



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: APRIL 7, 2026

DEPARTMENT: HUMAN RESOURCES

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR

BY: PATRICIA PEÑALOZA, HUMAN RESOURCES MANAGER
MARIA AVILA, SENIOR HUMAN RESOURCES ANALYST

TITLE: MODIFICATION TO THE CLASSIFICATION – SALARY SCHEDULE
AND RECLASSIFICATION

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution modifying the Classification – Salary Schedule and recommended reclassifications as follows:

1. Add the classification of Deputy Director of Information Technology and reclassify the incumbent Information Systems Manager
2. Adjust the salary range for the Assistant Finance Director
3. Add the classifications of Deputy City Attorney I and II
4. Adjust the salary ranges for the Attorney series of classifications
5. Add the classification of Deputy Director of Library and Community Services
6. Reclassify (Title Change) one Public Works Division Manager to Construction Inspection Manager
7. Reclassify (Title Change) Public Works Division Manager to Engineering Division Manager
8. Add the classification of Construction Inspection Manager
9. Add the classification of Public Safety Information Officer

EXECUTIVE SUMMARY:

Staff recommend that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to reflect the addition of Deputy City Attorney I and II, Deputy Director of Information Technology, Deputy Director of Library & Community Services, Construction Inspection Manager, Public Safety Information Officer and retitle the Public Works Division Manager classification to Engineering Division Manager; and reflect salary adjustments for the Assistant Finance Director and City Attorney series of classifications.

BACKGROUND:

Finance

Staff recommend adding the classification of Deputy Director of Information Technology and reclassifying the incumbent Information Systems Manager to this classification. Additionally, staff recommend adjusting the salary range of the Assistant Finance Director to address compaction with the Deputy Director of Information Technology and bring this position closer to market and similarly classified positions internally. While the Deputy Director oversees all activities of the Information Systems Division, the Assistant Finance Director maintains responsibility for the entire Department in the absence of the Director or as assigned. These recommended actions are an initial step as the Information Systems Division of the Finance Department and Finance Department reorganize. The Information Systems Division and Finance Department have experienced significant vacancies and are leveraging staff to meet the increasing demands of the Department. This action recognizes the essential functions of the incumbent supporting the Director, elevating the position within the City consistent with the level of responsibility and helping align for succession planning and employee retention.

Legal

Staff recommend adding the classification of Deputy City Attorney I and II to the Classification - Salary Schedule in addition to adjusting the salary ranges for the City Attorney classifications in the City Attorney series. The Legal Department has had one vacancy at the Assistant City Attorney level since 2022. The City has conducted five different recruitments including at the lower classification of Senior Deputy City Attorney with minimal applications received and many of the applicants unqualified. In December a job offer for Senior Deputy City Attorney was extended; however, the offer was declined due to compensation. Another minimally qualified applicant declined to interview. The City has advertised these recruitments on the Governmentjobs.com (NEOGOV) applicant tracking system; with the Monterey County Bar Association, Monterey College of Law and other sites; however, the recruitments are not attracting applicants. A recent survey of the attorney classifications found that all classifications in the Attorney series are significantly behind market between approximately twenty to twenty-nine percent in total compensation. The City Attorney has relied on contract legal services for additional support; however, the department seeks to fill this vacancy to support the increasing demands of the City Attorney's office, an adjustment to the salary ranges must be made.

Library and Community Services

Staff recommend adding the classification of Deputy Director of Library and Community Services to the Classification – Salary Schedule. The Library and Community Services Department (LCSD) organizational chart includes a Recreation-Parks Superintendent overseeing neighborhood services, parks and recreation and a Deputy Librarian overseeing library services. These two positions help oversee divisions of over 30 regular staff each. These positions are both currently vacant and difficult to fill mostly due to lower compensation than comparator agencies. However, both classifications are on the same salary range internally.

The Deputy Director of Library and Community Services is a new classification that was drafted to serve as the second in charge of the LCSD and oversee parks and recreation or library services as assigned.

Staff propose using the same classification to recruit and fill the Superintendent and Deputy Librarian vacancies. Staff surveyed comparator agencies and found the second-in-charge positions to be approximately twenty-five percent below market. Staff believe that this classification recognizes the essential functions needed to support the LCSD Director, elevates the position for succession planning and brings the salary range closer to other second-in-charge positions in the City and significantly closer to the County of Monterey, which is one of the biggest competitors for the City's library positions.

Public Works

Staff recommend retitling the vacant Public Works Division Manager in the Inspection Division to Construction Inspection Manager. This title more accurately reflects the current scope of work, operational focus, and responsibilities of the position. The proposed action aligns with the division's primary function of overseeing construction inspection services and ensures organizational alignment with similar division-level management roles.

Staff also recommend a title change to the remaining Public Works Division Manager classifications that better reflects the essential functions of the position. The title of Public Works Division Manager suggests broader operational responsibilities, but this position is primarily responsible for managing and overseeing the daily activities and operations of an engineering division. Staff recommend re-titling this position to Engineering Division Manager. This title provides clarity and highlights the engineering oversight aspect of the role.

Police

In August 2025, the City Council approved the addition of one Communications Specialist position for the Police Department; however, at the time, the job description had not been developed, nor had the salary range or bargain unit determined. Since then, Human Resources staff have worked with the Police Department and have developed the job description, established the salary range and bargaining group.

Staff recommend adding the Public Safety Information Officer classification to the Classification – Salary Schedule. The change in title more accurately reflects the higher-level duties and responsibilities this position will be performing than previously anticipated. This change aligns with the Department's goal of building community trust and advancing departmental objectives.

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 supports the City Council 2025 Strategic Goal of City Services, ensuring fiscal responsibility and finance management along with high quality customer service.

DEPARTMENTAL COORDINATION:

The Human Resources Department collaborated with the Finance, Legal, Library & Community Services, Public Works and Police departments in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

Finance: The recommended action will result in an increase in salaries of approximately \$10,676 in FY 2025-26 and will be absorbed through salary savings.

Legal: The proposed action will result in an estimated increase in salaries of approximately \$17,916 in FY 2025-26 and will be absorbed through salary savings.

Library and Community Services: The new higher-level classification will reflect an annual increase of approximately \$66,600 for the two positions. The impact to FY 2025-26 budget is approximately \$5,550 per month depending on when the positions are filled. The increase will be absorbed through salary savings this fiscal year.

Public Works: The proposed reclassification will result in an estimated salary savings of \$1,283 in FY 2025-26 and ongoing annual salary savings of \$5,130.

Police: The cost of the Public Safety Information Officer will increase from approximately \$150,125 to \$156,724, or approximately \$6,600 annually. The increase will be absorbed through salary savings this fiscal year.

There is currently sufficient budget available and appropriated in FY 2025-26. No additional funds are being requested for this item.

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
N/A	N/A	N/A	N/A	N/A

ATTACHMENTS:

Exhibit – A Salary Schedule
Resolution

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

A RESOLUTION AMENDING THE CLASSIFICATION - SALARY SCHEDULE AND RECLASSIFICATIONS

NOW, THEREFORE, BE IT RESOLVED that the Classification-Salary Schedule previously adopted by the City Council by Resolution is hereby amended to include the classification of Deputy City Attorney I and II, Deputy Director of Information Technology, Deputy Director of Library and Community Services, Engineering Division Manager, Construction Inspection Manager, and Public Safety Information Officer; the salary range adjustments for the Attorney series and Assistant Finance Director are approved; and the reclassification and re-titling recommendations are approved.

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

PASSED AND APPROVED this 7th day of April, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dennis Donohue, Mayor

ATTEST:

Patricia M. Soratos, 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
15		Construction Inspection Manager	59.5555	10,323	62.5333	10,839	65.6600	11,381	68.9430	11,950	72.3901	12,548	76.0096	13,175
15		Deputy Director of Library & Community Services	66.7353	11,567	70.0721	12,146	73.5757	12,753	77.2545	13,391	81.1172	14,060	85.1731	14,763
15		Public Safety Information Officer	42.3290	7,337	44.4454	7,704	46.6677	8,089	49.0011	8,494	51.4512	8,918	54.0238	9,364
15		Engineering Division Manager	61.3713	10,638	64.4399	11,170	67.6619	11,728	71.0450	12,314	74.5972	12,930	78.3271	13,577
CONFIDENTIAL MANAGEMENT														
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	16.1101	Assistant City Attorney	81.0444	14,048	85.0966	14,750	89.3514	15,488	93.8190	16,262	98.5099	17,075	103.4354	17,929
17	17.2001	Asst Finance Director	70.6437	12,245	74.1759	12,857	77.8847	13,500	81.7789	14,175	85.8678	14,884	90.1612	15,628
16	16.1100	Chief Assistant City Attorney	89.1275	15,449	93.5839	16,221	98.2631	17,032	103.1763	17,884	108.3351	18,778	113.7519	19,717
16		Deputy City Attorney I	60.6087	10,506	63.6391	11,031	66.8211	11,582	70.1622	12,161	73.6703	12,770	77.3538	13,408
16		Deputy City Attorney II	66.8289	11,584	70.1703	12,163	73.6788	12,771	77.3627	13,410	81.2308	14,080	85.2923	14,784
16		Deputy Director of Information Technology	66.7353	11,567	70.0721	12,146	73.5757	12,753	77.2545	13,391	81.1172	14,060	85.1731	14,763
16	16.1116	Sr Deputy City Attorney	73.6767	12,771	77.3605	13,409	81.2285	14,080	85.2899	14,784	89.5544	15,523	94.0321	16,299