



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** July 1, 2019

FROM: Matthew Bronson, City Manager

PREPARED BY: Karla Mattocks, Management Analyst-Human Resources

SUBJECT: Authorization to Amend the Classification and Compensation Plan to Adjust Hourly Wage Scale for Part-Time Job Classifications

RECOMMENDATION

Amend the Classification and Compensation Plan to adjust hourly wage scale for part-time job classifications.

BACKGROUND

The City of Grover Beach previously established and maintains a group of part-time hourly positions with equivalent duties and qualifications as their corresponding full-time job classifications. Initially the hourly compensation plan for these part-time positions was established based on the hourly pay rate of the full-time job classifications of same title; however, the salary schedule for these part-time positions has not been increased to remain consistent with full-time positions over time. Staff is recommending an adjustment to the Classification and Compensation Plan to designate these part-time positions as “full-time equivalent” (FTE) and allow the hourly wages to remain aligned with full time positions as future increases are implemented. This alignment will improve workplace equity between part- and full-time positions and will additionally improve recruitment and retention for these part-time positions.

Below is the compensation schedule for related part- and full-time positions as of July 2019:

Administrative Assistant I	17.11	17.97	18.86	19.81	20.80	
Administrative Assistant II	18.91	19.86	20.85	21.89	22.99	
Administrative Assistant III	21.01	22.06	23.16	24.32	25.54	
Police Detective (P/T)	32.23	33.84	35.53	37.31	39.17	41.13
Reserve Police Officer:	30.69	32.23	33.84	35.53	37.31	39.17
Communications/Records Tech (P/T)	23.58	24.76	26.00	27.30	28.66	30.09
Property/Records Tech(P/T)	23.04	24.19	24.91	25.40	26.67	28.01

This action will impact only three current part-time employees, two part-time employees within the Police Department for the part-time Detective and Reserve Police Officer and one part-time Administrative Assistant in Parks and Recreation.

FISCAL IMPACT

The estimated cost of this action is minimal.

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Amend the Classification and Compensation Plan to Adjust Hourly Wage Scale for Part-Time Job Classifications; or
2. Provide alternate direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. Attachment 1 - Resolution 19-__ Amending Classification and Compensation Plan to Adjust Hourly Wage Scale for Part-Time Job Classifications.
Exhibit A - Staffing Detail Salary Schedule

RESOLUTION NO. 19-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AMENDING THE CLASSIFICATION AND COMPENSATION PLAN TO ADJUST HOURLY WAGE SCALE FOR PART-TIME JOB CLASSIFICATIONS.

WHEREAS, the City has developed adjustments to the classification and compensation plan for part-time job classifications; and

WHEREAS, the City would implement the amended classification and compensation plan in Exhibit A with the beginning of the first pay period of fiscal year 2019-20 on July 1, 2019; and

WHEREAS, the City Council has reviewed and approved of the terms and conditions set forth therein.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grover Beach does hereby adopt this Resolution approving the new amended compensation and benefits plan for part-time job classifications.

On motion by Council Member _____, seconded by Council Member _____, and on the following roll-call vote, to wit:

- AYES: Council Members -
- NOES: Council Members -
- ABSENT: Council Members -
- ABSTAIN: Council Members -

the foregoing Resolution was **PASSED, APPROVED**, and **ADOPTED** at a Regular meeting of the City Council of the City of Grover Beach, California this 1st day of July, 2019.

**** D R A F T ****

JEFF LEE, MAYOR

Attest:

WENDI SIMS, CITY CLERK

City of Grover Beach

STAFFING DETAIL & SALARY SCHEDULE: 07/01/2019

Section 1 - Executive Management

	MIN	MAX
City Manager	* 12730	16247
Police Chief	* 10651	13817
Administrative Services Director Community	* 9761	12519
Development Director Public Works Director/	* 9582	12459
City Engineer Parks & Recreation Program	* 9582	12459
Director	* 7174	9156

Steps

Section 2 - Management & Confidential

	A	B	C	D	E	F
Senior Engineer	* 7065	7418	7789	8178	8587	9016
Capital Improvement Project Manager	* 6870	7214	7575	7954	8352	8770
Senior Planner	* 6627	6958	7306	7671	8055	8458
City Clerk/Executive Assistant	* 6494	6819	7160	7518	7894	8289
Assistant Administrative Services Director	* 6224	6535	6862	7205	7565	7943
Associate Engineer	* 5953	6251	6563	6891	7236	7598
IT Specialist	* 6045	6347	6664	6997	7347	7714
Accountant	* 5412	5683	5967	6265	6578	6907
Public Works Supervisor	* 5233	5495	5770	6059	6362	6680
Management Analyst/Human Resources	* 4769	5007	5257	5520	5796	6086
Accounting Specialist	4412	4632	4864	5107	5362	5630
Administrative Analyst (Confidential)	4285	4499	4724	4960	5208	5468
Deputy City Clerk/Administrative Specialist (Conf)	3968	4166	4374	4593	4823	5064

Section 3 – Police Management & Confidential

Police Commander	* 8798	9238	9700	10185	10694
Administrative Assistant/Public Safety (Confidential)	4131	4338	4555	4783	5022

Section 4 - Competitive Service

Police Sergeant	6562	6890	7235	7597	7977	8376
Associate Planner	5479	5753	6040	6342	6659	
Assistant Engineer	5269	5532	5809	6099	6404	
Assistant Planner	5023	5274	5537	5814	6105	
Police Officer	5320	5586	5865	6158	6466	6789
Communications Supervisor	4784	5023	5274	5538	5818	6106
City Mechanic	4577	4805	5046	5298	5563	
Code Compliance Officer	4480	4704	4940	5186	5446	
Maintenance Worker III	4475	4699	4934	5181	5440	
Fleet Maintenance Coordinator	4369	4587	4816	5057	5310	
Building/Planning Technician	4568	4482	4706	4941	5188	
Equipment Mechanic II	4263	4476	4700	4935	5182	

Recreation Coordinator	4263	4476	4700	4932	5182	
Lead Communications/Records Technician	4296	4511	4737	4974	5223	5484
Maintenance Worker II	4063	4266	4480	4704	4939	
Revenue Technician	4023	4224	4435	4657	4890	
Communication/Records Technician	4088	4292	4507	4732	4969	5217
Records/Property Technician	3994	4194	4404	4624	4855	5098
Administrative Secretary	3847	4039	4241	4456	4676	
Administrative Assistant III	3642	3824	4015	4216	4427	
Engineering Technician	4017	4218	4429	4650	4883	
Maintenance Specialist	3429	3600	3780	3969	4168	
Administrative Assistant II	3277	3441	3613	3793	3893	
Maintenance Worker I	3267	3430	3602	3782	3971	
Equipment Mechanic I	3267	3430	3602	3782	3971	
Administrative Assistant I	2965	3114	3269	3433	3604	

Section 5 – Hourly/Part-Time/Miscellaneous Classes

Administrative Assistant I	17.11	17.97	18.86	19.81	20.80	
Administrative Assistant II	18.91	19.86	20.85	21.89	22.99	
Administrative Assistant III	21.01	22.06	23.16	24.32	25.54	
Janitor (P/T)	12.00	13.00	14.00	15.00	16.00	
Police Detective (P/T)	32.23	33.84	35.53	37.31	39.17	41.13
Reserve Police Officer:	30.69	32.23	33.84	35.53	37.31	39.17
Police Officer Trainee (F/T) (monthly)	4500.00					
Communications/Records Technician (P/T)	23.58	24.76	26.00	27.30	28.66	30.09
Property/Records Technician (P/T)	23.04	24.19	24.91	25.40	26.67	28.01

Executive Management Employee Group: Resolution No. 15-50;
Resolution No. 16-34; and Resolution No. 16-36, Resolution No. 18-50
Management & Confidential Employee Group: Resolution No. 15-70;
Resolution No. 16-23; Resolution No. 16-31; Resolution No. 17-10;
Resolution No. 17-40; Resolution No. 18-03; and Resolution No. 18-26,
Resolution No. 18-51, Resolution No. 18-91
Police Management & Confidential Employee Group: Resolution No. 15-
44; Resolution No. 15-45; Resolution No. 16-32 and Resolution No. 17-
18, Resolution 18-54
Police Officers Association: Resolution No. 15-75, Resolution 18 - 76
SEIU, Local 620: Resolution No. 15-63; Resolution No. 16-07;
Resolution No. 17-37; and Resolution 18-02