



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: SEPTEMBER 10, 2024

DEPARTMENT: HUMAN RESOURCES

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR

TITLE: MODIFICATION TO 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 to include the classifications of Deputy Fire Marshal, Retired Annuitant – Deputy Fire Marshal, Project Coordinator, and Investigative Specialist and to correct the hourly rate for three Public Works temporary classifications. Additionally, it is recommended that the workforce for the Community Development Department reflect the reclassification of one vacant Community Development Analyst – Limited Term to Administrative Analyst I – Limited Term.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to include Deputy Fire Marshal, Retired Annuitant – Deputy Fire Marshal, Project Coordinator, and Investigative Specialist. Step 5 of three Public Works temporary classifications is adjusted to the correct hourly rate. Additionally, staff recommends that one vacant Community Development Analyst – Limited Term position in the Community Development Department be reclassified to Administrative Analyst I – Limited Term.

BACKGROUND:

The Deputy Fire Marshal position has been vacant for years. The Fire Department would like to recruit for temporary extra help at the Deputy Fire Marshal level in the Prevention Division to include the use of retired annuitants as the Department reviews the organizational structure of the Fire Prevention Division.

The Project Coordinator classification is currently inactive. Staff proposes activating this classification as the Community Development Department explores the use of this classification for the Housing Division.

The Investigative Specialist classification is a grant funded limited term, non-sworn position in the Police Department that will support the investigation of Organized Retail Crime.

The temporary classifications of Public Service Maintenance Aide and Public Service Maintenance Worker I and II list an incorrect hourly rate at Step 5. The amended schedule corrects that hourly rate.

Lastly, staff recommend reclassifying one of the vacant limited term Community Development Analyst positions with a limited term Administrative Analyst I to assist in the Housing Division with Housing Production and/or Housing Navigation services. This classification better aligns with the current needs of 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:

The Human Resources Department coordinated in this effort with the Community Development Department, Police Department, and the Fire Department.

FISCAL AND SUSTAINABILITY IMPACT:

No fiscal impact is anticipated. The extra help Retired Annuitant position will be filled using existing temporary funds line item. The workforce adjustment in Community Development is anticipated to create salary savings.

ATTACHMENTS:

Resolution
Exhibit A

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 the classifications of Deputy Fire Marshal, Retired-Annuitant Deputy Fire Marshal, Investigative Specialist, and Project Coordinator; the hourly rate at Step 5 is corrected for three temporary classifications; and the workforce for the Community Development Department is adjusted.

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

PASSED AND APPROVED this 10th day of September 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kimbley Craig, Mayor

ATTEST:

Patricia 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 |
|----------------------|--------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 18 | 18.4531 | Deputy Fire Marshal | 58.9248 | 61.8711 | 64.9646 | 68.2128 | 71.6235 | 75.2047 |
| 29 | | Retired Annuitant - Deputy Fire Marshal | 58.9248 | 61.8711 | 64.9646 | 68.2128 | 71.6235 | |
| 26 | 26.3037 | Project Coordinator | 39.1118 | 41.0685 | 43.1199 | 45.2812 | 47.5447 | 49.9246 |
| 15 | | Investigative Specialist | 33.4496 | 35.1235 | 36.8828 | 38.7276 | 40.6652 | 42.6982 |
| 29 | 29.9354 | Public Serv Maint Aide | 16.8808 | 17.7238 | 18.6100 | 19.5405 | 20.5175 | |
| 29 | 29.9356 | Public Serv Maint Wkr I | 17.2961 | 18.1558 | 19.0673 | 20.0193 | 21.0203 | |
| 29 | 29.9351 | Public Serv Maint Wkr II | 19.0673 | 20.0193 | 21.0231 | 22.0731 | 23.1768 | |