

CITY OF YUBA CITY
STAFF REPORT

Date: November 1, 2022
To: Honorable Mayor & Members of the City Council;
From: Human Resources Department
Presentation By: Natalie Springer, Human Resources Director

Summary

Subject: Salary Schedule Changes

Recommendation: A. Adopt a Resolution approving changes to the City's salary schedule for part-time, extra-help, limited term, and at-will contract employees effective November 5, 2022, and grouping Elected Officials separately from employees (there are no monetary changes for Elected Officials)
B. Adopt a Resolution approving City's salary schedule for part-time, extra-help, limited term and at-will contract employees to comply with the new California wage requirements effective January 1, 2023

Fiscal Impact: For the salary schedules effective November 5, 2022, it is difficult to approximate a dollar amount for the City due to inconsistent staffing and hours worked in these positions.

For the salary schedules effective January 1, 2023, the hourly rate increase is \$0.50 per hour per classification affected.

Purpose:

To update the hourly rate for intern worker, Public Works Maintenance Worker (temporary), Water/Wastewater Operator-in-Training, Reserve Police Officer series, Relief Public Safety Dispatcher, Police Officer Trainee, Veterinary Assistant, Fire Recruit series, delete the Plan Checker-Permit Tech classification, and add Parks Maintenance Worker (temporary).

To comply with California minimum wage requirements effective January 1, 2023.

Council's Strategic Goal:

Fiscally responsible.

Background:

The bargaining unit wage re-openers and negotiations concluded for fiscal year 2021-2022. After the wage increases for permanent employees were approved, the salary schedule for part-time, extra-help, limited term, and at-will contract employees was reviewed. After analysis, staff determined that changes are needed in order to ensure synchronicity and alignment within the salary schedule.

The California minimum wage increase is effective January 1, 2023 and increases from \$15.00 to \$15.50 per hour and therefore, to be in compliance with State law, an increase to some classifications in the salary schedule for the part-time, extra-help, limited term, and at-will contract employees.

Publicly available pay schedules are required by CalPERS and are a critical component to verify all members' pay rates when calculating retirement benefits. Maintaining a compliant publicly available pay schedule will support transparency and expedite the CalPERS review process.

Historically, the Elected Officials salary schedule has been merged with the part-time, extra-help, limited term, and at-will contract employees. This blending of Elected Officials with part-time employees is confusing due to the employment relationship of the part-time employees.

Analysis:

The following salary schedule changes are recommended, effective November 5, 2022:

1. Intern Worker's hourly rates to align with the Administrative Clerk I's hourly rates, add salary steps (no longer a salary range)
2. Add Parks Maintenance Worker (Temp)'s hourly rates to align with the Parks Maintenance Worker's (full time) hourly rates
3. Public Works Maintenance Worker (Temp)'s hourly rates to align with the Public Works Maintenance Worker's (full time) hourly rates
4. Water/Wastewater Operator-in-Training's hourly rates to align with the Utilities Maintenance Worker's hourly rates
5. Reserve Police Officer (Level I), Reserve Police Officer (Level Ia), Reserve Police Officer (Level II)'s hourly rates increase by 8%
6. Relief Public Safety Dispatcher's hourly rate to align with the Public Safety Dispatcher II, step 1
7. Police Officer Trainee's hourly rate to increase from minimum wage by 8%
8. Veterinary Assistant's hourly rates to align with the Kennel Attendant I's hourly rates
9. Fire Recruit series's hourly rates to align with Fire Recruit (full time) series hourly rates
10. Remove Plan Checker-Permit Tech classification

There are no monetary changes to the Elected Officials. As part of the salary schedule changes, Elected Officials will be grouped separately in their own section in the salary schedule as it was confusing for the elected officials to be part of classifications that are employed by the City.

For the January 1, 2023 minimum wage increase, the following job classification will be affected:

1. Recreation Worker-subclassifications
 - a. Recreation Leader I
 - b. Recreation Leader II
 - c. Recreation Leader III
 - d. Recreation Specialist I
 - e. Lifeguard/Instructor I
 - f. Lifeguard/Instructor II

Fiscal Impact:

For the salary schedules effective November 5, 2022, it is difficult to approximate a dollar amount for the City due to inconsistent staffing and hours worked in these positions. The aggregate average increase of the top step for all positions on the schedule, whether increasing or not, compared to the previous salary schedule is 12.7%.

For the salary schedules effective January 1, 2023, the hourly rate increase is \$0.50 per hour per classification affected.

Alternatives:

1. Do not approve changes to the salary schedule for part-time, extra-help, limited term and at-will contract employees and provide staff direction.

Recommendations:

1. Adopt a Resolution approving changes to the City's salary schedule for part-time, extra-help, limited term, and at-will contract employees effective November 5, 2022, and grouping Elected Officials separately from employees (there are no monetary changes for Elected Officials).
2. Adopt a Resolution approving City's salary schedule for part-time, extra-help, limited term and at-will contract employees to comply with the new California wage requirements effective January 1, 2023.

Attachments:

1. Resolution effective November 1, 2022
2. Part-Time, Extra-Help, Limited Term and At-will Contract Employees Effective November 5, 2022
3. Elected Official's Salary Schedule Effective November 5, 2022
4. Resolution effective January 1, 2023
5. Part-Time, Extra-Help, Limited Term and At-will Contract Employees Effective January 1, 2023

Prepared By:

Natalie Springer
Human Resources Director

Submitted By:

Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING CHANGES TO THE CITY'S SALARY SCHEDULE FOR ELECTED
OFFICIALS, PART-TIME, EXTRA-HELP, LIMITED TERM AND AT-WILL CONTRACT
EMPLOYEES EFFECTIVE NOVEMBER 5, 2022.**

WHEREAS, the City has concluded negotiations for fiscal year 2021-2022; and

WHEREAS, the City complies with CalPERS salary schedule requirements, which require the City to have a publicly-available pay schedule describing the City's approved compensation ranges;

WHEREAS, in light of recently approved compensation changes, the salary schedule requires revision;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

SECTION I: Salary Increases

Intern Worker

FROM:

	1	2	3	4	5
JCN 0110	\$15.00	-	-	-	\$17.00

TO:

	1	2	3	4	5
JCN 0110	\$18.68	\$19.61	\$20.59	\$21.62	\$22.70

Public Works Maintenance Worker (Temp)

FROM:

	1	2	3	4	5
JCN 4000	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00

TO:

	1	2	3	4	5
JCN 4000	\$22.23	\$23.35	\$24.51	\$25.74	\$27.02

Water/ Wastewater Operator-in-Training

FROM:

	1	2	3	4	5
JCN 4125	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00

TO:

	1	2	3	4	5
JCN 4125	\$22.23	\$23.35	\$24.51	\$25.74	\$27.02

Reserve Police Officer (Level I)

FROM:

	1	2	3	4	5
JCN 2030	\$19.28	-	-	-	-

TO:

	1	2	3	4	5
JCN 2030	\$20.83	-	-	-	-

Reserve Police Officer (Level Ia)

FROM:

	1	2	3	4	5
JCN 2030	\$29.67	-	-	-	-

TO:

	1	2	3	4	5
JCN 2030	\$32.05	-	-	-	-

Reserve Police Officer (Level II)

FROM:

	1	2	3	4	5
JCN 2020	\$15.43	-	-	-	-

TO:

	1	2	3	4	5
JCN 2020	\$16.67	-	-	-	-

Relief Public Safety Dispatcher

FROM:

	1	2	3	4	5
JCN 2010	\$15.00	-	-	-	-

TO:

	1	2	3	4	5
JCN 2010	\$27.98	-	-	-	-

Police Officer Trainee

FROM:

	1	2	3	4	5
JCN 300	\$15.00	-	-	-	-

TO:

	1	2	3	4	5
JCN 300	\$16.20	-	-	-	-

Veterinary Assistant

FROM:

	1	2	3	4	5
JCN 4116	\$15.00	\$15.75	\$16.54	\$17.37	\$18.23

TO:

	1	2	3	4	5
JCN 4116	\$20.60	\$21.62	\$22.70	\$23.84	\$25.03

Fire Recruit

FROM:

	1	2	3	4	5
JCN 3410	\$16.60	-	-	-	-

TO:

	1	2	3	4	5
JCN 3410	\$20.40	-	-	-	-

Fire Recruit – 40 Hour Work Week

FROM:

	1	2	3	4	5
JCN 3310	23.24	-	-	-	-

TO:

	1	2	3	4	5
JCN 3310	\$28.56	-	-	-	-

SECTION II: Schedule Deletions

Remove Plan Checker-Permit Tech

SECTION III: Schedule Additions

Add Park Maintenance Worker (Temp)

	1	2	3	4	5
JCN 4002	\$22.23	\$23.35	\$24.51	\$25.74	\$27.02

SECTION IV: Effective Date and Schedule Groupings

Salary schedule changes for part-time, extra-help, limited term and at-will contract employees is effective November 5, 2022. To minimize confusion, the salary schedule will separate the Elected Officials category from the part-time, extra-help, limited term and at-will contract employees is effective November 5, 2022.

The Human Resources Director is hereby authorized to modify the publicly available compensation schedule.

The Director of Finance is hereby authorized to make the necessary salary schedule modifications, transfers, and appropriations to implement the provisions of this Resolution.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 1st day of November 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

Approved as to form:

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT 2

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE NOVEMBER 5, 2022**

Part-Time, Extra Help, Limited Term, and At-Will Contract Employees

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS				
			1	2	3	4	5
0110*	Intern Worker		18.68	19.61	20.59	21.62	22.70
4002	Park Maintenance Worker (Temp)		22.23	23.35	24.51	25.74	27.02
4000	Public Works Maintenance Worker (Temp)		22.23	23.35	24.51	25.74	27.02
4125	Water/Wastewater Operator-in-Training		22.23	23.35	24.51	25.74	27.02
2030*	Reserve Police Officer (Level I) - see notes 1 & 2		20.83	-	-	-	-
	Reserve Police Officer (Level Ia) - see notes 1,2&3		32.05	-	-	-	-
2020*	Reserve Police Officer (Level II) - see notes 1 & 2		16.67	-	-	-	-
2010*	Relief Public Safety Dispatcher		27.98	-	-	-	-
300	Police Officer Trainee		16.20	-	-	-	-
0200*	Recreation Worker		15.00		TO		50.00
	(Sub Classifications)						
*	Recreation Leader I		15.00	15.43	16.20		
*	Recreation Leader II		16.20	17.01	17.86		
*	Recreation Leader III		17.86	18.75	19.69		
*	Recreation Specialist I		15.00		TO		25.00
*	Recreation Specialist II		25.00		TO		50.00
*	Lifeguard/Instructor I		16.20	17.01	17.86	18.75	19.69
*	Lifeguard/Instructor II		19.69	20.67	21.70	22.79	23.93
4116	Veterinary Assistant		20.60	21.62	22.70	23.84	25.03
3410**	Fire Recruit		20.40	-	-	-	-
3310	Fire Recruit - 40 hour work week		28.56	-	-	-	-

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE NOVEMBER 5, 2022**

Part-Time, Extra Help, Limited Term, and At-Will Contract Employees

- 1/ Reserves must serve a minimum of 16 hours per month reserve service.
purchase
hats, and badge only are purchased.
 - 3/ The Reserve Police Officer would only receive the higher pay after he/she has completed the Field Training Program, has already worked his/her mandatory sixteen hours per month, and is covering a shift or partial shift for a regular full-time Officer.
 - * Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).
 - ** Indicates classifications whose hourly rates are computed on the basis of an average 56 hour duty week.
- Effective date for minimum wage increases are based on the work date, not the pay date.

EMPLOYEE BARGAINING GROUPS

- | | |
|-----------------------------------|-----------------------------------|
| CON - Confidential | FLM - 1st Level Manager |
| PUE, Local #1 - General Employees | PD - Police Department |
| DH - Department Head | FIRE - Fire Department |
| MM - Middle Manager | PSMM - Police Sworn Mid Manager |
| FM - Fire Management | PFLM - Police First Level Manager |

ATTACHMENT 3

**CITY OF YUBA CITY
 SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
 EFFECTIVE NOVEMBER 5, 2022**

Elected Officials

JCN	CLASSIFICATION	Bargaining		SALARY STEPS				
		Group	1	2	3	4	5	
0011	City Council							7,200 Yearly 600.00 Monthly
0800	City Treasurer							900 Yearly 75.00 Monthly
0890	City Clerk							900 Yearly 75.00 Monthly

ATTACHMENT 4

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE ADJUSTMENT OF THE SALARY SCHEDULE TO REFLECT
THE NEW CALIFORNIA MINIMUM WAGE REQUIREMENT OF \$15.50 PER HOUR**

WHEREAS, it is the City's responsibility to provide fair wages;

WHEREAS, the City complies with all mandatory Federal and State wage requirements;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

Approve the adjustment to the City's salary schedule and implement the new California minimum wage requirement of \$15.50 hourly effective January 1, 2023.

The Director of Finance is hereby authorized to modify the publicly available compensation schedule and to make the necessary budget adjustments to implement the provisions of this resolution.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 1st day of November 2022.

AYES:

NOES:

ABSENT:

ATTEST:

Dave Shaw, Mayor

Ciara Wakefield, Deputy City Clerk

Approved as to form:

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT 5

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE January 1, 2023**

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2010*	Relief Public Safety Dispatcher		23.77	-	-	-	-
300	Police Officer Trainee		16.20	-	-	-	-
0200*	Recreation Worker		15.50		TO		50.00
	(Sub Classifications)						
*	Recreation Leader I		15.50	15.95	16.75		
*	Recreation Leader II		16.75	17.59	18.47		
*	Recreation Leader III		18.47	19.39	20.36		
*	Recreation Specialist I		15.50		TO		25.00
*	Recreation Specialist II		25.00		TO		50.00
*	Lifeguard/Instructor I		16.75	17.59	18.47	19.39	20.36
*	Lifeguard/Instructor II		20.36	21.38	22.45	23.57	24.75
4116	Veterinary Assistant		20.60	21.62	22.70	23.84	25.03
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EFFECTIVE January 1, 2023**

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