



Agenda Item

Orange City Council

Item #: 9.2.

9/9/2025

File #: 25-0404

TO: Honorable Mayor and Members of the City Council

THRU: Jarad Hildenbrand, City Manager

FROM: Cody Kleen, Acting Human Resources Director

1. SUBJECT

Re-organization of positions within the Community Development Department and Information Technology Department.

2. SUMMARY

A request to reclassify an underfilled Associate Planner position to an Assistant Planner, to reclassify an Administrative Assistant position to an Administrative Analyst I in the Community Development Department, and to reclassify an Information Technology Specialist to a Senior Administrative Analyst position utilizing the savings from the reduced Help Desk contract to meet key operational needs and more efficiently and effectively use staff and financial resources.

3. RECOMMENDED ACTION

The following recommended actions pertaining to Community Development Block Grant funds are contingent upon the City Council appropriating the awarded Community Development Block Grant funds into the Fiscal Year 2025-2026 budget:

1. Approve the reclassification of an underfilled Associate Planner position to an Assistant Planner and the reclassification of an Administrative Assistant position to an Administrative Analyst I effective September 21, 2025.
2. Approve the following Fixed Cost Distribution change for the Administrative Analyst I:
 - 89% 100-6001-51002
 - 11% 310-6001-51002
3. Approve the following transfers:
 - a. Reduce expenditure account 310-6410-55999 - Other Prof/Technical Services by \$15,900
 - b. Increase expenditure account number 310-6410-51002 - Regular Salaries-Miscellaneous by \$15,900
4. Approve the reclassification of the vacant Information Technology Specialist position to a Senior Administrative Analyst (IT Business Analyst) position effective September 21, 2025.

4. FISCAL IMPACT

The proposed restructuring results in net savings of \$26,000, including \$200 to the General Fund and \$41,700 to the IT Fund, offset by an increase of \$15,900 to the CDBG Fund.

Fund	Description	Amount
100	General Fund	-\$200
310	Community Development Block Grant (CDBG) Fund	\$15,900
780	Information Technology Fund	-\$41,700
	Net Fiscal Impact	-\$26,000

5. STRATEGIC PLAN GOALS

Goal 4: Improve Employee Retention and Recruitment

Objective 4.6: Support change management processes, embrace technology improvements, and digitalization.

6. DISCUSSION AND BACKGROUND

The Community Development and Information Technology Departments have conducted evaluations of their existing structures and operational needs to ensure the City's continued delivery of high-quality services and customer support. Following reviews of workflows under the current structures, various position changes are recommended to address the needs of the City and the respective departments:

Community Development

The Community Development Department is requesting the creation of an Administrative Analyst I to address key operational needs and help alleviate existing administrative responsibilities from Planning and Management staff. Additionally, this will redirect a portion of the Community Development Block Grant (CDBG) funding and reliance on external consultants to in-house administration to create a more efficient and financially sustainable staffing structure. The responsibilities of the Administrative Analyst I would include, but not be limited to the following key functions:

- Business Practice innovation for staff and customer experience.
- Modernization of records management and technology integration.
- Budget and Administrative Process support.
- Policy and Procedure Manual maintenance and improvement.
- Administrative and compliance management of the Mills Act Program.
- CDBG Program support.

To accomplish this, Community Development is requesting the following position changes:

- Reclassify one Administrative Assistant position to Administrative Analyst I.

- Reclassify an underfilled Associate Planner position to an Assistant Planner.

Table 1 displays a summary of these changes:

Position Change	FTE Impact	Fiscal Impact
Reclassify: Associate Planner to Assistant Planner	0.00	-\$25,500
Reclassify: Administrative Assistant to Administrative Analyst I	0.00	41,200
Net Fiscal Impact	0.00	\$15,700
Fiscal Impact by Fund - General Fund		-200
Fiscal Impact by Fund - CDBG Fund		15,900

Lastly, as a qualifying note regarding these proposed adjustments, due to changes in federal processes, awarded CDBG funds came after the FY26 budget adoption. The requests detailed in this staff report pertaining to CDBG are contingent upon the City Council formerly appropriating the awarded CDBG funds into the FY26 annual budget. It is anticipated this appropriation request will come to the City Council for consideration shortly. In the interim, approving the reorganization at this time will allow the recruitment process to begin with staff finalizing the selection after the CDBG funds have been formerly appropriated into the FY26 annual budget.

Information Technology (IT)

The IT Department is requesting the creation of a Senior Administrative Analyst (IT Business Analyst) position to address current department challenges related to constrained budgets, misaligned IT solutions, inefficient processes, and communication gaps between City departments and IT. Without a dedicated IT Business Analyst, the organization risks project delays, cost overruns, and solutions that fail to meet business requirements and priorities. An IT Business Analyst will serve as a liaison between City departments and IT, ensuring that technology solutions align with City objectives. Key responsibilities will include:

- Gathering and documenting business requirements.
- Analyzing processes to identify inefficiencies and recommend improvements.
- Facilitating communication between stakeholders and IT.
- Supporting project management with risk mitigation and scope definition.
- Ensuring solutions are user-focused and deliver measurable value.

Hiring an IT Business Analyst is a strategic investment that will align IT initiatives with City goals, reduce costs, and improve project outcomes. To accomplish this, the Department reduced the Help Desk contract by \$78,400. In utilizing these savings, the Department recommends the reclassification of one Information Technology Specialist position to Senior Administrative Analyst (IT Business Analyst).

In considering the reduced Help Desk contract amount, Table 2 displays a summary of these

proposed changes:

Position Change	FTE Impact	Fiscal Impact
Reduced help desk contract	N/A	-\$78,400
Reclassify: Information Technology Specialist to Senior Administrative Analyst	0.00	36,700
Net Fiscal Impact - Information Technology Fund	0.00	-\$41,700

7. ATTACHMENT

- Attachment 1 Existing and Proposed Community Development Department Organization Chart
- Attachment 2 Existing and Proposed Information Technology Department Organization Chart