

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

SUBJECT: APPROVAL AND ADOPTION OF THE CITY'S SALARY  
SCHEDULE

STAFF PRESENTER: GOLBOU GHASSEMIEH, HUMAN RESOURCES  
DIRECTOR  
HUMAN RESOURCES DEPARTMENT

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, approve and adopt the City's Salary Schedule as set forth in Attachment A.

EXECUTIVE SUMMARY

California Code Regulation 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 Schedule is presented for approval, including all classifications and salaries and their effective dates.

BACKGROUND

City Charter Section 36 states the compensation of all employees is subject to City Council approval. City Code 2-32.060 states that the City Council by resolution shall adopt a basic salary plan setting forth job classifications and a salary schedule.

With Resolution No. 24055, Council adopted the Salary Plan for permanent positions and directed the City Manager to administer, issue and reissue the Plan as necessary, in accordance with subsequent ordinances and resolutions. The updated Salary Plan has been posted online each time amendments have been approved by Council.

With Resolution No. 14032, Council established a trainee program for all classifications enabling the City Manager to add the word "Trainee" to any classification employed by the City, to fill positions as deemed appropriate, and set an initial salary up to 30% below the beginning of the established salary range.

With Resolution No. 25383, Council adopted the Salary Plan for temporary and seasonal classifications and authorized the City Manager to change it as necessary to best meet the needs of the City.

California Code of Regulations, Title 2, Subchapter 1, Employees' Retirement System Regulations section 570.5 established in 2011 set forth new requirements of a pay plan that must be met in order for a member's pay rate to be credited by CalPERS. The regulation requires the agency's pay schedule to be approved and adopted as a standalone document detailing the pay rates for each agency position each time it is updated, and can not reference another document in lieu of disclosing the pay rate.

#### PRIOR CITY COUNCIL REVIEW

Not applicable.

#### ANALYSIS

In order to fully comply with California Code Regulation section 570.5, a Salary Schedule has been compiled and is presented as Attachment A for Council's approval. The salaries listed reflect increases previously approved by Council with Memoranda of Understanding for each unit, and the additional classifications added during the 17/18 fiscal year budget presentation.

The new Salary Schedule lists all active regular classifications and salaries that have been previously approved by Council whether or not there are positions currently budgeted or filled in those classifications. The Salary Schedule will replace previous Salary Plans published online that included salaries only for regular budgeted positions authorized by Council. It should be noted that some positions may be budgeted at a higher journey-level class, and filled by employees in a lower class until they are fully qualified for the higher, budgeted level.

The new Salary Schedule also includes seasonal and temporary classifications previously authorized by the City Manager under direction of the Council. Previous published Salary Plans did not include seasonal or temporary classifications. They have been added because several City employees in seasonal or temporary assignments are CalPERS members from previous employment.

Each time the Salary Schedule is amended in the future, the amended Schedule will be presented to Council for approval and adoption, and then posted online.

#### FISCAL IMPACT

None.

#### 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 Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment A – Salary Schedule
- Attachment B – Resolution No. 24055
- Attachment C – Resolution No. 14032
- Attachment D – Resolution No. 25383
- Resolution

CONTACT

golbou ghassemieh  
[gghassemieh@srcity.org](mailto:gghassemieh@srcity.org)  
707-543-3070