



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** April 1, 2025  
**TO:** LaTanya Bellow, City Manager  
**FROM:** Lilybell Nakamura, Human Resources / Acting Finance Director  
**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Authorizing An Amendment To The Classification And Compensation Plan To Add A Human Resources Analyst And Senior Human Resources Analyst Classification With A Monthly Salary Range Of \$9,288 To - \$12,537 And Approving An Amendment To The City's Compensation Plan In Conformance With California Code Of Regulations Title 2, Section 570.5**

### RECOMMENDATION

Staff recommends that the City Council approve the attached resolution amending the Classification and Compensation Plan to add the unrepresented classifications of Human Resources Analyst and Senior Human Resources Analyst.

### DISCUSSION

The City's Personnel Rules and Regulations state that Human Resources shall recommend a Classification and Compensation Plan and that the City Council shall approve amendments to the Classification and Compensation Plan by resolution.

Human Resources has identified a need to create unrepresented and confidential classifications, Human Resources Analyst and Senior Human Resources Analyst, to provide daily analytical support of Human Resources functions.

The current Management Analyst within the Human Resources Department has been tasked with day-to-day analytical support for core HR functions including benefits administration, leave management, classification and compensation, employee and labor relations, and recruitment. However, the existing Management Analyst classification does not specify Human Resources related duties within the job description; its primary focus is on policy, program and budget analysis. The Management Analyst classification is staffed across multiple departments including Public Works and Community Development and is represented by the Confidential, Administrative, Managerial, and Professional Employees (CAMP) bargaining unit.

Establishing an accurate job title and description is critical for attracting the right candidates, setting and managing expectations, as well as defending against potential discrimination and wrongful termination claims. Additionally, creating the confidential and unrepresented classifications allows for additional growth and development within the Human Resources Department. To better meet the needs of the City and its Human

Resources Department, staff is recommending the establishment of Human Resources Analyst and Senior Human Resources Analyst classifications. Staff has met and conferred with the CAMP bargaining unit regarding this item, and both parties have reached agreement in accordance with the requirements of the Meyers-Milias-Brown Act (MMBA).

**FISCAL IMPACT**

There is no fiscal impact as the recommendation for the new classifications is the same salary range as the current existing Management Analyst classification. A salary survey conducted supports the existing salary as approximately 3.6% above median with comparator cities.

The Human Resources Department is proposing the following salary range:

	Monthly First Step	Monthly Top Step
Human Resources Analyst	\$8,382	\$10,296
Senior Human Resources Analyst	\$9,823	\$12,537

**CONCLUSION**

Staff recommends that the City Council adopt the attached resolution approving an amendment to the Classification and Compensation to add a Human Resources Analyst and Senior Human Resources Analyst classifications.

**PREPARED BY:** Qiana James, Management Analyst

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



LaTanya Bellow, City Manager

**ATTACHMENTS**

- Draft Resolution
  - Exhibit A – Human Resources Analyst / Sr. Human Resources Analyst Job Description