



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** July 26, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Monica Walker, Human Resources Manager

**SUBJECT:** Adopt Resolution Amending the Hourly Wage Schedule for Unclassified, Part-time, Temporary and Seasonal Employee Classifications

### **BACKGROUND:**

The wage schedule for unclassified, part-time, temporary, and seasonal employee classifications was last adjusted in December 2019. Beginning January 1, 2017, the State of California minimum hourly wage has increased by one dollar per year. Effective January 1, 2022, the minimum wage increased to \$15.00 per hour. The recent increase in the minimum wage and Departments' recommendations to reflect market changes have prompted the City to review the hourly wage schedule and recommend adjustments, effective August 15, 2022.

### **DISCUSSION:**

With the required change in the minimum wage, the City has completed a review of all unclassified, part-time, temporary and seasonal employee classifications to meet the new minimum wage requirement, review comparable market rates for similar positions, and review the structure of positions to meet departments' needs.

Police Department Staff is recommending adjustments to all part-time temporary positions including Part-Time Temp Community Services Officer, Per-Diem Dispatcher, and Per-Diem Police Clerk. Due to minimum staffing levels, when full-time employees are sick, on vacation, or on extended leaves, these positions are essential to maintaining the 24/7 communications and operations of the Police Department. The Police Department competes with neighboring agencies for Per-Diem Dispatchers, who often work full-time as Dispatchers for other agencies elsewhere and possess advanced training in computer systems and County protocols needed to perform the job. Police Clerks are employed when full-time employees are out on vacation and/or unexpected or extended leaves, in order to maintain service levels to the community. Per-Diem Police Clerks staff the Police Department's front counter, answer telephones, provide support to Department personnel, maintain records, and perform other important departmental support and customer service tasks. Part-Time Temp Community Service Officers (CSOs) assist the Police Department with a variety of duties critical to operations, including conducting parking regulation enforcement, traffic control, proactively monitoring abandoned vehicles, and performing support duties for police officers. Part-Time Temp CSOs carry out routine tasks that are able to be performed by non-sworn personnel, thus freeing full-time officers to concentrate on sworn law enforcement duties. The position also provides an opportunity for those interested in law enforcement to gain experience in the field prior to seeking a full-time law enforcement

job. Prior to hire, the background investigation process and subsequent training period is lengthy; therefore, once they are recruited and trained, the ability to retain Part-Time CSOs is crucial. A review of neighboring agencies shows the hourly wage for these positions as being below the market rate, and increases are proposed to keep the pay rate in line with the market and assist the Department in remaining competitive with recruitment and retention for these positions. Police Department Staff is recommending revised hourly wages for Per-Diem Dispatchers (new wage of \$52.00, up from \$48.00), Per-Diem Police Clerks (new wage of \$35.00, up from \$27.00), and Part-Time Temp Community Services Officers (new range of \$30.00-\$36.47, up from \$20.00-\$24.31).

The City's Community Services Department is comprised of a large number of unclassified, part-time, temporary, and seasonal employees who staff their community programs. Although a handful of employees return each year, retention of trained and trusted employees can be improved by adjusting the pay scale to better reflect the market average and also comply with the minimum wage law. In the Library division, Staff is recommending additional changes including renaming the Senior Clerk to Library Aide to align with neighboring agencies, and eliminating the position of Clerk as it is no longer being used. The schedule is also being revised to add existing part-time temporary positions of Library Assistant I/II and On-Call Librarian to the schedule, to reflect classifications that have historically been in use on a part-time temporary basis, but not included previously on the hourly wage schedule. In addition, the hourly wage for the Recreation Leaders and Recreation Specialist classifications is being increased to align with neighboring agencies. The hourly wage for the position of Bus Driver falls in line with neighboring agencies and will not be adjusted. In addition, Aquatics positions will not be updated at this time, as they are currently vacant and will be updated in conjunction with the new Recreation and Aquatics (RAC) Implementation Plan. Community Services Staff is recommending revised hourly wages for Library Page (new range of \$16.00-\$19.45, up from \$15.63-\$16.41), Library Aide (new range of \$19.00-\$23.09, up from \$16.21-\$19.70), Library Assistant I (new range of \$23.00-\$27.96, up from \$21.28-\$26.11), Library Assistant II (new range of \$28.00-\$34.03, revised from \$30.33), Librarian On-Call Per-Diem (new single rate of \$37.00, revised from \$32.10-\$43.54), Recreation Leader I (new range of \$16.00-\$19.45, up from \$15.63-\$16.41), Recreation Leader II (new range of \$19.00-\$23.09, up from \$15.05-\$18.29), Recreation Specialist (new range of \$23.00-\$27.96, up from \$19.10-\$23.22), and Maintenance Assistant (new range of \$28.00-\$34.03, up from \$17.50-\$21.27).

CityNet Services maintains a list of on-call part-time temporary CityNet Services Production Aides and CityNet Services Production Specialists, to assist with City Council meetings, special meetings, and other commission meetings. Both positions have experienced difficulties with scheduling, recruitment and retention, which are important factors to consider when taking into account the number and frequency of public meetings. The CityNet Services Department has been working to mitigate these issues by providing employees with work schedules in advance, scheduling hours as consistently as possible and providing additional training opportunities, allowing the department to recruit more students and interns. However, both positions are shown to be below market when compared to other agencies. CityNet Services Staff is recommending revised hourly wages for Production Assistant (new range of \$20.00-\$26.00, up from \$16.46-\$22.00) and Special Assistant (new range of \$27.00-\$33.00, up from \$24.00-\$30.00),

The recommended wage revisions are in line with neighboring municipalities, and the changes would ensure that pay rates meets the new minimum wage requirement and are comparable to the market. Staff will continue to monitor and evaluate recruitment and retention issues for all

City departments and recommend wage changes as appropriate.

**FISCAL IMPACT:**

There is no overall fiscal impact for the current budget year, as departments have either incorporated the proposed increases into their approved fiscal year budgets and/or anticipated the remainder to be absorbed by vacancies during the fiscal year.

**ENVIRONMENTAL IMPACT:**

There is no environmental impact.

**RECOMMENDATION:**

Adopt Resolution Amending the Wage Schedule for Unclassified, Part-time, Temporary and Seasonal Employee Classifications.

**ALTERNATIVES:**

1. Do not change the hourly wage schedule for unclassified, part-time, temporary and seasonal classifications.
2. Make alternative revisions to the hourly wage schedule for unclassified, part-time, temporary and seasonal classifications.

**ATTACHMENTS:**

1. Resolution Amending Wage Schedule for Unclassified, Part-time, Temporary, and Seasonal Employee Classifications
2. Proposed Wage Schedule for Unclassified, Part-time, Temporary, and Seasonal Employee Classifications