

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE APPROVING THE TERMS OF AGREEMENT BETWEEN THE CITY OF SAN JOSE AND MUNICIPAL EMPLOYEES' FEDERATION, AFSCME, LOCAL 101 (MEF) RELATING TO PAY INCREASES AND AMENDING THE PAY PLAN**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN JOSE:

1. That 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 are hereby approved, effective March 7, 2021;
2. That the City of San Jose Pay Plan is amended to retitle the classification of Survey Field Supervisor (3782) to Survey Party Chief (3782);
3. That the City of San Jose Pay Plan is amended to increase the annual salary range of the classification of Instrument Person (3781) to \$71,972.60 - \$87,407.79; and
4. That the City of San Jose Pay Plan is amended increase the annual salary range of the classification of Survey Party Chief (3782) to \$85,027.43 - \$103,368.45.
5. The terms of the agreement are set forth in the Side Letter Agreement in the Memorandum to the Mayor and City Council dated February 9, 2021 from Jennifer Schembri, Director of Employee Relations and Director of Human Resources, and attached hereto as Attachment A and incorporated in this Resolution.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

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SAM LICCARDO  
Mayor

ATTEST:

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TONI J. TABER, CMC  
City Clerk

NVF:SSH  
2/9/21

## ATTACHMENT A

T-18187/1789178.doc  
Council Agenda: 2-23-21  
Item No.: 2.8

**DRAFT--Contact the Office of the City Clerk at (408) 535-1260 or [CityClerk@sanjoseca.gov](mailto:CityClerk@sanjoseca.gov) for final document.**



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer Schembri

**SUBJECT:** SEE BELOW

**DATE:** February 9, 2021

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Approved

Date

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**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:

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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.

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

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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/INTEREST**

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 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.

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THE CITY OF SAN JOSE AND THE MUNICIPAL EMPLOYEES' FEDERATION, AFSCME,  
LOCAL 101 (MEF)**

**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