



Published May 12th 2021

Orinda begins search for a high priority analyst

By Sora O'Doherty

To begin the search for a senior management analyst to assist the Supplemental Sales Tax Oversight Committee (SSTOC) and other priority assignments, the Orinda City Council on May 4 approved a revised job classification and authorized the city manager to initiate recruitment.

Jud Hammon, the chair of the SSTOC, told the council that he was not so happy with one area of the job description, which lacked a requirement for specific knowledge and experience relating to fire safety, disaster management and roads and storm drains, which are the primary responsibilities of the SSTOC. City manager David Briggs said that the analyst will support activities of the SSTOC, which is advisory to the city council. The position has existed in the past, but has been vacant since May 2018. The job description is fairly broad, he explained, but advertisements for the position will emphasize that Orinda is looking for people with experience in public works, capital improvement, grants, fire prevention, emergency preparedness, etc. Biggs hopes to have the position filled within 60 days.

Former city manager Steve Salomon had identified the types of skills needed for both Measure R and general support functions including resources to more effectively communicate with the public on issues and topics of interest; coordination of staff training and administration of disaster planning functions; analytical support for research of topics and programs brought to the city council; legislative tracking and advocacy; coordination and support of the SSTOC and programs and services that may relate to their work; and general assistance in preparing staff reports on a variety of topics.

Orinda's human resources manager Ginger Staton undertook an effort to update the job classification, in consultation with the city manager and Jim Bourgart, currently serving as contract interim program manager for SSTOC activities. According to the staff report, this position could be assigned as the lead position responsible for coordinating the day-to-day activities and programs resulting from Measure R, the supplemental sale tax. However, the goal is to retain flexibility to provide support to the city manager in other areas as well. It is also the city manager's intent to assign a department director position to be the lead contact for the SSTOC.

<https://www.cityoforinda.org/DocumentCenter/View/399/Senior-Management-Analyst->

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