



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri

SUBJECT: SEE BELOW

DATE: February 9, 2021

Approved 

Date
2/11/2021

SUBJECT: AMENDMENTS TO PAY PLAN AND TERMS OF A SIDE LETTER AGREEMENT BETWEEN THE CITY OF SAN JOSE AND THE MUNICIPAL EMPLOYEES' FEDERATION, AFSCME, LOCAL 101 (MEF)

RECOMMENDATION

Adopt a resolution to:

- a) Amend the Pay Plan to retitle the classification of Survey Field Supervisor (3782) to Survey Party Chief (3782) effective March 7, 2021;
- b) Approve the terms of a side letter agreement between the City and MEF to provide employees in the Instrument Person (3781) classification with an approximate 5.11% base pay increase and provide employees in the Survey Party Chief (Formerly Titled "Survey Field Supervisor") classification with an approximate 8.46% base pay increase effective March 7, 2021;
- c) Amend the Pay Plan to increase the annual salary range of the classification of Instrument Person (3781) to \$71,972.60 - \$87,407.79
- d) Amend the Pay Plan to increase the annual salary range of the classification of Survey Party Chief (3782) to \$85,027.43 - \$103,368.45

OUTCOME

Adoption of the resolution will approve Side Letter Agreements between the City and MEF to allow for a special pensionable base pay increase for the Surveyor classification series as provided in the table below:

Subject: Amendments to Pay Plan and Terms of a Side Letter Agreement Between the City of San José and the Municipal Employees' Federation, AFSCME, Local 101 (MEF)

Classification	Pensionable Increase
Instrument Person (MEF)	5.11%
Survey Party Chief (MEF)	8.46%

Further, the City of San Jose Pay Plan will be amended to change the salary ranges for the classifications noted above to reflect these changes.

BACKGROUND

Employees in the MEF Surveyor series classifications are responsible for beginning and journey-level sub-professional surveyor duties including conducting surveys in the field, interpreting maps, plans and real property descriptions, producing computer generated maps, and calculations determining distances and elevations. The Survey Party Chief classification supervises surveying personnel and performs surveying work of considerable difficulty. This classification also provides direction to field survey crews to locate property lines, gathers data for topographic surveys, and stake constructions projects.

The purpose of the Side Letter Agreements (Agreements) is to address concerns related to the recruitment and retention of classifications in the Surveyor class series. As of January 2021, the vacancy rate for the Instrument Person was approximately 25% and the vacancy rate in the Survey Party Chief classification was approximately 50%. Retention of staff in these classifications is critical to the operations of Public Works.

Changing the classification title from Survey Field Supervisor to Survey Party Chief will be more consistent with the market. The new title will provide clarity to candidates on the type of work and level of experience the Department is looking for.

ANALYSIS

The following is a summary of the key provisions contained in the Side Letter Agreements:

Base Pay Increase Effective the first pay period after the agreements have been signed by all parties and has been approved by the City Council, employees in the classifications listed above shall receive a special pensionable base pay increase in the amounts specified above. This will result in the top and bottom of the range of employees in the Instrument Person, Survey Party Chief classifications being increased by these amounts.

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It is anticipated that the salary increases will improve the candidate pool for these positions and help keep incumbents in these critical positions.

As stated above, the classification title change to Survey Party Chief will provide clarity on the position to applicants and be consistent with the market.

EVALUATION AND FOLLOW-UP

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

CLIMATE SMART SAN JOSE

The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

PUBLIC OUTREACH

This memorandum will be posted on the City's website in advance of the February 23, 2021, City Council meeting.

COORDINATION

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

COMMISSION RECOMMENDATION/INPUT

If the changes are approved to the wages of the above classifications, the City's pay plan will be adjusted to accurately reflect the changes. The Civil Service Commission will be made aware of the changes made through this action.

COST IMPLICATIONS

The cost implications pertaining to approximate base pay increases for the MEF Surveyor series is approximately \$36,383 in 2020-2021 and approximately \$109,260 annually. There are no impacts to the General Fund as the impacted classifications are funded in the 2020-2021 Adopted Budget by Special and Capital Funds. It is anticipated that the increased costs in 2020-2021 will be absorbed within existing appropriations and the ongoing increased costs will be factored into

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the development of the Source and Use Statement of Funds for the Special Funds in the 2021-2022 Proposed Operating Budget and the Capital Funds in the 2022-2026 Proposed Capital Improvement Plan.

CEQA

Not a Project, File No. PP17 003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.



Jennifer Schembri

Director of Employee Relations

Director of Human Resources

For questions please contact Jennifer Schembri, Director of Employee Relations and Director of Human Resources, at (408) 535-8150.

Attachment

SIDE LETTER AGREEMENT

BETWEEN

THE CITY OF SAN JOSE

AND

THE MUNICIPAL EMPLOYEES' FEDERATION, AFSCME, LOCAL 101 (MEF)

BASE PAY INCREASE INSTRUMENT PERSON SURVEY PARTY CHIEF (F.K.A. SURVEY FIELD SUPERVISOR)

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

Classification	Pensionable Increase
Instrument Person (3781)	5.11%
Survey Party Chief (3782) (Formerly Titled "Survey Field Supervisor")	8.46%

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

For Union:
MEF



2/11/2021

Date

Jennifer Schembri
Director of Employee Relations
Director of Human Resources



02-11-2021

Date

Steven Solorio
President, MEF



John Tucker

Date

Union Representative, AFSCME, Local 101