



CITY OF SALINAS
COUNCIL STAFF REPORT

DATE: February 21, 2023

Department: HUMAN RESOURCES

FROM: Marina Horta-Gallegos, Human Resources Director

SUBJECT: FY 22-23 WORKFORCE ALLOCATION ADJUSTMENT AND MODIFICATION
TO THE CLASSIFICATION – SALARY SCHEDULE

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution adjusting the workforce allocation for the Community Development Department and Police Department, and corresponding modification to the Classification – Salary Schedule.

RECOMMENDATION:

Staff recommends that the City Council approve a Resolution adjusting the workforce for the Community Development Department and Police Department and authorize a modification to the Classification – Salary Schedule.

BACKGROUND:

The Community Development Department requests an adjustment to the FY 22-23 workforce to include the addition of one Plan Checker I. This position will support the Permit Services division. Additionally, the Community Development Department requests to replace the vacant Revenue Officer with an Administrative Analyst I to support the Department’s administration of the new paperless permitting system and need for community education.

The modification to the Classification – Salary Schedule would reflect the addition of the Plan Check I classification as follows:

Grade	Position	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly	Step 6 Hourly
26.3121	Plan Checker I	32.9595	34.6134	36.3451	38.1606	40.0733	42.0764

The Police Department requests an adjustment to its FY 22-23 workforce to include one limited term, grant funded Administrative Analyst I. This position will support community outreach and youth diversion programs through a California Violence Intervention and Prevention (Cal VIP) grant. The

goal of these new programs is to reduce violence, prevent crime, improve community safety, and support intervention activities and services, among other things.

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) (SEQA 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 this effort with the Community Development and the Police Department.

FISCAL AND SUSTAINABILITY IMPACT:

The Plan Checker I and Administrative Analyst I under Permit Center services are funded by Enterprise funds with no impact to the General Fund. Grant funding will be used to fund the limited term Administrative Analyst I in the Police Department, so there will be no impact on the General Fund.

ATTACHMENTS:

Resolution

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

RESOLUTION APPROVING FY 22-23 WORKFORCE ALLOCATION ADJUSTMENT

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the workforce for the Community Development Department will reflect the addition of one Plan Checker I and one Administrative Analyst I and the workforce for the Police Department will reflect the addition of one grant funded Administrative Analyst I. The Classification – Salary Schedule will be modified to reflect the addition of the Plan Checker I classification.

PASSED AND APPROVED this 21st day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kimbley Craig, Mayor

ATTEST:

Patricia M. Barajas, City Clerk