



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: January 9, 2024

DEPARTMENT: HUMAN RESOURCES

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR

TITLE: MODIFICATION TO THE CLASSIFICATION – SALARY SCHEDULE AND WORKFORCE ALLOCATION ADJUSTMENT

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution to 1) amend the Classification-Salary Schedule for temporary employee salaries and impacted classifications to comply with the state minimum wage pursuant to SB 3 and amended Minimum Wage Order (MW- 2024); 2) adjust classifications with previously authorized cost of living and wage adjustments due in the first full pay period of January starting January 8, 2024, to include Retired Annuitant classifications and wage adjustment for the temporary Senior Planner classification; and 3) add the previously authorized Plan Check Engineer classification to the Classification-Salary Schedule. Additionally, staff recommend adjustments to the FY 2023-2024 workforce including 1) adding nine grant funded limited-term positions to the Community Development workforce; 2) reclassifying the limited-term Senior Accounting Technician in Community Development to a regular position; 3) replacing two vacant Community Outreach Assistants in the Permit Center with Permit Center Clerks and adjusting the salary range for the Permit Center Clerks and impacted Permit Services Technicians; 4) adding one Public Service Maintenance Worker I/II to the Public Works Department; 5) replacing the vacant Senior Facility Maintenance Mechanic with a Facility Maintenance Mechanic; and 6) replacing an existing Assistant Engineer vacancy with a Junior Engineer in the Water, Waste and Energy Division of the Public Works Department.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to reflect 1) the minimum wage rate of \$16.00 per hour effective January 1, 2024 and adjustments to impacted classifications; 2) cost of living and wage adjustments due January 8, 2024 to include Retired Annuitant classifications and temporary Senior Planner; 3) the addition of the previously authorized Plan Check Engineer; and additionally approve workforce allocation adjustments for the Community Development and Public Works Departments.

BACKGROUND:

SB 3 provided for six stepped annual increases from \$10.00 per hour to \$15.00 per hour, between January 1, 2017 and January 1, 2022 and provided for a minimum wage adjustment annually based on CPI measurements starting in 2023. Consistent with the provisions of SB 3, the current rate of \$15.50 per

hour is increasing to \$16.00 per hour effective January 1, 2024. The City of Salinas has several classifications that fall below the \$16.00 per hour range. Therefore, it is necessary to take action to adjust the Classification-Salary Schedule to reflect the increase of any salary ranges that are below the \$16.00 hourly rate to comply with the current state law.

Pursuant to previously negotiated and authorized Compensation Plans and Memoranda of Understanding, the following units are due a cost-of-living adjustment effective in the first full pay period of January starting January 8, 2024: Confidential Management, Fire Supervisors Association, and the Salinas Firefighters – IAFF Local 1270. Staff recommend adjustments to the temporary retired annuitant classifications and the temporary Senior Planner. Additionally, pursuant to the Salinas Municipal Employees Association MOU, the following positions are due a wage adjustment of two and a half percent (2.5%) in base pay: Fire Inspector, Literacy Specialist, Network Systems Specialist, and Supervising Police Services Technician.

Staff recommends the addition of the Plan Check Engineer classification to the salary schedule, which was previously approved and also recommend the addition of the following limited-term, grant funded positions to the Community Development workforce: Four 3-year limited-term Community Outreach Assistants, one 3-year limited term Community Development Analyst, one 3-year limited-term Homeless Services Manager, one 3-year limited-term Administrative Analyst, and two 2-year limited-term Administrative Analyst. The Community Development Department also seeks to replace vacant Community Outreach Assistants with Permit Center Clerks to better address customer service needs in the Permit Center and adjust the salary range for these positions. It will also be necessary to adjust the salary range for the Permit Services Technicians to address compaction with the Permit Center Clerks; and recommend replacing the authorized limited-term Senior Accounting Technician in the Housing Division of Community Development with a regular Senior Accounting Technician.

Lastly, staff recommend 1) adding one Public Service Maintenance Worker I/II to the Streets Division of the Public Works Department to have a full second crew to help address streets and sidewalk repairs; 2) replacing the vacant Senior Facility Maintenance Mechanic with a Facility Maintenance Mechanic; and 3) replacing the vacant Assistant Engineer in the Water, Waste and Energy Division of Public Works with a Junior Engineer to support the activities of the Division and facilitate recruitment for the Division.

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).

STRATEGIC PLAN INITIATIVE:

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

DEPARTMENTAL COORDINATION:

Human Resources, Administration, Community Development, and Public Works Departments collaborated in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

There may be adjustments necessary in the mid-year budget and next fiscal year's budget to reflect the increase in minimum wage for 2024. The cost-of-living and wage adjustments due in January 2024 have been budgeted for the fiscal year and the term of the agreements. No other impacts are anticipated for the balance of the fiscal year.

ATTACHMENTS:

Resolution

Exhibit A – Recommended Classification - Salary Schedule Adjustments

Exhibit B – Classification – Salary Schedule

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

**RESOLUTION AMENDING THE CLASSIFICATION - SALARY SCHEDULE AND
WORKFORCE ALLOCATION ADJUSTMENT**

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: 1) the classifications of Plan Check Engineer; 2) adjusted salary range for Permit Center Clerks, Permit Services Technicians; temporary Senior Planner; and 3) classifications falling below the minimum wage rate of \$16.00 per hour and impacted classifications; and 4) previously authorized cost of living and wage adjustments due January 8, 2024; and the workforce for the Public Works Department and Community Development is adjusted.

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

PASSED AND APPROVED this 9th day of January 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kimbley Craig, Mayor

ATTEST:

Patricia M. Barajas, City Clerk