

MEMORANDUM

DATE: June 20, 2023
TO: Sheila McShane, Confidential
FROM: Ken Hiatt, City Manager
SUBJECT: Memorandum of Understanding (MOU) Side Letter of Agreement



Effective July 1, 2023 the Confidential Unit will be dissolved and positions will be added to other existing City bargaining groups:

- Positions Added to MMPA – Human Resources Manager and Human Resources Analyst I/II/Senior
- Positions Added to WCEA - Human Resources Clerk, Human Resources Tech I/II, Executive Assistant to the City Manager and Executive Assistant – Confidential

Effective with the first pay period in July 2023, the positions currently represented by the Confidential Unit will be placed in the new salary ranges for their respective bargaining groups:

Human Resources Manager	Range mm140
Senior Human Resources Analyst	Range mm132
Human Resources Analyst II	Range mm126
Human Resources Analyst I	Range mm121
Human Resources Tech II	Range gs50
Human Resources Tech I	Range gs45
Human Resources Clerk	Range gs39
Executive Assistant to the City Manager	Range gs50
Executive Assistant Confidential	Range gs49

Note: Incumbents will be placed in their current step.

Effective with the first pay period in July 2023, positions placed in both WCEA and MMPA will participate in any negotiated salary and benefit adjustments in those respective MOUs.

AGREED TO THIS DATE: _____

FOR THE CITY OF WOODLAND

FOR the Confidential Unit Employees

Ken Hiatt
City Manager

Sheila McShane
Confidential Unit Employees