



City of Arts & Innovation

City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 27, 2026

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO REFLECT THE SALARY ADJUSTMENT TO THE EXISTING UTILITIES PRINCIPAL PROGRAMS AND SERVICES REPRESENTATIVE CLASSIFICATION; CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR PAYROLL COORDINATOR; BARGAINING UNIT REASSIGNMENT FOR THE GEOGRAPHIC INFORMATION SYSTEMS ANALYST TRAINEE; DELETION OF NON-UTILIZED CLASSIFICATIONS; REINSTATEMENT OF THE UTILITIES ELECTRIC FIELD HELPER CLASSIFICATION AND SALARY RANGE

ISSUE:

Approve revisions to the Master Fringe Benefits and Salary Plan to reflect salary adjustment to the existing Utilities Principal Programs and Services Representative classification; the creation of the classification and salary range for Payroll Coordinator; the bargaining unit reassignment for the Geographics Information Systems Analyst Trainee classification; the deletion of non-utilized classifications; reinstatement of the Utilities Electric Field Helper classification and salary range.

RECOMMENDATION:

That the City Council:

1. Approve revisions to the Master Fringe Benefits and Salary Plan to reflect salary adjustment to the existing Utilities Principal Programs and Services Representative classification;
2. Approve the creation of the classification and salary range for Payroll Coordinator;
3. Approve the bargaining unit reassignment for the Geographics Information Systems Analyst Trainee classification;
4. Approve the deletion of non-utilized classifications;
5. Approve the reinstatement of the Utilities Electric Field Helper classification and salary range;
6. Approve attached Salary Schedule effective January 30, 2026; and

7. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments to the existing Utilities Principal Programs and Services Representative classification; the creation of the Payroll Coordinator classification and salary range; bargaining unit reassignment Geographic Information Systems Analyst Trainee classification; deletion of non-utilized classifications; and reinstatement of the Utilities Electric Field Helper classification.

DISCUSSION:

Salary Adjustments:

Utilities Principal Programs and Services Representative

The Public Utilities Department requested a salary survey be conducted for the Utilities Principal Programs and Services Representative. The Human Resources Department conducted a salary survey using the City's approved Market Basket. Based on the results of the survey, the recommendation is to adjust the salary range for the Utilities Principal Programs and Services Representative by the respective market average result (see salary survey). The recommended salary adjustment is illustrated below:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adj
1073	Utilities Principal Programs and Services Representative (BU 15 – Professional)	\$8,231 - \$11,025	\$9,033 - \$12,099	9.74%

New Classification:

Payroll Coordinator

The Finance Department submitted a request to create a professional level classification to oversee subordinate classifications in the Payroll Division. The Payroll Coordinator will oversee and review the daily payroll processes conducted by Payroll Technicians to ensure the accurate and timely completion of all payroll related tasks. This includes managing supplemental payroll processing, manual checks, and payoff checks for employees separating from the City. The recommendation is to place this position in the Professional bargaining unit to align with other Professional classifications at this level in the City's classification plan. The City's approved Labor Market Basket was used for this classification and compensation study to locate comparable classifications within the approved labor market basket. Based on the results of the market survey and review of internal data and similar classification duties, it is recommended that this new classification's salary be aligned with the Accountant II (PR) classification. The proposed salary range for the Payroll Coordinator is illustrated below:

Job Code	Classification Title	Proposed Monthly Salary Range
New	Payroll Coordinator (BU 15 –Professional)	\$7,378 - \$8,967

Bargaining Unit Change:

The Human Resources Department recommended that the bargaining unit for some of the Trainee classifications be adjusted appropriately from exempt status to non-exempt status to comply with the State of California increased the minimum wage rate which is used to determine the salary threshold for administrative, executive, and professional exemptions and

an initial recommendation made February 4, 2025. The classification below was inadvertently excluded in the initial report. There are no implications to an incumbent as this classification has remained vacant.

Job Code	Classification Title	Current Bargaining Unit	Proposed Bargaining Unit
9268	Geographic Information Systems Analyst Trainee	BU 15 -Professional	BU 55 – Para-Professional

Deletion of Non-Utilized Classifications:

With agreeance from the IBEW Local #47 – Utility Unit the Utilities Electric Crew Assistant and Utilities Electric Service Crew Supervisor classifications will no longer be utilized and therefore will be deleted from the classification plan. In addition, with agreeance from SEIU Local 721 the Clerical Assistant, Data Entry Operator, and Fuel Truck Operator & Attendant classifications are also not being utilized and will be deleted from the classification plan.

Job Code	DELETE NON-UTILIZED CLASSIFICATION
3790	Utilities Electric Crew Assistant (BU 35 –IBEW Public Utilities Field)
4680	Utilities Electric Service Crew Supervisor (BU 35 –IBEW Public Utilities Field)
0022/0023	Clerical Assistant (BU 20 – General SEIU)
9050/9051	Data Entry Operator (BU 20 – General SEIU)
2980/2981	Fuel Truck Operator & Attendant (BU 20 – General SEIU)

FISCAL IMPACT:

The total fiscal impact for the Utilities Principal Programs and Services Representative salary adjustment listed (3.00 FTE in Electric Fund) for the five-month period for the remainder of FY 2025/26 is \$18,558.70 and will be absorbed by the departments in their current budget. The Finance Department's Payroll Coordinator proposed classification will be under-filling higher level classification, therefore the change would result in \$20,685 in salary savings for the remainder of the fiscal year. The underfill will result in approximately \$49,600 annually. Future costs will be included in the upcoming FY 2026-28 Biennial Budget under the respective departments that are impacted and will be included in the budget brought forward to City Council for adoption.

Prepared by: Miriana Gonzalez, Deputy Human Resources Director

Approved by: Rene Goldman, Human Resources Director,

Certified as to availability
of funds:

Julie Nemes, Interim Finance Director

Approved by: Edward Enriquez, Assistant City Manager/CFO/Treasurer

Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table
 - b. Exhibit B - Salary Schedule Effective January 30, 2026
 - c. Exhibit C – Utilities Principal Programs and Services Representative Salary Survey