



City of San Leandro

Meeting Date: May 20, 2019

Staff Report

File Number: 19-263

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.E.

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a City of San Leandro City Council Resolution to Amend the Non-Represented Part-Time Salary Schedule to Comply with the City's Minimum Wage Ordinance; to Amend the Extra Help Hourly Non-Represented Salary Schedule to Restructure the Job Title for Retired Annuitants; and to Amend the San Leandro City Employees' Association Salary Schedule to Reflect New Records Clerk and Library Security Aide Classifications

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution amending the San Leandro Non-Represented Part-Time and Extra Help Hourly Non-Represented 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 adding High School and College Intern classifications. Revisions to the Extra Help Hourly Non-Represented salary schedule involve retitling classifications for employing retired annuitants and removing the High School and College Intern classifications. Revisions to the San Leandro City Employees' Association salary schedule include retitling Police Services Aide to Records Clerk and adding the new classification of Library Security Aide.

DISCUSSION

Non-Represented Part-Time Salary Schedule

Per City Ordinance 2016-010, the minimum wage will increase to \$14.00 per hour effective July 1, 2019. 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 employed in the City's Recreation and Human Services Department and the Library Department.

In addition, the salary schedule reflects adding the classifications of High School Intern and College Intern. Previously, the intern classifications were part of the Extra-Help Hourly Non-Represented salary schedule.

Extra Help Hourly Non-Represented Salary Schedule

The Extra Help Hourly Non-Represented salary schedule was created and approved by the City Council on June 4, 2012, and identifies the hourly pay rates utilized for employing retired annuitants. The salary schedule complies with the California Public Employees' Pension Reform Act (PEPRA) and California Public Employees' Retirement System (CalPERS) post-retirement employment requirements, which require retired annuitants be hired into a retired annuitant-designated position and be paid no less than the minimum nor exceed the maximum paid to other employees performing comparable duties.

When initially created, the Extra Help salary schedule included the job titles of Project Director, Project Coordinator, Police Department Specialist, Special Project Inspector, Water Treatment Operator Aide, Departmental Associate, Public Works Aide, Accounting Assistant, Departmental Assistant, and Program Aide. Eliminating these various titles and replacing them with one Extra Help Retired Annuitant classification will provide greater flexibility in hiring retired annuitants into the appropriate hourly pay rate. The High School and College Intern classifications will be transferred to the Non-Represented Part-Time salary schedule since interns do not fit the definition of "extra help" for retired annuitants.

The restructuring of the job classification titles will have no fiscal impact on the budget.

San Leandro City Employees' Association (SLCEA) Salary Schedule

The Police Services Aide specification should be retitled to Records Clerk, which is a more common job title in police departments for this type of work. In addition, the function of providing library security was removed from the Police Services Aide specification and developed into a new Library Security Aide classification. The newly created classification better addresses the full scope of security duties that are performed at the Library.

No adjustment to salary ranges is proposed since the level of duties and responsibilities remain unchanged.

Fiscal Impacts

There are no budget impacts with the proposed changes. The funds for the minimum wage increase are included in the proposed biennial budget for FY 2020 and FY 2021. There are no salary range adjustments associated with the Extra Help and SLCEA salary schedule revisions.

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



City of San Leandro

Meeting Date: May 20, 2019

Resolution - Council

File Number: 19-264

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Amend the Non-Represented Part-Time Employee Salary Schedule to Comply with the City's Minimum Wage Ordinance and to Add High School Intern and College Intern Classifications

WHEREAS, the City Council approved Ordinance 2016-010 accelerating the implementation of the Statewide Minimum Wage requirement; and

WHEREAS, the City minimum wage will be \$14 per hour effective July 1, 2019; and

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

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

That the Non-Represented Part-Time Salary Schedule is hereby amended to reflect a salary increase coincident with the City's Minimum Wage Ordinance, and the addition of the High School Intern and College Intern classifications, which is attached hereto and made a part hereof.

CITY OF SAN LEANDRO
Non-Represented Part-Time Salary Schedule
Effective 7/1/2019

Approved by City Council 06/04/2018
 Last revised 05/20/2019

| SR CLASSIFICATION | <i>Step 1</i> | <i>Step 2</i> | <i>Step 3</i> | <i>Step 4</i> | <i>Step 5</i> |
|---|---------------|---------------|---------------|---------------|---------------|
| 61 No classification falls within range | 29.83 | 31.32 | 32.89 | 34.53 | 36.26 |
| 60 No classification falls within range | 29.10 | 30.56 | 32.09 | 33.69 | 35.38 |
| 59 Recreation Specialist III | 28.41 | 29.83 | 31.32 | 32.89 | 34.53 |
| 58 Recreation Specialist III | 27.72 | 29.10 | 30.56 | 32.09 | 33.69 |
| 57 No classification falls within range | 27.06 | 28.41 | 29.83 | 31.32 | 32.89 |
| 56 No classification falls within range | 26.40 | 27.72 | 29.10 | 30.56 | 32.09 |
| 55 No classification falls within range | 25.77 | 27.06 | 28.41 | 29.83 | 31.32 |
| 54 No classification falls within range | 25.14 | 26.40 | 27.72 | 29.10 | 30.56 |
| 53 No classification falls within range | 24.54 | 25.77 | 27.06 | 28.41 | 29.83 |
| 52 No classification falls within range | 23.94 | 25.14 | 26.40 | 27.72 | 29.10 |
| 51 Recreation Specialist II Office Assistant V | 23.37 | 24.54 | 25.77 | 27.06 | 28.41 |
| 50 Recreation Specialist II Office Assistant V | 22.80 | 23.94 | 25.14 | 26.40 | 27.72 |
| 49 No classification falls within range | 22.26 | 23.37 | 24.54 | 25.77 | 27.06 |
| 48 No classification falls within range | 21.72 | 22.80 | 23.94 | 25.14 | 26.40 |
| 47 No classification falls within range | 21.20 | 22.26 | 23.37 | 24.54 | 25.77 |
| 46 No classification falls within range | 20.68 | 21.72 | 22.80 | 23.94 | 25.14 |
| 45 No classification falls within range | 20.19 | 21.20 | 22.26 | 23.37 | 24.54 |
| 44 No classification falls within range | 19.70 | 20.68 | 21.72 | 22.80 | 23.94 |
| 43 Office Assistant IV | 19.23 | 20.19 | 21.20 | 22.26 | 23.37 |
| 42 Office Assistant IV Recreation Specialist I | 18.76 | 19.70 | 20.68 | 21.72 | 22.80 |
| 41 Recreation Specialist I | 18.31 | 19.23 | 20.19 | 21.20 | 22.26 |
| 40 No classification falls within range | 17.87 | 18.76 | 19.70 | 20.68 | 21.72 |
| 39 No classification falls within range | 17.44 | 18.31 | 19.23 | 20.19 | 21.20 |
| 38 No classification falls within range | 17.02 | 17.87 | 18.76 | 19.70 | 20.68 |
| 37 Maintenance Assistant III Office Assistant III | 16.61 | 17.44 | 18.31 | 19.23 | 20.19 |
| 36 College Intern Maintenance Assistant III Office Assistant III | 16.21 | 17.02 | 17.87 | 18.76 | 19.70 |
| 35 No classification falls within range | 15.82 | 16.61 | 17.44 | 18.31 | 19.23 |
| 34 No classification falls within range | 15.43 | 16.21 | 17.02 | 17.87 | 18.76 |
| 33 No classification falls within range | 15.01 | 15.82 | 16.61 | 17.44 | 18.31 |
| 32 High School Intern | 14.70 | 15.43 | 16.21 | 17.02 | 17.87 |
| 31 Maintenance Assistant II Office Assistant II Recreation Leader | 14.35 | 15.01 | 15.82 | 16.61 | 17.44 |
| 30 Community Crossing Guard Maintenance Assistant I Office Assistant I | 14.00 | 14.70 | 15.43 | 16.21 | 17.02 |



City of San Leandro

Meeting Date: May 20, 2019

Resolution - Council

File Number: 19-265

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Amend the Extra Help Hourly Non-Represented Salary Schedule to Restructure the Classifications in which Retired Annuitants are Employed

WHEREAS, the new Extra Help Retired Annuitant classification complies with the requirements of the California Public Employees' Pension Reform Act (PEPRA) and the California Public Employees' Retirement System (CalPERS) post-retirement employment requirements applicable to all retirees who are employed by a CalPERS employer; and

WHEREAS, the salary range reflected ensures Extra Help Retired Annuitants are compensated at a pay rate no less than the minimum nor exceed the maximum paid to other employees performing comparable duties.

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

That the City of San Leandro hereby amends the Extra Help Hourly Non-Represented Salary Schedule to reflect the pay range for the Extra Help Retired Annuitant classification, which is attached hereto and made a part hereof.

CITY OF SAN LEANDRO
EXTRA HELP HOURLY NON-REPRESENTED
SALARY SCHEDULE
Effective 05/21/2019

Approved by City Council on 06/04/2012
 Last revised 05/20/2019

| SR | Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
|-----|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 300 | Project Director | \$54.24 | \$56.96 | \$59.80 | \$62.79 | \$65.93 | \$69.23 | \$72.69 | \$76.33 | \$80.14 | \$84.15 |
| 319 | Project Coordinator | \$34.11 | \$35.82 | \$37.61 | \$39.49 | \$41.47 | \$43.54 | \$45.72 | \$48.00 | \$50.40 | \$52.92 |
| 326 | Police Department Specialist | \$28.77 | \$30.21 | \$31.72 | \$33.30 | \$34.97 | \$36.72 | \$38.55 | \$40.48 | \$42.50 | \$44.63 |
| 332 | Special Project Inspector | \$24.85 | \$26.09 | \$27.40 | \$28.77 | \$30.20 | \$31.72 | \$33.30 | \$34.97 | \$36.72 | \$38.55 |
| 336 | Water Treatment Operator Aide | \$22.54 | \$23.67 | \$24.85 | \$26.09 | \$27.40 | \$28.77 | \$30.21 | \$31.72 | \$33.30 | \$34.97 |
| 344 | Departmental Associate Public Works Aide | \$18.54 | \$19.47 | \$20.44 | \$21.47 | \$22.54 | \$23.67 | \$24.85 | \$26.09 | \$27.40 | \$28.77 |
| 347 | Accounting Assistant Departmental Assistant Program Aide | \$17.23 | \$18.09 | \$19.00 | \$19.95 | \$20.94 | \$21.99 | \$23.09 | \$24.24 | \$25.46 | \$26.73 |
| 350 | College Intern | 16.02 | 16.82 | 17.66 | 18.54 | 19.47 | 20.44 | 21.47 | 22.54 | 23.67 | 24.85 |
| 364 | High School Intern | 11.38 | 11.95 | 12.55 | 13.18 | 13.84 | 14.53 | 15.26 | 16.02 | 16.82 | 17.66 |

| Classification | Salary Hourly Range |
|------------------------------|---------------------|
| Extra Help Retired Annuitant | \$14.00-\$84.15 |



City of San Leandro

Meeting Date: May 20, 2019

Resolution - Council

File Number: 19-266

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Amend the San Leandro City Employees' Association Salary Schedule to Reflect the Revised Job Title of Police Services Aide to Records Clerk and to Add the Library Security Aide classification

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

That the San Leandro City Employees' Association salary schedule is hereby amended to reflect the revised job title of Police Services Aide to Records Clerk and the addition of the new Library Security Aide classification, which is attached hereto and made a part hereof.

CITY OF SAN LEANDRO
SLCEA Salary Schedule
Effective 1/1/19

Approved by City Council on 06/06/2016
 Last revised 05/20/2019

| SR | CLASSIFICATION | Step 1 | Hrly | Step 2 | Hrly | Step 3 | Hrly | Step 4 | Hrly | Step 5 | Hrly |
|-----------|---|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|
| 81 | Plan Check Engineer Senior Project Specialist Traffic Operations Engineer | 8713 | 50.27 | 9149 | 52.78 | 9607 | 55.43 | 10087 | 58.19 | 10590 | 61.10 |
| 80 | No classification falls within range | 8501 | 49.04 | 8925 | 51.49 | 9372 | 54.07 | 9840 | 56.77 | 10332 | 59.61 |
| 79 | Associate Engineer Laboratory Supervisor | 8299 | 47.88 | 8713 | 50.27 | 9149 | 52.78 | 9607 | 55.43 | 10087 | 58.19 |
| 78 | Environmental Services Supervisor Plant Operations Supervisor | 8096 | 46.71 | 8501 | 49.04 | 8925 | 51.49 | 9372 | 54.07 | 9840 | 56.77 |
| 77 | Plant Maintenance Supervisor Project Specialist II Supervising Building Inspector Supervising Engineering Inspector | 7904 | 45.60 | 8299 | 47.88 | 8713 | 50.27 | 9149 | 52.78 | 9607 | 55.43 |
| 76 | No classification falls within range | 7712 | 44.49 | 8096 | 46.71 | 8501 | 49.04 | 8925 | 51.49 | 9372 | 54.07 |
| 75 | Building Supervisor Fleet Supervisor Graphics Supervisor Innovation Technology Analyst Permits Center Coordinator Plans Examiner Senior Engineering Inspector Systems Analyst Traffic Supervisor | 7528 | 43.43 | 7904 | 45.60 | 8299 | 47.88 | 8713 | 50.27 | 9149 | 52.78 |
| 74 | Assistant Engineer Crime Analyst Senior Building Inspector | 7344 | 42.37 | 7712 | 44.49 | 8096 | 46.71 | 8501 | 49.04 | 8925 | 51.49 |
| 73 | Accountant II Environmental Protection Specialist II Information Systems Application Specialist Plant Operator - Lead | 7169 | 41.36 | 7528 | 43.43 | 7904 | 45.60 | 8299 | 47.88 | 8713 | 50.27 |
| 72 | Collection Systems Maintenance Supervisor Plant Electrical and Instrumentation Technician II Project Specialist I | 6994 | 40.35 | 7344 | 42.37 | 7712 | 44.49 | 8096 | 46.71 | 8501 | 49.04 |
| 71 | Administrative Specialist - Police Building Inspector Engineering Inspector Marina Supervisor Public Safety Dispatcher Supervisor Senior Librarian | 6827 | 39.39 | 7169 | 41.36 | 7528 | 43.43 | 7904 | 45.60 | 8299 | 47.88 |
| 70 | Code Enforcement Supervisor Electrician II Emergency Services Specialist Engineering Technician HVAC Mechanic II Information Services Specialist Park Supervisor Plant Operator II Street Supervisor Surveyor Tree Supervisor | 6661 | 38.43 | 6994 | 40.35 | 7344 | 42.37 | 7712 | 44.49 | 8096 | 46.71 |
| 69 | Accountant I Engineer Laboratory Technician II Maintenance Mechanic II Purchasing Technician | 6502 | 37.51 | 6827 | 39.39 | 7169 | 41.36 | 7528 | 43.43 | 7904 | 45.60 |
| 68 | Senior Public Safety Dispatcher | 6343 | 36.59 | 6661 | 38.43 | 6994 | 40.35 | 7344 | 42.37 | 7712 | 44.49 |

CITY OF SAN LEANDRO
SLCEA Salary Schedule
Effective 1/1/19

Approved by City Council on 06/06/2016
 Last revised 05/20/2019

| SR | CLASSIFICATION | Step 1 | Hrly | Step 2 | Hrly | Step 3 | Hrly | Step 4 | Hrly | Step 5 | Hrly |
|-----------|---|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|
| 67 | Administrative Specialist III Environmental Protection Specialist I Equipment Mechanic - Lead Laboratory Technician I Permits Technician Plant Electrical and Instrumentation Technician I Recreation Supervisor II | 6192 | 35.72 | 6502 | 37.51 | 6827 | 39.39 | 7169 | 41.36 | 7528 | 43.43 |
| 66 | Collection Systems Maintenance Worker III Public Safety Dispatcher | 6042 | 34.86 | 6343 | 36.59 | 6661 | 38.43 | 6994 | 40.35 | 7344 | 42.37 |
| 65 | Automotive Mechanic Buyer Electrician I Equipment Mechanic HVAC Mechanic I Plant Operator I Project Planner | 5898 | 34.03 | 6192 | 35.72 | 6502 | 37.51 | 6827 | 39.39 | 7169 | 41.36 |
| 64 | Facilities Maintenance Worker III 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 | 5754 | 33.20 | 6042 | 34.86 | 6343 | 36.59 | 6661 | 38.43 | 6994 | 40.35 |
| 63 | Administrative Specialist II Senior Engineering Aide Senior Police Service Technician | 5617 | 32.41 | 5898 | 34.03 | 6192 | 35.72 | 6502 | 37.51 | 6827 | 39.39 |
| 62 | Assistant Marina Supervisor Information Systems Support Technician Recreation Supervisor I | 5480 | 31.62 | 5754 | 33.20 | 6042 | 34.86 | 6343 | 36.59 | 6661 | 38.43 |
| 61 | Collection Systems Maintenance Worker II Plant Operator in Training | 5350 | 30.87 | 5617 | 32.41 | 5898 | 34.03 | 6192 | 35.72 | 6502 | 37.51 |
| 60 | Administrative Specialist I Circulation Supervisor Tree Trimmer I | 5219 | 30.11 | 5480 | 31.62 | 5754 | 33.20 | 6042 | 34.86 | 6343 | 36.59 |
| 59 | Facilities Maintenance Worker II Park Maintenance Worker II Police Service Technician II Street Maintenance Worker II | 5094 | 29.39 | 5350 | 30.87 | 5617 | 32.41 | 5898 | 34.03 | 6192 | 35.72 |
| 58 | Administrative Assistant III Code Enforcement Officer Collection Systems Maintenance Worker I Engineering Aide Permits Clerk Senior Account Clerk | 4970 | 28.67 | 5219 | 30.11 | 5480 | 31.62 | 5754 | 33.20 | 6042 | 34.86 |
| 57 | Jailer Property Clerk | 4851 | 27.99 | 5094 | 29.39 | 5350 | 30.87 | 5617 | 32.41 | 5898 | 34.03 |
| 56 | Account Clerk Animal Control Worker Equipment Services Technician Facilities Maintenance Worker I Park Maintenance Worker I Street Maintenance Worker I | 4734 | 27.31 | 4970 | 28.67 | 5219 | 30.11 | 5480 | 31.62 | 5754 | 33.20 |

CITY OF SAN LEANDRO
SLCEA Salary Schedule
Effective 1/1/19

Approved by City Council on 06/06/2016
 Last revised 05/20/2019

| SR | CLASSIFICATION | Step 1 | Hrly | Step 2 | Hrly | Step 3 | Hrly | Step 4 | Hrly | Step 5 | Hrly |
|-----------|--|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|
| 55 | Administrative Assistant II Administrative Trainee Audio-Visual Services Operator Library Security Aide Police Service Technician I Police Services Aide Records Clerk | 4622 | 26.67 | 4851 | 27.99 | 5094 | 29.39 | 5350 | 30.87 | 5617 | 32.41 |
| 54 | Senior Library Assistant | 4507 | 26.00 | 4734 | 27.31 | 4970 | 28.67 | 5219 | 30.11 | 5480 | 31.62 |
| 53 | No classification falls within range | 4400 | 25.38 | 4622 | 26.67 | 4851 | 27.99 | 5094 | 29.39 | 5350 | 30.87 |
| 52 | No classification falls within range | 4293 | 24.77 | 4507 | 26.00 | 4734 | 27.31 | 4970 | 28.67 | 5219 | 30.11 |
| 51 | Café Assistant Library Assistant Parking Aide, pt | 4192 | 24.18 | 4400 | 25.38 | 4622 | 26.67 | 4851 | 27.99 | 5094 | 29.39 |
| 50 | Administrative Assistant I Plant Maintenance Worker | 4089 | 23.59 | 4293 | 24.77 | 4507 | 26.00 | 4734 | 27.31 | 4970 | 28.67 |
| 49 | Equipment Services Aide Maintenance Worker - Entry Supply Maintenance Worker | 3992 | 23.03 | 4192 | 24.18 | 4400 | 25.38 | 4622 | 26.67 | 4851 | 27.99 |
| 48 | No classification falls within range | 3894 | 22.47 | 4089 | 23.59 | 4293 | 24.77 | 4507 | 26.00 | 4734 | 27.31 |
| 47 | No classification falls within range | 3801 | 21.93 | 3992 | 23.03 | 4192 | 24.18 | 4400 | 25.38 | 4622 | 26.67 |
| 46 | No classification falls within range | 3709 | 21.40 | 3894 | 22.47 | 4089 | 23.59 | 4293 | 24.77 | 4507 | 26.00 |
| 45 | No classification falls within range | 3620 | 20.88 | 3801 | 21.93 | 3992 | 23.03 | 4192 | 24.18 | 4400 | 25.38 |
| 44 | No classification falls within range | 3532 | 20.38 | 3709 | 21.40 | 3894 | 22.47 | 4089 | 23.59 | 4293 | 24.77 |
| 43 | No classification falls within range | 3449 | 19.90 | 3620 | 20.88 | 3801 | 21.93 | 3992 | 23.03 | 4192 | 24.18 |
| 42 | No classification falls within range | 3364 | 19.41 | 3532 | 20.38 | 3709 | 21.40 | 3894 | 22.47 | 4089 | 23.59 |
| 41 | Maintenance Aide | 3285 | 18.95 | 3449 | 19.90 | 3620 | 20.88 | 3801 | 21.93 | 3992 | 23.03 |
| 40 | No classification falls within range | 3204 | 18.48 | 3364 | 19.41 | 3532 | 20.38 | 3709 | 21.40 | 3894 | 22.47 |
| 39 | Library Clerk, pt | | 18.05 | | 18.94 | | 19.89 | | 20.89 | | 21.93 |