



## CITY OF SALINAS COUNCIL STAFF REPORT

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**DATE:** AUGUST 22, 2023  
**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 amend the Classification-Salary Schedule and workforce for FY 23-24. Specifically, staff request adjustment of the Classification – Salary Schedule to include 1) Senior Economic Development Manager in the Association of Management Personnel of Salinas (AMPS) unit, 2) the addition of a Retired Annuitant Librarian I, Emergency Vehicle Upfitter, and Plan Checker II; and 3) re-title the Park Grounds Forestry Operations Manager. Additionally, staff request adjusting the authorized workforce allocation for the Police Department to include one Forensic Specialist I and one Administrative Analyst I in the place of the vacant Management Analyst.

### RECOMMENDATION:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to reflect 1) Senior Economic Development Manager in the AMPS unit; 2) the addition of a Retired Annuitant Librarian I, Emergency Vehicle Upfitter, and Plan Checker II; and 3) re-titled Park Grounds Forestry Operations Manager. Additionally, staff recommends adjusting the workforce allocation for the Police Department to include one Forensic Specialist I and one Administrative Analyst I.

### BACKGROUND:

#### Community Development

When the Senior Economic Development Manager classification was developed it reported directly to the City Manager and was placed in the Confidential Management unit. The position was shifted from Administration to the Community Development Department in FY 22-23. The appropriate bargaining unit now is the AMPS unit.

The City Council previously approved the addition of one Plan Checker I to the Community Development Department's workforce. Upon further review, staff request the addition of one Plan Checker II in the place of a Plan Checker I.

Library and Community Services Department

The FY 23-24 budget includes the addition of one Park Grounds Forestry Operations Manager. Staff recommend a title change that better reflects the essential functions of the position. Staff recommend re-titling this position to Park Operations Manager.

Staff recommend adding the classification of Retired Annuitant Librarian I to the Classification – Salary Schedule. This would allow for the hiring of a Retired Annuitant as extra help when needed.

Police Department

The Police Department requests the addition of one Forensic Specialist I (non-sworn position). This is the entry level classification in the Forensics series found in the Investigations division. The position is needed to support the volume of work in the division.

Additionally, the Police Department is requesting to underfill and replace the vacant Management Analyst position with an Administrative Analyst I that will primarily oversee grant administration for the Police Department.

Public Works

Staff request that the classification of Emergency Vehicle Upfitter be added to the Classification – Salary schedule. The position was previously authorized and City staff have now met and conferred with the Service Employees International Union (SEIU) Local 521 regarding the job description and salary placement.

The proposed adjustments appear as follows:

<b>AMPS</b>																
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		
15		Park Operations Manager	45.0733	7,813	47.3295	8,204	49.6967	8,614	52.1817	9,045	54.7842	9,496	57.5251	9,971		
16	16.1137	Sr Economic Development Mar	54.8710	9,511	57.6094	9,986	60.4925	10,485	63.5145	11,009	66.6933	11,560	70.0289	12,138		
<b>SEIU</b>																
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		
25		Emergency Vehicle Upfitter	30.6721	5,316	32.2036	5,582	33.8148	5,861	35.5062	6,154	37.2770	6,461	39.1436	6,785		
<b>SMEA</b>																
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	26.3116	Plan Checker II	35.7120	6,190	37.5530	6,509	39.4843	6,844	41.5055	7,194	43.6371	7,564	45.8729	7,951		
<b>TEMPORARY</b>																
Benefit Group	Grade	Position	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly									
29		Retired Annuit Librarian I	24.2429	25.4577	26.7241	28.0616	29.4638									

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 collaborated with the following departments, Community Development Department, Library and Community Services Department, Police Department, and the Public Works Department in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

The Emergency Vehicle Upfitter is funded by Internal Service Fund/Fleet Maintenance. The Plan Checker II is funded by Enterprise Funds. No impact to the General Fund is anticipated for this position. The Retired Annuitant Librarian I is a temporary position. Currently, departments use temporary staff as needed and while funds are available.

ATTACHMENTS:

Resolution

RESOLUTION NO. \_\_\_\_\_ (N.C.S.)

RESOLUTION AMENDING THE CLASSIFICATION - SALARY SCHEDULE AND FY 23-24  
WORKFORCE ALLOCATION

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the workforce for the Police Department reflects one Forensics Specialist I and one Administrative Analyst I in place of the Management Analyst and that the Classification - Salary Schedule previously adopted by the City Council by Resolution is hereby amended to include: 1) the classifications of Senior Economic Development Manager, Parks Operations Manager; Retired Annuitant Librarian I, Emergency Vehicle Upfitter, and Plan Checker II.

PASSED AND ADOPTED this 22nd day of August 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Kimbley Craig, Mayor

ATTEST:

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Patricia Barajas, City Clerk