



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri

SUBJECT: SEE BELOW

DATE: March 18, 2021

Approved

Date

3/18/2021

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) Approve the terms of a side letter agreement between the City and MEF to provide employees in the Crime and Intelligence Analyst classification (1187) and Senior Crime and Intelligence Analyst classification (1186) with an approximate 10.00% base pay increase and provide employees in the Crime and Intelligence Data Administrator classification (1198) with an approximate 3.00% base pay increase effective April 4, 2021;
- b) Amend the Pay Plan to increase the annual salary range of the classification of Crime and Intelligence Analyst (1187) to \$67,891.20 - \$82,555.20, effective April 4, 2021;
- c) Amend the Pay Plan to increase the annual salary range of the classification of Senior Crime and Intelligence Analyst (1186) to \$79,809.60 - \$96,928.00, effective April 4, 2021;
- d) Amend the Pay Plan to increase the annual salary range of the classification of Crime and Intelligence Data Administrator (1198) to \$87,027.20 - \$106,017.60, effective April 4, 2021.

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)

OUTCOME

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

| Classification | Pensionable Increase |
|---|-----------------------------|
| Crime and Intelligence Analyst (MEF) | 10.00% |
| Senior Crime and Intelligence Analyst (MEF) | 10.00% |
| Crime and Intelligence Data Administrator (MEF) | 3.00% |

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 Crime and Intelligence Analyst series classifications are responsible for providing investigative, tactical, strategic, operational, and administrative analyses to all levels of the San José Police Department. The analyses are used for crime prevention and criminal apprehension. The Crime and Intelligence Data Administrator is the advanced journey-level classification in the Crime and Intelligence Analyst series, responsible for performing analytical assignments in support of management, and for supervising the work of professional staff.

The purpose of the Side Letter Agreement (Agreement) is to address concerns related to the recruitment and retention of classifications in the Crime and Intelligence Analyst class series. As of January 2021, five of fourteen Crime and Intelligence Analyst positions were vacant. The Crime and Intelligence Analyst and Senior Crime and Intelligence Analyst classifications were determined to be below market as of January 2021. Retention of staff in these classifications is critical to the operations of the San José Police Department.

Providing employees in the Crime and Intelligence Data Administrator classification with an approximate 3.00% base pay increase will address concerns regarding the compaction between the Senior Crime and Intelligence Analyst classification and the Crime and Intelligence Data Administrator classification.

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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 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 Crime and Intelligence Analyst, Senior Crime and Intelligence Analyst, and Crime and Intelligence Data Administrator 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.

PUBLIC OUTREACH

This memorandum will be posted on the City's website in advance of the March 30, 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.

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COST IMPLICATIONS

The cost implications pertaining to approximate base pay increases for the MEF Crime and Intelligence Analyst series is approximately \$35,000 in 2020-2021 in the General Fund and will be absorbed, to the extent possible, within the department's existing budget. The annual cost is approximately \$210,000 in the General Fund and will be included in the development of the 2021-2022 Base Budget.

CEQA

Not a Project, File No. PP17 008, General Procedure and Policy Making resulting in no changes to the physical 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 CRIME AND INTELLIGENCE ANALYST, SENIOR CRIME AND INTELLIGENCE ANALYST, & CRIME AND INTELLIGENCE DATA ADMINISTRATOR

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 |
|---|----------------------|
| Crime and Intelligence Analyst | 10.00% |
| Senior Crime and Intelligence Analyst | 10.00% |
| Crime and Intelligence Data Administrator | 3.00% |

This will result in the top and bottom of the range of employees in the Crime and Intelligence Analyst and Senior Crime and Intelligence Analyst classifications represented by MEF being increased by the approximate percentages noted above. Should recruitment and retention issues continue to occur after multiple recruitments with this new pay increase, the City and the union shall meet to discuss.

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



3/10/2021

Jennifer Schembri
Director of Employee Relations
Director of Human Resources

Date

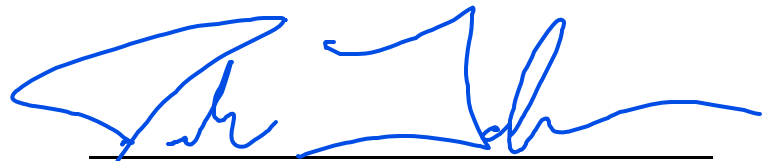


03/02/2021

Steven Solorio
President, MEF

Date

MEF Side Letter –Base Pay Increase (Crime and Intelligence Analyst, Senior Crime and Intelligence Analyst, &
Crime and Intelligence Data Administrator)
February 24, 2021
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John Tucker
AFSCME Local 101
Business Agent

Date

3/1/21