

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

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

STAFF PRESENTER: JEREMIA MILLS, ACTING HUMAN RESOURCES
DIRECTOR

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, requires the City Council to approve and adopt a pay schedule detailing pay rates for each City classification each time it is amended 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, 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 each time it is updated.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

With Resolution number RES-2018-199 on November 13, 2018, Council approved and adopted the current Salary Plan and Schedule.

Subsequent to the adoption of the Salary Plan and Schedule, Council approved Resolution number RES-2018-214 authorizing the creation of three new classifications and salary adjustments for six (6) classifications in the Water Department.

Earlier on today's Council's agenda for approval was a resolution reinstating the classification of Associate Traffic Engineer.

With Resolution number 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. The Human Resources Department has recently completed a recruitment for City Planner Trainee and Building Inspector Trainee. Trainees have been employed in these classifications in the past, but the Trainee salary ranges are not currently listed on the Salary Plan and Schedule.

In order to fully comply with Section 570.5, the attached Salary Plan and Schedule is attached reflecting the previously approved salaries for Council's approval and adoption. There are no additional changes to the Salary Plan and Schedule and no additional funding is requested.

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

- Resolution/Exhibit A, Salary Plan and Schedule

CONTACT

Jeremia Mills; Acting Human Resources Director, jmills@srcity.org, 707-543-3075