



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: May 23, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, Interim City Manager

PREPARED BY: Cora Dino, Chief People Officer

SUBJECT: Consider Adoption of a Resolution Approving Chief Financial Officer Job Title/Job Classification and Proposed Annual Pay Schedule of \$187,365 - \$234,264

BACKGROUND: The City's Finance Director position is currently filled with an Interim Finance Director since August 2022 when the former Finance Director left. Over the past thirteen years, the average tenure of a full-time appointed Finance Director has been approximately twenty-two months. In today's labor market, recruiting and retaining a qualified and experienced finance director with municipal government experience is challenging.

The City in partnership with an executive search firm, will begin its recruitment efforts for our next Chief Financial Officer and having a fresh and modernized job title with a salary adjustment along with competitive compensation and benefits package will aid in increasing the candidate pool.

DISCUSSION: In an effort to modernize the current job title and to attract qualified and experienced senior level finance director candidates with municipal government experience, staff recommends a job title change from Finance Director to Chief Financial Officer to oversee the City's finance department.

In determining a competitive salary that would attract and retain talent, staff surveyed the following ten cities in the County of San Mateo: Foster City, Burlingame, San Carlos, Menlo Park, Belmont, Millbrae, Daly City, Redwood City, San Mateo, and South San Francisco. The median salary of these cities including San Bruno is \$234,264 per year. This would adjust the current top step by 2.7%. As for the minimum salary, staff took the median of the minimum salaries of these cities as San Bruno's minimum salary.

Staff reviewed the pay ranges of other department head/ director positions in the City of San Bruno and with this proposed salary adjustment, the proposed Chief Financial Officer position would fall in the middle of public safety department heads and administrative department head job classifications.

The City Manager and Chief People Officer met with the San Bruno Management Employees Association (SBMEA) to discuss the City's proposal. SBMEA indicated support for any effort to increase the compensation of its members to more competitive levels, and expressed a desire to see this same consideration for the other department head/director positions that are already

staffed by dedicated leaders in the organization, whom we wish to retain. SBMEA cares deeply about the success of the City and its executive management team and has strong desires to reduce the staff turnover rate which can have long lasting detrimental effects to City operations.

FISCAL IMPACT: There is no fiscal impact.

ENVIRONMENTAL IMPACT: There is no environmental impact.

RECOMMENDATION: Adoption of a Resolution Approving Chief Financial Officer Job Title and Proposed Annual Pay Schedule of \$187,365 - \$234,264.

ALTERNATIVES: Do not adopt a Resolution Approving the Chief Financial Officer Job Title and Proposed Annual Pay Schedule of \$187,365 - \$234,264.

ATTACHMENTS:

1. Resolution with attached Job Classification