



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: JUNE 11, 2024

DEPARTMENT: HUMAN RESOURCES

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR

TITLE: MODIFICATION TO CLASSIFICATION – SALARY SCHEDULE AND RECLASSIFICATION

RECOMMENDED MOTION:

It is recommended that the City Council approve the Resolution modifying the Classification – Salary Schedule to

1. include the classifications of Fire Inspector I and Fire Inspector II;
2. approve the reclassification of incumbent Fire Inspectors to Fire Inspector II and retitle Fire Inspector to Fire Inspector I;
3. Correct the salary range for the Administrative Fire Captain classification to reflect the approved salary range set before shifting the classification from the Fire Supervisors Association (FSA) to the International Association of Fire Fighters (IAFF) together with corresponding 2024 salary adjustment; and
4. retitle the Library Automation Services Coordinator classification.

EXECUTIVE SUMMARY:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to include the classifications of Fire Inspector I and Fire Inspector II and approve the recommended reclassifications for incumbent Fire Inspectors in the Fire Prevention Unit from Fire Inspector to Fire Inspector II pursuant to section 3.9 (D) of the Personnel Manual which provides, “Reclassification is generally necessitated through organization modification. Generally, reclassification will result from: 1. Significantly changed duties and responsibilities, necessitating a modification of the pay range and title of the position. 2. Reorganization of a department, or division of a department...”. Additionally, staff recommend approval of the corrected salary range for the Administrative Fire Captain classification and retitling of the Library Automation Services Coordinator classification to Library Technology Coordinator and Fire Inspector to Fire Inspector I.

BACKGROUND:

Fire Department

The Fire Department has evaluated the classifications and structure of the Fire Prevention Unit for several years. The recommendation for reclassification and development of a Fire Inspector series is brought forward as the Department looks to improve recruitment and retention in Fire Prevention

Unit as an initial step in reorganizing the Prevention Unit. This will provide for an entry level position at the Level I and provides senior staff with a job description that more accurately describes the level and extent of job responsibilities at the Level II. Additionally, the Department will be able to place new hires at a level commensurate with the requirements of either a Level I or a Level II position.

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
26		Fire Inspector I	32.8056	5,686	34.4485	5,971	36.1683	6,269	37.9796	6,583	39.8821	6,913	41.8758	7,258
26		Fire Inspector II	35.7089	6,190	37.4972	6,500	39.3692	6,824	41.3408	7,166	43.4117	7,525	45.5818	7,901

The classification of Administrative Fire Captain was shifted from the FSA to IAFF in late 2023. However, the salary range was inadvertently lowered when the position was shifted. The correct salary range is noted below as it was before the position was shifted from FSA to IAFF and the current salary range following a January 2024 salary adjustment is also listed below.

2023

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
18		Administrative Fire Captain	57.7694	10,013	60.6579	10,514	63.6907	11,040	66.8753	11,592	70.2191	12,171	73.7301	12,780

2024

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
19		Administrative Fire Captain	58.9248	10,214	61.8711	10,724	64.9645	11,261	68.2128	11,824	71.6235	12,415	75.2047	13,035

Library and Community Services Department

Staff recommend a title change to the Library Automation Services Coordinator classification that better reflects the essential functions of the position. Staff recommend re-titling this position to Library Technology Coordinator.

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
26		Library Technology Coordinator	30.7745	5,334	32.3160	5,601	33.9291	5,881	35.6395	6,178	37.4129	6,485	39.2831	6,809

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 (CEQUA) (CEQUA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

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

DEPARTMENTAL COORDINATION:

The Human Resources Department coordinated with the Fire Department and Library & Community Services Department in this effort and met and conferred with the respective bargaining units.

FISCAL AND SUSTAINABILITY IMPACT:

The cost of the Fire Inspector reclassifications is equal to an annual cost of approximately \$6,615. The Administrative Fire Captain was budgeted at the listed salary range for FY 23-24 and will require and adjustment of approximately \$9,100 in base pay in FY 24-25. The retitle of the Library Automation Coordinator has no fiscal impact.

ATTACHMENTS:

Resolution

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

**RESOLUTION APPROVING MODIFICATION TO THE
CLASSIFICATION - SALARY SCHEDULE AND RECLASSIFICATION**

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 classifications of Fire Inspector I, Fire Inspector II, and Library Technology Coordinator. The reclassifications in the Fire Department are approved and the corrected salary range for the Administrative Fire Captain in IAFF is approved.

PASSED AND APPROVED this 11th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Kimbley Craig, Mayor

ATTEST:

Patricia M. Barajas, City Clerk