

## REPORT TO THE CITY COUNCIL

**DATE:** AUGUST 23, 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. 06-1428; AMENDING THE COMPENSATION PLAN, SETTING SALARY RANGES FOR PART-TIME CITY EMPLOYEES EFFECTIVE SEPTEMBER 1, 2006, TO INCLUDE EQUITY ADJUSTMENTS RESULTING FROM THE 2006 SALARY SURVEY AND A NINE-STEP SALARY RANGE, APPROVING THE CLASSIFICATION SPECIFICATIONS AND SALARY RANGE FOR THE CLASSIFICATION OF RECREATION LEADER II, APPROVING REVISIONS AND UPDATES TO THE EXISTING CLASSIFICATION SPECIFICATIONS, AND AMENDING THE BENEFIT PACKAGE RELATING TO MID-MANAGEMENT

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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 and that the current five-step range structure be changed to a nine-step range.

As a result of recent reorganization within the Community Services Department, staff recommends that the classification of Recreation Leader II be added to our current Part-Time Compensation Plan.

The Part-Time Compensation Plan is being brought to the City Council at this time due to the completion of certain recreation programs in which a large portion of our current Recreation Leaders will terminate their employment with the City in conjunction with the beginning of a new school year. The timing of this change will also allow for the Community Services Department to recruit more highly trained employees to serve in the Recreation Leader II position, which would require that new hires have work or volunteer experience, in addition to educational experience, within the field of recreation. The creation of this classification has been timed such that it is possible to now attract new college level employees who want to be challenged in their employment position, as well as be compensated at a level which is comparable to other agencies in our region.

The personnel rules are being updated to allow the City Manager the discretion to provide specified benefits to mid-management employees (non-department head) as seen fit and appropriate. This change gives the City Manager the ability to attract and retain the most qualified employees to serve on the City's management team.

## **RECOMMENDATION**

It is respectfully recommended the City Council:

1. Approve Resolution No. 06-1428, Section 1, setting the salary ranges to include an equity adjustment where applicable and a nine-step range.
2. Approve Resolution No. 06-1428, Section 2, establishing the classification of Recreation Leader II.
3. Approve Resolution No. 06-1428, Section 3, revising and updating the current classification specifications.
4. Approve Resolution No. 06-1428, Section 4-5, amending the benefit package and personnel rules in relation to mid-management employees and establishing an effective date of September 1, 2006.

Attachments: Resolution No. 06-1428  
Exhibit 1: New Classification – Recreation Leader II  
Exhibit 2: Revised Classifications:  
Office Assistant I  
Recreation Leader I  
Recreation Specialist