

## REPORT TO THE CITY COUNCIL

**DATE: JUNE 28, 2006**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: GREG RAMIREZ, CITY MANAGER**

**BY: NATHAN HAMBURGER, ASSISTANT TO THE CITY MANAGER**

**SUBJECT: ADOPT RESOLUTION NO. 06-1422; AMENDING THE COMPENSATION PLAN; SETTING SALARY RANGES FOR CITY EMPLOYEES EFFECTIVE JULY 1, 2006 TO INCLUDE EQUITY ADJUSTMENTS RESULTING FROM THE 2006 SALARY SURVEY, A 4% COLA RATE INCREASE, AND A NINE-STEP SALARY RANGE; ESTABLISH THE CLASSIFICATIONS OF EXECUTIVE ASSISTANT, RECREATION SUPERVISOR, AND SENIOR CIVIL ENGINEER, AND RECLASSIFY THE ACCOUNTING SPECIALIST I AND II CLASSIFICATIONS TO ACCOUNTING SPECIALIST II AND III; APPROVE THE CLASSIFICATION SPECIFICATIONS AND SALARY RANGES FOR THE CLASSIFICATIONS; APPROVE REVISIONS AND UPDATES TO THE EXISTING CLASSIFICATION SPECIFICATIONS INCREASE THE CITY'S MATCHING CONTRIBUTION TO THE DEFERRED COMPENSATION PLAN TO A DOLLAR-FOR-DOLLAR MATCH NOT TO EXCEED SIXTY DOLLARS (\$60.00) PER PAY PERIOD; AND FIX THE CITY'S CONTRIBUTION TO THE EMPLOYEES MEDICAL MONTHLY PREMIUM UP TO THE MAXIMUM OF THE EQUIVALENT OF THE BLUE SHIELD FAMILY RATE**

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Based on the findings and recommendations of the recent compensation study conducted by The Davis Company, it is suggested that applicable classification ranges be adjusted to the market median as established in the compensation study, that a 4% COLA rate of increase be applied to the new ranges, and that the current five-step range structure be changed to a nine-step range.

As a result of recent reorganization and resignations within the City Manager, Community Services and Engineering departments, staff recommends that the classifications of Executive Assistant, Recreation Supervisor, and Senior Civil Engineer, respectively, be added to our current compensation plan.

During the recent compensation study, it became apparent that many of the current classification specifications needed to be corrected and/or updated. These changes range from corrections to typographical errors and reclassification of job titles to the revision of job duties. With the incorporation of these corrections and updates, staff feels that the job classifications will more accurately reflect the respective duties of the classifications and will be more comparable to similar classifications in other public agencies.

It is recommended that the City's matching contribution to the deferred compensation plan be increased to a dollar-for-dollar match not to exceed sixty dollars (\$60.00) per pay period and the City's contribution to the employee's medical monthly premium will remain up to a maximum of the equivalent of the Blue Shield family rate, which is currently eight hundred thirteen dollars and seventy-five cents (\$813.75) per month through December 31, 2006 and beginning January 1, 2007, the City will contribute an amount up to the equivalent of the Blue Shield family rate, but not to exceed a maximum of nine hundred dollars (\$900.00) per month per employee through June 30, 2008 regardless of the plan selected.

## **RECOMMENDATION**

It is respectfully recommended the City Council:

1. Approve Resolution No. 06-1422, Section 1, setting the salary ranges to include an equity adjustment where applicable, a 4% COLA rate increase, and a nine-step range.
2. Approve Resolution No. 06-1422, Section 2, establishing the classifications of Executive Assistant, Recreation Supervisor, and Senior Civil Engineer and reclassify the Accounting Specialist I and II classifications to Accounting Specialist II and III.
3. Approve Resolution No. 06-1422, Section 3, revising and updating the current classification specifications.
4. Approve Resolution No. 06-1422, Section 4:
  - (a) Increase the City's matching contribution to a dollar-for-dollar match not to exceed sixty dollars (\$60.00) per pay period.
  - (b) The City's contribution to the employee's medical monthly premium will remain up to a maximum of the equivalent of the Blue Shield family rate, which is currently eight hundred thirteen dollars and seventy-five cents (\$813.75) per month through December 31, 2006 and beginning January 1, 2007, the City will contribute an amount up to the equivalent of the Blue Shield family rate, but not to exceed a maximum of nine hundred dollars (\$900.00) per month per employee through June 30, 2008 regardless of the plan selected.

Attachments: Resolution No. 06-1422  
New and/or reclassified classification specifications:  
Accounting Specialist II  
Accounting Specialist III  
Executive Assistant  
Recreation Supervisor  
Senior Civil Engineer

Revised and/or updated existing classification specifications:

Administrative Analyst  
Administrative Secretary I  
Administrative Secretary II  
Assistant City Manager  
Assistant Director of Planning and Community Development  
Assistant Engineer  
Assistant Planner  
Assistant to the City Manager  
Associate Civil Engineer  
Associate Planner  
Building Official  
Building Permit Technician  
City Clerk  
City Engineer  
Code Compliance Officer  
Community Services Coordinator  
Community Services Director  
Director of Finance  
Director of Planning and Community Development  
Engineering Aide  
Facilities Operations Supervisor II  
Office Assistant I  
Planning Technician  
Public Works Inspector II  
Recreation Leader  
Recreation Manager  
Recreation Specialist  
Senior Building Inspector  
Senior Planner