



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: MARCH 25, 2025
DEPARTMENT: HUMAN RESOURCES
FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR
TITLE: MODIFICATION TO THE CLASSIFICATION - SALARY SCHEDULE AND WORKFORCE ADJUSTMENT

RECOMMENDED MOTION:

A motion to approve a Resolution to amend the Classification-Salary Schedule for regular classifications to re-activate and include the classification of Plan Checker I and temporary employee classifications to include Retired Annuitant – Fire Inspector I.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to include the classifications of Plan Checker I and Retired Annuitant – Fire Inspector I.

BACKGROUND:

The Community Development Department has one Plan Check Engineer vacancy. Due to challenges filling this classification, the City opened two separate recruitments for a Plan Checker II classification and received no minimally qualified applications. However, through the recruitment process, the City received applications at the Plan Checker I level. Staff recommend underfilling the vacant Plan Check Engineer with a Plan Checker I. This will provide plan review support to ensure compliance with California standards and city ordinances and provide a path for advancement in the future. This action would require adding one Plan Checker I to the authorized workforce and deleting the Plan Check Engineer from the authorized workforce.

In 2024 staff worked collaboratively to revise the Fire Inspector job description and better define positions in the Fire Inspector series. The classifications of Fire Inspector I and Fire Inspector II were added to the Classification – Salary Schedule. The incumbent regular Fire Inspectors were reclassified to Fire Inspector II. The Classification and Salary Schedule included a Retired Annuitant – Fire Inspector. This specific classification was inadvertently changed to a Fire Inspector II and should be listed as a Retired Annuitant – Inspector I.

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:

Government Code §84308/Levine Act does not apply to this item.

STRATEGIC PLAN INITIATIVE:

The proposed action meets the Effective and Culturally Responsive Government Council goal.

DEPARTMENTAL COORDINATION:

Human Resources collaborated with the Community Development Department and the Fire Department in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

Underfilling the Plan Check Engineer is not expected to impact the fiscal year budget.

Currently, departments use temporary staff while funds are available. No fiscal impact is anticipated as result of the recommended actions.

Fund	Appropriation	Appropriation Name	Total Appropriation	Amount for recommendation	FY 24-25 Operating Budget Page	Last Budget Action (Date, Resolution)
n/a	n/a	n/a	n/a	n/a	n/a	n/a

ATTACHMENTS:

Resolution
Exhibit A – Classification – Salary Schedule

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

**RESOLUTION AMENDING THE CLASSIFICATION - SALARY SCHEDULE AND
WORKFORCE MODIFICATION**

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the Classification-Salary Schedule previously adopted by the City Council by Resolution is hereby amended to include the classification of Plan Checker I and the temporary employee classification of Retired Annuitant – Fire Inspector I in place of Fire Inspector II. Additionally, the workforce for the Community Development Department will be adjusted to reflect one Plan Checker I in place of the vacant Plan Check Engineer.

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

PASSED AND APPROVED this 25th day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dennis Donohue, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

Exhibit A

Benefit Group	Grade	Position	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly	Step 6 Hourly
26	26.3121	Plan Checker I	36.3346	38.1578	40.0668	42.0682	44.1768	46.3850
29		Retired Annuitant Fire Inspector I	34.1178	35.8264	37.6150	39.4988	41.4774	