



# CITY OF SALINAS

## COUNCIL STAFF REPORT

**DATE:** October 12, 2021

**DEPARTMENT:** HUMAN RESOURCES DEPARTMENT

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

**TITLE:** MODIFICATION TO THE CLASSIFICATION – SALARY SCHEDULE AND WORKFORCE ALLOCATION ADJUSTMENT

### RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution modifying the Classification – Salary Schedule and also approve a Workforce Allocation Adjustment for the Community Development Department.

### RECOMMENDATION:

Staff recommends that the City Council approve the attached Resolution modifying the Classification – Salary Schedule to reflect 1) the classifications of Assistant Community Development Director; 2) the classification of Peer Outreach Worker (temporary); and 3) adjust the workforce allocation for the Community Development Department to include two Community Development Analysts assigned to the Housing Division. One will be hired on a limited term basis and a second in the place of the vacant Community Improvement Assistant.

### BACKGROUND:

The City Council previously approved an Assistant Community Development Director during the Fiscal Year 21-22 budget process. The Community Development Department is also requesting the classification of Peer Outreach Worker to assist in the field with homeless services. Additionally, the Community Development Department is requesting the addition of one limited term Community Development Analyst and one full-time regular Community Development Analyst. The latter will be filled in the place of the vacant Community Improvement Assistant.

Benefit Group	Grade	Position	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly	Step 6 Hourly
29		Peer Lead Worker	18.1558	19.0673	20.0193	21.0231	22.0731	
15		Assistant Community Development Director	61.2891	64.3571	67.5784	70.9591	74.5064	78.2269

### 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 Operational Efficiencies Council goal.

DEPARTMENTAL COORDINATION:

The Human Resources Department coordinated with the Community Development and Finance Departments in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

This item has no impact on the approved fiscal year operating budget. The temporary Peer Outreach Workers will be funded by the use of temporary funds while funds are available.

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 Assistant Director of Community Development and Peer Outreach Worker and the workforce allocation for the Community Development Department is adjusted to include two Community Development Analysts, one replacing the vacant Community Improvement Assistant.

PASSED AND APPROVED this 12th day of October 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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Kimbley Craig, Mayor

ATTEST:

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Patricia M. Barajas, City Clerk