSIFICATIONS OF THE AIRPORT MAINTENANCE AND OPERATIONS SPECIALIST AND THE MAINTENANCE WORKER II AND ADDING A PERMIT TECHNICIAN I/II/SENIOR CLASSIFICATION SERIES TO THE COMMUNITY DEVELOPMENT DEPARTMENT**

**DEPARTMENT:** City Manager

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

**STAFF CONTACT:** Stephanie Brown, Human Resources Officer

**RECOMMENDED ACTION:** Adopt a resolution approving and establishing two new classifications titled Airport Operations Supervisor and Parks Operations Supervisor to replace two existing classifications as well as establishing new classifications titled Permit Technician I, Permit Technician II and Senior Permit Technician in the Community Development Department.

**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 staff's job duties and associated job descriptions. To that end, staff have identified gaps within the City's Airport, Parks & Recreation, and Community Development Departments, including the need to reclassify the Airport Maintenance and Operations Specialist to Airport Operations Supervisor, the Maintenance Worker II to Parks Operations Supervisor and to add the Permit Technician I/II/Sr. classification series. As part of this process, City staff met and conferred with SEIU Local 521 Representatives on January 8, 2026, regarding the impacts of the reclassifications.

Hollister Municipal Airport is a highly regulated environment and requires advanced operational, technical, and managerial expertise to ensure safe, compliant, and effective airport operations. The Airport Maintenance and Operations Specialist classification does not encompass the full extent of additional duties that are currently performed which include but are not limited to: ensuring daily compliance with Federal Aviation Administration (FAA) regulations, Caltrans Division of Aeronautics oversight, emergency preparedness and incident response, interagency and stakeholder coordination, supervisory and risk management responsibilities, contract, grant and RFP oversight, involvement in recruitments at the Department level, and participation with the Airport Advisory Committee. Therefore, staff recommends the addition of the Airport Operations Supervisor classification and the reclassification of the Airport Maintenance and Operations Specialist into this new classification. Based on the assigned duties and responsibilities, the Airport Operations Supervisor will be designated as part of the SEIU Unit with a salary range of E-59 as set in the City's Salary Schedule.

It shall be noted, City Council approved at the August 2, 2021 Council Meeting the reorganization of the Community Services Department, now known as the Public Works Department, to remove the Parks Division and combine it with Recreation to create a

Parks and Recreation Department. With this transition, the scope and complexity of the Maintenance Worker II responsibilities have evolved to include contract oversight, supervision, and scheduling of FTE and temporary staff, leading park renovations and projects, involvement in recruitments at the Department level, conducting RFPs, Parks related CIP review, and assisting in budget preparation and administration. The proposed creation and reclassification of the Maintenance Worker II to Parks Operations Supervisor will align the position's classification with the duties currently being performed and to meet the operational needs of the Parks Division. Based on the assigned duties and responsibilities, the Parks Operations Supervisor will be designated as part of the SEIU Unit with a salary range of E-59 as set in the City's Salary Schedule.

In addition, the City Council created a Permit Center Manager position as the chosen alternative to utilizing contractors to oversee City permitting operations in the Community Development Department. The City's Permit Center will serve as the primary point of contact for residents, businesses, contractors, and developers seeking permits and general information regarding the permitting process. As development activity and regulatory complexity increase, the need for dedicated, trained permit professionals has become essential. The addition of the Permit Technician I/II/Senior Classification series is a critical step toward creating a fully operational Permit Center that meets community, developer, and internal department needs. Based on the assigned duties and responsibilities, the Permit Technician I/II/Senior Classification series will be designated as part of the SEIU Unit with a salary range of E-19/E-29/E-39 as set in the City's Salary Schedule.

**FISCAL IMPACT:** The creation and reclassification of the Airport Operations Supervisor and the Parks Operations Supervisor positions will be cost neutral to the Departments for the FY 2025-2026 budget year.

If approved, the costs for the Permit Technician I/II/Sr. Classification Series will be cost neutral as funding will come from existing contract savings.

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

**CEQA:** N/A

**ATTACHMENTS:**

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