



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: December 5, 2023

DEPARTMENT: HUMAN RESOURCES

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR

TITLE: MODIFICATION TO THE CLASSIFICATION – SALARY SCHEDULE

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution modifying the Classification – Salary Schedule to reflect previously authorized cost of living adjustments due in the pay period inclusive of January 1, 2024, and add the classification of Permit Center Clerk to the temporary classifications.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to reflect previously authorized cost of living adjustments due in the pay period inclusive of January 1, 2024, and add the classification of Permit Center Clerk to the temporary classifications.

BACKGROUND:

The City Council previously authorized Compensation Plans for the Confidential Non-Management unit and Department Directors unit, each are due cost of living adjustments of two percent effective in the pay period inclusive of January 1, 2024.

The Community Development Department requests the addition of the temporary Permit Center Clerk classification to support the front counter operations of the Permit Center.

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:

The above recommendations are a collaborative and coordinated effort between the Human Resources Department, Community Development Department, and the Finance Department.

FISCAL AND SUSTAINABILITY IMPACT:

The cost of living adjustments due in January 2024 have been budgeted for the fiscal year and the term of the Compensation Plans. No fiscal impact is anticipated with the addition of the temporary Permit Center Clerk classification. Currently, departments use temporary staff while funds are available.

ATTACHMENTS:

Resolution
Classification – Salary Schedule (Exhibit A)

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

**RESOLUTION APPROVING MODIFICATION TO THE
CLASSIFICATION - SALARY SCHEDULE**

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 reflect previously authorized cost of living adjustments due in the pay period inclusive of January 1, 2024, and includes the temporary classification of Permit Center Clerk.

PASSED AND APPROVED this 5th day of December 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kimbley Craig, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

EXHIBIT A

DEPARTMENT DIRECTORS															
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	
14	14.1014	Assistant Chief of Police	86.9255	15,067	91.2745	15,821	95.8414	16,613	100.6267	17,442	105.6631	18,315	110.9463	19,231	
14	14.1013	Chief of Police	88.9942	15,426	93.4463	16,197	98.1161	17,007	103.0241	17,858	108.1763	18,751	113.5852	19,688	
14	14.1022	Community Development Dir	73.6595	12,768	77.3452	13,407	81.2063	14,076	85.2711	14,780	89.5324	15,519	94.0090	16,295	
14	14.1025	Finance Director	72.2300	12,520	75.8408	13,146	79.6278	13,802	83.6114	14,493	87.7913	15,217	92.1809	15,978	
14	14.1016	Fire Chief	88.2249	15,292	92.6419	16,058	97.2757	16,861	102.1398	17,704	107.2478	18,590	112.6101	19,519	
14	14.1027	Human Resources Director	70.8278	12,277	74.3709	12,891	78.0900	13,536	81.9991	14,213	86.0975	14,924	90.4024	15,670	
14	14.1028	Lib/Community Svc Dir	70.8278	12,277	74.3709	12,891	78.0900	13,536	81.9991	14,213	86.0975	14,924	90.4024	15,670	
14	14.1019	Public Works Director	73.6595	12,768	77.3452	13,407	81.2063	14,076	85.2711	14,780	89.5324	15,519	94.0090	16,295	
CONFIDENTIAL NON-MANAGEMENT/MISCELLANEOUS															
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	
27	27.7027	Assistant City Clerk	32.9279	5,708	34.5800	5,994	36.3009	6,292	38.1157	6,607	40.0243	6,938	42.0330	7,286	
27	27.7047	Communications Specialist	35.3057	6,120	37.0720	6,426	38.9238	6,747	40.8748	7,085	42.9179	7,439	45.0663	7,811	
27	27.7061	Confidential Office Technician	25.5578	4,430	26.8327	4,651	28.1739	4,883	29.5805	5,127	31.0605	5,384	32.6142	5,653	
27	27.2036	Deferred Comp Technician	30.5990	5,304	32.1305	5,569	33.7352	5,847	35.4203	6,140	37.1935	6,447	39.0548	6,769	
27	27.7006	Executive Assistant	31.3609	5,436	32.9366	5,709	34.5777	5,993	36.3070	6,293	38.1242	6,608	40.0293	6,938	
27	27.7051	Human Resource Technician	26.3125	4,561	27.6239	4,788	29.0017	5,027	30.4525	5,278	31.9764	5,543	33.5738	5,819	
27	27.7011	Legal Secretary	29.2875	5,077	30.7529	5,331	32.2916	5,597	33.9038	5,877	35.5962	6,170	37.3770	6,479	
27	27.2026	Payroll Supervisor	37.1935	6,447	39.0548	6,769	41.0111	7,109	43.0629	7,464	45.2170	7,838	47.4812	8,230	
27	27.2031	Payroll Technician	30.5990	5,304	32.1305	5,569	33.7352	5,847	35.4203	6,140	37.1935	6,447	39.0548	6,769	
27	27.7017	Sr Human Resources Techniciar	30.5990	5,304	32.1305	5,569	33.7352	5,847	35.4203	6,140	37.1935	6,447	39.0548	6,769	
27	27.7077	Sr Risk Management Techniciar	30.5990	5,304	32.1305	5,569	33.7352	5,847	35.4203	6,140	37.1935	6,447	39.0548	6,769	

Benefit Group	Grade	Position	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly
29		Permit Center Clerk	19.2519	20.2211	21.2308	22.2923	23.4058