CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Leticia Livian, Human Resources Manager
MEETING DATE:	January 11, 2017
SUBJECT:	Ordinance amending the classification schedule to reflect minimum wage requirements and related effected positions
CEQA:	Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378.

RECOMMENDATION

Introduce and hold first reading of an ordinance to amend the classification salary schedule to reflect state minimum wage requirements and to provide compensation consistency within affected job families. Direct that publication of the ordinance will be satisfied by publication of a summary, approved by the City Attorney.

DISCUSSION

The City's salary schedule identifies the job classifications that have been approved by Council (e.g., Administrative Technician) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. Pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the salary schedule must be adopted by the Council. Such amendments have frequently been made by ordinance.

SB3 amends California Labor Code Section 11.82.12 to increase the State's minimum wage to $15 per hour by January 1, 2023. For 2017, the State's minimum wage requirements have increased from $10.00 per hour to $10.50 per hour. The salary ranges for at least the lowest steps in the following three classifications need to be adjusted, to meet the State's minimum wage requirements:

- Crossing Guard
- Lighthouse Docent Coordinator
- Recreation Assistant I

There were several different approaches the City could take. Each employee at a current step below $10.50 could have been increased to the next higher step that pays $10.50/hour. That option could be implemented short term, but does not address the longer term, as the City would not be able to hire anyone in the lower step. A second approach is to increase the range of the entire classification, which preserves the City's ability to hire personnel in the future at the lowest step, while complying with the new minimum wage law. Doing so does not have any

significant consequences to our internal consistencies. Only those persons below $10.50 per hour will have immediate adjustments to their compensation; others will continue receiving approximately the same compensation, but at a lower step.

The current hourly salary step range for the identified positions are listed below.

Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Crossing Guard Lighthouse Docent Coordinator Recreation Assistant	10.00	10.50	11.03	11.58	12.16			

The proposed new hourly salary step range for the identified positions are listed below:

Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Crossing Guard Lighthouse Docent Coordinator Recreation Assistant	10.50	11.03	11.58	12.16	12.76			

Additionally, to avoid salary compaction issues within the effected classification job family, Recreation Assistant I, II and Recreation Coordinator, it also recommended that Recreation Assistant II and the Recreation Coordinator position salary ranges be adjusted accordingly. Salary compaction is the situation that occurs when there is only a small difference in pay between classifications regardless of their skills, experience and responsibilities levels.

Current hourly salary step range for positions identified for compaction issues.

Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Recreation Assistant II	10.80	11.34	11.91	12.51	13.14			
Recreation Coordinator	12.17	12.78	13.42	14.09	14.79			

Proposed new hourly salary step range for positions identified for compaction issues.

Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Recreation Assistant II	11.34	11.91	12.51	13.14	13.78			
Recreation Coordinator	12.78	13.42	14.09	14.79	15.53			

This approach maintains the current 5% differential between each step and follows the current separation formulas between Recreation Assistant I, II and Recreation Coordinator of 8% and 12.695% respectively.

OPTIONS
1. Do nothing
2. Provide alternative direction.

FISCAL IMPACT
The minimal changes to the hourly wages of Crossing Guard, Lighthouse Docent Coordinator, Recreation Assistant, Recreation Assistant II, and Recreation Coordinator do not result in a significant impact to the City and can be accommodated within existing programmatic budgets.

ATTACHMENTS
1. Ordinance amending the City of Pacific Grove's salary schedule.

RESPECTFULLY SUBMITTED:

Leticia Livian
Human Resources Manager

REVIEWED BY:

Ben Harvey
City Manager

City of Pacific Grove
Salary Schedule - Hourly Rate

City of Pacific Grove
Salary Schedule - Hourly Rate
Ordinance No. 17-XXX

Code	Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
124-001	Accountant	27.89	29.28	30.74	32.28	33.89	34.74	35.68	36.59
219-000	Accountant, Chief	38.05	39.95	41.95	44.05	46.25	47.99	49.79	
218-003	Accountant, Senior	34.86	36.61	38.43	40.36	42.38	43.97	45.61	
120-001	Accounting Assistant	21.83	22.92	24.06	25.27	26.53	27.20	27.87	28.57
125-01	Accounting Assistant, Senior	23.35	24.52	25.75	27.04	28.39	29.10	29.82	30.57
170-000	Administrative Technician	21.26	22.32	23.43	24.61	25.83	26.48	27.14	27.83
505-001	Animal Control Officer	23.65	24.83	26.08	27.38	28.75	29.83	30.95	
168-004	Arborist	31.02	32.57	34.20	35.91	37.70	38.65	39.61	40.60
216-002	Assistant Finance Manager	34.77	36.50	38.33	40.24	42.25	43.84	45.48	
243-001	City Clerk	33.48	35.15	36.91	38.76	40.70	41.71	42.76	
002-000	City Council Member	420	per month						
301-001	City Manager	76.92							
164-002	Code Compliance Officer	25.57	26.84	28.19	29.60	31.08	31.86	32.65	33.47
229-001	Comm & Econ Dev. Program Mgr	40.05	42.05	44.16	46.36	48.68	50.51	52.40	
202-000	Community & Econ Dev. Dir	56.27	57.68	59.12	60.59	62.11	63.66	65.26	
40-000	**Crossing Guard**	**10.50**	**11.03**	**11.58**	**12.16**	**12.76**			
115-000	Custodian	12.88	13.52	14.20	14.91	15.66			
204-001	Deputy City Clerk	29.30	30.77	32.31	33.92	35.62	36.95	38.34	
305-001	Deputy City Manager	60.93	63.98	67.17	70.53	74.05	77.76	81.65	
102-000	Engineering Technician	33.50	34.34	35.20	36.08	36.98	37.90	38.85	39.82
156-001	Equipment Mechanic	28.21	29.63	31.11	32.66	34.29	35.15	36.03	36.93
157-000	Equipment Mechanic, Senior	30.18	31.70	33.28	34.94	36.69	37.61	38.55	39.52
256-000	Finance Director	56.27	57.68	59.12	60.59	62.11	63.66	65.26	
208-001	Financial Analyst	30.18	31.70	33.28	34.94	36.69	38.07	39.50	
169-002	Housing Prog Coord/ Code Comp	33.48	35.15	36.91	38.76	40.70	41.71	42.76	43.67
71-001	Housing Rehab Inspector	22.68	23.81	25.00	26.25	27.56			
210-001	Human Resources Manager	33.48	35.15	36.91	38.76	40.70	41.71	42.76	43.82
64-000	Intern	13.81	14.50	15.23	15.99	16.79			
208-002	Librarian	30.18	31.70	33.28	34.94	36.69	38.07	39.50	
213-000	Library & Info Services Dir	43.80	45.99	48.29	50.71	53.24	55.90	58.00	

122-001	Library Assistant	22.30	23.42	24.59	25.82	27.11	27.78	28.48	29.19
144-002	Library Assistant, Senior	23.91	25.10	26.35	27.68	29.06	29.79	30.53	31.29
199-000	Library Clerk	17.50	18.38	19.30	20.27	21.28			
219-000	Library Director	38.05	39.95	41.95	44.05	46.25	47.99	49.79	
123-000	Library Technician	22.30	23.42	24.59	25.82	27.11	27.78	28.48	29.19
50-004	**Lighthouse Docent Coordinator**	**10.50**	**11.03**	**11.58**	**12.16**	**12.76**			
154-000	Maintenance Supervisor	25.88	27.17	28.53	29.96	31.45	32.24	33.05	33.88
20-000	Maintenance Assistant	11.68	12.26	12.87	13.51	14.19			
153-000	Maintenance Tech/Safety Coord	25.88	27.17	28.53	29.96	31.45	32.24	33.05	33.88
132-000	Maintenance Worker	22.47	23.59	24.77	26.01	27.31	27.99	28.69	29.41
146-001	Maintenance Worker, Senior	24.12	25.32	26.58	27.92	29.31	30.05	30.80	31.56
208-003	Management Analyst	30.18	31.70	33.28	34.94	36.69	38.07	39.50	
001-000	Mayor	700	per month						
104-001	Office Assistant	19.14	20.10	21.10	22.16	23.27	23.85	24.44	25.06
506-001	Parking Enforcement Officer	23.31	24.48	25.71	26.99	28.34	29.41	30.51	
165-001	Planner, Assistant	27.92	29.31	30.78	32.32	33.93	34.78	35.65	36.54
168-002	Planner, Associate	31.02	32.57	34.20	35.91	37.70	38.65	39.61	40.60
169-001	Planner, Senior	33.48	35.15	36.91	38.76	40.70	41.71	42.76	43.82
201-000	Police Adm Services Mgr	52.25	53.56	54.89	56.27	57.68	59.12	60.59	
602-001	Police Chief	65.86	69.15	72.60	76.23	80.04	84.04	86.14	88.29
601-001	Police Commander	54.90	56.27	57.68	59.12	60.60	62.11	63.67	
520-001	Police Corporal	43.25	45.42	47.69	50.07	52.58	54.55	56.59	
516-001	Police Officer	41.20	43.25	45.42	47.69	50.07	51.95	53.90	
516-002	Police Officer Annuitant	37.77							
513-000	Police Officer Recruit	24.23	25.44	26.71	28.04	29.44	30.54	31.68	
514-002	Police Records Supervisor	27.36	28.73	30.16	31.67	33.26	34.51	35.80	
65-001	Police Reserve Officer III	10.67	11.20	11.77	12.36	12.98			
62-000	Police Reserve Officer II	10.90	11.45	12.02	12.62	13.24			
61-000	Police Reserve Officer I	11.74	12.32	12.94	13.58	14.27			
524-001	Police Sergeant	47.60	49.98	52.47	55.10	57.86	60.02	62.28	
508-001	Police Services Technician	24.23	25.44	26.71	28.04	29.44	30.54	31.68	
62-001	Pre School Manager	16.05	16.85	17.65	18.57	19.50			
219-001	Program Manager	38.05	39.95	41.95	44.05	46.25	47.99	49.79	
207-000	Public Works Director	51.61	52.90	54.22	55.58	56.97	58.39	59.85	61.35
220-002	Public Works Superintendent	44.88	47.13	49.48	51.96	54.55	56.60	58.73	
10-001	**Recreation Assistant I**	**10.50**	**11.03**	**11.58**	**12.16**	**12.76**			

51-001	**Recreation Assistant II**	**11.34**	**11.91**	**12.51**	**13.14**	**13.78**			
118-001	**Recreation Coordinator**	**12.78**	**13.42**	**14.09**	**14.79**	**15.53**			
217-003	Recreation Coordinator, Senior	32.00	33.60	35.28	37.04	38.90	10.50	11.03	11.5763

ORDINANCE NO. 17-____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE SALARY SCHEDULE FOR CROSSING GUARD, LIGHTHOUSE DOCENT, RECREATION ASSISTANT I, RECREATION ASSISTANT II AND RECREATION COORDINATOR

Findings

1. The State of California has increased minimum wage to $10.50 per hour effective January 1, 2017; and

2. The City has three classifications with pay rates that fall below the $10.50 per hour minimum requirement at the first step; and

3. Amending the salary schedule will meet the State requirements; and

4. Amending the salary schedule by adjusting the range preserves the City's full flexibility for future hiring decisions and observes the intent of the state requirements; and

5. Amending the salary schedule for related positions in the classification job family avoids salary compaction issues; and

6. Amendment to the salary schedule classification plan must be adopted by the City Council pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

7. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

Ordinance

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. The foregoing findings of the City Council are incorporated into this Ordinance as if set forth in full.

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to PGMC § 4.20.280 is amended for the Crossing Guard, Lighthouse Docent Coordinator, Recreation Assistant I, Recreation Assistant II and Recreation Coordinator positions, with the following salary schedule:

City of Pacific Grove
Salary Schedule - Hourly Rate
Ordinance No. 17-XXX

Code	Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
124-001	Accountant	27.89	29.28	30.74	32.28	33.89	34.74	35.68	36.59
219-000	Accountant, Chief	38.05	39.95	41.95	44.05	46.25	47.99	49.79	
218-003	Accountant, Senior	34.86	36.61	38.43	40.36	42.38	43.97	45.61	
120-001	Accounting Assistant	21.83	22.92	24.06	25.27	26.53	27.20	27.87	28.57
125-01	Accounting Assistant, Senior	23.35	24.52	25.75	27.04	28.39	29.10	29.82	30.57
170-000	Administrative Technician	21.26	22.32	23.43	24.61	25.83	26.48	27.14	27.83
505-001	Animal Control Officer	23.65	24.83	26.08	27.38	28.75	29.83	30.95	
168-004	Arborist	31.02	32.57	34.20	35.91	37.70	38.65	39.61	40.60
216-002	Assistant Finance Manager	34.77	36.50	38.33	40.24	42.25	43.84	45.48	
243-001	City Clerk	33.48	35.15	36.91	38.76	40.70	41.71	42.76	
002-000	City Council Member	420	per month						
301-001	City Manager	76.92							
164-002	Code Compliance Officer	25.57	26.84	28.19	29.60	31.08	31.86	32.65	33.47
229-001	Comm & Econ Dev. Program Mgr	40.05	42.05	44.16	46.36	48.68	50.51	52.40	
202-000	Community & Econ Dev. Dir	56.27	57.68	59.12	60.59	62.11	63.66	65.26	
40-000	**Crossing Guard**	**10.50**	**11.03**	**11.58**	**12.16**	**12.76**			
115-000	Custodian	12.88	13.52	14.20	14.91	15.66			
204-001	Deputy City Clerk	29.30	30.77	32.31	33.92	35.62	36.95	38.34	
305-001	Deputy City Manager	60.93	63.98	67.17	70.53	74.05	77.76	81.65	
102-000	Engineering Technician	33.50	34.34	35.20	36.08	36.98	37.90	38.85	39.82
156-001	Equipment Mechanic	28.21	29.63	31.11	32.66	34.29	35.15	36.03	36.93
157-000	Equipment Mechanic, Senior	30.18	31.70	33.28	34.94	36.69	37.61	38.55	39.52
256-000	Finance Director	56.27	57.68	59.12	60.59	62.11	63.66	65.26	
208-001	Financial Analyst	30.18	31.70	33.28	34.94	36.69	38.07	39.50	
169-002	Housing Prog Coord/ Code Comp	33.48	35.15	36.91	38.76	40.70	41.71	42.76	43.67
71-001	Housing Rehab Inspector	22.68	23.81	25.00	26.25	27.56			
210-001	Human Resources Manager	33.48	35.15	36.91	38.76	40.70	41.71	42.76	43.82
64-000	Intern	13.81	14.50	15.23	15.99	16.79			
208-002	Librarian	30.18	31.70	33.28	34.94	36.69	38.07	39.50	
213-000	Library & Info Services Dir	43.80	45.99	48.29	50.71	53.24	55.90	58.00	

122-001	Library Assistant	22.30	23.42	24.59	25.82	27.11	27.78	28.48	29.19
144-002	Library Assistant, Senior	23.91	25.10	26.35	27.68	29.06	29.79	30.53	31.29
199-000	Library Clerk	17.50	18.38	19.30	20.27	21.28			
219-000	Library Director	38.05	39.95	41.95	44.05	46.25	47.99	49.79	
123-000	Library Technician	22.30	23.42	24.59	25.82	27.11	27.78	28.48	29.19
50-004	**Lighthouse Docent Coordinator**	**10.50**	**11.03**	**11.58**	**12.16**	**12.76**			
154-000	Maintenance Supervisor	25.88	27.17	28.53	29.96	31.45	32.24	33.05	33.88
20-000	Maintenance Assistant	11.68	12.26	12.87	13.51	14.19			
153-000	Maintenance Tech/Safety Coord	25.88	27.17	28.53	29.96	31.45	32.24	33.05	33.88
132-000	Maintenance Worker	22.47	23.59	24.77	26.01	27.31	27.99	28.69	29.41
146-001	Maintenance Worker, Senior	24.12	25.32	26.58	27.92	29.31	30.05	30.80	31.56
208-003	Management Analyst	30.18	31.70	33.28	34.94	36.69	38.07	39.50	
001-000	Mayor	700	per month						
104-001	Office Assistant	19.14	20.10	21.10	22.16	23.27	23.85	24.44	25.06
506-001	Parking Enforcement Officer	23.31	24.48	25.71	26.99	28.34	29.41	30.51	
165-001	Planner, Assistant	27.92	29.31	30.78	32.32	33.93	34.78	35.65	36.54
168-002	Planner, Associate	31.02	32.57	34.20	35.91	37.70	38.65	39.61	40.60
169-001	Planner, Senior	33.48	35.15	36.91	38.76	40.70	41.71	42.76	43.82
201-000	Police Adm Services Mgr	52.25	53.56	54.89	56.27	57.68	59.12	60.59	
602-001	Police Chief	65.86	69.15	72.60	76.23	80.04	84.04	86.14	88.29
601-001	Police Commander	54.90	56.27	57.68	59.12	60.60	62.11	63.67	
520-001	Police Corporal	43.25	45.42	47.69	50.07	52.58	54.55	56.59	
516-001	Police Officer	41.20	43.25	45.42	47.69	50.07	51.95	53.90	
516-002	Police Officer Annuitant	37.77							
513-000	Police Officer Recruit	24.23	25.44	26.71	28.04	29.44	30.54	31.68	
514-002	Police Records Supervisor	27.36	28.73	30.16	31.67	33.26	34.51	35.80	
65-001	Police Reserve Officer III	10.67	11.20	11.77	12.36	12.98			
62-000	Police Reserve Officer II	10.90	11.45	12.02	12.62	13.24			
61-000	Police Reserve Officer I	11.74	12.32	12.94	13.58	14.27			
524-001	Police Sergeant	47.60	49.98	52.47	55.10	57.86	60.02	62.28	
508-001	Police Services Technician	24.23	25.44	26.71	28.04	29.44	30.54	31.68	
62-001	Pre School Manager	16.05	16.85	17.65	18.57	19.50			
219-001	Program Manager	38.05	39.95	41.95	44.05	46.25	47.99	49.79	
207-000	Public Works Director	51.61	52.90	54.22	55.58	56.97	58.39	59.85	61.35
220-002	Public Works Superintendent	44.88	47.13	49.48	51.96	54.55	56.60	58.73	
10-001	**Recreation Assistant I**	**10.50**	**11.03**	**11.58**	**12.16**	**12.76**			

51-001	**Recreation Assistant II**	**11.34**	**11.91**	**12.51**	**13.14**	**13.78**			
118-001	**Recreation Coordinator**	**12.78**	**13.42**	**14.09**	**14.79**	**15.53**			
217-003	Recreation Coordinator, Senior	32.00	33.60	35.28	37.04	38.90	10.50	11.03	11.5763

SECTION 3. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective upon its adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this ____ day of _____, 2017, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
BILL. KAMPE, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
DAVID C. LAREDO, City Attorney