



# City of San Leandro

Meeting Date: December 1, 2014

## Staff Report

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**File Number:** 14-504

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.D.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** LaTanya Bellow  
Human Resources Manager

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** Staff Report for a Resolution Amending the San Leandro City Employees' Association (SLCEA) Salary Schedule Based upon Compensation Studies that Were Necessary to Comply with the Negotiated Terms of the SLCEA 2013-2014 Memorandum of Understanding to Increase Salaries for Water Pollution Control Plant Classifications and Authorizing the Appropriation of \$200,000 Enterprise Fund Balance to Cover the Increase in Salaries and Benefits for Fiscal Year 2014-15

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### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro City Employees' Association (SLCEA) to include a 2.5% to 7.5% salary increase for classifications held at the Water Pollution Control Plant. Staff further requests approval from City Council to appropriate funds from the Enterprise Fund balance to cover the increase in salaries and benefits in 2014-15.

### BACKGROUND

During labor negotiations with the San Leandro City Employees' Association (SLCEA), the City agreed to conduct compensation studies of select classifications. The Memorandum of Understanding between the City of San Leandro and SLCEA for the period January 1, 2013 - December 31, 2015, Section 42.12 states:

“City will conduct compensation studies of Public Safety Dispatch, Water Plant classes commencing 60 days following ratification. When agreement on equity studies is reached, pay will be retroactive to ratification date. In the interim a 2.5% adjustment will be provided effective October 1, 2013 for the Water Plant classifications of Supervisor, Lead Operator, Operator II, Operator I and Operator in Training.

Other Water Plant classes to be studied are Plant Electrician II, Maintenance Mechanic I/II, Plant Maintenance Supervisor, Plant Maintenance Worker.”

The City of San Leandro retained Bryce Consulting, Inc. to conduct the compensation studies. The studies focused on the external equity of total compensation as compared to similar classifications within neighboring agencies in the comparable labor market. The results of the compensation studies concluded that the compensation data for the Public Safety Dispatcher classification indicated that this classification was already at market and no adjustment was recommended. However, the salaries for the City of San Leandro Water Pollution Control Plant classifications were below market, which has resulted in significant recruitment and retention issues for the department.

Based on the results of the compensation studies, the City has met and conferred, and come to an agreement with SLCEA regarding the increases below.

<b><u>Classification</u></b>	<b><u>Proposed Increase</u></b>
Laboratory Supervisor	7.5%
Laboratory Technician II	7.5%
Laboratory Technician I	7.5%
Plant Electrician II	5.0%
Plant Electrician I	5.0%
Maintenance Mechanic II	2.5%
Maintenance Mechanic I	2.5%
Plant Maintenance Supervisor	5.0%
Plant Maintenance Worker	2.5%
Street Supervisor (To be renamed Collection Systems Maintenance Supervisor)	5.0%
Street Maintenance Worker III (To be renamed Collection Systems Maintenance Worker III)	5.0%
Street Maintenance Worker II (To be renamed Collection Systems Maintenance Worker II)	5.0%
Street Maintenance Worker I (To be renamed Collection Systems Maintenance Worker I)	5.0%
Plant Operations Supervisor	7.5%
Plant Operator - Lead	7.5%
Plant Operator II	7.5%
Plant Operator I	7.5%
Plant Operator in Training	7.5%
Public Safety Dispatcher	no increase

Salary increases would be retroactive to October 1, 2013, which was when the current SLCEA MOU was ratified.

Staff recommends that the salary increases be approved to ensure compensation equity and market competitiveness for Water Pollution Control Plant classifications. It is critical for the

City to pay wages that are consistent with the pay rates in the City's labor market area. These salaries will assist the City to better attract and retain qualified personnel in this specialized field.

**Board/Commission Review and Actions**

The Personnel Relations Board will review the job descriptions for Collection Systems Maintenance Supervisor and Collection Systems Maintenance Worker I/II/III at its January 15, 2015 meeting. These job descriptions will be created by detaching the job functions specific to the Water Pollution Control Plant from the general job descriptions of Street Supervisor and Street Maintenance Worker I/II/III. Having separate job descriptions will better distinguish the unique duties and responsibilities of workers at the Water Pollution Control Plant, as well as specific experience and educational requirements.

**Fiscal Impacts**

These salary increases will have no fiscal impact to the General Fund. The positions recommended for increases will be funded by the Water Pollution Control Plant enterprise fund balance once appropriation is approved by City Council. All costs are recovered through user fees. The impact to the 2014-15 Enterprise Fund is projected to be \$200,000. Fund 593 fund balance will be used to cover the salary and benefit increases.

**ATTACHMENT**

**Attachment to Related Resolution**

Salary Schedule

**PREPARED BY:** LaTanya Bellow, Human Resources Manager, City Manager's Office



# City of San Leandro

Meeting Date: December 1, 2014

## Resolution - Council

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**File Number:** 14-505 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** LaTanya Bellow  
Human Resources Manager

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** RESOLUTION Amending the San Leandro City Employees' Association (SLCEA) Salary Schedule Based Upon Compensation Studies Required by the Negotiated Terms of the SLCEA 2013-2014 Memorandum of Understanding to Increase Salaries for Water Pollution Control Plant Classifications and Authorizing the Appropriation of \$200,000 from the Enterprise Fund Balance to Cover Increased Salary and Benefit Costs for Fiscal Year 2014-15 (increases salaries by 2.5% to 7.5%)

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The City Council of the City of San Leandro does RESOLVE as follows:

That the City of San Leandro hereby amends the San Leandro City Employees' Association salary schedule, which is attached hereto and made a part hereof, to include a 2.5% to 7.5% salary increase for classifications held at the Water Pollution Control Plant as listed below:

Laboratory Supervisor  
Laboratory Technician II  
Laboratory Technician I

Plant Electrician II  
Plant Electrician I

Maintenance Mechanic II  
Maintenance Mechanic I

Plant Maintenance Supervisor  
Plant Maintenance Worker

Street Supervisor  
(To be renamed Collection Systems Maintenance Supervisor)  
Street Maintenance Worker III

(To be renamed Collection Systems Maintenance Worker III)  
Street Maintenance Worker II  
(To be renamed Collection Systems Maintenance Worker II)  
Street Maintenance Worker I  
(To be renamed Collection Systems Maintenance Worker I)

Plant Operations Supervisor  
Plant Operator - Lead  
Plant Operator II  
Plant Operator I  
Plant Operator in Training

That the City of San Leandro hereby appropriates \$200,000 from the Water Pollution Control Plant Enterprise Fund Balance to cover the increased salary and benefit costs in 2014-15 Adopted Budget (Account # 593-51).

**CITY OF SAN LEANDRO**  
**SLCEA Salary Schedule**  
**Effective 12/1/14**

Approved by City Council on 12/1/2014

<b>SR</b>	<b>CLASSIFICATION</b>	<b>Step 1</b>	<b>Hrly</b>	<b>Step 2</b>	<b>Hrly</b>	<b>Step 3</b>	<b>Hrly</b>	<b>Step 4</b>	<b>Hrly</b>	<b>Step 5</b>	<b>Hrly</b>
81	Plan Check Engineer Senior Project Specialist Traffic Operations Engineer	7515	43.36	7891	45.53	8286	47.80	8700	50.19	9135	52.70
80	No classification falls within range	7332	42.30	7699	44.42	8084	46.64	8488	48.97	8912	51.42
79	Associate Engineer Laboratory Supervisor	7158	41.29	7515	43.36	7891	45.53	8286	47.80	8700	50.19
78	Environmental Services Supervisor Plant Operations Supervisor	6983	40.29	7332	42.30	7699	44.42	8084	46.64	8488	48.97
77	Plant Maintenance Supervisor Project Specialist II Supervising Building Inspector Supervising Engineering Inspector	6817	39.33	7158	41.29	7515	43.36	7891	45.53	8286	47.80
76	No classification falls within range	6650	38.37	6983	40.29	7332	42.30	7699	44.42	8084	46.64
75	Building Supervisor Fleet Supervisor Graphics Supervisor Permits Center Coordinator Senior Engineering Inspector Systems Analyst Traffic Supervisor	6492	37.45	6817	39.33	7158	41.29	7515	43.36	7891	45.53
74	Assistant Engineer Senior Building Inspector	6334	36.54	6650	38.37	6983	40.29	7332	42.30	7699	44.42
73	Accountant II Environmental Protection Specialist II Information Systems Application Specialist Plant Operator - Lead	6183	35.67	6492	37.45	6817	39.33	7158	41.29	7515	43.36
72	Project Specialist I Plant Electrician II Collection Systems Maintenance Supervisor	6032	34.80	6334	36.54	6650	38.37	6983	40.29	7332	42.30
71	Building Inspector Engineering Inspector Marina Supervisor Senior Librarian	5889	33.97	6183	35.67	6492	37.45	6817	39.33	7158	41.29
70	Administrative Specialist - Police Community Services Specialist Electrician II Engineering Technician HVAC Mechanic II Information Services Specialist Park Supervisor Plant Operator II Public Safety Dispatcher Supervisor Street Supervisor Surveyor Tree Supervisor	5745	33.14	6032	34.80	6334	36.54	6650	38.37	6983	40.29
69	Accountant I Engineer Laboratory Technician II Maintenance Mechanic II	5608	32.35	5889	33.97	6183	35.67	6492	37.45	6817	39.33
68	No classification falls within range	5471	31.57	5745	33.14	6032	34.80	6334	36.54	6650	38.37
67	Administrative Specialist III	5341	30.81	5608	32.35	5889	33.97	6183	35.67	6492	37.45

**CITY OF SAN LEANDRO**  
**SLCEA Salary Schedule**  
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<b>SR</b>	<b>CLASSIFICATION</b>	<b>Step 1 Hrly</b>	<b>Step 2 Hrly</b>	<b>Step 3 Hrly</b>	<b>Step 4 Hrly</b>	<b>Step 5 Hrly</b>
	Environmental Protection Specialist I					
	Equipment Mechanic - Lead					
	Laboratory Technician I					
	Permits Technician					
	Plant Electrician I					
	Recreation Supervisor II					
	Senior Public Safety Dispatcher					
66	Collection Systems Maintenance Worker III	5211	30.06	5471	31.57	5745 33.14 6032 34.80 6334 36.54
65	Automotive Mechanic	5087	29.35	5341	30.81	5608 32.35 5889 33.97 6183 35.67
	Buyer					
	Electrician I					
	Equipment Mechanic					
	HVAC Mechanic I					
	Plant Operator I					
	Project Planner					
	Public Safety Dispatcher					
64	Crime Analysis Technician	4963	28.63	5211	30.06	5471 31.57 5745 33.14 6032 34.80
	Facilities Maintenance Worker III					
	Librarian					
	Maintenance Mechanic I					
	Park Maintenance Worker III					
	Pavement Marking Specialist - Lead					
	Property & Evidence Technician					
	Project Literacy Coordinator					
	Street Maintenance Worker III					
63	Administrative Specialist II	4844	27.95	5087	29.35	5341 30.81 5608 32.35 5889 33.97
	Senior Engineering Aide					
	Tree Trimmer II					
62	Assistant Marina Supervisor	4726	27.27	4963	28.63	5211 30.06 5471 31.57 5745 33.14
	Information Systems Support Technician					
	Recreation Supervisor I					
	Senior Police Service Technician					
61	Plant Operator in Training	4614	26.62	4844	27.95	5087 29.35 5341 30.81 5608 32.35
	Collection Systems Maintenance Worker II					
60	Administrative Specialist I	4501	25.97	4726	27.27	4963 28.63 5211 30.06 5471 31.57
	Circulation Supervisor					
	Tree Trimmer I					
59	Facilities Maintenance Worker II	4394	25.35	4614	26.62	4844 27.95 5087 29.35 5341 30.81
	Park Maintenance Worker II					
	Street Maintenance Worker II					
58	Administrative Assistant III	4287	24.73	4501	25.97	4726 27.27 4963 28.63 5211 30.06
	Community Services Officer					
	Engineering Aide					
	Permits Clerk					
	Police Service Technician II					
	Senior Account Clerk					
	Collection Systems Maintenance Worker I					
57	Jailer	4185	24.14	4394	25.35	4614 26.62 4844 27.95 5087 29.35
	Property Clerk					
56	Account Clerk	4083	23.55	4287	24.73	4501 25.97 4726 27.27 4963 28.63
	Animal Control Worker					

**CITY OF SAN LEANDRO**  
**SLCEA Salary Schedule**  
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	Equipment Services Technician Facilities Maintenance Worker I Park Maintenance Worker I Street Maintenance Worker I					
55	Administrative Assistant II Administrative Trainee	3986 22.99	4185 24.14	4394 25.35	4614 26.62	4844 27.95
54	Police Services Aide Senior Library Assistant Police Service Technician I	3888 22.43	4083 23.55	4287 24.73	4501 25.97	4726 27.27
53	No classification falls within range	3796 21.90	3986 22.99	4185 24.14	4394 25.35	4614 26.62
52	No classification falls within range	3703 21.36	3888 22.43	4083 23.55	4287 24.73	4501 25.97
51	Café Assistant Library Assistant Parking Aide, pt	3615 20.86	3796 21.90	3986 22.99	4185 24.14	4394 25.35
50	Administrative Assistant I Plant Maintenance Worker	3527 20.35	3703 21.36	3888 22.43	4083 23.55	4287 24.73
49	Equipment Services Aide Maintenance Worker - Entry Supply Maintenance Worker	3443 19.86	3615 20.86	3796 21.90	3986 22.99	4185 24.14
48	No classification falls within range	3359 19.38	3527 20.35	3703 21.36	3888 22.43	4083 23.55
47	No classification falls within range	3279 18.92	3443 19.86	3615 20.86	3796 21.90	3986 22.99
46	No classification falls within range	3199 18.46	3359 19.38	3527 20.35	3703 21.36	3888 22.43
45	No classification falls within range	3123 18.02	3279 18.92	3443 19.86	3615 20.86	3796 21.90
44	No classification falls within range	3047 17.58	3199 18.46	3359 19.38	3527 20.35	3703 21.36
43	No classification falls within range	2974 17.16	3123 18.02	3279 18.92	3443 19.86	3615 20.86
42	No classification falls within range	2902 16.74	3047 17.58	3199 18.46	3359 19.38	3527 20.35
41	Maintenance Aide	2832 16.34	2974 17.16	3123 18.02	3279 18.92	3443 19.86
40	No classification falls within range	2763 15.94	2902 16.74	3047 17.58	3199 18.46	3359 19.38
39	Library Clerk, pt	15.56	16.34	17.16	18.02	18.92