



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

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**DATE:** January 7, 2020

**DEPARTMENT:** HUMAN RESOURCES DEPARTMENT

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

**TITLE:** MODIFICATION TO THE CLASSIFICATION – SALARY SCHEDULE

### RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution to do the following: 1) add the new classification of Victim Advocate to the Classification - Salary Schedule, 2) add the temporary classification of Word Processing Operator to the Classification – Salary Schedule, 3) adjust the salary range for the Recreation Leader I and II temporary classifications impacted by minimum wage adjustments previously authorized.

### RECOMMENDATION:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to include the addition of the Victim Advocate classification and temporary classification of Word Processing Operator. Additionally, staff recommends that the City Council approve the adjustment of two classifications impacted by the minimum wage adjustments previously authorized.

### BACKGROUND:

The Salinas Police Department has identified the need for greater services to victims of violent crime and their families in addition to witnesses of violent crime and therefore seeks to develop a Victim Services Program to be staffed by a non-sworn Victim Advocate. This program will be under the Investigations Unit of the Police Department and the position will work closely with the District Attorney's Office's Victim/Witness Unit. The Victim Advocate will provide direct effective trauma-informed services to victims, their families, and witnesses and support them throughout the criminal justice process. The position will strengthen partnerships with local agencies and community-based service providers who work with victims.

The classification of Word Process Operator has existed in the Police Department since 1984. The Police Department had identified the need to fill the position with temporary extra help. At this time, staff requests authorization to add the classification to the temporary positions identified in the Classification – Salary Schedule.

Following the minimum wage adjustments authorized on December 17, 2019 staff identified two positions that require further adjustment of the hourly rate. These positions consist of the Recreation Leader I and II.

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 Sustainable Government Council goal.

DEPARTMENTAL COORDINATION:

The Police Department and Human Resources Department worked together in the development of the job description for the new classification for the non-sworn Victim Advocate.

FISCAL AND SUSTAINABILITY IMPACT:

The new Victim Advocate position will be funded through a three-year grant from the Office for Victims of Crime. The grant provides flexibility to allow for increases in salary and benefits. No adjustments to the current fiscal year budget are indicated.

The temporary Word Processing Operator and temporary Recreation Leader I and II will be funded from individual department temporary funds. Currently, departments use temporary staff while funds are available.

ATTACHMENTS:

Resolution  
Exhibit A – Classification and Salary Schedule

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

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

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the Classification and Salary Schedule previously adopted by the City Council is hereby amended to include the new classification of Victim Advocate and temporary Word Processing Operator, in addition to adjustments to the temporary Recreation Leader I and II classifications impacted by minimum wage adjustments previously authorized.

Attached as Exhibit A is the amended Classification and Salary Schedule Plan.

PASSED AND APPROVED this 7th day of January 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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Joe Gunter, Mayor

ATTEST:

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Patricia M. Barajas, City Clerk