



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 26-1337

Agenda Date: 4/8/2026

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DATE: April 8, 2026

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office

TITLE: MODIFY A MANAGEMENT ANALYST POSITION IN THE CITY MANAGER'S OFFICE FROM PROVISIONAL TO PERMANENT AND RECLASSIFY THE POSITION TO SENIOR MANAGEMENT ANALYST.

RECOMMENDATION

Staff recommends that the City Council approve the modification of a previously approved Management Analyst position within the City Manager's Office from provisional to permanent, and reclassify it to a Senior Management Analyst position.

BACKGROUND AND ANALYSIS

Oceanside's Coastal Management program, led by the City's Coastal Zone Administrator, is housed within the City Manager's Office. On June 18, 2025, the City Council approved acceptance of grant funding from the California Coastal Commission and funds donated by the Resilient Cities Catalyst to support the RE:BEACH Oceanside Pilot Project and related coastal resilience planning efforts. As part of that action, the City Council authorized the creation of a limited-term provisional Management Analyst position to augment staff capacity and support coastal program implementation, grant administration, and project coordination.

The provisional Management Analyst position was established as a two-year position funded through external grant and donated funds to support implementation of the RE:BEACH Oceanside Pilot Project and associated coastal resilience planning and implementation. The position was created on a provisional basis to align with the duration of the grant program.

Since that time, the City Manager's Office continues to manage and coordinate several complex initiatives that require analytical and project management support. In addition to coastal resiliency and coastal management activities, the City Manager's Office provides coordination and oversight for economic development initiatives, homelessness response programs, and other strategic initiatives directed by the City Manager and City Council.

These initiatives often require complex policy analysis, project coordination, grant administration, interdepartmental coordination and stakeholder engagement. Based on the scope and complexity of these responsibilities, staff has evaluated the long-term staffing needs of the City Manager's Office

and determined that a permanent, higher-level analytical position is necessary to effectively support these programs.

The provisional Management Analyst position remains vacant, providing an opportunity to modify the position to better align with the level of responsibility required. Staff recommends modifying the provisional position to permanent, and reclassifying it to a Senior Management Analyst position.

The Senior Management Analyst classification more accurately reflects the level of independence, analytical expertise, and project management responsibilities needed to support City Manager's Office initiatives. The position will provide policy analysis, program coordination, grant management and project management support for key City priorities including economic development, homelessness programs, coastal management initiatives, and other strategic efforts.

Reclassifying the position to Senior Management Analyst will allow the City to recruit a highly qualified candidate with the experience necessary to manage complex projects and support implementation of City Council priorities.

FISCAL IMPACT

The provisional Management Analyst position is budgeted at \$141,500 in FY 2025-26. The estimated fully loaded cost of the recommended Senior Management Analyst position at Step B is \$155,600 in FY 2025-26.

The position remains vacant, and there are sufficient salary savings in the current fiscal year within the City Manager's Office personnel budget to absorb the increased cost; therefore, no additional appropriations are required for FY 2025-26.

Additionally, the City has \$120,000 in available grant funding within account 839202225276 - Resilient Cities Catalyst, which was provided to support the coastal management program staffing. These grant funds may be used to support the position while the incumbent is working on coastal management initiatives. The City also has approximately \$140,000 remaining in account 836195824272 - RE:BEACH Baseline Monitoring. These funds may be used to support the position while it works on coastal management and monitoring initiatives, as well. Additionally, the City has available funds within account 150953103 - Homeless Diversion/Prevention, which may be used to support approximately 10 percent of the position cost. The available grant funds, combined with the Measure X funds, could support approximately 40 percent of the salary cost of the position through FY 2027-28, helping offset the personnel cost during the period in which the position assists with coastal management and homeless prevention efforts. During this period, 60 percent of the position cost will be supported by the General Fund, resulting in an estimated General Fund impact of approximately \$93,000 in FY 2026-27 and \$100,000 in FY 2027-28. Beginning in FY 2028-29, when grant funding is expected to be fully expended and Measure X funding for the position ends, the full cost of the position will be supported by the General Fund. This will increase General Fund personnel costs by an estimated \$195,398 annually starting in FY 2028-29.

Cost increases associated with the position in future fiscal years will be incorporated through the

City's normal budget process.

COMMISSION OR COMMITTEE REPORT

Not applicable.

CITY ATTORNEY'S ANALYSIS

Not applicable.

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