



CITY COUNCIL AGENDA REPORT

Meeting Date: 12/12/2019

From: Stuart Schillinger, Administrative Services Director

Subject: Approval of Resolution No. 2019-61 Updating the Master Pay Schedule for the Deputy Finance Director and Human Resources Administrator

Community Goal/Result

Fiscally Prudent

Purpose

Ensure that employees are paid competitive rates and the City's pay schedule allows for appropriate spacing between classifications.

Recommendation

Approve Resolution No. 2019-61 to Update the Master Pay Schedule.

Background

On September 5, 2019 the City Council adopted Resolution No. 2019-56 adopting the Master Pay Schedule to reflect the agreements reached with various City bargaining groups. The Master Pay Schedule details the hourly rate paid to employees. The City needs to ensure that there is adequate room between positions within a series to provide incentives for employees to grow and to recognize them when they have achieved the higher level of accomplishment.

Discussion

In reviewing for the promotional opportunity of Deputy Finance Director and the hiring of Human Resources Administrator to replace the Principal Management Analyst staff determined that the pay schedule did not adequately provide the proper recognition for these positions.

The Deputy Finance Director is currently only 10% above the Finance Manager. This is due to what was needed at the time. It does not reflect where the position fits related to other positions within the organization nor does it reflect the level of work expected from the position. The new range mean there is a 15% difference between the two positions.

The Human Resources Administrator is a classification the City has not used since 2005. Within the Organization it lies at the same level as the Deputy Finance Director. The position reports directly to the Administrative Services Director, it has direct reports, and is responsible for a significant function within the City. The difference between the Principal Analyst position and the new range will also be 15%.

The recommend hourly rate for these two positions is:

Grade A 63.97

Grade B 67.17

Grade C 70.53

Grade D 74.06

Grade E 77.76

Fiscal Impact

The additional expense will be incorporated as part of the budget going forward. There are salary savings within the Administrative Services Department to cover any increase experienced this fiscal year.

Measure of Success

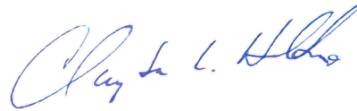
The City is able to recruit and retain qualified employees.

Attachments

Resolution 2019-61

Stuart Schillinger

Stuart Schillinger, Administrative Services Director



Clay Holstine, City Manager

RESOLUTION 2019-61

**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. 2019-61 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	\$ 63.97	\$ 67.17	\$ 70.53	\$ 74.06	\$ 77.76				12/12/2019	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 Administrator	\$ 63.97	\$ 67.17	\$ 70.53	\$ 74.06	\$ 77.76				12/12/2019	Confidential	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	4			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
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
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