

# Agenda Report

July 31, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING THREE NEW CLASSIFICATIONS AND SALARIES AND UPDATING SALARIES OF THREE EXISTING CLASSIFICATIONS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption); and
2. Adopt a Resolution Establishing Three New Classifications and Salaries and Updating Salaries of Three Existing Classifications.

## **BACKGROUND:**

The Human Resources Department's Employment Services Division is responsible for managing classification and compensation work for the City.

As part of the recently adopted FY2024 Operating Budget, additional FTEs were added to the PRCS Department Budget to staff a new year-round Aquatics program at the Robinson Park Pool, which is expected to be open to the public in September 2023. Human Resources recommends establishing three new full-time classifications to adequately staff the enhanced year-round program. The PRCS department conducted a salary survey of agencies with aquatics programs and recommends increases to the below hourly rates to support the City's ability to recruit and retain skilled personnel in a highly competitive labor market.

Below is a summary of the classifications recommended for creation and/or control rate adjustment.

Parks, Recreation and Community Services (PRCS) Department

**Lifeguard-B:** Establish a new full-time classification of Lifeguard-B with a control rate of \$26.00 per hour. This classification will be added to the Non-Rep Non-Management, Technical and Administrative group.

**Lifeguard:** Establish a new control rate of \$26.00 per hour. The exiting control rate is \$20.4223 per hour. The part-time/seasonal classification of Lifeguard will remain in the non-represented non-management-hourly group.

**Sr. Lifeguard/Instructor-B:** Establish a new full-time classification of Sr. Lifeguard/Instructor-B with a control rate of \$30.00 per hour. This classification will be added to the Non-Rep Non-Management, Technical and Administrative group.

**Sr. Lifeguard/Instructor:** Establish a new control rate of \$30.00 per hour. The exiting control rate is \$24.5786 per hour. The part-time/seasonal classification of Sr. Lifeguard/Instructor will remain in the non-represented non-management-hourly group.

**Aquatics Supervisor-B:** Establish a new full-time classification of Aquatics Supervisor-B with a control rate of \$41.00 per hour. This classification will be added to the Non-Rep Non-Management, Technical and Administrative group.

**Aquatics Supervisor:** Establish a new control rate of \$41.00 per hour. The existing control rate is \$33.7081 per hour. The part-time/seasonal classification of Aquatics Supervisor will remain in the non-represented non-management-hourly group.

This action does not require an additional FTE.


**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

**FISCAL IMPACT:**

Approval and implementation of the new classifications and salaries will have a fiscal impact of up to \$173,000 in FY2024 (pro-rated for ten months). The maximum fiscal impact of this recommendation is approximately \$255,000 annually, which will be realized when the incumbents are all at the control rate for a full year. 100% of the cost is funded directly through the General Fund and will be absorbed by existing appropriations. However, staff will monitor personnel expenses and request a supplemental appropriation during the fiscal year if necessary.

Respectfully submitted,

  
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Approved by:

  
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Attachment A – Resolution establishing three new classifications and updating salaries of three existing classifications