



Legislation Details (With Text)

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Title: Report regarding a resolution amending the City of South San Francisco's Salary Schedule, effective January 9, 2019, amending job titles and councilmembers' salary, adjusting the salary schedule for Payroll Administrator, establishing the new classification of Business Manager; and amending Appendix 4 of the City Council Handbook, Summary of Elected Officials Benefits. (Leah Lockhart, Human Resources Director)

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Attachments: 1. Attachment 1 - Redlined Council Benefits Summary.pdf

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Report regarding a resolution amending the City of South San Francisco's Salary Schedule, effective January 9, 2019, amending job titles and councilmembers' salary, adjusting the salary schedule for Payroll Administrator, establishing the new classification of Business Manager; and amending Appendix 4 of the City Council Handbook, Summary of Elected Officials Benefits. (*Leah Lockhart, Human Resources Director*)

RECOMMENDATION

It is recommended that the City Council of the City of South San Francisco adopt a resolution amending the City's Salary Schedule effective January 9, 2019, amending job titles and councilmembers' salary, adjusting the salary schedule for the Payroll Administrator, establishing the new classification of Business Manager; and amending Appendix 4 of the City Council Handbook, Summary of Elected Officials Benefits.

BACKGROUND/DISCUSSION

The City Council adopted the Fiscal Year (FY) 2018-19 Operating Budget for the City of South San Francisco and its salary schedules on June 27, 2018 (Resolution 97-2018). Four changes to the salary schedules are recommended and are included in the amended Salary Schedule (Exhibit A to corresponding resolution).

Per the City's *Personnel Rules and Regulations Rule 4.01. Personnel Officer Responsibility*, the personnel officer shall be responsible for the administration of the City's Classification and Pay Plan. The personnel officer shall submit job descriptions for newly created and amended job classifications, reclassifications, or restructuring of existing positions to the City Manager for approval and amendments to the Salary Schedule to the City Council for adoption. The following recommendations are a result of recent classification studies or organizational restructuring, requiring an amendment to the Salary Schedule.

Information Technology Director

Currently, the salary schedule includes a classification title of *Chief Innovation Officer*. No changes are recommended to the salary for this position, however, a title change to Information Technology Director is

recommended. This change is consistent with titles recognized within the industry and appropriately reflects the duties and responsibilities of the position.

Business Manager

In the 2018-2019 budget, Council approved the inclusion of a Public Works Administrator position within Parks and Recreation. A separate job description was created and the title was changed from Public Works Administrator to Business Manager in order to specifically reflect the duties in Parks. The salary schedule for the Business Manager remains equivalent to Public Works Administrator.

Payroll Administrator

In early 2018, the Finance Department requested a staffing and classification study for positions within the Payroll Division, to ensure appropriate staffing levels and compensation in line with comparable agencies. Given the staffing transitions in Human Resources at that time, this study was not completed prior to the adoption of the 2018-2019. However, a placeholder was included to allow for possible salary adjustments if recommended by the study.

Following the study, staff recommends a salary adjustment for the Payroll Administrator to align the salary schedule with that of the Financial Analyst II job classification, based on similar scope of responsibilities, level of independence, experience and education requirements. This adjustment would result in a 4.7% salary increase to the salary schedule for Payroll Administrator (i.e., step 5 increase from \$46.89 per hour to \$49.09 per hour).

Councilmember Salary and Summary of Elected Officials Benefits

Council adopted Ordinance No. 1536-2017 increasing councilmembers' salaries from \$500 to \$1,000 per month effective December 11, 2018. The recommended amendment to the salary schedule includes this change in accordance with Ordinance 1536-2017.

Further, staff recommends Council adopt the attached Summary of Elected Officials Benefits to replace Appendix 4 Summary of Elected Officials Benefits in the City Council Handbook (see Attachment 1 for redlined version). The revisions to Appendix 4 also strike from page 4 the following: "Councilmembers are members of the Public Employees' Retirement System and also receive Social Security coverage during their term of office." Appendix 4 has also been amended to reflect the new salary, as well as, administrative updates (clean version attached as Exhibit B to corresponding resolution). These updates are clean-up items, such as the retirement system pursuant to the Public Employees' Retirement Law and change in life insurance value to \$50,000 which was approved by the City Council at the Regular Meeting on March 10, 2010. No new benefits are being added or removed as a result of this update.

FISCAL IMPACT

There is no fiscal impact. Funding for these positions is included in the 2018-19 budget, including the councilmembers' salary increase and the anticipated salary schedule adjustment for the Payroll Administrator.

CONCLUSION

Staff recommends the City Council adopt a resolution amending the City's Salary Schedule effective January 9, 2019, amending job titles and councilmembers' salary, adjusting the salary schedule for the Payroll Administrator; and amending the City Council Handbook and Appendix 4 Summary of Elected Officials Benefits.