

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

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. This update is a requirement per California Code Regulations Title 2, section 570.5 - Requirement for a Publicly Available Pay Schedule - and is required to document classification and salary changes that went into effect after the last adoption by Council on December 3, 2019.

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 December 3, 2019, Council approved Resolution RES-2019-178 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 December 3, 2019, as previously approved or authorized by the City Manager and Council.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The following resolutions were approved by Council after December 3, 2019 modifying classification, bargaining unit and salary ranges:

Resolution/Ordinance No.	Approval Date	Action
ORD-2019-023	12/10/2019	Adjust City Attorney Salary
RES-2020-008	1/28/2020	Move City Clerk from Unit 11 to Unit 10
RES-2020-024	2/25/2020	Reclassify Director of Community Programs & Engagement to Deputy Director – Community Engagement (new class)
RES-2020-104	6/23/2020	Approve several classification changes with the 20/21 budget
RES-2020-144	9/1/2020	Reclassify Assistant City Manager/Chief Financial Officer to Chief Financial Officer
ORD-2020-013	12/1/2020	Adjust City Manager Salary
RES-2021-086	5/25/2021	Create Extra-Help Acting City Manager classification
RES-2021-108	6/22/2021	Approve several classification changes with the 21/22 budget

In addition, the following classification titles were modified:

- Deputy Director Utilities Operations to Deputy Director Regional Water Reuse Operations 1/1/2019
- Marketing and Outreach Coordinator to Communications Coordinator 7/1/2020

Resolution 25383 approved by Council authorized the City Manager to modify the salary plan for temporary and seasonal employees as necessary to best meet the needs of the City. On 1/1/2021, the City of Santa Rosa minimum wage increased to \$15.20 per hour and on 1/1/2022, the City of Santa Rosa minimum wage will increase to \$15.85 per hour, impacting temporary and seasonal employee pay scales. Additionally, the Police Background Investigator temporary/extra help salary increased for the first time since 2014 in September 2021.

This updated salary schedule also includes corrections to errors on the Principal Human Resources Analyst minimum salary and Media Services Technician temporary classification maximum salary listed on the previous salary schedule.

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

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 - ORD-2019-023
- Attachment 2 - RES-2020-008
- Attachment 3 - RES-2020-024
- Attachment 4 - RES-2020-104
- Attachment 5 - RES-2020-144
- Attachment 6 - ORD-2020-013
- Attachment 7 - RES-2021-086
- Attachment 8 - RES-2021-108
- Resolution/Exhibit A, Salary Plan and Schedule September 7, 2021

CONTACT

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