



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer Schembri

**SUBJECT:** See Below

**DATE:** January 13, 2025

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Approved  Date: 1/15/25

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**COUNCIL DISTRICT:** Citywide

**SUBJECT:** Terms of a Side Letter Agreement Between the City of San José and the City Association of Management Personnel and Amending the City of San José Pay Plan

**RECOMMENDATION**

Adopt a resolution:

- a) Approving the terms of a Side Letter Agreement with the City Association of Management Personnel, IFPTE, Local 21 (CAMP) to provide employees in the Senior Hazardous Materials Inspector classification with an approximate 15.75% pensionable base pay increase consistent with the Side Letter Agreement that has been signed by all parties; and
- b) Amending the City of San José Pay Plan effective February 2, 2025, to increase the pensionable salary range of the classifications of Senior Hazardous Materials Inspector (2323) to \$130,998.40 – \$159,681.60 annually.

**SUMMARY AND OUTCOME**

Adoption of the resolution will approve a Side Letter Agreement between the City and CAMP (**Attachment**) to provide a 15.75% pensionable pay increases to employees in the Senior Hazardous Materials Inspector (2323) classification. The City’s Pay Plan will be amended to change the salary range for the Senior Hazardous Materials Inspector (2323) classification in accordance with the terms of the Side Letter Agreement.

**BACKGROUND**

The Hazardous Materials Program in the Fire Department conducts routine and special inspections of facilities where hazardous classes of materials are stored and used, and enforces appropriate regulations, among other responsibilities. Management of this program requires education and experience, including, but not limited to, hazardous materials identification, and knowledge of chemistry, biology, geology, soil and groundwater systems, and environmental science to identify chemical incompatibility.

Because of the specialized education, knowledge, and skillset required to oversee this program, in July 2024 the Fire Department deleted the more general Senior Engineer position that previously oversaw the program and added a Senior Hazardous Materials Inspector (2323) position. The Senior Hazardous Materials Inspector (2323) classification has not had any budgeted positions since the last position was deleted as part of the Fiscal Year 2015-2016 Adopted Operating Budget. In the time that has passed since Fiscal Year 2015-2016 there have been many changes to the City's Pay Plan, and salary compaction has developed between the Senior Hazardous Materials Inspector (2323) and the classification immediately below it hierarchically speaking, Hazardous Materials Inspector II (2322). As a result of this salary compaction and the creation of the new Senior Hazardous Materials Inspector (2323) position, the City and the CAMP, which represents the classification, have agreed to provide the Senior Hazardous Materials Inspector (2323) classification with a 15.75% special pensionable wage increase to resolve this salary compaction issue.

**ANALYSIS**

The following is a summary of the key provisions contained in the Side Letter Agreement included with this memorandum with CAMP.

|   |   |
|---|---|
| <b>Senior Hazardous Materials Inspector Base Pay Increase</b> | Effective the first pay period after the agreement has been signed by all parties and has been approved by the City Council in open session, employees in the Senior Hazardous Materials Inspector (2323) classification shall receive a pensionable base pay increase in the amount of 15.75%. This will result in an increase to the top and bottom of the pensionable salary range in the Pay Plan for the Senior Hazardous Materials Inspector (2323) classification. |
|---|---|

**EVALUATION AND FOLLOW-UP**

No further follow-up with the City Council related to this action is anticipated at this time.

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### **COST SUMMARY/IMPLICATIONS**

The additional ongoing cost related to the recommended pensionable special wage increase for the Senior Hazardous Materials Inspector (2323) classification is approximately \$30,000, of which approximately \$15,000 is in the Fire Non-Development Fee Program within the General Fund and the other \$15,000 is in the Fire Development Fee Program Fund. The increased costs will be factored into the development of the Fees and Charges and will be funded by potential rate increases in both fee programs.

With City Council approval of the recommended actions, these increased costs will also be factored into the development of the 2025-2026 Base Budget. It is anticipated that the Fire Department will absorb the respective increased costs within their existing budget for the remainder of 2024-2025.

### **COORDINATION**

This memorandum was coordinated with the City Attorney's Office and the City Manager's Budget Office.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the January 28, 2025 City Council meeting.

### **COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

### **CEQA**

Not a Project, File No. PP17-010, General Procedure and Policy Making resulting in no changes to the physical environment.

### **PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

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Jennifer Schembri  
Deputy City Manager

The principal author of this memorandum is Bill Gold, Assistant to the City Manager, City Manager's Office of Employee Relations. For questions, please contact Jennifer Schembri at (408) 535-8150.

**ATTACHMENT** - CAMP Side Letter Agreement – Base Pay Increase – Senior Hazardous Materials Inspector

**SIDE LETTER AGREEMENT**

BETWEEN  
THE CITY OF SAN JOSE  
AND  
THE CITY ASSOCIATION OF MANAGEMENT PERSONNEL, IFPTE, LOCAL 21 (CAMP)

**BASE PAY INCREASE – SENIOR HAZARDOUS MATERIALS INSPECTOR**


Effective the first full pay period after this agreement is signed by all parties below and approved by the City Council in open session, employees in the classifications listed below shall receive the following special pensionable base pay increase:

| Classification                              | Pensionable Increase |
|---|----------------------|
| Senior Hazardous Materials Inspector (2323) | 15.75%               |


This will result in an increase to the top and bottom of the salary range of employees in the classifications noted above.

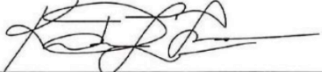
This side letter agreement shall become effective on the first full pay period after this agreement has been signed by all parties below and approved by the City Council.

**For Employer:  
City of San Jose**

 12/6/2024  
\_\_\_\_\_  
Elsa Cordova Date  
Deputy Director of Employee Relations

**For Union:  
CAMP**

 12/6/2024  
\_\_\_\_\_  
Julie Jennings Date  
President, CAMP

 12/6/2024  
\_\_\_\_\_  
Krista De La Torre Date  
Business Representative, IFPTE, Local 21