



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: November 7, 2023

DEPARTMENT: HUMAN RESOURCES

FROM: Marina Horta-Gallegos, Human Resources Director

TITLE: 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 classifications of Assistant to the City Manager, Chief Assistant City Attorney, Payroll Technician, Senior Finance Management Analyst, Fire Division Chief, and Retired-Annuitant Deputy Librarian; 2) add Administrative Fire Captain classification to the Salinas Firefighters (IAFF Local 1270) unit and remove from the Fire Supervisors Association (FSA) unit; 3) approve an internal salary adjustment to the Deputy Librarian; 4) approve the recommended reclassifications in the Finance Department, Fire Department, and Public Works Department; 5) add the Assistant to the City Manager position to the approved workforce for the Administration Department; and 6) approve six over hire Firefighter positions and one over hire Police Commander position.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule, approving FY 23-24 workforce allocation adjustment, and approve the recommended reclassifications in the Finance, Fire Department, and Public Works Departments pursuant to 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....”

BACKGROUND:

Administration

Staff recommend adding an at-will Assistant to the City Manager position to the FY 23-24 workforce and to the Classification – Salary Schedule, in the Confidential Management unit. This position will provide complex staff support and assistance to the City Manager, Assistant City Manager, Mayor, and City Council in the overall administrative activities, projects, and operations of the City Manager’s Office.

The salary range for this classification is:

Benefit Group	Grade	Position			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
					Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
16		Assistant to the City Manager			51,427.2	8,914	53,995.1	9,359	56,694.6	9,827	59,532.2	10,319	62,508.5	10,835	65,637.2	11,377

City Attorney Department

The City Attorney requests to add the classification of Chief Assistant City Attorney to the Classification – Salary Schedule, in the Confidential Management unit. The classification represents the most senior staff attorney position below the City Attorney and is characterized by the combination of management duties and responsibilities, supervisory duties, and practice of law in all areas of municipal law.

The salary range for this classification is:

Benefit Group	Grade	Position			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
					Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
16	16.1100	Chief Assistant City Attorney			72,770.0	12,613	76,412.7	13,245	80,237.3	13,908	84,251.5	14,604	88,463.3	15,334	92,880.8	16,099

Finance

The City Council previously approved reclassifying the vacant Deferred Compensation Technician to a Payroll Technician. Staff request to add the Payroll Technician classification to the Classification – Salary Schedule, in the Confidential Non-Management unit.

Benefit Group	Grade	Position			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
					Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
27	27.2031	Payroll Technician			29,999.0	5,200	31,500.5	5,460	33,073.7	5,733	34,725.8	6,019	36,464.2	6,320	38,289.0	6,637

Staff requests the addition of a Senior Finance Management Analyst classification to the Classification – Salary Schedule, in the Confidential Management unit and reclassification of the incumbent Finance Management Analyst providing lead support to the Finance Director and Assistant Finance Director in coordination, implementation, and administration of the City’s budget process. Currently, the position is under the Accounting Program; this Council action would allow the incumbent to manage a Budget Program while reporting to the Assistant Finance Director.

The salary range for this classification is:

Benefit Group	Grade	Position			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
					Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
17		Sr. Finance Management Analy			45,214.0	7,837	47,484.1	8,231	49,854.5	8,641	52,347.5	9,074	54,962.2	9,527	57,713.6	10,004

Fire Department

The Administrative Fire Captain classification has been in the Fire Supervisors Association (FSA) unit since approximately 2015. The classification was intended to provide administrative oversight of department activities that could be assigned to any of the Fire Department Divisions: Administration, Training, Suppression/Rescue, Emergency Medical Services (EMS), or Fire Prevention or Hazardous Materials. The position had never been added to the approved workforce. In previous fiscal years, the Fire Department has upgraded a Fire Captain from the 56-hour work week to work on administrative duties and be assigned into a 40-hour work schedule with a stipend

for the additional duties of ten percent (10%). A regular 40-hour position would eliminate the need to assign suppression staff into an administrative assignment.

One Administrative Fire Captain position was approved and added to the Fire Department’s FY 2023-2024 workforce. Upon review of the Fire Department’s proposed reorganizational changes, it has been discussed between the IAFF, FSA, and Human Resources that the classification of Administrative Fire Captain should be reassigned to the IAFF unit.

Staff recommend adding the classification of Fire Division Chief to the Classification – Salary Schedule, in the FSA unit, and reclassifying the vacant Emergency Medical Services (EMS) Officer position, Fire Prevention, and Training Battalion Chiefs to the classification of Fire Division Chief. The proposed action results in three Chief Officers overseeing EMS, Training, and Prevention in Fire Administration and moves the department forward for succession planning and preparation for a seventh station.

The salary ranges for the Administrative Fire Captain and Fire Division Chief are noted below:

Benefit Group	Grade	Position	Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
			Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
19	19.4533	Administrative Fire Captain	53.4843	9,271	56.1549	9,734	58.9624	10,220	61.9135	10,732	65.0088	11,268	68.2627	11,832
18	18.4504	Fire Division Chief	71.8029	12,446	75.3930	13,068	79.1627	13,722	83.1208	14,408	87.2769	15,128	91.6407	15,884

Additionally, staff request authorization to over hire six Firefighters. In April 2023, the City Council approved an over hire of five Firefighter positions as a pilot with anticipation that the overstaffing would help reduce overtime and allow for daily minimum staffing sufficient to staff apparatus without overtime. The Firefighters were hired in July 2023. Through attrition, only three over hire positions remain. Staff anticipate that the remaining three positions will also be absorbed through attrition before the end of this fiscal year. With the recruitment process underway for nine grant funded Firefighters, staff request authorization to over hire six additional Firefighters for a total of 15 positions. Staff anticipate the over hires to be absorbed in the approved workforce through attrition.

Library & Community Services

Staff request an internal salary adjustment for the classification of Deputy Librarian. This classification has historically been difficult to fill. The salary survey of 2016 and 2023 reflect that this classification is significantly below market, currently 43% below base salary and 20% in total compensation. Internally, the position is at least 16% below similarly positioned managers. Staff recommend a 16% adjustment to bring the position on par with internal positions that have similar training, education requirement, and span of control. The Deputy Librarian classification requires a master’s degree, may serve as the Director in the absence of the Director, and has a span of control of over forty full-time employees in the Library Services Division. Staff anticipate that this Council action will assist with recruitment and retention of this position.

Additionally, staff recommend adding the classification of Retired Annuitant – Deputy Librarian to the Classification-Salary Schedule, Temporary listing, to recruit for temporary staff assistance to support the Library Services Division while the City recruits for the regular position.

The salary ranges for the Deputy Librarian and Retired-Annuitant Deputy Librarian are noted below:

Benefit Group	Grade	Position	Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
			Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
15	15.6001	Deputy Librarian	53.7248	9,312	56.4096	9,778	59.2296	10,266	62.1925	10,780	65.3061	11,320	68.5699	11,885
29		Retired-Annuitant Deputy Libr:	53.7248	9,312	56.4096	9,778	59.2296	10,266	62.1925	10,780	65.3061	11,320		

Police

The Police Department requests authorization to over hire one Police Commander to support administrative functions of the department during the absence of one incumbent. The absence is currently filled by one Sergeant which not only removes the Sergeant from their regular assignment but incurs an additional ten percent premium for working out of class. The Department recently established an eligibility list for Police Commander and expects the over hire will be absorbed through attrition.

Public Works

Staff recommend the reclassification of the Facilities Crew Supervisor to Facilities Maintenance Manager. The incumbent employee assumed the duties of the Manager in November 2022 and since then has assumed responsibility for expanded facility oversight and management of the division budget, with writing scope of work and contracts. The incumbent has overseen recruitment and staff training for the Facilities Division and coordinated directly with the Public Works Engineering division over the last year on large scale projects such as the City Hall roof, abatement, and build-back project, in addition other projects involving City buildings and facilities.

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 Human Resources and the respective departments.

FISCAL AND SUSTAINABILITY IMPACT:

Administration: Approximate cost is \$88,000 for the balance of FY 23-24.

Finance: Approximate cost is \$4,000; however, no fiscal impact in FY 23-24 is anticipated due to vacancies.

Fire Department: Approximate cost of the reclassifications to Fire Division Chief is \$31,000 for this fiscal year; however, this will be offset by salary savings from the vacant Administrative Fire Captain at approximately \$88,700. Additionally, the reassignment of the Administrative Fire Captain from the FSA to the IAFF is anticipated to generate salary savings of up to approximately \$1,000 per month. The anticipated cost of the six over hire Firefighter Recruits is \$295,000 for the balance of this fiscal year. It is anticipated that this cost will be offset by overtime savings. Preliminary numbers indicate the Fire Department has already achieved saving in the first quarter of FY 23-24.

Library & Community Services Department: Approximate cost is \$10,000; however, no fiscal impact in FY 23-24 is anticipated due to vacancies.

Police Department: Approximate cost is \$175,000; however, no fiscal impact in FY 23-24 is anticipated due to vacancies.

Public Works Department: Approximate cost is \$11,100; however, no fiscal impact in FY 23-24 is anticipated due to vacancies in the Facilities Maintenance Division.

ATTACHMENTS:

Resolution
Classification – Salary Schedule (Exhibit A)

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

RESOLUTION APPROVING MODIFICATION TO THE
CLASSIFICATION - SALARY SCHEDULE, RECLASSIFICATION, 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 Assistant to the City Manager, Chief Assistant City Attorney, Payroll Technician, Senior Finance Management Analyst, Fire Division Chief, Retired-Annuitant Deputy Librarian, and the Administrative Fire Captain in the Salinas Firefighters (IAFF Local 1270) unit; the Deputy Librarian salary range is adjusted as recommended; the reclassifications in the Finance Department, Fire Department, and Public Works Department are approved. The workforce of the Administration Department shall reflect one Assistant to the City Manager. Six over hire Firefighters in the Fire Department and one Police Commander in the Police Department are approved.

PASSED AND ADOPTED this 7th day of November 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kimbley Craig, Mayor

ATTEST:

Patricia Barajas, City Clerk

EXHIBIT A

CLASSIFICATION - SALARY SCHEDULE															
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	
16		Assistant to the City Manager	51.4272	8,914	53.9951	9,359	56.6946	9,827	59.5322	10,319	62.5085	10,835	65.6372	11,377	
16	16.1100	Chief Assistant City Attorney	72.7700	12,613	76.4127	13,245	80.2373	13,908	84.2515	14,604	88.4633	15,334	92.8808	16,099	
27	27.2031	Payroll Technician	29.9990	5,200	31.5005	5,460	33.0737	5,733	34.7258	6,019	36.4642	6,320	38.2890	6,637	
17		Sr. Finance Management Analyst	45.2140	7,837	47.4841	8,231	49.8545	8,641	52.3475	9,074	54.9622	9,527	57.7136	10,004	
15	15.6001	Deputy Librarian	53.7248	9,312	56.4096	9,778	59.2296	10,266	62.1925	10,780	65.3061	11,320	68.5699	11,885	
29		Retired-Annuitant Deputy Librarian	53.7248	9,312	56.4096	9,778	59.2296	10,266	62.1925	10,780	65.3061	11,320			
19	19.4533	Administrative Fire Captain	53.4843	9,271	56.1549	9,734	58.9624	10,220	61.9135	10,732	65.0088	11,268	68.2627	11,832	
18	18.4504	Fire Division Chief	71.8029	12,446	75.3930	13,068	79.1627	13,722	83.1208	14,408	87.2769	15,128	91.6407	15,884	