



City of San Leandro

Meeting Date: June 4, 2018

Staff Report

File Number: 18-247 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.E.

TO: City Council

FROM: Jeff Kay
Interim City Manager

BY: Jeff Kay
Interim City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a Resolution of the City Council for the City of San Leandro to Amend the Non-Represented Part-Time Salary Schedule to Comply with the City's Minimum Wage Ordinance and to Amend the San Leandro City Employees' Association (SLCEA) Salary Schedule to Reflect Revised Job Titles.

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution amending the San Leandro Non-Represented Part-Time and San Leandro City Employees' Association (SLCEA) salary schedules. Revisions to the Non-Represented Part-Time salary schedule include increasing hourly rates to comply with the City's Minimum Wage Ordinance and merging Recreation Leader I/II into Recreation Leader. Revisions to the SLCEA salary schedule involve various re-titles of classifications which include: Community Services Specialist to Code Enforcement Supervisor, Community Services Officer to Code Enforcement Officer, and Plant Electrician I/II to Plant Electrical and Instrumentation Technician I/II.

DISCUSSION

San Leandro Non-Represented Part-Time Salary Schedule

Per City Ordinance 2016-010, the minimum wage will increase to \$13.00 per hour effective July 1, 2018. The salary schedule has been adjusted to incorporate the increased hourly rate and to prevent compaction between classifications. Non-represented part-time employees are primarily seasonal or temporary staff employed in the City's Recreation and Human Services Department and the Library Department.

The salary schedule also reflects the merging of the Recreation Leader I/II classification into one general Recreation Leader classification. Due to the evolution of recreation programs over the years, the distinction between Recreation Leader I and Recreation Leader II functions has

diminished. This change will also lead to a more efficient employment process.

San Leandro City Employees' Association (SLCEA) Salary Schedule

The Community Services Specialist and Community Services Officer classifications were originally developed to include a wide variety of community standard issues. Upon the implementation of the City's Community Care initiative, both job classifications were revised to focus primarily on the enforcement of the City's Community Preservation Ordinance, Weed Ordinance, and Zoning Code. The revised job titles of Code Enforcement Supervisor and Code Enforcement Officer are more reflective of these responsibilities.

The Plant Electrician I/II specification was updated to reflect more field specific nomenclature. With the modernization of the Water Pollution Control Plant, the title of Plant Electrical and Instrumentation Technician I/II is more aligned with similar facilities and more clearly identifies the responsibilities of the position.

These title changes are consistent with the job descriptions approved by the Personnel Relations Board. Since the level of duties and responsibilities have not substantially changed, no adjustment to salary ranges are proposed.

Fiscal Impacts

There are no changes to the current salary ranges for the proposed job title changes. The funds for the minimum wage increase have been included in the Biennial budget.

PREPARED BY: Emily Hung, Human Resources Manager, City Manager's Office



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Resolution - Council

File Number: 18-249 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
Interim City Manager

BY: Jeff Kay
Interim City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City Council for the City of San Leandro to Amend the San Leandro City Employees' Association (SLCEA) Salary Schedule to Reflect Revised Job Titles

WHEREAS, the revised job titles of Code Enforcement Supervisor, Code Enforcement Officer, and Plant Electrical and Instrumentation Technician I/II are reflective of the responsibilities of the positions.

NOW, THEREFORE, 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 to reflect revised job titles of Community Services Specialist to Code Enforcement Supervisor, Community Services Officer to Code Enforcement Officer, and Plant Electrician I/II to Plant Electrical and Instrumentation Technician I/II classification, which is attached hereto and made a part hereof.

CITY OF SAN LEANDRO
SLCEA Salary Schedule
Effective 6/5/18

Approved by City Council on 6/6/16
 Last Revised X/XX/2018

SR	CLASSIFICATION	<i>Step 1</i>	<i>Hrly</i>	<i>Step 2</i>	<i>Hrly</i>	<i>Step 3</i>	<i>Hrly</i>	<i>Step 4</i>	<i>Hrly</i>	<i>Step 5</i>	<i>Hrly</i>
81	Plan Check Engineer Senior Project Specialist Traffic Operations Engineer	8459	48.80	8883	51.25	9327	53.81	9793	56.50	10282	59.32
80	No classification falls within range	8253	47.61	8665	49.99	9099	52.49	9553	55.11	10031	57.87
79	Associate Engineer Laboratory Supervisor	8057	46.48	8459	48.80	8883	51.25	9327	53.81	9793	56.50
78	Environmental Services Supervisor Plant Operations Supervisor	7860	45.35	8253	47.61	8665	49.99	9099	52.49	9553	55.11
77	Plant Maintenance Supervisor Project Specialist II Supervising Building Inspector Supervising Engineering Inspector	7674	44.27	8057	46.48	8459	48.80	8883	51.25	9327	53.81
76	No classification falls within range	7487	43.19	7860	45.35	8253	47.61	8665	49.99	9099	52.49
75	Building Supervisor Fleet Supervisor Graphics Supervisor Permits Center Coordinator Senior Engineering Inspector Systems Analyst Traffic Supervisor	7309	42.17	7674	44.27	8057	46.48	8459	48.80	8883	51.25
74	Assistant Engineer Crime Analyst Senior Building Inspector	7130	41.13	7487	43.19	7860	45.35	8253	47.61	8665	49.99
73	Accountant II Environmental Protection Specialist II Information Systems Application Specialist Plant Operator - Lead	6960	40.15	7309	42.17	7674	44.27	8057	46.48	8459	48.80
72	Collection Systems Maintenance Supervisor Plant Electrician II Plant Electrical and Instrumentation Technician II Project Specialist I	6790	39.17	7130	41.13	7487	43.19	7860	45.35	8253	47.61
71	Administrative Specialist - Police Building Inspector Engineering Inspector Marina Supervisor Public Safety Dispatcher Supervisor Senior Librarian	6628	38.24	6960	40.15	7309	42.17	7674	44.27	8057	46.48
70	Code Enforcement Supervisor Community Services Specialist Electrician II Emergency Services Specialist Engineering Technician HVAC Mechanic II Information Services Specialist Park Supervisor Plant Operator II Street Supervisor Surveyor Tree Supervisor	6467	37.31	6790	39.17	7130	41.13	7487	43.19	7860	45.35
69	Accountant I	6313	36.42	6628	38.24	6960	40.15	7309	42.17	7674	44.27

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	Engineer										
	Laboratory Technician II										
	Maintenance Mechanic II										
	Purchasing Technician										
68	Senior Public Safety Dispatcher	6158	35.53	6467	37.31	6790	39.17	7130	41.13	7487	43.19
67	Administrative Specialist III	6012	34.68	6313	36.42	6628	38.24	6960	40.15	7309	42.17
	Environmental Protection Specialist I										
	Equipment Mechanic - Lead										
	Laboratory Technician I										
	Permits Technician										
	Plant Electrician I										
	Plant Electrical and Instrumentation Technician I										
	Recreation Supervisor II										
66	Collection Systems Maintenance Worker III	5866	33.84	6158	35.53	6467	37.31	6790	39.17	7130	41.13
	Public Safety Dispatcher										
65	Automotive Mechanic	5726	33.03	6012	34.68	6313	36.42	6628	38.24	6960	40.15
	Buyer										
	Electrician I										
	Equipment Mechanic										
	HVAC Mechanic I										
	Plant Operator I										
	Project Planner										
64	Facilities Maintenance Worker III	5586	32.23	5866	33.84	6158	35.53	6467	37.31	6790	39.17
	Librarian										
	Maintenance Mechanic I										
	Park Maintenance Worker III										
	Pavement Marking Specialist - Lead										
	Project Literacy Coordinator										
	Property & Evidence Technician										
	Street Maintenance Worker III										
	Tree Trimmer II										
63	Administrative Specialist II	5453	31.46	5726	33.03	6012	34.68	6313	36.42	6628	38.24
	Senior Engineering Aide										
	Senior Police Service Technician										
62	Assistant Marina Supervisor	5320	30.69	5586	32.23	5866	33.84	6158	35.53	6467	37.31
	Information Systems Support Technician										
	Recreation Supervisor I										
61	Collection Systems Maintenance Worker II	5194	29.97	5453	31.46	5726	33.03	6012	34.68	6313	36.42
	Plant Operator in Training										
60	Administrative Specialist I	5067	29.23	5320	30.69	5586	32.23	5866	33.84	6158	35.53
	Circulation Supervisor										
	Tree Trimmer I										
59	Facilities Maintenance Worker II	4946	28.53	5194	29.97	5453	31.46	5726	33.03	6012	34.68
	Park Maintenance Worker II										
	Police Service Technician II										
	Street Maintenance Worker II										
58	Administrative Assistant III	4825	27.84	5067	29.23	5320	30.69	5586	32.23	5866	33.84
	Collection Systems Maintenance Worker I										

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	Community Services Officer										
	Code Enforcement Officer										
	Engineering Aide										
	Permits Clerk										
	Senior Account Clerk										
57	Jailer	4710	27.17	4946	28.53	5194	29.97	5453	31.46	5726	33.03
	Property Clerk										
56	Account Clerk	4596	26.52	4825	27.84	5067	29.23	5320	30.69	5586	32.23
	Animal Control Worker										
	Equipment Services Technician										
	Facilities Maintenance Worker I										
	Park Maintenance Worker I										
	Street Maintenance Worker I										
55	Administrative Assistant II	4487	25.89	4710	27.17	4946	28.53	5194	29.97	5453	31.46
	Administrative Trainee										
	Audio-Visual Services Operator										
	Police Services Aide										
	Police Service Technician I										
54	Senior Library Assistant	4376	25.25	4596	26.52	4825	27.84	5067	29.23	5320	30.69
53	No classification falls within range	4272	24.65	4487	25.89	4710	27.17	4946	28.53	5194	29.97
52	No classification falls within range	4168	24.05	4376	25.25	4596	26.52	4825	27.84	5067	29.23
51	Café Assistant	4070	23.48	4272	24.65	4487	25.89	4710	27.17	4946	28.53
	Library Assistant										
	Parking Aide, pt										
50	Administrative Assistant I	3970	22.90	4168	24.05	4376	25.25	4596	26.52	4825	27.84
	Plant Maintenance Worker										
49	Equipment Services Aide	3876	22.36	4070	23.48	4272	24.65	4487	25.89	4710	27.17
	Maintenance Worker - Entry										
	Supply Maintenance Worker										
48	No classification falls within range	3781	21.81	3970	22.90	4168	24.05	4376	25.25	4596	26.52
47	No classification falls within range	3690	21.29	3876	22.36	4070	23.48	4272	24.65	4487	25.89
46	No classification falls within range	3601	20.78	3781	21.81	3970	22.90	4168	24.05	4376	25.25
45	No classification falls within range	3515	20.28	3690	21.29	3876	22.36	4070	23.48	4272	24.65
44	No classification falls within range	3429	19.78	3601	20.78	3781	21.81	3970	22.90	4168	24.05
43	No classification falls within range	3349	19.32	3515	20.28	3690	21.29	3876	22.36	4070	23.48
42	No classification falls within range	3266	18.84	3429	19.78	3601	20.78	3781	21.81	3970	22.90
41	Maintenance Aide	3189	18.40	3349	19.32	3515	20.28	3690	21.29	3876	22.36
40	No classification falls within range	3111	17.95	3266	18.84	3429	19.78	3601	20.78	3781	21.81
39	Library Clerk, pt		17.52		18.39		19.31		20.28		21.29



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Meeting Date: June 4, 2018

Resolution - Council

File Number: 18-248 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
Interim City Manager

BY: Jeff Kay
Interim City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City Council for the City of San Leandro to Amend the Non-Represented Part-Time Salary Schedule to Comply with the City's Minimum Wage Ordinance and Merge the Recreation Leader I/II Classification into Recreation Leader

WHEREAS, the City's minimum wage will be \$13.00 per hour effective July 1, 2018 per Ordinance 2016-010;

WHEREAS, the salary ranges for all non-represented part-time classifications have been adjusted to accommodate the new minimum wage and prevent compaction among classifications; and

WHEREAS, the Recreation I/II classifications have been merged into a Recreation Leader classification.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That the City of San Leandro hereby amends the Non-Represented Part-Time Salary Schedule to reflect the minimum wage increase and merge the Recreation Leader I/II Classifications into Recreation Leader, which is attached hereto and made a part hereof.

CITY OF SAN LEANDRO
Non-Represented Part-Time Salary Schedule
Effective July 1, 2018

Approved by City Council xx/xx/18

SR CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5
61 No classification falls within range	27.71	29.09	30.55	32.08	33.68
60 No classification falls within range	27.03	28.38	29.80	31.29	32.86
59 Recreation Specialist III	26.39	27.71	29.09	30.55	32.08
58 No classification falls within range	25.75	27.03	28.38	29.80	31.29
57 No classification falls within range	25.13	26.39	27.71	29.09	30.55
56 No classification falls within range	24.52	25.75	27.03	28.38	29.80
55 No classification falls within range	23.94	25.13	26.39	27.71	29.09
54 No classification falls within range	23.35	24.52	25.75	27.03	28.38
53 No classification falls within range	22.80	23.94	25.13	26.39	27.71
52 No classification falls within range	22.24	23.35	24.52	25.75	27.03
51 Recreation Specialist II Office Assistant V	21.71	22.80	23.94	25.13	26.39
50 No classification falls within range	21.18	22.24	23.35	24.52	25.75
49 No classification falls within range	20.68	21.71	22.80	23.94	25.13
48 No classification falls within range	20.17	21.18	22.24	23.35	24.52
47 No classification falls within range	19.69	20.68	21.71	22.80	23.94
46 No classification falls within range	19.21	20.17	21.18	22.24	23.35
45 No classification falls within range	18.75	19.69	20.68	21.71	22.80
44 No classification falls within range	18.30	19.21	20.17	21.18	22.24
43 Office Assistant IV	17.86	18.75	19.69	20.68	21.71
42 Recreation Specialist I	17.43	18.30	19.21	20.17	21.18
41 No classification falls within range	17.01	17.86	18.75	19.69	20.68
40 No classification falls within range	16.60	17.43	18.30	19.21	20.17
39 No classification falls within range	16.20	17.01	17.86	18.75	19.69
38 No classification falls within range	15.81	16.60	17.43	18.30	19.21
37 Maintenance Assistant III Office Assistant III	15.43	16.20	17.01	17.86	18.75
36 No classification falls within range	15.05	15.81	16.60	17.43	18.30
35 No classification falls within range	14.69	15.43	16.20	17.01	17.86
34 No classification falls within range	14.34	15.05	15.81	16.60	17.43
33 No classification falls within range	13.99	14.69	15.43	16.20	17.01
32 No classification falls within range	13.65	14.34	15.05	15.81	16.60
31 Maintenance Assistant II Office Assistant II Recreation Leader	13.33	13.99	14.69	15.43	16.20
30 Community Crossing Guard Maintenance Assistant I Office Assistant I	13.00	13.65	14.34	15.05	15.81