



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: APRIL 8, 2025

DEPARTMENT: HUMAN RESOURCES

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR

TITLE: MODIFICATION TO THE CLASSIFICATION - SALARY SCHEDULE

RECOMMENDED MOTION:

A motion to approve a Resolution to amend the Classification-Salary Schedule for the regular classification of Police Services Technician and to add the classification of Wastewater Operator-in-Training.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to amend the salary range for the Police Services Technician classification and to add the classification of Wastewater Operator-in-Training to the Services Employees International Union (SEIU) Blue Collar Unit.

BACKGROUND:

Police Services

In 2024 the City Council authorized a \$7,000 recruitment and retention incentive as an initial step to help address recruitment and retention challenges for two classifications within the Police Services Records Division. Staff have seen an increase in the number of applications for this classification; however, within the past nine months there were an additional four separations which consisted of three resignations and one promotion.

The Chief, Personnel & Training staff, and Human Resources staff have continued reviewing ongoing recruitment and retention challenges in the Records Division and recommend an adjustment to the salary range for the non-sworn Police Services Technician classification. This is the entry level classification in a job series that includes three classifications:

Police Services Technician
Senior Police Services Technician
Supervising Police Services Technician

The primary challenge is filling the entry level Police Services Technician positions. These are typically filled by external candidates that must pass a background investigation. The Senior and

Supervising Police Services Technician positions are typically filled by internal candidates. It should be noted that the Senior Police Services Technician does not work in the Records Division.

The Department currently has 7 vacancies in the Records Division. The City has received 263 applications since May 2024 when the recruitment and retention incentive was authorized. Forty-one applicants have been invited to interview, 6 have withdrawn from recruitment and 25 failed the background investigation or interview. Challenges filling these positions include the background investigation, shift schedule (mandatory overtime), twelve-month probationary period, and compensation. Two of the most recent withdrawals from the recruitment process have cited wages as the primary reason for withdrawing.

Staff conducted a salary survey of comparator agencies in February and found the Police Services Technician classification to be 29.35% below market in base wages and propose an increase in the salary range for the Police Services Technician classification while a classification study is undertaken.

Staff recommend a proposed increase of 13% which closer aligns the Police Services Technician with other internal Technician classifications. The adjustment would be effective in the first full pay period following City Council approval.

The City has engaged CPS HR Consulting Services to conduct a classification study of the three positions in the Police Services Technician series to ensure that the essential functions of each class are documented and that the positions are correctly classified and/or re-titled as necessary. This study will also warrant a further review of the salary ranges for all three classes after the classification study which is expected to be completed by the end of this fiscal year.

Public Works

Staff recommend adding the classification of Wastewater Operator-in-Training to the classification-salary schedule under the SEIU Blue Collar Unit. This classification is intended to underfill a Wastewater Operator. The Operator-in-Training receives on-the-job training and experience in the operation of a wastewater treatment plant to meet the California Water Board's certification requirements. The California Water Board requires that a Wastewater Operator possess a Class I Operator Certificate. To meet the requirements for certification an incumbent must satisfy 1,800 hours as an Operator-in-Training under the supervision of designated Chief Wastewater Operator.

Staff propose recruiting internally for an Operator-in-Training that can potentially fill the Wastewater Operator classification once all requisites have been met.

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:

Government Code §84308/Levine Act does not apply to this item.

STRATEGIC PLAN INITIATIVE:

The proposed action meets the Effective and Culturally Responsive Government Council goal.

DEPARTMENTAL COORDINATION:

Human Resources collaborated with the Police Services Department, Public Works Department and the Finance Department in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

The adjustment to the Police Services Technician classification will have a cost of approximately \$19,300 this fiscal year assuming all positions were filled; however, no further appropriation is needed because there is sufficient budget in the Police Department to cover the costs. Underfilling the Wastewater Operator is expected to create minimal salary savings.

Following the classification study of the Police Services Technician series, a review of the compensation will be necessary and may require adjustment to the FY 25-26 budget.

Fund	Appropriation	Appropriation Name	Total Appropriation	Amount for recommendation	FY 24-25 Operating Budget Page	Last Budget Action (Date, Resolution)
n/a	n/a	n/a	n/a	n/a	n/a	n/a

ATTACHMENTS:

Resolution
Exhibit A – Classification – Salary Schedule

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

**RESOLUTION AMENDING THE CLASSIFICATION - SALARY SCHEDULE AND
WORKFORCE MODIFICATION**

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 adjusted salary range for the Police Services Technician classification and include the classification of Wastewater Operator-in-Training, both effective in the first full pay period following City Council approval. Additionally, the workforce for the Public Works Department will reflect one Wastewater Operator underfilled with an Operator-in-Training.

PASSED AND APPROVED this 8th day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dennis Donohue, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

Attachments:

Amended Classification and Salary Schedule (Attachment A)

Exhibit A

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
25		Wastewater Operator-in-Training	24.9664	4,328	26.2177	4,544	27.5302	4,772	28.9037	5,010	30.3461	5,260	31.8642	5,523
26	26.7076	Police Services Technician	24.7170	4,284	25.9562	4,499	27.2526	4,724	28.6131	4,960	30.0447	5,208	31.5478	5,468