



DATE: February 2, 2023
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2023

RECOMMENDATION

That the Personnel Commission holds a Public Hearing to review and recommend to Council adoption of the revised Salary Plan for each position in the City’s classified service for Fiscal Year 2023 (FY 2023), effective February 27, 2023.

SUMMARY

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect a salary adjustment to one (1) classification and in the City’s classified service. The Salary Plan and Classification Plan have also been revised to reflect the addition of one (1) classification.

BACKGROUND/DISCUSSION

New Classification:

SENIOR SUSTAINABILITY SPECIALIST (T804): Due to the changing needs of the Public Works Department and the desire to provide an advanced journey-level opportunity to the already existing journey-level position, the Sustainability Specialist classification is being changed into a flexibly-staffed classification. The current journey-level classification of Sustainability Specialist will be the lower level of the flex classification, while the new advanced journey-level classification is being created with the title Senior Sustainability Specialist. The salary for the Senior Sustainability has been internally set to be ten percent (10%) above Sustainability Specialist (T803). The salary range for Senior Sustainability Specialist is \$48.55 per hour at Step A and \$59.00 per hour at Step E.

Salary Adjustments:

EQUITY AND INCLUSION OFFICER (U340): The salary for Equity and Inclusion Officer is internally set to be equivalent to Assistant to the City Manager (U320). In February 2022, the Assistant to the City Manager received a ten percent (10%) equity adjustment effective November 7, 2022, as a result of a total compensation market study. As such, Equity and

Inclusion Officer shall receive a ten percent (10%) salary adjustment effective November 7, 2022. The salary range for Equity and Inclusion Officer is \$61.79 per hour at Step A and \$75.09 per hour at Step E.

FISCAL IMPACT

SENIOR SUSTAINABILITY SPECIALIST: The additional annual fiscal impact for Senior Sustainability Specialist is an increase of approximately \$1,827: \$1,218 from Measure D Recycling Funds, and \$609 from Enterprise Funds. Budget adjustments will be included in the FY 2023 mid-year budget process.

EQUITY AND INCLUSION OFFICER: The additional fiscal impact for Equity and Inclusion Officer is an increase of approximately \$13,646 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Roadmap initiatives.

NEXT STEPS

This salary plan will be scheduled for the February 21, 2023, City Council meeting, and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

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Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager