



CITY OF SALINAS
COUNCIL STAFF REPORT

DATE: September 6, 2022

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 adopt a Resolution adjusting the workforce allocation for the Community Development Department and authorize a modification to the Classification – Salary Schedule.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution adjusting the workforce for the Community Development 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 three additional positions for the Housing Division. Two Community Outreach Assistants and one Community Development Analyst will be grant funded (limited term) and support the Housing Division in addressing encampments and family homelessness. Additionally, the Community Development Department is requesting authorization to replace the vacant Administrative Aide position with an Administrative Analyst and to replace the vacant Senior Economic Development Manager with a Planning Manager.

The Public Works Department was approved for one Stormwater Technician during the FY 21-22 mid-year budget process. Staff recommend retitling the classification to Stormwater Analyst and adding the classification to the 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
26		Stormwater Analyst	29.6059	5,132	31.0856	5,388	32.6426	5,658	34.2710	5,940	35.9897	6,238	37.7926	6,551

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 Public Works Departments.

FISCAL AND SUSTAINABILITY IMPACT:

Grant funding will be used to fund the three limited term positions in the Community Development Department. The difference in salary between the Administrative Aide and Administrative Analyst is approximately \$10,416 in base salary and will be covered through salary savings and the Community Development enterprise fund. Replacing the Senior Economic Development Manager with a Planning Manager will provide for salary savings of approximately \$7,000.

There is no fiscal impact associated with the retitling of the Public Works Stormwater Technician to Stormwater Analyst.

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 reflect the addition of the following positions: two Community Outreach Assistants (limited term); one Community Development Analyst (limited term). An Administrative Analyst will replace the vacant Administrative Aide and a Planning Manager will replace the vacant Senior Economic Development Manager. The Stormwater Technician will be retitled Stormwater Analyst.

PASSED AND APPROVED this 6th day of September 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kimbley Craig, Mayor

ATTEST:

Patricia Barajas, City Clerk