



# Agenda Report

March 25, 2024

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources Department

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING ASSIGNMENT PREMIUM PAY FOR THE SENIOR EXECUTIVE ASSISTANT (C) ASSIGNED TO THE CITY MANAGER**

## **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 Assignment Premium Pay for the Senior Executive Assistant (C) Assigned to the City Manager.

## **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.

Recently, Human Resources was tasked with conducting a classification and compensation study of the Senior Executive Assistants (Confidential) assigned to support the City Manager's office. Based on the results of the study, Human Resources recommends establishing assignment premium pay for the Senior Executive Assistant (C) position assigned to support the City Manager. The Senior Executive Assistant (C) assigned to the City Manager is a full supervisor and has a higher level of external

contact with elected officials, City stakeholders and City staff than the other Senior Executive Assistants assigned to the City Manager's Office.

Assignment premium pay is recommended for the Senior Executive Assistant (C) assigned to the City Manager at 7% of base pay.

**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 updated salaries will have a fiscal impact of up to \$1,849 in FY 2024 (pro-rated) and \$6,868 in FY 2025. 100% of the costs will impact the General Fund. The costs will be absorbed within the annual operating budget of the City Manager's Office. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

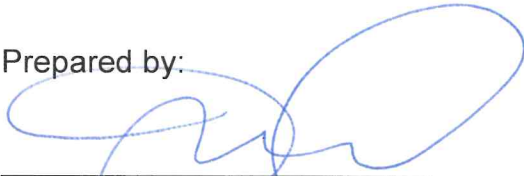
Respectfully submitted,



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TIFFANY JACOBS-QUINN  
Director of Human Resources

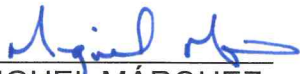
Prepared by:



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Jaime Marie Arellano  
Principal HR Analyst

Approved by:



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MIGUEL MÁRQUEZ  
City Manager

Attachment A – Resolution establishing Assignment Premium Pay for the Senior Executive Assistant (C) assigned to the City Manager