

Agenda Report

August 26, 2024

TO: Honorable Mayor and City Council
FROM: Human Resources Department
SUBJECT: ADOPT A RESOLUTION UPDATING THE SALARIES OF FIFTEEN EXISTING CLASSIFICATIONS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report 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 Updating the Salaries of Fifteen Existing Classifications.

BACKGROUND:

The Human Resources Department's Labor Relations and Classification & Compensation Division is responsible for managing classification and compensation work for the City. Periodically there is a need to update or add job classifications and salary rates as duties and the operational needs of the City change over time and the marketplace adjusts. The City's Manual of Personnel & Administrative Rules establishes a comprehensive process for classification submission in which the Human Resources Department reviews, approves, and provides recommendations on classification requests.

A provision in the Memorandum of Understanding (MOU) between the City and Laborers' International Union of North America (LIUNA) also provides a compensation review for classifications or classification series as outlined in the MOU. The following series were reviewed:

Office Assistant (Office Assistant-Senior Office Assistant)
Administrative Specialist (Administrative Specialist-Senior Administrative Specialist)

As a result of the reviews above, Human Resources recommends updating the salary control rate of fifteen existing classifications. The recommended salary control rates for all classifications were determined following an analysis of comparable classifications in the labor market and/or an analysis of internal alignment with comparable classifications within the City. All recommended changes are intended to support the City's ability to recruit and retain skilled personnel in a highly competitive labor market. These recommendations also provide standard differentials and alignments between the levels in the series. This action does not require any additional FTEs. Staff has conferred with the LIUNA bargaining unit and they are supportive of the proposed salary adjustments.

Office Assistant series and related classifications

Office Assistant: Establish a new control rate of \$29.7405 per hour for the existing classification of Office Assistant. The existing control rate is \$29.4460 per hour.

Senior Office Assistant: Establish a new control rate of \$32.7145 per hour for the existing classification of Senior Office Assistant. The existing control rate is \$31.4295 per hour.

Purchasing Assistant: Establish a new control rate of \$32.7145 per hour for the existing classification of Purchasing Assistant. The existing control rate is \$31.4295 per hour.

Prosecution Assistant: Establish a new control rate of \$32.7145 per hour for the existing classification of Prosecution Assistant. The existing control rate is \$31.4295 per hour.

Police Support Assistant: Establish a new control rate of \$32.7145 per hour for the existing classification of Police Support Assistant. The existing control rate is \$31.4295 per hour.

Police Records Technician: Establish a new control rate of \$32.7145 per hour for the existing classification of Police Records Technician. The existing control rate is \$31.4295 per hour.

The Office Assistant series and related classifications are represented by the Laborers' International Union of North America.

Administrative Specialist series and related classifications

Administrative Specialist: Establish a new control rate of \$36.2468 per hour for the existing classification of Administrative Specialist. The existing control rate is \$34.3897 per hour.

Senior Administrative Specialist: Establish a new control rate of \$41.6838 per hour for the existing classification of Senior Administrative Specialist. The existing control rate is \$39.2629.

Accounting Specialist: Establish a new control rate of \$36.2468 per hour for the existing classification of Accounting Specialist. The existing control rate is \$34.3897 per hour.

Purchasing Specialist: Establish a new control rate of \$36.2468 per hour for the existing classification of Purchasing Specialist. The existing control rate is \$34.3897 per hour.

Benefits Specialist: Establish a new control rate of \$36.2468 per hour for the existing classification of Benefits Specialist. The existing control rate is \$34.3897 per hour.

Insurance/Claims Specialist: Establish a new control rate of \$36.2468 per hour for the existing classification of Insurance/Claims Specialist. The existing control rate is \$34.3897 per hour.

Conservation Program Specialist: Establish a new control rate of \$36.2468 per hour for the existing classification of Conservation Program Specialist. The existing control rate is \$34.3897 per hour.

Payroll Specialist: Establish a new control rate of \$36.2468 per hour for the existing classification of Payroll Specialist. The existing control rate is \$34.3897 per hour.

Public Information Specialist: Establish a new control rate of \$36.2468 per hour for the existing classification of Public Information Specialist. The existing control rate is \$34.3897 per hour.

The Administrative Specialist series and related classifications are represented by the Laborers' International Union of North America.

COUNCIL POLICY CONSIDERATION:

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability.

FISCAL IMPACT:

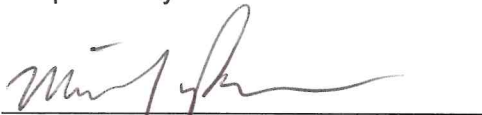
Approval and implementation of the updated salaries will have a fiscal impact of up to \$421,000 in FY 2025 (pro-rated) and up to \$498,000 in FY 2026. Approximately 53% of the costs will impact the General Fund and the remaining 47% will impact other funds (Light & Power Fund – 14%, Health Fund – 9%, and Other Funds – 24%). The costs will be absorbed within the annual operating budget of each respective department. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully Submitted,



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Human Resources Director

Prepared by:



Michael Paliwoda
Principal Human Resources Analyst

Approved by:



MIGUEL MARQUEZ
City Manager

Attachments:

Attachment A – Resolution updating the salaries of fifteen existing classifications