



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: July 11, 2017

DEPARTMENT: ADMINISTRATION/HUMAN RESOURCES DIVISION

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES OFFICER

TITLE: MODIFICATION TO CLASSIFICATION-SALARY SCHEDULE
AND WORKFORCE ALLOCATION

RECOMMENDED MOTION:

A motion by the City Council approving a Resolution modifying the City of Salinas Classification-Salary Schedule in accordance with California Code of Regulations, (CCR), Title 2, Section 570.5, and adjusting the workforce allocations within the Police, Legal and Library and Community Services Departments.

RECOMMENDATION:

It is recommended that the City Council approve a Resolution 1) Modifying the Classification and Salary Schedule to reflect the addition of an Assistant Chief of Police and Confidential Office Technician; 2) Adjust the workforce allocations for the Police Department to reflect the addition of the new classification of Assistant Chief of Police in place of a vacant Deputy Chief position and to reflect the new classification of Confidential Office Technician in place of a vacant Legal Secretary position; and 3) Adjust the workforce allocation for the Library and Community Services Department to reflect one additional full-time regular Librarian I in place of two regular part-time Librarian I positions.

BACKGROUND:

The Classification-Salary Schedule modifications include the addition of two new classifications, Assistant Chief of Police and Confidential Office Technician. The Assistant Chief of Police is a top-level administrative position reporting directly to the Chief of Police with more duties/responsibilities than a Deputy Chief. The Assistant Chief will be responsible for advising the Chief of Police on all critical incidents, overseeing the day-to-day activities and will act in the place of the Chief in the Chief's absence. The position will be filled on an at-will basis and will be assigned to the Department Director's Compensation Plan. The salary is set at the range of \$13,152 - \$15,987. The Confidential Office Technician is a position assigned to the Confidential Miscellaneous unit and complies with City Code section 25-34. The City Attorney's office currently has a Legal Secretary vacancy, which will be underfilled with a Confidential Office Technician at the salary range of \$3,718 - \$4,745 per month.

With regard to the Librarian I, the Library and Community Services Department is currently authorized for two part-time regular Librarian I positions. Recruitment for these part-time positions has been unsuccessful. Staff recommends combining the part-time positions to fill one full-time regular position.

California Code of Regulations, (CCR) Title 2, section 570.5, adopted by CalPERS requires the publishing of a publicly available pay schedule approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws.

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).

STRATEGIC PLAN INITIATIVE:

The proposed action meets the Effective and Sustainable Government Council goal.

FISCAL AND SUSTAINABILITY IMPACT:

The Assistant Chief of Police will be funded by a vacant Deputy Chief position and will provide salary saving in FY 17-18. The Confidential Office Technician position will be used to underfill an existing vacancy and will also provide salary savings.

ATTACHMENTS:

Resolution
Classification-Salary Schedule, Exhibit A

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

**RESOLUTION MODIFYING THE CLASSIFICATION AND SALARY SCHEDULE TO
INCLUDE THE CLASSIFICATIONS OF ASSISTANT CHIEF OF POLICE AND
CONFIDENTIAL OFFICE TECHNICIAN AND ADJUSTING WORKFORCE
ALLOCATIONS FOR THE POLICE DEPARTMENT, CITY ATTORNEY AND
LIBRARY AND COMMUNITY SERVICES**

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS, that the Classification and Salary Schedule previously adopted by the City Council by Resolution is hereby amended to include the classifications of Assistant Chief of Police and Confidential Office Technician. Attached as Exhibit A is the amended Classification and Salary Schedule Plan. The workforce allocations for the Police Department, City Attorney, and Library and Community Services are approved and adopted.

PASSED AND APPROVED this 11th day of July 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

EXHIBIT A

Department Directors													
	Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5			
Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly			
Assistant Chief of Police	75.8769	13,152	79.6731	13,810	83.6596	14,501	87.8365	15,225	92.2328	15,987			
Chief of Police	77.7289	13,473	81.6173	14,147	85.6961	14,854	89.9828	15,597	94.4828	16,377			
Community Development Dir	64.2971	11,145	67.5140	11,702	70.8847	12,287	74.4328	12,902	78.1524	13,546			
Finance Director	63.0493	10,929	67.2262	11,653	69.5068	12,048	72.9840	12,651	76.6326	13,283			
Fire Chief	77.0111	13,349	80.8667	14,017	84.9114	14,718	89.1574	15,454	93.6161	16,227			
Lib/Community Svc Dir	61.8252	10,716	64.9180	11,252	68.1644	11,815	71.5766	12,407	75.1541	13,027			
Public Works Director	64.2971	11,145	67.5140	11,702	70.8847	12,287	74.4328	12,902	78.1524	13,546			
Conf Miscellaneous													
	Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6	
Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	
Confidential Office Technician	21.4512	3,718	22.5213	3,904	23.6469	4,099	24.8276	4,303	26.0699	4,519	27.3738	4,745	
Community Safety Assist	23.9820	4,157	25.1820	4,365	26.4420	4,583	27.7621	4,812	29.1480	5,052	30.6061	5,305	
Deferred Comp Technician	25.0560	4,343	26.3100	4,560	27.6240	4,788	29.0040	5,027	30.4560	5,279	31.9800	5,543	
Deputy City Clerk	23.9820	4,157	25.1820	4,365	26.4420	4,583	27.7621	4,812	29.1480	5,052	30.6061	5,305	
Executive Assistant	25.6800	4,451	26.9701	4,675	28.3140	4,908	29.7300	5,153	31.2180	5,411	32.7780	5,682	
Human Resource Technician	21.5460	3,735	22.6200	3,921	23.7480	4,116	24.9360	4,322	26.1840	4,539	30.6061	5,305	
Legal Secretary	23.9820	4,157	25.1820	4,365	26.4420	4,583	27.7621	4,812	29.1480	5,052	30.6061	5,305	
Payroll Supervisor	30.4560	5,279	31.9800	5,543	33.5820	5,821	35.2620	6,112	37.0260	6,418	38.8800	6,739	
Payroll Technician	25.0560	4,343	26.3100	4,560	27.6240	4,788	29.0040	5,027	30.4560	5,279	31.9800	5,543	