



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: DECEMBER 9, 2025

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 for the following actions:

1. Adjustment of temporary employee hourly rates to comply with the state minimum wage pursuant to SB 3, approved April 4, 2016;
2. Approve previously authorized salary adjustments for Confidential Non-Management, Confidential Management, and Department Directors;
3. Add the classification and salary of Chief of Planning to the Classification – Salary Schedule;
4. Adjust the Classification – Salary Schedule to reflect the correct monthly rates for the Permit Services Technician and Plan Checker I classifications; and
5. Adjust the authorized workforce for the Library and Community Services Department by unfreezing the Recreation Assistant and adjusting the workforce to reflect one additional position effective January 1, 2026.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve a resolution modifying the Classification - Salary Schedule to reflect 1) new minimum wage adjustments; 2) previously authorized wage adjustments for Confidential Non-Management, Confidential Management, and Department Directors; 3) the addition of Chief of Planning classification and salary; 4) correct monthly rates for two classifications; and 5) Adjust the FY 2025-26 authorized workforce to include one Recreation Assistant effective January 1, 2026.

BACKGROUND:

Senate Bill 3 provided for six minimum wage stepped annual increases from \$10.00 per hour to \$15.00 per hour, between January 1, 2017 and January 1, 2022. Senate Bill 3 further provides annual minimum wage adjustments based on the Consumer Price Index (CPI) measurements. Consistent with the provisions of SB3, the current rate of \$16.50 per hour is increasing to \$16.90 per hour effective January 1, 2026. This increase correlates to an increase in the CPI of 2.49% as determined

and certified by the Director of the CA Department of Finance. The City of Salinas has eight classifications that fall below the \$16.90 per hour range. Therefore, it is necessary to take action to adjust the Classification-Salary Schedule to reflect the increase of any salary ranges that are below the \$16.90 hourly rate to comply with the current state law and to adjust impacted classifications.

Additionally, staff recommend an adjustment to the Classification-Salary Schedule consistent with a 3% salary increase as previously approved for the Confidential Non-Management, Confidential Management, and Department Directors groups, effective in the first full pay period of January 2026.

Staff recommends adding the classification of Chief of Planning to the Classification-Salary Schedule. One of the two Assistant Community Developer Director (ACDD) positions has been vacant since August 2025, and it has been hard to fill. The department has identified the need for dedicated leadership and coordinated planning functions. This focused oversight is essential to support the completion of the General Plan Update, two specific plans, the Zoning Code Update and processing of Future Growth Area applications. It is therefore proposed that the vacant ACDD be replaced with a new Chief of Planning position. The Chief of Planning will plan, organize, direct, and manage all City planning, permitting, and environmental review programs and activities in the advanced and current planning divisions and will serve as technical advisor to the Planning Commission and Historic Resources Board.

Staff identified an error in the monthly rates for the classifications of Permit Services Technician and Plan Checker I as listed in the Classification-Salary Schedule. The monthly rates need to be adjusted to correspond with the hourly rates.

Lastly, with construction of the new Hebbbron Family Center nearing completion in early January 2026 the Library and Community Services Department will begin recruitment to help staff the new recreation center. One Recreation Assistant was frozen during construction. As contemplated in the FY 2025-26 City Budget, staff recommends unfreezing the position to start recruiting and staffing the new recreation center, thus adjusting the FY 2025-26 approved workforce to reflect the addition of one Recreation Assistant.

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 meets the City Services Council goal ensuring fiscal responsibility and financial management while providing high quality customer service.

DEPARTMENTAL COORDINATION:

Human Resources coordinated with Community Development, Library and Community Services, and the Finance Department in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

Currently, departments use temporary staff while funds are available. There may be adjustments necessary in the mid-year budget and next fiscal year's budget to reflect the increase in minimum wage for 2025.

The salary adjustments for the Confidential and Department Director groups were previously approved in October 2024 and were budgeted as part of the FY 24-25 budget process and do not require further appropriation.

The addition of the Chief of Planning does not require any further appropriation. This position replaces one vacant Assistant Community Development Director.

The addition of one Recreation Assistant for half of FY 2025-26 has a cost of approximately \$53,615. Ongoing annual cost is approximately \$107,230.

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
1100	55.6242	Salaries and Benefits	\$164,285	\$53,615 Estimated

ATTACHMENTS:

Resolution
Exhibit A: Classification – Salary Schedule

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

**RESOLUTION AMENDING THE CLASSIFICATION - SALARY SCHEDULE 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 1) adjust classifications falling below the minimum wage rate of \$16.90 per hour and any impacted classifications; 2) adjust the salary range for the Confidential Non-Management, Confidential Management, and Department Directors; 3) include the newly added classification of Chief of Planning; and 4) reflect correct monthly rates for Permit Services Technician and Plan Checker I. The FY 25-26 workforce is adjusted to include one re-activated Recreation Assistant.

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

PASSED AND APPROVED this 9th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dennis Donohue, Mayor

ATTEST:

Patricia M. Soratos, City Clerk

Exhibit A

Classification – Salary Schedule

Confidential Non-Management

January 2026 - 3%														
Benefit			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
Group	Grade	Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
27	27.7027	Assistant City Clerk	35.9507	6,231	37.7544	6,544	39.6334	6,870	41.6147	7,213	43.6986	7,574	45.8917	7,955
27	27.7047	Communications Specialist	38.5467	6,681	40.4752	7,016	42.4970	7,366	44.6271	7,735	46.8578	8,122	49.2034	8,529
27	27.7061	Confidential Office Technician	27.9040	4,837	29.2960	5,078	30.7602	5,332	32.2960	5,598	33.9118	5,878	35.6082	6,172
27	27.7006	Executive Assistant	34.2399	5,935	35.9602	6,233	37.7520	6,544	39.6400	6,871	41.6241	7,215	43.7040	7,575
27	27.7051	Human Resource Technician	28.7280	4,980	30.1597	5,228	31.6641	5,488	33.2478	5,763	34.9119	6,051	36.6558	6,354
27	27.7011	Legal Secretary	31.9761	5,543	33.5760	5,820	35.2560	6,111	37.0161	6,416	38.8640	6,736	40.8082	7,073
27	27.2026	Payroll Supervisor	40.6079	7,039	42.6400	7,391	44.7760	7,761	47.0161	8,149	49.3679	8,557	51.8400	8,986
27	27.2031	Payroll Technician	33.4079	5,791	35.0800	6,081	36.8321	6,384	38.6719	6,703	40.6079	7,039	42.6400	7,391
27	27.7017	Sr Human Resources Technician	33.4079	5,791	35.0800	6,081	36.8321	6,384	38.6719	6,703	40.6079	7,039	42.6400	7,391
27	27.7077	Sr Risk Management Technician	33.4079	5,791	35.0800	6,081	36.8321	6,384	38.6719	6,703	40.6079	7,039	42.6400	7,391

Confidential Management

January 2026 - 3%														
17	17.2006	Accounting Manager	55.7196	9,658	58.6567	10,167	61.5880	10,675	64.6669	11,209	67.9018	11,770	71.3012	12,359
16	16.1101	Assistant City Attorney	73.6721	12,770	77.3599	13,409	81.2320	14,080	85.2958	14,785	89.5599	15,524	94.0321	16,299
17	17.2001	Asst Finance Director	62.0990	10,764	65.2057	11,302	68.4679	11,868	71.8942	12,462	75.4845	13,084	79.2629	13,739
16	16.1124	Assistant to the City Manager	57.2711	9,927	60.1309	10,423	63.1371	10,944	66.2972	11,492	69.6117	12,066	73.0959	12,670
16	16.1100	Chief Assistant City Attorney	81.0393	14,047	85.0960	14,750	89.3551	15,488	93.8255	16,263	98.5160	17,076	103.4354	17,929
16	16.1150	Community Relations Manager	47.4799	8,230	49.8515	8,641	52.3444	9,073	54.9587	9,526	57.7088	10,003	60.5875	10,502
17	17.1138	Deputy Director of Economic Dev.	66.7353	11,567	70.0721	12,146	73.5757	12,753	77.2544	13,391	81.1172	14,060	85.1731	14,763
16	16.7717	Economic Development Analyst	47.9430	8,310	50.3367	8,725	52.8610	9,163	55.5088	9,622	58.2795	10,102	61.1891	10,606
17	17.2008	Finance Manager	55.7196	9,658	58.6567	10,167	61.5880	10,675	64.6669	11,209	67.9018	11,770	71.3012	12,359
17	17.2007	Finance Management Analyst	47.9430	8,310	50.3367	8,725	52.8610	9,163	55.5088	9,622	58.2795	10,102	61.1891	10,606
16	16.1166	Human Resource Analyst I	43.0640	7,464	45.2240	7,839	47.4878	8,231	49.8639	8,643	52.3601	9,076	54.9759	9,529
16	16.1161	Human Resource Analyst II	45.2240	7,839	47.4878	8,231	49.8639	8,643	52.3601	9,076	54.9758	9,529	57.7200	10,005
17	16.1159	Human Resources Manager	55.7196	9,658	58.6567	10,167	61.5880	10,675	64.6669	11,209	67.9018	11,770	71.3012	12,359
16	16.7017	Risk and Benefits Analyst	45.2240	7,839	47.4878	8,231	49.8639	8,643	52.3601	9,076	54.9758	9,529	57.7200	10,005
16	16.1160	Senior Human Resources Analyst	52.0516	9,022	54.6517	9,473	57.3873	9,947	60.2518	10,444	63.2733	10,967	66.4305	11,515
16	16.1116	Sr Deputy City Attorney	59.4400	10,303	62.4079	10,817	65.5280	11,358	68.8076	11,927	72.2479	12,523	75.8640	13,150

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	94.9052	16,450	99.6535	17,273	104.6397	18,138	109.8642	19,043	115.3630	19,996	121.1312	20,996
14	14.1012	Assistant City Manager	102.6479	17,792	107.7840	18,683	113.1759	19,617	118.8317	20,597	124.7761	21,628	131.0148	22,709
14	14.1013	Chief of Police	100.5996	17,437	105.6328	18,310	110.9180	19,226	116.4561	20,186	122.2848	21,196	128.3991	22,256
14	14.1030	City Clerk	53.9121	9,345	56.6079	9,812	59.4400	10,303	62.4079	10,817	65.5280	11,358	68.8076	11,927
14	14.1022	Community Development Dir	80.4215	13,940	84.4455	14,637	88.6611	15,368	93.0990	16,137	97.7514	16,944	102.6390	17,791
14	14.1025	Finance Director	78.8607	13,669	82.8029	14,353	86.9377	15,069	91.2869	15,823	95.8506	16,614	100.6432	17,445
14	14.1016	Fire Chief	96.3240	16,696	101.1464	17,532	106.2056	18,409	111.5162	19,329	117.0932	20,296	122.9477	21,311
14	14.1027	Human Resources Director	77.3298	13,404	81.1982	14,074	85.2587	14,778	89.5266	15,518	94.0013	16,294	98.7013	17,108
14	14.1028	Lib/Community Svc Dir	77.3298	13,404	81.1982	14,074	85.2587	14,778	89.5266	15,518	94.0013	16,294	98.7013	17,108
14	14.1019	Public Works Director	86.5641	15,004	90.8925	15,755	95.4371	16,542	100.2090	17,370	105.2195	18,238	110.4805	19,150

Chief of Planning

AMPS														
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		Chief of Planning	70.6393	12,244	74.1754	12,857	77.8882	13,501	81.7846	14,176	85.8730	14,885	90.1612	15,628

SMEA														
Benefit			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
Group	Grade	Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
26	26.7067	Permit Services Technician	31.7091	5,496	33.2939	5,771	34.9593	6,060	36.7054	6,362	38.5407	6,680	40.4678	7,014
26	26.3121	Plan Checker I	37.4246	6,487	39.3025	6,812	41.2688	7,153	43.3302	7,511	45.5021	7,887	47.7766	8,281

TEMPORARY							
Benefit Group	Grade	Position	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly
29	29.9011	Administrative Clerk I	17.7228	18.6089	19.5393	20.5163	21.5421
29	29.9061	Clerical Aide	17.8146	18.7053	19.6406	20.6226	21.6537
29	29.9161	Facility Maintenance Wkr	18.6981	19.6328	20.6135	21.6461	22.7284
29	29.9196	Homework Center Assistant	17.5499	18.4274	19.3488	20.3162	21.3320
29	29.9246	Library Clerk	18.6065	19.5368	20.5136	21.5393	22.6163
29	29.9251	Library Page	17.9850	18.8843	19.8285	20.8199	21.8609
29	29.9256	Library Technician	18.2481	19.1596	20.1231	21.1293	22.1858
29	29.9261	Literacy Assistant	18.2481	19.1596	20.1231	21.1293	22.1858
29	29.9266	Literacy Clerk	17.7205	18.6065	19.5368	20.5136	21.5393
29	29.9301	Park Maintenance Aide	17.7392	18.6262	19.5575	20.5354	21.5622
29	29.9354	Public Serv Maint Aide	17.7238	18.6100	19.5405	20.5175	21.5434
29	29.9366	Recreation Aide	17.9850	18.8843	19.8285	20.8199	21.8609
29	29.9421	Scorekeeper I	17.6397	18.5217	19.4478	20.4202	21.4412
29	29.9416	Scorekeeper II	18.7018	19.6369	20.6187	21.6496	22.7321
29	29.9516	Sports Official I	17.6397	18.5217	19.4478	20.4202	21.4412
29	29.9461	Sports Official II	18.7863	19.7256	20.7119	21.7475	22.8349
29	29.9551	Student Intern	17.6397	18.5217	19.4478	20.4202	21.4412
29	29.9596	Youth Program Assistant	17.3884	18.2578	19.1707	20.1292	21.1357