

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR
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 the 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 12, 2019, Council approved Resolution RES-2019-023 adopting the most recent Salary Plan and Schedule. A new Salary Plan and Schedule is needed due to classification and salary changes that went into effect after March 12, 2019, as approved by the City Manager and Council.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

On April 19, 2019, Council approved Resolution RES-2019-042 adopting a MOU for Unit 2-Firefighting that included pay increases effective March 31, 2019.

On June 18, 2019 during the budget adoption process, Council approved Resolution RES-2019-074 and RES-2019-075 that included the creation of four new classifications, one retitled classification, and one amended salary range effective July 7, 2019.

Council authorized 2.5% Cost of Living Adjustments to become effective on July 7, 2019 for the following City Employee bargaining units:

<u>Resolution No.</u>	<u>Date approved</u>	<u>Unit</u>
RES-2017-125	7/11/2017	Unit 3 - Maintenance
RES-2017-126	7/11/2017	Unit 4 - Support Services
RES-2017-126	7/11/2017	Unit 6 - Professional
RES-2017-126	7/11/2017	Unit 7 - Technical
RES-2017-128	7/11/2017	Unit 8 - Transit
RES-2017-146	7/11/2017	Unit 10 - Executive Management
RES-2017-146	7/11/2017	Unit 11 - Middle Management
RES-2017-146	7/11/2017	Unit 12 - Confidential
RES-2017-129	7/11/2017	Unit 13 - Mechanics
RES-2017-130	7/11/2017	Unit 14 - Police Civilian Technical Unit
RES-2017-131	7/11/2017	Unit 16 - Utility Systems Operators
RES-2017-132	7/11/2017	Unit 18 - Miscellaneous Mid-Management
RES-2017-145	7/18/2017	Unit 17 - Professional Attorneys
RES-2017-181	9/19/2017	Unit 9 - Fire Safety Management
RES-2019-042	4/19/2019	Unit 2 - Firefighting
RES-2019-079	6/25/2019	Unit 5 - Police Officers
RES-2019-087	7/9/2019	Unit 9 - Police Safety Management

On October 1, 2019, Council approved Resolution RES-2019-151 creating a new classification of Storm Water and Creeks Manager.

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 Buyer 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 September 23, 2019, as authorized by Resolution 25383, the City Manager approved establishment of three temporary/seasonal classifications: Media Services Technician, Maintenance Aide, and Office and Program Aide. The new classifications will appropriately title and classify current staff working in Information Technology

Adoption of the City's Salary Plan and Schedule

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providing media services support at City public meetings and Recreation and Parks staff who moved to Planning and Economic Development and Transportation and Public Works in 2019.

On January 1, 2020, the State of California minimum wage will increase to \$13.00 per hour, affecting employee pay rates for interns and part time/seasonal employees in Recreation and Parks.

On October 22, 2019, Council adopted Ordinance ORD-2019-014, which states effective July 1, 2020, employers who employ twenty-six (26) or more employees shall pay employees a wage of no less than \$15.00 per hour. This will further affect employee pay rates for interns and part time/seasonal employees in Recreation and Parks.

In order to fully comply with California Code Regulations section 570.5, the Salary Plan and Schedule is attached reflecting the 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 budget for this fiscal year.

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

- Resolution
- Exhibit A, Salary Plan and Schedule

CONTACT

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