

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, DIRECTOR OF HUMAN RESOURCES
SUBJECT: APPROVAL AND ADOPTION OF THE CITY'S SALARY
PLAN AND SCHEDULE, CORRECTING AN
ADMINISTRATIVE ERROR AND ELIMINATING THE BUS
OPERATOR TRAINEE CLASSIFICATION AND
COMPENSATION

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Human Resources Department that Council, by resolution, approve and adopt the City's Salary Plan and Schedule, correcting an administrative error and eliminating the Bus Operator Trainee classification and compensation.

EXECUTIVE SUMMARY

California Code Regulations, Title 2, Section 570.5: Requirement for a Publicly Available Pay Schedule, requires the City Council to approve and adopt a pay schedule detailing pay rates for each City classification, in order for members' pay rates to be credited by CalPERS. Therefore, the Salary Plan and Schedule is presented for approval, including all current classifications and salaries, with their effective dates.

By adopting the updated Salary Plan and Schedule, the Council will be correcting several errors from the last approved plan as well as eliminating the Bus Operator Trainee classification and corresponding pay range, to attract and retain Bus Operators.

BACKGROUND

California Code of Regulations, Title 2, Subchapter 1: Employees' Retirement System Regulations, Section 570.5 requires a member agency's pay schedule to be approved and adopted as a stand-alone document, detailing the pay rates for each agency position. On July 26, 2022, Council approved Resolution RES-2022-159, adopting the most recent Salary Plan and Schedule. A new Salary Plan and Schedule is needed to correct errors on the previously submitted Plan and also includes amendments requested in another item on the agenda for Council's approval, today.

ADOPTION OF THE CITY'S SALARY PLAN AND SCHEDULE
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PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

On July 26, 2022, Council approved Resolution RES-2022-159 adopting the most recent Salary Plan and Schedule. The Salary Plan and Schedule document that was attached was a draft and not the final document which should have been uploaded. The draft had several errors:

- Resolution RES-2022-156 on July 26, 2022, approved increases in the salary range by 5% for multiple classifications retroactively to January 2, 2022. They were entered incorrectly on the draft Salary Plan and Schedule. The salaries listed as effective January 2, 2022, were the salaries that would be effective after the Cost of Living Adjustment would be applied on April 10, 2022. The corrected Salary Plan and Schedule for approval today shows two entries: the correct salaries effective January 2, 2022, and effective April 10, 2022.
- The City Attorney and Office and Program Aide top salaries were left blank.
- The following salaries were not correct: Crime Analyst Trainee effective July 26, 2022, Fire Chief with Stipend and Police Chief effective November 7, 2021, to March 12, 2022; and Specific Activity Instructor effective June 21, 2020.

On today's agenda for Council's approval is a resolution authorizing the City Manager to eliminate the Bus Operator Trainee classification and corresponding pay range, in order to attract candidates and retain Bus Operators during the training period.

To fully comply with California Code Regulations section 570.5, the Salary Plan and Schedule is attached, reflecting the corrected and updated classification and salaries for Council's approval and adoption.

FISCAL IMPACT

Approval of this action does not have a fiscal impact. Funds were appropriated in the previously adopted resolutions for this fiscal year or approved by resolution as indicated above.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 - RES-2022-159; Approval and Adoption of Salary Plan and Schedule
- Attachment 2 - RES-2022-156; Modifying the Salary Range of Multiple Positions
- Attachment 3 – Salary Plan and Schedule highlighting corrections
- Resolution
- Exhibit A Salary Plan and Schedule

CONTACT

Amy Reeve; Director of Human Resources, Areeve@srcity.org, 707-543-3070