



CITY COUNCIL AGENDA REPORT

Meeting Date: 09/05/2019

From: Maria Saguisag-Sid, Principal Analyst

Subject: Approval of Resolution 2019-56, Adopting Master Pay Schedule

Community Goal/Result

Fiscally Prudent

Purpose

Ensure there is a qualified, stable and dedicated workforce for the community.

Recommendation

Adopt Resolutions 2019-56 to update master pay schedule.

Background

On July 18, 2019, the City reached agreement with the City Manager and several of the employee bargaining groups outlining wages, benefits and working conditions for each respective group. Staff has posted both the approved labor agreements and salary information on the city's website to provide the public with access to this information at <http://brisbaneca.org/departments/administration/human-resources/labor-agreements> and <http://brisbaneca.org/departments/administration/human-resources/salary-information>.

On November 4, 2016, CalPERS issued Circular Letter 200-050-16, clarifying that pay schedules must comply with Government Code Section 20636 and CCR section 570.5. If an agency does not meet the requirements outlined in GC Section 20636 and CCR section 570.5, CalPERS may determine an amount that may be considered to be the pay rate.

On May 17, 2017, the City began posting a master pay schedule that combines all of the pay schedules, including Council Member and Commissioner Pay, together in one document as the master pay schedule, to avoid possible issues with CalPERS going forward.

Discussion

Staff is presenting today for adoption the master pay schedule to reflect the approved pay increases that went into effect on July 18, 2019. A summary of the updates to the master pay schedule are as follows:

- City Manager: The pay schedule will reflect his current pay rate of \$119.39 per hour.
- Confidential Management Employees: The pay schedule will reflect a 2% pay increase for covered positions in the bargaining group. The current filled position in this group and its respective top step pay rate is the Administrative Services Director at \$97.20 per hour.
- Executive Management: The pay schedule will reflect a market adjustment of 3.5% for the City Clerk position and a 2% pay increase for all covered positions in the bargaining group.

Current filled positions in this group and their respective top step pay rates include City Clerk at \$60.27 per hour, Community Development Director at \$94.01 per hour and Public Works Director/City Engineer at \$110.05 per hour.

- Police Chief and Police Commander: The pay schedule will reflect a market adjustment of 3% and 2% pay increase.
- Confidential Employees: The pay schedule will reflect a market adjustment of 5% and 2% pay increase.
- General Employees Association: The pay schedule will reflect market adjustments of 8% for Code Enforcement Officer, 6.5% for Community Services Officer and 6.3% for Recreation Program Coordinator. The pay schedule will also reflect a 2% pay increase for all covered positions.
- International Association of Firefighters, Local 2400: The pay schedule will reflect a 2.5% pay increase for all covered positions.
- Mid-Management/Professional Group: The pay schedule will reflect a market adjustment of 4% and 3% pay increase.
- Hourly Pay Scale: The hourly pay scale for non-represented groups will reflect a 2% pay increase.

Staff recommends City Council approves the attached resolutions so that the City is in compliance with GC Section 20636 and CCR section 570.5.

Fiscal Impact

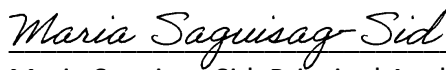
No additional impact as these increases were already included in the current budget.

Measure of Success

The City is able to recruit and retain a qualified, stable and dedicated workforce.

Attachments

1. CalPERS Circular Letter 200-050-16
2. Resolutions 2019-56



 Maria Saguisag-Sid, Principal Analyst



 Clay Holstine, City Manager

RESOLUTION 2019-56

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE
ADOPTING MASTER PAY SCHEDULES
FOR ALL EMPLOYEES**

WHEREAS, the City of Brisbane contracts with the California Public Employee' Retirement System (CalPERS) to provide retirement benefits for its employees; and

WHEREAS, pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify the position title for every employee position, the pay rate for each position title, and the applicable time base for the pay rate; and

WHEREAS, the City Council of the City of Brisbane desires to approve and adopt a publicly available Master Pay Schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brisbane that the Master Pay Schedule, is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

MADISON DAVIS
Mayor

I hereby certify that the foregoing Resolution No. 2019-56 was duly and regularly adopted at a regular meeting of the Brisbane City Council on September 5, 2019, by the following vote:

AYES:
NOES:
ABSENT:

INGRID PADILLA
City Clerk

City of Brisbane Master Pay Schedule

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Accounting Assistant I	\$ 23.52	\$ 24.70	\$ 25.94	\$ 27.24	\$ 28.60				7/18/2019	General Employees	Non-Exempt
Accounting Assistant II	\$ 25.90	\$ 27.19	\$ 28.56	\$ 29.98	\$ 31.48				7/18/2019	General Employees	Non-Exempt
Administrative Assistant	\$ 31.12	\$ 32.67	\$ 34.30	\$ 36.02	\$ 37.82				7/18/2019	General Employees	Non-Exempt
Administrative Management Analyst	\$ 39.61	\$ 41.58	\$ 43.67	\$ 45.84	\$ 48.14				7/18/2019	Confidential Employee	Exempt
Administrative Services Director	\$ 79.97	\$ 83.96	\$ 88.16	\$ 92.56	\$ 97.20				7/18/2019	Confidential Management	Exempt
Assistant Engineer I	\$ 36.23	\$ 38.05	\$ 39.95	\$ 41.95	\$ 44.04				7/18/2019	General Employees	Non-Exempt
Assistant Engineer II	\$ 39.86	\$ 41.84	\$ 43.94	\$ 46.13	\$ 48.44				7/18/2019	General Employees	Non-Exempt
Assistant to the City Manager	\$ 61.28	\$ 64.34	\$ 67.56	\$ 70.93	\$ 74.49				7/18/2019	Executive Management	Exempt
Associate Civil Engineer	\$ 48.43	\$ 50.84	\$ 53.38	\$ 56.06	\$ 58.86				7/18/2019	Mid-Management/Professional	Exempt
Associate Planner	\$ 41.93	\$ 44.03	\$ 46.24	\$ 48.54	\$ 50.98				7/18/2019	General Employees	Non-Exempt
Cashier	\$ 12.48	\$ 13.11	\$ 13.76	\$ 14.45	\$ 15.18				7/18/2019	Unrepresented	Non-Exempt
City Clerk	\$ 49.58	\$ 52.07	\$ 54.67	\$ 57.41	\$ 60.27				7/18/2019	Executive Management	Exempt
City Manager							\$ 119.39		7/18/2019	Unrepresented	Exempt
Code Enforcement Officer	\$ 31.90	\$ 33.50	\$ 35.16	\$ 36.92	\$ 38.77				7/18/2019	General Employees	Non-Exempt
Comm Dev Dir	\$ 77.33	\$ 81.20	\$ 85.27	\$ 89.53	\$ 94.01				7/18/2019	Executive Management	Exempt
Community Development Technician	\$ 31.75	\$ 33.33	\$ 35.00	\$ 36.76	\$ 38.59				7/18/2019	General Employees	Non-Exempt
Community Services Officer	\$ 27.68	\$ 29.47	\$ 30.94	\$ 32.49	\$ 34.11				7/18/2019	General Employees	Non-Exempt
Council Member						\$ 400.00			12/5/2015	Elected Position	
Crossing Guard	\$ 12.54	\$ 13.16	\$ 13.84	\$ 14.52	\$ 15.25				7/18/2019	Unrepresented	Non-Exempt
Deputy City Clerk/Executive Assistant	\$ 37.28	\$ 39.14	\$ 41.10	\$ 43.16	\$ 45.31				7/18/2019	Confidential	Exempt
Deputy Director of Public Works	\$ 71.47	\$ 75.04	\$ 78.80	\$ 82.74	\$ 86.87				7/18/2019	Mid-Management/Professional	Exempt
Deputy Finance Director	\$ 60.78	\$ 63.82	\$ 67.00	\$ 70.36	\$ 73.88				7/18/2019	Mid-Management/Professional	Exempt
Director of Marina/Aquatics Services	\$ 51.33	\$ 53.90	\$ 56.59	\$ 59.42	\$ 62.39				7/18/2019	Executive Management	Exempt
Engineering Technician	\$ 34.92	\$ 36.68	\$ 38.51	\$ 40.42	\$ 42.45				7/18/2019	General Employees	Non-Exempt
Executive Administrative Assistant	\$ 32.25	\$ 33.86	\$ 35.55	\$ 37.33	\$ 39.20				7/18/2019	General Employees	Non-Exempt
Facility Attendant	\$ 16.01	\$ 16.80	\$ 17.64	\$ 18.53	\$ 19.45				7/18/2019	Unrepresented	Non-Exempt
Finance Director	\$ 76.53	\$ 80.35	\$ 84.38	\$ 88.61	\$ 93.02				7/18/2019	Confidential Management	Exempt
Financial Services Manager	\$ 55.26	\$ 58.01	\$ 60.91	\$ 63.97	\$ 67.17				7/18/2019	Mid-Management/Professional	Exempt
Fire Captain	\$ 37.45	\$ 39.31	\$ 41.29	\$ 43.34	\$ 45.52				7/18/2019	IAFF Local 2400	Non-Exempt
Fire Prevention Officer	\$ 32.97	\$ 34.62	\$ 36.35	\$ 38.17	\$ 40.08				7/18/2019	IAFF Local 2400	Non-Exempt
Fire Trainee							\$ 21.82		7/18/2019	IAFF Local 2400	Non-Exempt
Firefighter	\$ 31.34	\$ 32.90	\$ 34.55	\$ 36.26	\$ 38.08				7/18/2019	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic	\$ 31.34	\$ 32.90	\$ 34.55	\$ 36.26	\$ 38.08				7/18/2019	IAFF Local 2400	Non-Exempt
Habitat Restoration Aide							\$ 12.00		7/18/2019	Unrepresented	Non-Exempt
Habitat Restoration Lead Worker							\$ 15.00		7/18/2019	Unrepresented	Non-Exempt
Harbormaster	\$ 44.56	\$ 46.78	\$ 49.12	\$ 51.58	\$ 54.16				7/18/2019	Mid-Management/Professional	Exempt
Head Lifeguard	\$ 19.19	\$ 20.16	\$ 21.16	\$ 22.23	\$ 23.33				7/18/2019	Unrepresented	Non-Exempt
History Project Asst	\$ 32.48	\$ 34.11	\$ 35.81	\$ 37.60	\$ 39.48				7/18/2019	Unrepresented	Non-Exempt
Human Resources Technician	\$ 31.75	\$ 33.33	\$ 35.00	\$ 36.76	\$ 38.59				7/18/2019	General Employees	Non-Exempt
Information Technology & Systems Administrator	\$ 48.71	\$ 51.15	\$ 53.70	\$ 56.39	\$ 59.22				7/18/2019	Mid-Management/Professional	Exempt
Intern								\$15.00 - \$20.00	7/18/2019	Unrepresented	Non-Exempt
Lifeguard	\$ 14.56	\$ 15.29	\$ 16.05	\$ 16.86	\$ 17.69				7/18/2019	Unrepresented	Non-Exempt
Management Analyst (Part-time)	\$ 35.91	\$ 37.72	\$ 39.60	\$ 41.58	\$ 43.66				7/18/2019	Unrepresented	Non-Exempt
Marina Maintenance Worker I	\$ 27.23	\$ 28.58	\$ 30.01	\$ 31.51	\$ 33.09				7/18/2019	General Employees	Non-Exempt
Marina Maintenance Worker II	\$ 29.95	\$ 31.43	\$ 33.01	\$ 34.65	\$ 36.39				7/18/2019	General Employees	Non-Exempt
Marina Maintenance Worker I (Part-time)	\$ 27.76	\$ 29.15	\$ 30.60	\$ 32.15	\$ 33.75				7/18/2019	Unrepresented	Non-Exempt
Marina Maintenance Worker II (Part-time)	\$ 30.53	\$ 32.08	\$ 33.65	\$ 35.32	\$ 37.12				7/18/2019	Unrepresented	Non-Exempt
Marina Services Director	\$ 47.98	\$ 50.37	\$ 52.90	\$ 55.54	\$ 58.32				7/18/2019	Executive Management	Exempt
Office Assistant	\$ 24.95	\$ 26.16	\$ 27.47	\$ 28.84	\$ 30.30				7/18/2019	General Employees	Non-Exempt
Office Assistant (Part-Time)	\$ 25.41	\$ 26.67	\$ 28.00	\$ 29.42	\$ 30.89				7/18/2019	Unrepresented	Non-Exempt
Office Specialist	\$ 29.25	\$ 30.71	\$ 32.25	\$ 33.86	\$ 35.55				7/18/2019	General Employees	Non-Exempt
Office Specialist (Part-Time)	\$ 29.84	\$ 31.32	\$ 32.89	\$ 34.54	\$ 36.27				7/18/2019	Unrepresented	Non-Exempt

City of Brisbane Master Pay Schedule

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Park/Beach/Recreation Commissioner						\$ 100.00			6/18/2015	Appointed Position	
Parks & Recreation Director	\$ 73.74	\$ 77.43	\$ 81.30	\$ 85.36	\$ 89.63				7/18/2019	Executive Management	Exempt
Parks/Facilities Maintenance Worker I	\$ 27.23	\$ 28.58	\$ 30.01	\$ 31.51	\$ 33.09				7/18/2019	General Employees	Non-Exempt
Parks/Facilities Maintenance Worker I (Part-Time)	\$ 27.76	\$ 29.15	\$ 30.60	\$ 32.15	\$ 33.75				7/18/2019	Unrepresented	Non-Exempt
Parks/Facilities Maintenance Worker II	\$ 29.95	\$ 31.43	\$ 33.01	\$ 34.65	\$ 36.39				7/18/2019	General Employees	Non-Exempt
Payroll/Utility Billing Technician	\$ 31.75	\$ 33.33	\$ 35.00	\$ 36.76	\$ 38.59				7/18/2019	General Employees	Non-Exempt
Planning Commissioner						\$ 100.00			6/18/2015	Appointed Position	
Police Chief	\$ 90.25	\$ 94.76	\$ 99.49	\$ 104.47	\$ 109.69				7/18/2019	Police Chief	Exempt
Police Commander	\$ 81.36	\$ 85.43	\$ 89.70	\$ 94.19	\$ 98.90				7/18/2019	Police Commander	Exempt
Police Officer	\$ 39.02	\$ 40.97	\$ 43.02	\$ 45.17	\$ 47.43				6/30/2019	Brisbane Police Officers Association*	Non-Exempt
Police Officer - 40 hour shift (Detective/SRO)	\$ 40.97	\$ 43.02	\$ 45.17	\$ 47.43	\$ 49.81				6/30/2019	Brisbane Police Officers Association*	Non-Exempt
Police Sergeant	\$ 47.02	\$ 49.37	\$ 51.83	\$ 54.43	\$ 57.15				6/30/2019	Brisbane Police Officers Association*	Non-Exempt
Pre-School Teacher	\$ 16.10	\$ 16.92	\$ 17.76	\$ 18.66	\$ 19.59				7/18/2019	Unrepresented	Non-Exempt
Principal Analyst	\$ 55.40	\$ 58.18	\$ 61.08	\$ 64.13	\$ 67.34				7/18/2019	Confidential	Exempt
Principal Planner	\$ 60.21	\$ 63.22	\$ 66.38	\$ 69.70	\$ 73.19				7/18/2019	Mid-Management/Professional	Exempt
Program Manager - SMCWPPP	\$ 59.55	\$ 62.54	\$ 65.67	\$ 68.95	\$ 72.40				7/18/2019	Mid-Management/Professional	Exempt
Public Service Aide	\$ 14.32	\$ 15.05	\$ 15.79	\$ 16.58	\$ 17.42				7/18/2019	Unrepresented	Non-Exempt
Public Works Director/City Engineer	\$ 90.54	\$ 95.07	\$ 99.81	\$ 104.81	\$ 110.05				7/18/2019	Executive Management	Exempt
Public Works Inspector	\$ 44.68	\$ 46.92	\$ 49.26	\$ 51.72	\$ 54.31				7/18/2019	General Employees	Non-Exempt
Public Works Lead Maintenance Worker	\$ 35.94	\$ 37.73	\$ 39.61	\$ 41.60	\$ 43.67				7/18/2019	General Employees	Non-Exempt
Public Works Maintenance Worker I	\$ 27.23	\$ 28.58	\$ 30.01	\$ 31.51	\$ 33.09				7/18/2019	General Employees	Non-Exempt
Public Works Maintenance Worker I (Part-time)	\$ 27.76	\$ 29.15	\$ 30.60	\$ 32.15	\$ 33.75				7/18/2019	Unrepresented	Non-Exempt
Public Works Maintenance Worker II	\$ 29.95	\$ 31.43	\$ 33.01	\$ 34.65	\$ 36.39				7/18/2019	General Employees	Non-Exempt
Public Works Superintendent	\$ 59.27	\$ 62.23	\$ 65.34	\$ 68.62	\$ 72.04				7/18/2019	Mid-Management/Professional	Exempt
Public Works Supervisor	\$ 45.30	\$ 47.57	\$ 49.94	\$ 52.44	\$ 55.06				7/18/2019	Mid-Management/Professional	Exempt
Public Works Team Leader	\$ 41.10	\$ 43.26	\$ 45.54	\$ 47.94	\$ 50.46				7/18/2019	Mid-Management/Professional	Exempt
Receptionist	\$ 24.92	\$ 26.16	\$ 27.47	\$ 28.84	\$ 30.30				7/18/2019	General Employees	Non-Exempt
Receptionist (Part-time)	\$ 25.41	\$ 26.67	\$ 28.00	\$ 29.42	\$ 30.89				7/18/2019	Unrepresented	Non-Exempt
Recreation Leader	\$ 16.07	\$ 16.88	\$ 17.72	\$ 18.60	\$ 19.54				7/18/2019	Unrepresented	Non-Exempt
Recreation Leader Aide	\$ 12.48	\$ 13.11	\$ 13.76	\$ 14.45	\$ 15.18				7/18/2019	Unrepresented	Non-Exempt
Recreation Manager	\$ 55.75	\$ 58.53	\$ 61.45	\$ 64.53	\$ 67.76				7/18/2019	Mid-Management/Professional	Exempt
Recreation Program Coordinator	\$ 27.64	\$ 29.49	\$ 30.97	\$ 32.51	\$ 34.13				7/18/2019	General Employees	Non-Exempt
Recreation Supervisor	\$ 41.18	\$ 43.26	\$ 45.41	\$ 47.67	\$ 50.06				7/18/2019	Mid-Management/Professional	Exempt
Regional Compliance Program Manager	\$ 47.27	\$ 49.75	\$ 52.37	\$ 55.12	\$ 58.03				7/18/2019	Mid-Management/Professional	Exempt
Reserve Police Officer	\$ 29.54	\$ 31.01	\$ 32.56	\$ 34.19	\$ 35.90				7/18/2019	Unrepresented	Non-Exempt
Senior Accounting Assistant	\$ 29.33	\$ 30.81	\$ 32.34	\$ 33.97	\$ 35.65				7/18/2019	General Employees	Non-Exempt
Senior Civil Engineer	\$ 59.55	\$ 62.54	\$ 65.67	\$ 68.95	\$ 72.40				7/18/2019	Mid-Management/Professional	Exempt
Senior Human Resources Analyst	\$ 44.25	\$ 46.46	\$ 48.79	\$ 51.22	\$ 53.78				7/18/2019	Confidential	Exempt
Senior Management Analyst	\$ 44.26	\$ 46.47	\$ 48.80	\$ 51.23	\$ 53.79				7/18/2019	Mid-Management/Professional	Exempt
Senior Planner	\$ 50.92	\$ 53.46	\$ 56.14	\$ 58.96	\$ 61.89				7/18/2019	Mid-Management/Professional	Exempt
Senior Recreation Leader	\$ 20.63	\$ 21.66	\$ 22.74	\$ 23.88	\$ 25.08				7/18/2019	Unrepresented	Non-Exempt
Special Assistant								\$12.00-\$75.00	7/18/2019	Unrepresented	Non-Exempt
Spe Coun-Maj Dev Pro							\$ 175.04		7/18/2019	Confidential Management	Exempt
Swim Instructor	\$ 15.88	\$ 16.68	\$ 17.52	\$ 18.39	\$ 19.32				7/18/2019	Unrepresented	Non-Exempt
Van Driver	\$ 14.94	\$ 15.70	\$ 16.48	\$ 17.31	\$ 18.18				7/18/2019	Unrepresented	Non-Exempt