



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer Schembri

**SUBJECT:** SEE BELOW

**DATE:** January 29, 2021

Approved 

Date  
01/29/21

**SUBJECT: AMENDMENTS TO PAY PLAN AND TERMS OF A SIDE LETTER AGREEMENT BETWEEN THE CITY OF SAN JOSE AND THE CITY ASSOCIATION OF MANAGEMENT PERSONNEL, IFPTE, LOCAL 21 (CAMP)**

## RECOMMENDATION

Adopt a resolution to:

- a) Approve the terms of a side letter agreement between the City and CAMP to provide employees in the Chief of Surveys (3783) classification with an approximate 20.20% base pay increase and provide employees in the Land Surveyor (3875) classification with an approximate 0.77% base pay increase effective February 21, 2021;
- b) Amend the Pay Plan to increase the annual salary range of the classification of Chief of Surveys (3783) to \$102,381.55 - \$124,757.98;
- c) Amend the Pay Plan to increase the annual salary range of the classification of Land Surveyor (3875) to \$116,622.33 – \$142,047.00.

## OUTCOME

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

Classification	Pensionable Increase
Chief of Surveys (CAMP)	20.20%
Land Surveyor (CAMP)	0.77%

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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**

The Chief of Surveys classification supervises surveying personnel and performs surveying work of considerable difficulty. This classification also provides direction to field survey crews to locate property lines, gather data for topographic surveys, and stake constructions projects. Employees in the Land Surveyor classification performs work and manages a major section in Planning such as advanced planning, zoning, general planning, area planning, or urban design. The Land Surveyor classification requires incumbents to be Licensed Land Surveyors.

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. There are retirements that are anticipated in the Chief of Surveys and Land Surveyor classifications. Public Works has had to run multiple recruitments to fill individual vacancies due to the quality of the candidate pool. Retention of staff in these classifications is critical to the operations of Public Works.

## **ANALYSIS**

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

**Base Pay Increase** Effective the first pay period after the agreement has 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 Chief of Surveys and Land Surveyor classifications being increased by these amounts.

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

## **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.

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### **PUBLIC OUTREACH/INTEREST**

This memorandum will be posted on the City's website in advance of the February 9 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 two Surveyor classifications is approximately \$29,765 in 2020-2021, approximately \$71,895 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 the existing appropriations or capital projects, and the ongoing increased costs will be factored into 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. PP10-068(b), Municipal Code or Policy change, Title 3 (Personnel).



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 CITY ASSOCIATION OF MANAGEMENT PERSONNEL, IFPTE, LOCAL 21 (CAMP)

**BASE PAY INCREASE  
CHIEF OF SURVEYS  
LAND SURVEYOR**

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
Chief of Surveys (3783)	20.20%
Land Surveyor (3875)	0.77%

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:  
CAMP



1/29/2021



1/25/2021

Jennifer Schembri  
Director of Employee Relations  
Director of Human Resources

Date

Matt Mason  
Business Representative, IFPTE, Local 21

Date