



# Agenda Report

October 28, 2024

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources Department

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING ONE NEW CLASSIFICATION AND UPDATING THE SALARIES OF SIX 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 Establishing One New Classification and Updating the Salaries of Six 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 classifications were reviewed:

Permit Technician I  
Permit Technician II  
Permit Services Specialist

Customer Service Representative  
Senior Customer Service Representative  
Customer Service Specialist

The City Attorney/City Prosecutor Department requested the development of one new classification:

Senior Prosecution Assistant

The Senior Prosecution Assistant performs lead journey-level, legal administrative support duties in support of the more complex criminal actions prosecuted by the City Attorney/City Prosecutor's Office. Work assigned requires general knowledge of the functions applicable to an area of assignment and the ability to solve routine-to-difficult problems.

As a result of the reviews above, Human Resources recommends establishing one new classification and updating the salary control rate of six 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.

#### Permit Technician series

**Permit Technician I:** Establish a new control rate of \$33.6064 per hour for the existing classification of Permit Technician I. The existing control rate is \$32.0397 per hour.

**Permit Technician II:** Establish a new control rate of \$38.6474 per hour for the existing classification of Permit Technician II. The existing control rate is \$36.6171 per hour.

**Permit Services Specialist:** Establish a new control rate of \$42.5122 per hour for the existing classification of Permit Services Specialist. The existing control rate is \$41.5298 per hour.

The Permit Technician series are represented by the Laborers' International Union of North America.

#### Customer Service Representative series

**Customer Service Representative:** Establish a new control rate of \$29.8229 per hour for the existing classification of Customer Service Representative. The existing control rate is \$28.9937 per hour.

**Senior Customer Service Representative:** Establish a new control rate of \$33.5519 per hour for the existing classification of Senior Customer Service Representative. The existing control rate is \$32.6277 per hour.

**Customer Service Specialist:** Establish a new control rate of \$36.9071 per hour for the existing classification of Customer Service Specialist. The existing control rate is \$35.6565 per hour.

The Customer Service Representative series is represented by the Laborers' International Union of North America.

City Attorney/City Prosecutor Department

**Senior Prosecution Assistant:** Establish a new classification of Senior Prosecution Assistant with a control rate of \$35.9860. This classification will be added to the Laborers' International Union of North America.

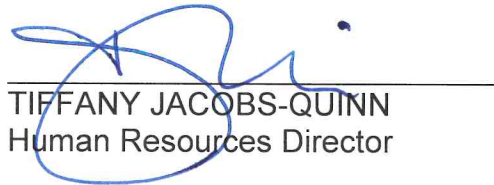
**COUNCIL POLICY CONSIDERATION:**

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 \$93,023 in FY 2025 (pro-rated) and up to \$151,163 in FY 2026. Approximately 36% of the costs will impact the Light and Power Fund and the remaining 64% will impact other funds (Building Services Fund – 30%, General Fund – 26%, and Other Funds – 8%). 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,



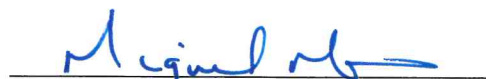
TIFFANY JACOBS-QUINN  
Human Resources Director

Prepared by:



Sarah Wong  
Human Resources Analyst

Approved by:



MIGUEL MARQUEZ  
City Manager

Attachments:

Attachment A – Resolution establishing one new classification and updating the salaries of six existing classifications