



**CITY OF SALINAS**  
**COUNCIL STAFF REPORT**

---

**DATE:** June 20, 2023

**Department:** HUMAN RESOURCES

**FROM:** Marina Horta-Gallegos, Human Resources Director

**SUBJECT:** **FY 23-24 WORKFORCE ALLOCATION ADJUSTMENT;  
CLASSIFICATION AND SALARY SCHEDULE MODIFICATION AND  
REORGANIZATION PLAN FOR COMMUNITY DEVELOPMENT**

**RECOMMENDED MOTION:**

It is recommended that the City Council approve a Resolution adjusting the workforce allocation for Administration, and the Community Development Departments and approve a reorganization of the Community Development Department Permit Services Division with modification of the Classification – Salary Schedule to include the classifications of Communications Specialist, Chief Building Official, and Permit Center Manager.

**RECOMMENDATION:**

Staff recommends that the City Council approve a Resolution adjusting the workforce for Administration and the Community Development Department and approve a reorganization of the Community Development Department, Permit Services Division, that includes a newly created Permit Center Manager and Chief Building Official and modification of the Classification – Salary Schedule.

**BACKGROUND:**

The newly approved FY 23-24 budget includes a “placeholder” Project Coordinator to support the functions of the Community Relations Manager in Administration. Staff request to replace the Project Coordinator with a Communications Specialist. The Communications Specialist is a classification that better aligns with the needs of the Communications team and eliminates the need to revise the Project Coordinator job description.

The Community Development Department proposes to replace the vacant Planning Manager position in the Economic Development Division with a Senior Economic Development Manager. The Senior Economic Development Manager was previously replaced by a Planning Manager to better align division heads across the Planning Divisions and Housing; however, efforts to fill a Planning Manager to oversee the Economic Development Division were unsuccessful.

Additionally, the Community Development Department proposes to reorganize the Permit Services Division to include a Chief Building Official to oversee the technical functions of the division and a

newly created Permit Center Manager position to oversee permit services and staff. Permit services were overseen by the former Community Development Director with a contract Building Official handling technical function. The contract Building Official provides limited services, and the recent departure of the former Director has necessitated the need to implement the contemplated reorganization sooner than anticipated.

**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 Administration and the Community Development Department.

**FISCAL AND SUSTAINABILITY IMPACT:**

The workforce allocation adjustments will not require any additional funding. The Communications Specialist will be funded at the same level as the Project Coordinator. The difference in salary between the Planning Manager and Senior Economic Development Manager of approximately \$1,000 per month will be covered by salary savings.

The new Permit Center Manager position will be funded through the Enterprise Funds and the Chief Building Official is currently budgeted.

**ATTACHMENTS:**

Resolution  
Exhibit A – Salary Schedule

**RESOLUTION NO. \_\_\_\_\_ (N.C.S.)**

**RESOLUTION APPROVING FY 23-24 WORKFORCE ALLOCATION ADJUSTMENT AND  
PERMIT CENTER REORGANIZATION AND  
MODIFICATION TO CLASSIFICATION – SALARY SCHEDULE**

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the workforce for the Community Development Department will reflect the elimination of one Planning Manager and one Permit Center Manager/Building Official and will reflect the addition of one Senior Economic Development Manager, one Chief Building Official, one Permit Center Manager. The Project Coordinator in Administration will be replaced with one Communications Specialist and the Classification – Salary Schedule will be modified to include the new classifications.

PASSED AND APPROVED this 20th day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Kimbley Craig, Mayor

ATTEST:

\_\_\_\_\_  
Patricia M. Barajas, City Clerk

## Exhibit A

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		Communications Specialist			34.6134	6,000	36.3451	6,300	38.1606	6,615	40.0733	6,946	42.0764	7,293	44.1826	7,658
15		Permit Center Manager			45.0733	7,813	47.3295	8,204	49.6967	8,614	52.1817	9,045	54.7842	9,496	57.5251	9,971
15		Chief Building Official			55.0612	9,544	57.8158	10,021	60.7090	10,523	63.7408	11,048	66.9314	11,601	70.2815	12,182