



Legislation Text

File #: 21-0285, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Lisa Jenkins, Human Resources Director

Stephanie Swofford, Human Resources Manager

Auvi Tonnu, Human Resources Analyst

SUBJECT:

Consideration of a Resolution Approving a Comprehensive Citywide Salary Schedule for All City Positions and Adjustments to Salary Ranges (Human Resources Director Jenkins).

ADOPT RESOLUTION NO. 21-0089

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 21-0089 approving a comprehensive citywide salary schedule.

FISCAL IMPLICATIONS:

The current budget includes the newly created positions and position allocation for the positions approved during prior Fiscal Years (FY) budget cycles.

BACKGROUND:

The salary schedule pending approval includes all City positions, including part-time positions. Several newly created full-time positions and their corresponding salary ranges were established following completion of classification and compensation analyses, which were approved by City Council during the budget process in prior fiscal years.

The attached resolution and salary schedule also fulfill California Public Employees Retirement System (CalPERS) requirements for a comprehensive publicly available pay schedule.

DISCUSSION:

Through the budget processes, City Council authorized the City Manager to take personnel-related actions, which include reclassifications, title changes, and establishing new classifications. Based on this authority, and following the completion of classification and compensation analyses, the following full-time classifications were created. The approved classifications and corresponding salary steps/ranges added to the Citywide Salary Schedule include the following (with budget resolution authority included in parentheses):

- Accounting Supervisor (Resolution 20-0075)
- Assistant to the City Manager (Resolution 21-0053)

- Code Enforcement Officer I/II (Flex class implemented FY 2020-2021)
- Code Enforcement Supervisor (Resolution 20-0075)
- Digital Communications and Graphics Coordinator (Resolution 21-0053)
- Executive Assistant to the City Manager/City Council (Resolution 21-0053)
- Financial Services Manager (Resolution 21-0026)
- Fire Inspector (Resolution 21-0053)
- Lead Police Records Technician (Resolution 18-0084)
- Lead Water System Operator*
- Marketing and Communications Coordinator (Resolution 21-0053)
- Police Records Specialist (Resolution 20-0075)
- Policy and Management Analyst (Resolution 21-0053)
- Property and Evidence Officer (Resolution 20-0075)
- Purchasing Supervisor (Resolution 21-0053)
- Revenue Services Supervisor (Resolution 21-0053)
- Technology Systems Engineer (Resolution 21-0053)
- Water System Operator I/II*
- Water System Operator III*

*The Water System Operator classifications were brought to the Council's attention outside of the budget process due to organizational needs on August 3, 2021. Per Rule IV Section 4 of the Personnel Rules, the City Manager may reclassify positions to a more appropriate classification, whether existing or newly created. These new classifications were established on August 14, 2021 and are subject to Council's formal adoption tonight.

The Salary Schedule also includes title changes for the following classifications:

- Change Secretary to Administrative Assistant
- Change IT Analyst to Applications Analyst
- Lead Police Records Technician - removal of "Matron"
- Police Records Technician - removal of "Matron"

The title change updates were implemented in an effort to modernize the classification titles and conform to current industry practice.

Additionally, an effort was made to ensure that the bottom step for all classifications/ranges that appear in both MBMEA and unrepresented match, as there was some discrepancy across multiple classifications. This adjustment only lowers the bottom of the salary range for unrepresented positions, and does not increase the top of the salary range for any positions.

The Personnel Rules also allow the City Manager to adjust the pay plan (salary steps) for part-time positions to ensure that the part-time classifications meet the needs of the City (Rule V, Section 12C.7). Since the last salary schedule adjustment, a new part-time Marketing Intern position was established per the Parks and Recreation Department's request in order to fill a vacancy corresponding to the actual job functions needed.

In addition to approving the recommended adjustments, the attached classification and salary listing serves to comply with California Public Employees' Retirement System (CalPERS) requirements that

the City Council approve a publicly pay schedule for all negotiated pay rate increases. These requirements are contained in Government Code § 20636(b)(1) and California Code of Regulations Title 2 § 570.5. In order to meet CalPERS requirements, the City Council is required to adopt a comprehensive publicly available pay schedule independent from the salary schedules attached to the MOU or approved as part of the budget process.

PUBLIC OUTREACH:

Staff determined that public outreach was not required for this issue.

LEGAL REVIEW:

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

ATTACHMENTS:

1. Resolution No. 21-0089