

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, DIRECTOR OF HUMAN RESOURCES
HUMAN RESOURCES DEPARTMENT
SUBJECT: APPROVAL AND ADOPTION OF THE CITY'S SALARY
PLAN AND SCHEDULE

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.

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 classifications and salaries and their effective dates.

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 standalone document detailing the pay rates for each agency position. On March 15, 2022, Council approved Resolution RES-2022-048 adopting the most recent Salary Plan and Schedule with an effective date of April 10, 2022. A new Salary Plan and Schedule is needed to correct errors on the most recent Salary Plan and Schedule; include the new classification of Single Role Paramedic previously approved by Council; approve a Crime Analyst Trainee salary range; and include salary modifications requested in other items on the agenda for Council's approval today.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The salary range for the Police Chief and Fire Chief between November 7, 2021 (when an approved salary adjustment was applied) and March 12, 2022 (when the last COLA was applied) was mistakenly not included on the March 13, 2022 Salary Plan and Schedule. The current salary plan and schedule dated April 10, 2022 has incorrect salaries listed for the classifications in Unit 9 – Fire Safety Management and the Director of Transportation and Public Works due to clerical errors.

On April 26, 2022, Council approved Resolution RES-2022-078 creating a new classification of Single Role Paramedic.

Resolution 14032 authorizes 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. The Human Resources Department recently completed a recruitment for Crime Analyst Trainee. Trainees have been employed in this classification in the past, but the Trainee salary range is not currently listed on the Salary Plan and Schedule.

On today's agenda for Council's approval is a resolution adopting a MOU for Unit 17 – Professional Attorneys that includes salary increases effective July 17, 2022; a resolution modifying the salary range of multiple classifications by 5% to address issues of recruitment and retention; and a resolution to reinstate the Division Chief classification in the Fire Department.

In order to fully comply with California Code Regulations section 570.5, the attached 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 Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

ADOPTION OF THE CITY'S SALARY PLAN AND SCHEDULE
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NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 - RES-2022-048; Approval and Adoption of Salary Plan and Schedule
- Attachment 2 - RES-2022-078; Creating Single Role Paramedic classification
- Attachment 3 - Resolution 14032; Establishing Trainee Program
- Resolution / Exhibit A - Salary Plan and Schedule

CONTACT

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