

RESOLUTION NO. 2025-115

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
AUTHORIZING THE ADDITION OF A FULL-TIME SR. HUMAN RESOURCES
ANALYST POSITION AND AN AMENDMENT TO THE CITY SALARY
SCHEDULE FOR FISCAL YEARS 25/26

WHEREAS, the Human Resources Department is currently staffed with one full-time Human Resources Director, one Human Resources Analyst; and,

WHEREAS, the City's workforce has grown and the department's responsibilities have expanded significantly in both scope and complexity; and,

WHEREAS, with the growing needs and anticipated growth in positions the need for additional staff has become increasingly apparent; and,

WHEREAS, this growth has occurred alongside labor negotiations, expanding state and federal compliance mandates, heightened employee relations needs, increased employee engagement efforts and the implementation of systems and programs geared toward employee retention; and,

WHEREAS, the HR department's responsibilities include Talent Management, Classification & Compensation, Benefit Administration, Training & Development, Risk Management - Claims Administration for both Workers' Compensation & General Liability, Employee and Labor Relations, and compliance with City, State and Federal policy and mandates; and,

WHEREAS, the higher-level analyst position provides much needed support in complex HR projects, reduced consultant dependency, saving funds over time, improved response times and internal customer service for all departments, capacity for strategic planning, employee engagement, and process improvement; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby:

1. Adopting Resolution No. 2025-, approving the Sr. Human Resources Analyst.
2. Authorize an amendment to the City Salary Schedule for Fiscal Year 25/26
3. Authorize the Finance Director to make appropriate accounting and budgetary entries

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 21st day of October 2025 by the following vote:

AYES, COUNCIL MEMBERS: McAdams, McCarthy, Biala, Visscher, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

October 21, 2025,

Item No. **10f(2)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of October 21, 2025

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2025-,
AUTHORIZING THE ADDITION OF A FULL-TIME SR. HUMAN RESOURCES
ANALYST POSITION AND AN AMENDMENT TO THE CITY SALARY
SCHEDULE FOR FISCAL YEARS 25/26.**

RECOMMENDATION It is recommended that the City Council consider:

1. Adopting Resolution No. 2025-, approving the Sr. Human Resources Analyst.
2. Authorize an amendment to the City Salary Schedule for Fiscal Year 25/26.
3. Authorize the Finance Director to make appropriate accounting and budgetary entries

BACKGROUND:

Staff is also requesting Council authorize the creation of a full-time Senior Human Resources Analyst position to support the City's expanding workforce, manage increasing and complex recruitment and classification projects, and provide support for training, risk management, and employee development initiatives.

The Human Resources Department is currently staffed with one full-time Human Resources Director, one Human Resources Analyst, and an occasional part-time intern. As the City's workforce has grown, the department's responsibilities have expanded significantly in both scope and complexity. With the growing needs and anticipated growth in positions the need for additional staff has become increasingly apparent.

Over the past two years, the City has added 18.5 new full-time equivalent (FTE) positions, representing a workforce increase of approximately 18%. This growth has occurred alongside labor negotiations with the City's 7 employee groups, expanding state and federal compliance mandates, heightened employee relations needs, increased employee engagement efforts and the implementation of new personnel systems and programs geared toward employee retention.

The City has increasingly relied on third-party recruitment firms to fill key positions, particularly in senior management and specialized classifications. While these firms have provided short-term relief, reliance on external support is costly and does not contribute to building long-term internal capacity or institutional knowledge within the HR team.

ANALYSIS:

The City currently employs 132 full-time employees and the appropriate HR staffing benchmark, would be 3 FTE HR staff. The City's current staffing is below this standard, specifically considering the quick growth in approved positions over the last two years. With 18.5 new positions added over the last two years and multiple ongoing vacancies, the HR workload related to recruitment, onboarding, and retention has grown substantially. The HR team has hired 32 employees through recruitments processes over the last year, back filling vacancies, promotional opportunities and filling newly created positions. According to data from various surveys including the International Public Management Association for Human Resources (IPMA-HR) and the Society for Human Resource Management (SHRM), the public sector average for HR

staffing is approximately 1 HR staff person per 47 employees. A low ratio can suggest a streamlined HR function, if automation is in place; however, it can also point to substantial workloads and prioritizing recruitment as necessary. A dedicated Senior Human Resources Analyst would take a lead role in managing full-cycle recruitment for high-level and specialized positions.

In addition to recruitment the HR department's responsibilities include Talent Management, Classification & Compensation, Benefit Administration, Training & Development, Risk Management - Claims Administration for both Workers' Compensation & General Liability, Employee and Labor Relations, and compliance with City, State and Federal policy and mandates. Creating the higher-level analyst position provides much needed support in complex HR projects, reduced consultant dependency, saving funds over time, improved response times and internal customer service for all departments, capacity for strategic planning, employee engagement, and process improvement.

The City's workforce growth and expanding regulatory environment necessitate additional in-house HR capacity. Establishing a Senior Human Resources Analyst position will strengthen internal operations, reduce external consultant costs, and enhance the City's ability to attract, retain, and develop a high-quality workforce. This investment will ensure the Human Resources Department can continue to meet the City's operational, compliance, and organizational development needs efficiently and effectively.

The City surveyed comparator agency classifications and salary placement and determined the appropriate salary level to closely match the functions, duties and responsibilities to be performed by the position.

Below is the proposed salary schedule for the Sr. Human Resources Analyst classification.

	A	B	C	D	E
Sr. Human Resources Analyst	\$46.6378	\$48.9697	\$51.4181	\$53.9890	\$56.6885
Annual	\$97,006 - \$117,912				

FISCAL IMPACT:

The estimated annual cost for the full-time Sr. Human Resources Analyst position, including salary and benefits (fully-burdened rate) is approximately \$142,620; with partial Fiscal Year 2025-26 costs estimated at \$71,310.

This cost may be offset in part by reducing reliance on third-party contractors for basic recruitment services. Additionally, this position is expected to generate long-term savings by reducing the time to fill positions, and providing improved vendor oversight.

Funding for this position is proposed to come primarily from the General Fund, with potential future charges allocated to other funds that rely on HR services. A budget amendment is needed to appropriate funds from the unallocated General Fund balance to support the estimated Fiscal Year 2025/26 and Fiscal Year 2026/27 salary and benefit costs. None

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Belinda Varela,
Director Human Resources and Risk Management
City of Marina

REVIEWED/CONCUR:

Layne P. Long
City Manager
City of Marina