



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: **JANUARY 13, 2026**

DEPARTMENT: **HUMAN RESOURCES**

FROM: **RENÉ MENDEZ, CITY MANAGER**

BY: **MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR**
PATRICIA PEÑALOZA, HUMAN RESOURCES MANAGER

TITLE: **REORGANIZATION, MODIFICATION TO THE CLASSIFICATION –
SALARY SCHEDULE, RECLASSIFICATION, AND WORKFORCE
ALLOCATION ADJUSTMENT**

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution modifying the Classification – Salary Schedule to:

1. Add the classification of Public Works Division Manager;
2. Approve the recommended reclassification associated with the Public Works Department re-organization;
3. Amend the FY 25-26 workforce for the Public Works Department; and
4. Adjust the salary ranges for Junior Engineer, Assistant Engineer, Associate Engineer, Sr. Civil Engineer, and the vacant Deputy City Engineer.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to include the classification of Public Works Division Manager, approve the recommended reclassification in the Public Works Department, and approve one additional Public Works Division Manager to oversee the newly created Inspection division. Lastly, approve the proposed salary range adjustments for the Junior Engineer, Assistant Engineer, Associate Engineer, Sr. Civil Engineer, and vacant Deputy City Engineer.

BACKGROUND:

Since 2020, the Human Resources Department has conducted eight recruitment efforts for the Sr. Civil Engineer classification. Although qualified candidates were identified and conditional offers of employment—including a \$20,000 hiring incentive—were extended, the Public Works Department continues to experience vacancies in these critical positions. These vacancies have placed increased strain on existing staff and contributed to limited supervisory capacity.

In response, the Human Resources Department collaborated with the Public Works Department to evaluate the current organizational structure and identify areas of opportunity, improve efficiencies, and better align programs and functions.

Staff recommend adding the unlicensed classification of Public Works Division Manager to the Classification-Salary Schedule. This classification will provide greater flexibility in filling leadership vacancies, particularly where professional licensure is not immediately required but operational and supervisory skills are essential. This also creates a clear promotional pathway for incumbents to flex to the Senior Civil Engineer classification upon obtaining a Professional Engineer license.

The Assistant Engineer in Development Engineering has assumed day-to-day oversight responsibilities of the division since February 2024. It is recommended to reclassify the incumbent to Public Works Division Manager to recognize the level of responsibility being performed, align the classification with actual duties, and support operational needs of the division. This recommendation is consistent with section 3.9 (D) of the Personnel Manual which provides, “Reclassification is generally necessitated through organization modification. Generally, reclassification will result from: 1. Significantly changed duties and responsibilities, necessitating a modification of the pay range and title of the position. 2) Reorganization of a department, or division of a department...”. The salary increase for this position is \$10,870.

It is also recommended to add one additional Public Works Division Manager to oversee a newly created Inspection Division. Consolidating all inspection-related functions, including labor compliance, into a single division will improve coordination and scheduling and enhance accountability. The salary for this position is \$219,335.

Lastly, it is recommended to adjust the salary ranges for Junior Engineer, Assistant Engineer, Associate Engineer, Sr. Civil Engineer, and vacant Deputy City Engineer to improve market competitiveness, enhance the City's ability to recruit and retain qualified engineering professionals, and reduce reliance on incentives and prolonged recruitment efforts. The City of Salinas has historically been below market in base wages for its Junior Engineer, Assistant Engineer, Associate Engineer, Sr. Civil Engineer, and Deputy City Engineer classifications which have contributed to the department's continued struggle to remain competitive and retain engineers; specifically, Sr. Civil Engineers. The salary adjustment increases range from \$9,036 to \$16,432.

As part of the reorganization, the National Pollutant Discharge Elimination System (NPDES) Manager and Stormwater Analyst will be reassigned to the existing Sustainability division. This better aligns program and sustainability initiatives and improves program oversight.

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.

DEPARTMENTAL COORDINATION:

The Human Resources Department collaborated with the Public Works and Finance departments in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

The estimated increase for all staffing changes in FY 2025-26 is \$181,734 and the ongoing cost is \$363,467. Staff will recommend the appropriation of funds during the Mid-Year Budget process.

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
1000-1200	Public Works Department	Salaries & Benefits	\$0	\$181,734

ATTACHMENTS:

Exhibit – A Salary Schedule
Resolution

<u>Exhibit A</u>														
Benefit Group	Grade	Position	Step 1 Hourly	Step 1 Monthly	Step 2 Hourly	Step 2 Monthly	Step 3 Hourly	Step 3 Monthly	Step 4 Hourly	Step 4 Monthly	Step 5 Hourly	Step 5 Monthly	Step 6 Hourly	Step 6 Monthly
26	26.5036	Junior Engineer	38.6325	6,696	40.5642	7,031	42.5924	7,383	44.7220	7,752	46.9581	8,139	49.3060	8,546
26	26.5031	Assistant Engineer	42.6755	7,397	44.8092	7,767	47.0497	8,155	49.4022	8,563	51.8723	8,991	54.4659	9,441
15	15.5021	Associate Engineer	51.5726	8,939	54.1512	9,386	56.8587	9,856	59.7017	10,348	62.6868	10,866	65.8211	11,409
15		Public Works Division Manager	61.3714	10,638	64.4399	11,170	67.6619	11,728	71.0450	12,314	74.5973	12,930	78.3271	13,577
15	15.5011	Senior Civil Engineer	64.4400	11,170	67.6619	11,728	71.0450	12,314	74.5973	12,930	78.3272	13,577	82.2435	14,256
15	15.5010	Deputy City Engineer	67.6620	11,728	71.0450	12,314	74.5972	12,930	78.3271	13,577	82.2435	14,256	86.3556	14,968

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

**RESOLUTION AMENDING THE CLASSIFICATION - SALARY SCHEDULE,
REORGANIZATION, RECLASSIFICATION, AND WORKFORCE 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 the classification of Public Works Division Manager; the salary ranges for Junior Engineer, Assistant Engineer, Associate Engineer, Sr. Civil Engineer, and Deputy City Engineer are adjusted as recommended; the reclassification associated with the Public Works Department reorganization is approved; and the workforce of the Public Works Department shall reflect one additional Public Works Division Manager.

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

PASSED AND APPROVED this 13th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dennis Donohue, Mayor

ATTEST:

Patricia M. Soratos, City Clerk