

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DOMINIQUE BLANQUIE, HUMAN RESOURCES  
DIRECTOR  
SUBJECT: APPROVAL AND ADOPTION OF THE CITY'S SALARY  
PLAN AND SCHEDULE  
  
AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, approve and adopt the amended City of Santa Rosa 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 October 10, 2023, Council approved resolution RES-2023-175 adopting the most recent Salary Plan and Schedule. An amendment of the Salary Plan and Schedule is needed due to the salary adjustment of the Interim Professional classification. The salary range of the Interim Professional classification was most recently adjusted on July 1, 2009.

PRIOR CITY COUNCIL REVIEW

Not applicable.

## ADOPTION OF THE CITY'S SALARY PLAN AND SCHEDULE

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### ANALYSIS

An Interim Professional is someone hired from outside the of City organization on a temporary basis for extra help. These individuals are often hired to perform professional or higher-level management duties. The complexity and authority of the duties to be assigned determines where in the Interim Professional salary range the employee will be placed.

Since July 1, 2009, the Interim Professional salary range has remained the same, while the other salary ranges in the City have increased in accordance with minimum wage increases and cost of living increases. This has resulted in the Interim Professional salary range being lower than that of regular classifications in the City in which employees perform comparable work.

According to Council Resolution 23615, "The City Manager is authorized to set and change any rate of pay that is necessary to best meet the needs of the City for any temporary, seasonal, or recurrent position." However, some of our temporary staff are members of CalPERS, which requires that pay rates for all CalPERS members be approved by the governing body in an open meeting.

The City Manager has adjusted and increased the salary range of Interim Professional in order to align with the level of duties performed.

In order to fully comply with California Code Regulations section 570.5, a Salary Plan and Schedule is attached reflecting the aforementioned salary increases for Council's approval and adoption.

### FISCAL IMPACT

Approval of this action does not have an immediate fiscal impact. Temporary pay is covered by a department's previously approved and adopted budget.

### 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.

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ATTACHMENTS

- Resolution / Exhibit A – City of Santa Rosa Salary Plan and Schedule

PRESENTER

Dominique Blanquie, Human Resources Director