

City of Sacramento

Legislation Text

File #: 2019-01210, Version: 1

Title:

Approval of Personnel Resolution Covering Unrepresented Officers and Employees, the Employer-Employee Relations Policy, Citywide Salary Schedule, and Employment Agreements for the City Manager and City Attorney; Set New Salaries for the City Manager and City Attorney

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File ID: 2019-01210

Location: Citywide

Recommendation:

1) Adopt a Resolution: a) approving the Personnel Resolution Covering Unrepresented Officers and Employees; b) amending the Employer-Employee Relations Policy; c) approving amendments to the City of Sacramento salary schedules; and d) authorizing the City Manager or the City Manager's designee to make minor changes or adjustments to exhibits in order to correct omissions and errors; and 2) pass a Motion: a) approving salary increases for the City Manager and City Attorney; and b) approving amended employment agreements for the City Manager and City Attorney.

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Presenter: Shelley Banks-Robinson, Director, (916) 808-5541, Department of Human Resources

Attachments:

- 01-Description/Analysis
- 02-Attachment 1 - Unrep Reso (Redline)
- 03-Attachment 2 - EERP (Redline)
- 04-Attachment 3 - Salary Schedule (Redline)
- 05-Attachment 4 - Employment Agreement (City Manager)
- 06-Attachment 5 - Employment Agreement (City Attorney)
- 07-Resolution
- 08-Exhibit A - August 2019 Unrep Reso
- 09-Exhibit B - August 2019 EERP
- 10-Exhibit C - August 2019 Salary Schedule

Description/Analysis

Issue Detail: Each year, the Department of Human Resources recommends revisions to the Personnel Resolution Covering Unrepresented Officers and Employees, (Unrep Reso), the citywide salary schedule to reflect previously negotiated changes in salary or changes required by law, and the Employer-Employee Relations Policy (EERP) to show classification additions, deletions, or modifications. The provisions of the Unrep Reso apply to Executive Management, Mayor/Council Support staff, Executive Management Support staff, and non-career staff.

The only substantial change in the proposed Unrep Reso is a reduction in the administrative time off for Executive Management Support staff to reflect the same level of benefit as similarly situated SCXEA-represented classifications, and a one-time payment of \$3,000 if they remain employed in those classifications until July 1, 2020.

The specific changes to the Unrep Reso are presented in two versions, a red-lined included as Attachment 1, and a clean copy of the Unrep Reso is included as Exhibit A to the Resolution.

The proposed EERP amendments are necessary to document newly created classifications. The specific changes to the EERP are presented in two versions, a red-lined version included as Attachment 2, and a clean copy of the revised EERP included as Exhibit B to the Resolution.

The California Code of Regulations requires that the City Council adopt the City's salary schedules at a public meeting (2 CCR § 570.5). This obligation arises whenever salary ranges are changed, to ensure that salary rates are transparent and publicly available. These publicly adopted rates are used by California Public Employees' Retirement System (CalPERS) to determine the appropriate compensation earnable for each City employee when calculating their pension benefit.

The specific changes to the City's Salary Schedule are presented in two versions, a red-lined version showing only changes to the Salary Schedule as Attachment 3, and a clean copy of the City's complete Salary Schedule included as Exhibit C to the Resolution.

The following classifications have been established or revised salaries were set or negotiated based on the newly created or revised classifications:

Newly Created Classifications and Salaries:

- Aquatics Specialist* (Non-career classification in Rep Unit 16)
- Building Monitor* (Non-career classification in Rep Unit 16)
- Crew Leader, Landscape & Learning* (Non-career classification in Rep Unit 16)
- Homeless Services Manager (Exempt classification in Rep Unit 01)
- Nurse (Adaptive Recreation)* (Non-career classification in Unrepresented Unit 09)

- Program Coordinator (Adaptive Recreation) (Career classification in Rep Unit 16)
- Program Coordinator (Older Adults) (Career classification in Rep Unit 16)
- Program Developer (Older Adults) (Career classification in Rep Unit 16)
- Program Leader (Older Adults) (Career classification in Rep Unit 16)
- Program Supervisor (Older Adults) (Career classification in Rep Unit 16)
- Public Safety Administrative Manager (Exempt classification in Rep Unit 01)
- Senior Recreation Aide (Older Adults)* (Non-career classification in Rep Unit 16)

Previously Created/Revised Salaries:

- Assistant City Auditor
- Assistant City Clerk
- Auditor
- Fiscal Policy Analyst
- Principal Fiscal Policy Analyst
- Senior Auditor
- Senior Fiscal Policy Analyst

Revised Classification Titles:

Current Title	New Title
First Cook	Camp Chef
Assistant Cook	Assistant Camp Chef
Rec Leader (Special Needs)	Recreation Leader (Adaptive Recreation)
Financial Services Manager	Finance Manager

Deleted Classifications:

- Police Administrative Manager

In addition to establishing salary ranges for the above-mentioned new or revised classifications, salary ranges have been adjusted for several unrepresented classifications to include a general wage increase.

Additionally, the City Council evaluated the performance of the City Manager on August 20, 2019, and the City Attorney on August 27, 2019, during properly noticed Closed Session meetings. As a result of the performance reviews, the City Manager will receive a salary increase to \$308,017, and the City Attorney will receive a salary increase to \$267,450. The City Manager's and City Attorney's employment agreements have been amended and are included as Attachments 5 (City Manager) and 6 (City Attorney). This report meets the requirements of California Government code section 54953.

Policy Considerations: Approval of this action by the City Council is consistent with the City's legal obligation under the CalPERS law.

Economic Impacts: None

Environmental Considerations: This report concerns administrative activities that will not have a significant effect on the environment and that do not constitute a “project” as defined by the California Environmental Quality Act (CEQA) Guidelines Sections 15061(b)(3) and 15378(b)(2).

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: Approval of this action will establish compliance with the California Code of Regulations §570.5.

Financial Considerations: Funding for these increases is included in the FY2019/20 Budget, Citywide and Community Support Section.

Local Business Enterprise (LBE): Not applicable.