



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: JUNE 2, 2026
DEPARTMENT: HUMAN RESOURCES
FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR
TITLE: MODIFICATION TO THE CLASSIFICATION – SALARY SCHEDULE AND RECLASSIFICATION

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution modifying the Classification – Salary Schedule, recommended reclassifications, and bargaining unit changes as follows:

1. Add the classification of Police Services Specialist I/II, Supervising Police Services Specialist, and Police Services Administrative Specialist;
2. Reclassify the recommended Police Services Technicians to Police Services Specialist I or II;
3. Reclassify the Senior Police Services Technicians to Police Services Administrative Specialist;
4. Reclassify the Supervising Police Services Technician classification to Supervising Police Services Specialist;
5. Move the Investigative Specialist, Crime Analyst, and Stormwater Compliance Inspector from the Association of Management Personnel of Salinas (AMPS) unit to Salinas Municipal Employees Association (SMEA);
6. Move the Assistant City Clerk classification from the Confidential Non-Management Unit to the Confidential Management Unit;
7. Add the classification of Airport Director to the Department Directors Compensation Plan; and
8. Add the classification of Deputy City Manager/City Clerk to the Department Directors Compensation Plan

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution to modify the Classification – Salary Schedule by adding the new classifications listed above and reclassify the Police Services Technician series to Police Services Specialists. The Resolution also adjusts salaries for the classification series and aligns classifications with appropriate bargaining units.

BACKGROUND:

In 2024, the City Council authorized a \$7,000 recruitment and retention incentive to support hiring efforts for two classifications with the Police Services Records Division. The City also increased the salary range to improve recruitment while conducting a study of the Police Service Technician series.

The Police Service Technician series currently includes:

Police Services Technician
Senior Police Services Technician
Supervising Police Services Technician

Filling the entry level Police Services Technician position has been the primary challenge. This classification is typically filled externally and requires a background investigation. Senior and Supervising positions are usually filled internally. Notably, the Senior Police Services Technician does not work in the Records Division.

CPS HR Consulting Services was engaged to conduct a comprehensive classification study of the three positions. The study included position questionnaires and interviews with incumbents, supervisors, and managers.

The study recommends retitling the Police Service Technicians to Specialists to better reflect the specialized nature of the work as listed below:

Police Services Technician → Police Services Specialist I/II
Senior Police Services Technician → Police Services Administrative Specialist
Supervising Police Services Technician → Supervising Police Services Specialist

The current base salary remains for the Level I, with 10% salary differentials for Level II, Supervising, and Administrative Specialist classifications.

The Records Division currently has five vacancies. Staff anticipate that the proposed actions will have a positive impact on recruitment and retention.

New classifications:

Airport Director: This new position reflects the complexity, scope and strategic importance of the Airport. As aviation activity, regulatory requirements, capital investment and economic development opportunities continue to grow, the City requires a higher-level leadership position. This role would carry expanded responsibilities for strategic planning, regional partnership development, capital improvement programming and emerging opportunities.

Deputy City Manager/City Clerk: This position will strengthen the executive capacity, improve organizational coordination and enhance the City's ability to implement its strategic priorities effectively. As the operations have grown increasingly complex, the demands on the City Manager's office have expanded beyond the current capacity. This position would provide essential support to

the City Manager and Assistant City Manager by enhancing the leadership depth within the organization.

Bargaining Unit movement:

- The Investigative Specialist is a non-exempt classification and aligns more appropriately with the SMEA unit.
- The Crime Analyst and Stormwater Compliance Inspector will be moved to SMEA as non-exempt positions.
- During the FY 25-26 budget process, the City Clerk was moved from the Confidential Management Unit to the Department Directors Unit. Staff now recommends moving the Assistant City Clerk to the Confidential Management, effective July 1, 2026 to reflect the level of responsibility, including serving as Acting City Clerk when needed.

These unit changes would take effect in the first full pay period following Council approval, unless specifically indicated as effective July 1, 2026.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

No.

STRATEGIC PLAN INITIATIVE:

The proposed action supports the City Council 2025 Strategic Goal of City Services, ensuring fiscal responsibility and finance management along with high quality customer service.

DEPARTMENTAL COORDINATION:

Human Resources and Finance coordinated with the Police, Public Works, and Administration Department in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

Adjustments to the Police Services Specialist series represent an annual increase of approximately \$36,441 and were factored into the FY26-27 budget.

The bargaining unit movements have an approximately cost of \$92,260 and was factored into the FY 26-27 budget

Example:

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
N/A	N/A	N/A	N/A\$	N/A

ATTACHMENTS:

Resolution
Exhibit A - Salary Schedule

RESOLUTION NO. _____ (N.C.S.)

A RESOLUTION AMENDING THE CLASSIFICATION - SALARY SCHEDULE AND RECLASSIFICATIONS

NOW, THEREFORE, BE IT RESOLVED that effective, June 8, 2026, the Classification-Salary Schedule previously adopted by the City Council by Resolution is hereby amended to include the classification of Police Services Specialist I/II, Police Services Administrative Specialist, Supervising Police Services Specialist, Airport Director, and Deputy City Manager/City Clerk; the salary range adjustments for Police Services Specialists are approved; the salary range and bargaining unit adjustments as recommended for the Investigative Specialist, Stormwater Construction Inspector, Crime Analyst and Assistant City Clerk are approved; and the reclassification for the Police Services Specialist are approved.

Attached as Exhibit A is the amended Classification - Salary Schedule.

PASSED AND APPROVED this 2nd day of June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dennis Donohue, Mayor

ATTEST:

Patricia M. Soratos, City Clerk

Exhibit A: Classification – Salary Schedule

SMEA			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
Benefit Group	Grade	Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
26		Police Services Specialist I	25.4585	4,413	26.7349	4,634	28.0702	4,865	29.4715	5,108	30.9460	5,364	32.4942	5,632
26		Police Services Specialist II	28.0044	4,854	29.4084	5,097	30.8772	5,352	32.4187	5,619	34.0406	5,900	35.7436	6,196
26		Supervising Police Services Specia	30.8048	5,339	32.3492	5,607	33.9649	5,887	35.6606	6,181	37.4447	6,490	39.3180	6,815
26		Police Services Administrative Spe	28.1493	4,879	29.5536	5,123	31.0307	5,379	32.5801	5,647	34.2101	5,930	35.9213	6,226

SMEA			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
Benefit Group	Grade	Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
26		Investigative Specialist	34.9716	6,062	36.7217	6,365	38.5610	6,684	40.4898	7,018	42.5155	7,369	44.6410	7,738

SMEA			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
Benefit Group	Grade	Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
26		Crime Analyst	47.3406	8,206	49.7109	8,617	52.1952	9,047	54.8104	9,500	57.5478	9,975	60.4245	10,474

EXECUTIVE GROUP			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
Benefit Group	Grade	Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
14		Deputy City Manager/City Clerk	77.3298	13,404	81.1982	14,074	85.2587	14,778	89.5266	15,518	94.0013	16,294	98.7013	17,108
14		Airport Director	55.9063	9,690	58.6984	10,174	61.6343	10,683	64.7135	11,217	67.9523	11,778	71.3588	12,369

CONFIDENTIAL MANAGEMENT			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
Benefit Group	Grade	Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
		Assistant City Clerk	36.8495	6,387	38.6983	6,708	40.6242	7,042	42.6551	7,394	44.7911	7,764	47.0390	8,153