

Agenda Report

September 30, 2024

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION UPDATING THE SALARIES OF TWO 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 Two 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 classification was reviewed:

Accounting Technician

The Department of Water and Power requested a compensation review of the Customer Relations and Conservation Program Series to ensure continued competitiveness in the marketplace. The following classification was reviewed:

Conservation Program Specialist

As a result of the reviews above, Human Resources recommends updating the salary control rate of two 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.

Conservation Program Specialist classification

Customer Program Specialist (Changing title from Conservation Program Specialist): Establish a new control rate of \$36.2811 per hour for the existing classification of Customer Program Specialist. The existing control rate is \$36.2468 per hour.

The Customer Program Specialist classification is represented by the Laborers' International Union of North America.

Accounting Technician classification

Accounting Technician: Establish a new control rate of \$31.5196 per hour for the existing classification of Accounting Technician. The existing control rate is \$29.5681 per hour.

The Accounting Technician classification is 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 \$16,972 in FY 2025 (pro-rated) and up to \$20,058 in FY 2026. Approximately 77% of the costs will impact the General Fund and the remaining 23% will impact the Public Benefit Fund. 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,



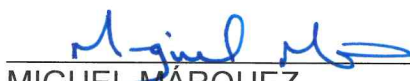
TIFFANY JACOBS-QUINN
Human Resources Director

Prepared by:



Sarah Wong
Human Resources Analyst

Approved by:



MIGUEL MARQUEZ
City Manager

Attachments:

Attachment A – Resolution updating the salaries of two existing classifications