



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri

SUBJECT: AMENDMENTS TO THE CITY
PAY PLAN FOR VARIOUS
CLASSIFICATIONS

DATE: October 27, 2017

Approved

D. DSYL

Date

10/27/17

RECOMMENDATION

Adopt a resolution to:

1. Amend the City of San Jose Pay Plan, effective November 19, 2017, to change the salary range for the following classifications:
 - a. Structure/Landscape Designer I (3858) with a new salary range of \$72,943.58 - \$92,283.02 annually.
 - b. Structure/Landscape Designer II (3842) with a new salary range of \$76,592.94 - \$96,959.46 annually.
2. Amend the City of San Jose Pay Plan, effective November 19, 2017, to change the salary range for the following classification:
 - a. Senior Librarian (6235) with a new salary range of \$89,275.80 - \$108,772.31
3. Approve a 4.0% ongoing non-pensionable retention premium pay for the Chief of Police U (2227), effective November 19, 2017.

OUTCOME

If the above recommendations are approved, the City of San Jose Pay Plan will be amended to change the salary range for Structure/Landscape Designer I (3858), Structure/Landscape Designer II (3842), and Senior Librarian (6235) classifications, and will approve a 4.0% ongoing non-pensionable retention premium pay for the Chief of Police U (2227).

BACKGROUND

When new job classifications are added or deleted, job titles are added or deleted, job titles are changed, or salaries are revised, the City of San Jose Pay Plan must be amended by Council Resolution. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution, and is on file in the Human Resources Department (HR), and published on the City's Internet and Intranet sites.

ANALYSIS

Structure/Landscape Designer I/II Classifications

In 2015, the City and the Association of Architects and Engineers, IFPTE Local 21 (AEA) reached a side letter agreement to conduct a classification review for the Architect/Landscape Architect I (3841), Architect/Landscape Architect II (3852), Associate Architect/Landscape Architect (3843/3848), Associate Structure/Landscape Designer (3855), and Senior Architect/Landscape Architect (3844) classifications. As part of the agreement, the City and AEA agreed to consider the Associate Architect/Landscape Architect (3843/3848) and Associate Structure/Landscape Designer (3855) as one classification for purposes of conducting the classification review.

On or about June 13, 2017, the City Council approved various amendments to the City's Pay Plan, including the creation of a new Enterprise Information Technology series in the City's central Information Technology (IT) Department, as well as increasing the salary ranges for the Geographic Information Systems Specialist Series, and Executive Management classifications. As referenced in the City Council memo dated May 26, 2017, discussions were ongoing related to the Architects/Landscape Architect classifications. If any changes were recommended out of these discussions, it was to be brought forward at a later date.

On or about June 27, 2017, the City Council approved the following salary adjustments for the Architects/Landscape Architects:

- a. Architect/Landscape Architect I (3841): Adjustment of approximately 2% to a new salary range of \$72,943.58-\$92,283.02 annually
- b. Architect/Landscape Architect II (3852): Adjustment of approximately 2% to a new salary range of \$76,592.94-\$96,959.46 annually
- c. Associate Architect/Landscape Architect (3843/3848): Adjustment of approximately 2% to a new salary range of \$88,633.65-\$112,234.33 annually
- d. Associate Structure/Landscape Designer (3855): Adjustment of approximately 2% to a new salary range of \$88,633.65-\$112,234.33 annually
- e. Senior Architect/Landscape Architect (3844): Adjustment of approximately 1% to a new salary range of \$106,763.08-\$135,044.25 annually

The Structure/Landscape Designer I and Structure/Landscape Designer II classifications did not receive the wage increase, above. However, after additional conversations with AEA it was determined that an equivalent wage increase should be provided to the Structure/Landscape

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Designer I and Structure/Landscape Designer II classifications to ensure that the complete Architect/Landscape Architect and Structure/Landscape Designer series receive the intended salary range adjustment.

Accordingly, the following salary adjustments are being recommended for the Structure/Landscape Design I and Structure/Landscape Design II classifications, effective November 19, 2017:

- a. Structure/Landscape Designer I (3858): Adjustment of approximately 2% to a new salary range of \$72,943.58-\$92,283.02 annually.
- b. Structure/Landscape Designer II (3842): Adjustment of approximately 2% to a new salary range of \$76,592.94-\$96,959.46 annually.

Senior Librarian Classification

In 2015, the City and the City Association of Management Personnel, IFPTE Local 21 (CAMP) reached a side letter agreement to conduct a classification review for the Senior Librarian classification.

As noted above, on or about June 13, 2017, the City Council approved various amendments to the City's Pay Plan, including the creation of a new Enterprise Information Technology series in the City's central IT Department, as well as increasing the salary ranges for the Geographic Information Systems Specialist Series, and Executive Management classifications. As referenced in the City Council memo dated May 26, 2017, discussions were ongoing related to the Senior Librarian classification. If any changes were recommended out of these discussions, it was to be brought forward at a later date.

In an initial review of the Senior Librarian (6235) classification, it was determined that this classification met the criteria for HR to conduct a compensation review, as the turnover rate due to retirements, promotions, and/or resignations was greater than ten percent (10%). The turnover rate was approximately 16.04% between July 2012 and August 2017, and approximately 19.45% between July 2014 and August 2017. HR conducted a compensation review and, as of August 2017, this classification was below the market average by approximately 4.38%. After discussions with CAMP, it was agreed that the Senior Librarian classification would receive a salary range adjustment of 4.38% to bring this classification to the market average.

Accordingly, the following salary adjustment is being recommended, effective November 19, 2017:

- a. Senior Librarian (6235): Adjustment of approximately 4.38% to a new salary range of \$89,275.80-\$108,772.31 annually.

Chief of Police Classification

As noted above, on or about June 13, 2017, the City Council approved various amendments to the City's Pay Plan, including the creation of a new Enterprise Information Technology series in

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the City's central IT Department, as well as increasing the salary ranges for the Geographic Information Systems Specialist Series, and Executive Management classifications.

As part of that action, the City Council approved a 4.0% ongoing, non-pensionable retention premium pay for the Assistant Chief of Police U classification, effective June 18, 2017. This 4.0% ongoing, non-pensionable retention premium pay was provided to the Assistant Chief of Police U to maintain a pay differential with the lower classification, Deputy Chief of Police, which is represented by the San Jose Police Officers' Association (POA), and receives a similar 4.0% ongoing, non-pensionable retention premium pay. However, this left the Chief of Police U classification as the only sworn classification in the San Jose Police Department that did not receive the 4.0% ongoing, non-pensionable retention premium pay.

Accordingly, it is recommended that the Chief of Police U (2227) classification receive this same 4.0% ongoing, non-pensionable retention premium pay, effective November 19, 2017.

EVALUATION AND FOLLOW-UP

No additional City Council action is expected following the adoption of the proposed resolution. Revisions to the Pay Plan are reported to the Civil Service Commission at the first regularly scheduled meeting following Council action.

PUBLIC OUTREACH / INTEREST

This memorandum will be posted on the City's website for the November 7, 2017, City Council Agenda.

COORDINATION

This memorandum was coordinated with the Human Resources Department, City Manager's Budget Office and the City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

There is no City Commission input regarding these actions.

COST SUMMARY/IMPLICATIONS

There are approximately eight (8) budgeted positions (includes vacant and filled) that would be subject to the recommended salary range increases to the Structure/Landscape I (3858) and Structure/Landscape II (3842) classifications. The annual cost of increasing the salary ranges for these classifications is approximately \$29,300, and these positions are primarily budgeted in special and capital funds. With an effective date of November 19, 2017, the estimated cost

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increase in 2017-2018 is approximately \$18,000. The increased costs will be absorbed by departments in 2017-2018, with the ongoing costs factored into the development of the 2018-2019 budget process.

There are approximately eighteen (18) budgeted positions (includes vacant and filled) that would be subject to the recommended salary range increases to the Senior Librarian (6235) classification. The annual cost of increasing the salary range is approximately \$158,100, and these positions are primarily budgeted in the General Fund. With an effective date of November 19, 2017, the estimated cost increase in 2017-2018 is approximately \$97,300. The increased costs will be absorbed by the department in 2017-2018, with the ongoing costs factored into the development of the 2018-2019 budget process.

There is one (1) budgeted position in the General Fund that would be subject to the recommended salary range increases to the Chief of Police U (2227) classification. The estimated cost of providing a 4.0% ongoing, non-pensionable retention pay to this classification is approximately \$10,900 annually. With an effective date of November 19, 2017, the estimated cost increase in 2017-2018 is approximately \$6,700 for 2017-2018. The increased costs will be absorbed by the department in 2017-2018, with the ongoing costs factored into the development of the 2018-2019 budget process.

CEQA

Not a Project, File No. PP10-068(b), Municipal Code, Title 3.



Jennifer Schembri
Director of Employee Relations

For questions please contact Jennifer Schembri, Director of Employee Relations, at (408) 535-8154.