

STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: City Manager's Office
SUBJECT: Consideration of Resolution 2018-092 Adopting Fiscal Year 2018/19 Salary and Compensation Plans for the Non-Represented (Executive Management, Mid-Management, Management and Confidential) Employees, the Solana Beach Miscellaneous Unit (SBEA-MISC), the Marine Safety Unit (SBEA/MSU), City Manager, Part-Time/Seasonal/Temporary Employees, and Elected Officials, and creating a Management Analyst series

BACKGROUND:

In accordance with the City's Personnel Rules and Regulations, Section 8.10, the City Council authorizes and approves all salary and benefit plans for employees and establishes salary ranges pursuant to the recommendation by the City Manager. Salary and benefits for Non-Represented Employees (Executive Management, Mid-Management and Confidential) are included in the salary and compensation plans approved by the City Council each fiscal year. The City Council must approve a Salary and Compensation Plan for all employees to coincide with fiscal appropriations of a new fiscal year and new budget. Subsequent revisions to the adopted Salary and Compensation Plan will be recommended by the City Manager pursuant to City Personnel Rules and approved by the City Council.

The Solana Beach Employees Association – Marine Safety Unit (SBEA-MSU) and the Solana Beach Employees Association – Miscellaneous Unit (SBEA-MISC) both reached an agreement with the City for a three-year Memorandum of Understanding (MOU) that covers Fiscal Years (FY) 2017/18, FY 2018/19, and FY 2019/20. The proposed FY 2018/19 Salary and Compensation Plans include the negotiated and approved 2.5% salary increase for the SBEA-MSU employees. The proposed FY 2018/19 Salary and Compensation Plans also include the negotiated and approved 2.5% salary increase for

COUNCIL ACTION:

the SBEA-MISC employees as well as a one-time salary adjustment over the first two years of the three-year MOU for six positions within the SBEA-MISC employee group.

The Non-Represented Executive, Mid-Management, Management and Confidential employees will also receive a 2.5% salary increase in FY 2018/19. Additional increases to these employees may be provided at the discretion of the City Manager based upon performance and subject to the City Council approved budget.

The Part-Time/Seasonal Temporary employees received an adjustment to their salary schedule earlier this year, which was approved at the February 28, 2018 City Council meeting. No additional adjustments are recommended at this time.

The SBEA-MSU, SBEA-MISC employees and Non-Represented employees will also receive a 5% increase to their health benefit flex credit (\$1,293.33 per month) for FY 2018/19.

During the past several months, the City met and conferred in good faith with the Solana Beach Fire Association (SBFA) the recognized bargaining unit for the Fire employees of the City, for a successor Memorandum of Understanding (MOU) to the 2016/2018 MOU which ended on June 30, 2018. During the meet and confer process, the City and SBFA reached a tentative agreement on a four-year MOU for Fiscal Years (FY) 2018/19, 2019/20, 2020/21, and 2021/22.

Additionally, Staff is recommending creating a Management Analyst classification series in order to provide employees growth and advancement opportunities within the City.

Finally, the pay grade for the Deputy City Clerk classification has been changed from pay grade M-1 to M-3 on the Management pay structure (Schedule 1) to better align the position with other similar management classifications.

This item is before the City Council to consider the adoption of the FY 2018/19 Salary and Compensation Plans for SBEA-MISC, SBEA-MSU, SBFA, Non-Represented, City Manager, Part-Time/Seasonal Temporary employees, and Elected Officials.

DISCUSSION:

The City Manager recommends adoption of the FY 2018/19 Salary & Classification Plan for the SBEA-MISC, SBEA-MSU, SBFA, Non-Represented, City Manager, Part-Time/Seasonal/Temporary employees, and Elected Officials, which include the following major points outlined below.

Proposed FY 2018/19 Salary and Compensation Plans

Non-Represented Executive Management, Mid-Management, Management and Confidential (excluding City Attorney and City Manager):

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. 2.5% salary increase effective first full pay period in July, 2018

- Mid-Management and Executive Management FY 2018/19 Salary Schedule 1 (Attachment 1)
- Confidential Employees' FY 2018/19 Salary Schedule 2 (Attachment 2)
- 3. 5% increase in Health Care Benefits: \$1,293.33/month effective July 1, 2018.

SBEA-MISC (Miscellaneous Employees):

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. One-time salary adjustments as listed below for the following positions over a two-year period. The 1st column indicates adjustments which were given for FY 2017/18, the adjustments listed in the 2nd column below are due for FY 2018/19.

	2017/18	2018/19	Total
Sr. Code Compliance Officer	0.30%	0.00%	0.30%
Sr. Engineering Technician	0.66%	0.00%	0.66%
Assistant Civil Engineer	1.05%	1.05%	2.10%
Associate Planner	1.15%	1.15%	2.30%
Assistant Planner	1.75%	1.75%	3.50%
Associate Civil Engineer	3.10%	3.10%	6.20%

3. 2.5% salary increase effective first full pay period in July, 2018.
 - Miscellaneous Employees' FY 2018/19 Salary Schedule 3 (Attachment 3)
4. 5% increase in Health Care Benefits: \$1,293.33/month effective July 1, 2018.

SBEA-MSU Employees (Marine Safety):

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. 2.5% salary increase effective first full pay period in July, 2018.
 - Marine Safety Employees' FY 2018/19 Salary Schedule 4 (Attachment 4)
3. 5% increase in Health Care Benefits: \$1,293.33/month effective July 1, 2018.

SBFA Employees (Fire):

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. 2.75% salary increase for Firefighter/Paramedics and fire Engineers effective first full pay period in July, 2018

3.25% salary increase for Fire Captain effective first full pay period in July, 2018
 - Fire Employees' FY 2018/19 Salary Schedule 5 (Attachment 5)
3. Increase in Health Care Benefits: \$1,500/month effective July 1, 2018.

City Manager and Elected Officials:

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. No changes.
 - City Manager FY 2018/19 Salary Schedule 7 (Attachment 5)
 - Elected Officials FY 2018/19 Salary Schedule 8 (Attachment 6)
3. 5% increase in Health Care Benefits: \$1,293.33/month effective July 1, 2018.

Part-Time/Temporary/Seasonal Employees:

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. No changes.
 - Part-Time/Temporary/Seasonal Employees' FY 2018/19 Salary Schedule 6 (Attachment 7)

Management Analyst Classification Series

Staff recommends creating and adding a Management Analyst Series to the City's job classification plan in order to allow growth and advancement opportunities for employees, as well as provide flexibility in recruitment of new employees based on skills and qualifications.

The City's current job classification plan includes a Management Assistant and a Management Analyst. Staff recommends adding the two additional positions of an Associate Management Analyst and a Senior Management Analyst, in order to create a four level Management Analyst job series. Listed below are the proposed job levels for each classification and the attached Knowledge, Skills and Abilities (KSA) matrix outlines the requirements and KSA for each level (Attachment 8).

- Level 1: Management Assistant (entry level)
- Level 2: Associate Management Analyst (journey level)
- Level 3: Management Analyst (management level)
- Level 4: Senior Management Analyst (management level)

The Senior Management Analyst classification differs from the Level 3 Management Analyst classification in that the Senior Management Analyst has permanent, ongoing responsibility for a highly complex analysis function involving the application of specialized skills over and above that required of a Management Analyst. Senior Management Analysts may be assigned direct supervision of lower level staff while Management Analysts provide guidance and training to lower level staff.

Both, the Management Assistant and the Associate Management Analyst classifications will be listed under the Miscellaneous Employees' salary schedule (schedule 3), and the Management Analyst and the Senior Management Analyst positions will be listed under the Management Employees salary schedule (schedule 1).

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The Adopted Budget for FY 2018/19 included the SBEA-MISC, SBEA-MSU, Non-Represented, City Manager, Part-Time/Seasonal/Temporary employees, and Elected Officials salary and compensation costs. An appropriation is need for the SBFA salary and compensation costs and is included as part of SBFA Tentative Agreement Staff Report and Resolution 2018-101 being presented at tonight's meeting.

WORK PLAN:

N/A

OPTIONS:

- Approve the FY 2018/19 Salary and Compensation Plans as recommended by Staff.
- Approve the FY 2018/19 Salary and Compensation Plans with modifications.
- Do not approve the FY 2018/19 Salary and Compensation Plans and provide alternative direction.


DEPARTMENT RECOMMENDATION:

Staff recommends the City Council adopt Resolution 2018-092 (Attachment 9):

1. Approving FY 2018/19 Salary and Compensation Plans for Executive Management, Mid-Management, Confidential, Marine Safety, Miscellaneous, Fire, City Manager, Part-Time/Seasonal/Temporary employees and Elected Officials.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. 2018/19 Executive/Senior Management/Mid-management Salary Schedule 1
2. 2018/19 Confidential Employees' Salary Schedule 2
3. 2018/19 SBEA / Miscellaneous Employees' Salary Schedule 3
4. 2018/19 SBEA / Marine Safety Unit Salary Schedule 4
5. 2018/19 SBFA Salary Schedule 5

6. 2018/19 City Manager Salary Schedule 7
7. 2018/19 Elected Officials Salary Schedule 8
8. 2018/19 Part-Time/Seasonal Temporary Employees Salary Schedule 6
9. Management Analyst Job Series Job Description
10. Resolution No. 2018-092 Adopting the FY 2018/19 Salary and Compensation Plans

Management Pay Structure
Schedule 1
Effective July 7, 2018

Pay Grade	Job Classifications	Payment Schedule	Range Minimum	Range 25th Percentile	Range Midpoint	Range 75th Percentile	Range Maximum
M1	Management Analyst Human Resources Analyst Recreation Supervisor	Annual Monthly Bi-weekly Hourly	\$59,634 \$4,970 \$2,485 \$28.67	\$68,579 \$5,715 \$2,857 \$32.97	\$77,524 \$6,460 \$3,230 \$37.27	\$86,469 \$7,206 \$3,603 \$41.57	\$95,415 \$7,951 \$3,976 \$45.87
M2	Senior Human Resources Analyst Senior Management Analyst	Annual Monthly Bi-weekly Hourly	\$68,221 \$5,685 \$2,843 \$32.80	\$76,749 \$6,396 \$3,198 \$36.90	\$85,277 \$7,106 \$3,553 \$41.00	\$93,804 \$7,817 \$3,909 \$45.10	\$102,332 \$8,528 \$4,264 \$49.20
M3	Principal Planner Marine Safety Captain Recreation Manager Network System Engineer Senior Accountant Deputy City Clerk	Annual Monthly Bi-weekly Hourly	\$75,044 \$6,294 \$3,127 \$38.08	\$84,424 \$7,035 \$3,518 \$40.59	\$93,804 \$7,817 \$3,909 \$45.10	\$103,185 \$8,599 \$4,299 \$49.61	\$112,565 \$9,380 \$4,690 \$54.12
M4	Information Technology Manager Principal Civil Engineer Public Works Operations Manager Human Resources Manager	Annual Monthly Bi-weekly Hourly	\$82,548 \$6,879 \$3,439 \$39.69	\$92,866 \$7,739 \$3,869 \$44.65	\$103,185 \$8,599 \$4,299 \$49.61	\$113,503 \$9,459 \$4,729 \$54.57	\$123,822 \$10,318 \$5,159 \$59.53
M4-A	Fire Battalion Chief (2912 annual hours)	Annual Monthly Bi-weekly Hourly	\$90,225 \$7,519 \$3,759 \$30.98	\$101,504 \$8,459 \$4,229 \$34.86	\$112,782 \$9,398 \$4,699 \$38.73	\$124,060 \$10,338 \$5,169 \$42.60	\$135,338 \$11,278 \$5,639 \$46.48
M5	Assistant to the City Manager / Sr Management Analyst	Annual Monthly Bi-weekly Hourly	\$90,803 \$7,567 \$3,783 \$43.66	\$102,153 \$8,513 \$4,256 \$49.11	\$113,503 \$9,459 \$4,729 \$54.57	\$124,854 \$10,404 \$5,202 \$60.03	\$136,204 \$11,350 \$5,675 \$65.48
M6	City Clerk	Annual Monthly Bi-weekly Hourly	\$99,883 \$8,324 \$4,162 \$48.02	\$112,368 \$9,364 \$4,682 \$54.02	\$124,854 \$10,404 \$5,202 \$60.03	\$137,339 \$11,445 \$5,722 \$66.03	\$149,824 \$12,485 \$6,243 \$72.03
M7	Deputy Fire Chief Finance Manager/City Treasurer	Annual Monthly Bi-weekly Hourly	\$105,645 \$8,804 \$4,402 \$50.79	\$121,492 \$10,124 \$5,062 \$56.41	\$137,339 \$11,445 \$5,722 \$66.03	\$153,186 \$12,765 \$6,383 \$73.65	\$169,033 \$14,086 \$7,043 \$81.27
M8	City Engineer/Public Works Director Community Development Director Fire Chief Finance Director Administrative Services Director/Assistant City Manager	Annual Monthly Bi-weekly Hourly	\$116,210 \$9,684 \$4,842 \$55.87	\$133,641 \$11,137 \$5,568 \$64.25	\$151,073 \$12,589 \$6,295 \$72.63	\$168,504 \$14,042 \$7,021 \$81.01	\$185,936 \$15,495 \$7,747 \$89.39

Pay Structure Legend:

Range Spread =	60%
Pay Structure Aging: 07/07/14 =	3.0%
Constant Grade Differential =	10%

Confidential Employees Pay Structure
Salary Schedule 2
Effective July 7, 2018

Pay Schedule	Grade	Job Classification	Hourly					Monthly				
			Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Confidential	86	Confidential Administrative Assistant	\$ 23.96	\$ 25.15	\$ 26.41	\$ 27.73	\$ 29.12	\$ 4,152.21	\$ 4,359.82	\$ 4,577.81	\$ 4,806.70	\$ 5,047.03
Confidential	87	Fiscal Services Specialist	\$ 24.20	\$ 25.40	\$ 26.68	\$ 28.01	\$ 29.41	\$ 4,193.73	\$ 4,403.42	\$ 4,623.59	\$ 4,854.77	\$ 5,097.50
Confidential	99	Administrative Assistant IV	\$ 27.26	\$ 28.63	\$ 30.06	\$ 31.56	\$ 33.14	\$ 4,725.60	\$ 4,961.88	\$ 5,209.97	\$ 5,470.47	\$ 5,744.00
		Fiscal Services Specialist II										
Confidential	106	Accountant	\$ 29.23	\$ 30.69	\$ 32.23	\$ 33.84	\$ 35.53	\$ 5,066.48	\$ 5,319.81	\$ 5,585.80	\$ 5,865.09	\$ 6,158.34

CITY OF SOLANA BEACH - SBEA Miscellaneous Employees Pay Structure
Salary Schedule 3
Effective July 7, 2018

Pay Schedule	Grade	Job Classification	Hourly					Monthly				
			Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
MIS (MS)	44	Administrative Assistant I	\$ 15.77	\$ 16.56	\$ 17.39	\$ 18.26	\$ 19.17	\$ 2,733.89	\$ 2,870.59	\$ 3,014.12	\$ 3,164.82	\$ 3,323.06
MIS (MS)	63	Maintenance Worker I	\$ 19.06	\$ 20.01	\$ 21.01	\$ 22.06	\$ 23.16	\$ 3,302.84	\$ 3,467.98	\$ 3,641.38	\$ 3,823.45	\$ 4,014.62
MIS (MS)	64	Administrative Assistant II	\$ 19.25	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.39	\$ 3,335.87	\$ 3,502.66	\$ 3,677.79	\$ 3,861.68	\$ 4,054.77
MIS (MS)	75	Maintenance Worker II	\$ 21.47	\$ 22.55	\$ 23.67	\$ 24.86	\$ 26.10	\$ 3,721.72	\$ 3,907.81	\$ 4,103.20	\$ 4,308.36	\$ 4,523.78
MIS (MS)	84	Code Compliance Specialist	\$ 23.48	\$ 24.66	\$ 25.89	\$ 27.19	\$ 28.54	\$ 4,070.39	\$ 4,273.91	\$ 4,487.61	\$ 4,711.99	\$ 4,947.59
MIS (MS)	85	Junior Planner	\$ 23.72	\$ 24.90	\$ 26.15	\$ 27.46	\$ 28.83	\$ 4,111.10	\$ 4,316.65	\$ 4,532.48	\$ 4,759.11	\$ 4,997.06
MIS (MS)	86	Administrative Assistant III	\$ 23.96	\$ 25.15	\$ 26.41	\$ 27.73	\$ 29.12	\$ 4,152.21	\$ 4,359.82	\$ 4,577.81	\$ 4,806.70	\$ 5,047.03
MIS (MS)		Management Assistant										
MIS (MS)	89	Lead Maintenance Worker	\$ 24.68	\$ 25.92	\$ 27.21	\$ 28.57	\$ 30.00	\$ 4,278.02	\$ 4,491.92	\$ 4,716.52	\$ 4,952.35	\$ 5,199.96
MIS (MS)	94	Code Compliance Officer	\$ 25.94	\$ 27.24	\$ 28.60	\$ 30.03	\$ 31.53	\$ 4,496.25	\$ 4,721.06	\$ 4,957.11	\$ 5,204.97	\$ 5,465.21
MIS (MS)	103A	Senior Engineering Technician Associate Management Analyst	\$ 28.56	\$ 29.99	\$ 31.49	\$ 33.06	\$ 34.71	\$ 4,949.93	\$ 5,197.43	\$ 5,457.30	\$ 5,730.17	\$ 6,016.67
MIS (MS)	104B	Assistant Planner	\$ 28.80	\$ 30.24	\$ 31.75	\$ 33.34	\$ 35.00	\$ 4,991.52	\$ 5,241.09	\$ 5,503.15	\$ 5,778.30	\$ 6,067.22
MIS (MS)	106	Environmental Specialist	\$ 29.23	\$ 30.69	\$ 32.23	\$ 33.84	\$ 35.53	\$ 5,066.48	\$ 5,319.81	\$ 5,585.80	\$ 5,865.09	\$ 6,158.34
MIS (MS)	106A	Senior Code Compliance Officer	\$ 29.32	\$ 30.78	\$ 32.32	\$ 33.94	\$ 35.64	\$ 5,081.68	\$ 5,335.77	\$ 5,602.55	\$ 5,882.68	\$ 6,176.82
MIS (MS)	109	Public Works Inspector	\$ 30.12	\$ 31.62	\$ 33.20	\$ 34.86	\$ 36.61	\$ 5,220.00	\$ 5,481.00	\$ 5,755.05	\$ 6,042.80	\$ 6,344.94
MIS (MS)	116A	Associate Planner	\$ 32.39	\$ 34.00	\$ 35.70	\$ 37.49	\$ 39.36	\$ 5,613.35	\$ 5,894.02	\$ 6,188.72	\$ 6,498.16	\$ 6,823.06
MIS (MS)	119A	Assistant Civil Engineer	\$ 33.30	\$ 34.97	\$ 36.71	\$ 38.55	\$ 40.48	\$ 5,771.90	\$ 6,060.49	\$ 6,363.52	\$ 6,681.69	\$ 7,015.78
MIS (MS)	137A	Associate Civil Engineer	\$ 39.87	\$ 41.87	\$ 43.96	\$ 46.16	\$ 48.46	\$ 6,910.94	\$ 7,256.49	\$ 7,619.31	\$ 8,000.28	\$ 8,400.29

CITY OF SOLANA BEACH - Marine Safety Unit Pay Structure
Salary Schedule 4
Effective July 7, 2018

Pay Schedule	Grade	Job Classification	Hourly					Monthly				
			Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Marine Safety	100	Marine Safety Sergeant	\$ 27.54	\$ 28.91	\$ 30.36	\$ 31.88	\$ 33.47	\$ 4,772.86	\$ 5,011.50	\$ 5,262.07	\$ 5,525.18	\$ 5,801.44
Marine Safety	119	Marine Safety Lieutenant	\$ 33.27	\$ 34.93	\$ 36.68	\$ 38.51	\$ 40.44	\$ 5,766.13	\$ 6,054.44	\$ 6,357.16	\$ 6,675.02	\$ 7,008.77

City of Solana Beach Fire Schedule
FY 2018/19
(Salary Schedule 5)
Effective July 7, 2018

<u>Classification</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
5091	Firefighter / Paramedic					
	Base Rate	\$ 24.60	\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90
	OT Premium	\$ 12.30	\$ 12.92	\$ 13.56	\$ 14.24	\$ 14.95
	Bi-weekly Base ⁽¹⁾	\$ 2,755	\$ 2,893	\$ 3,037	\$ 3,190	\$ 3,349
	Monthly Base ⁽¹⁾	\$ 5,970	\$ 6,268	\$ 6,581	\$ 6,911	\$ 7,256
	Annual Base ⁽¹⁾	\$ 71,635	\$ 75,217	\$ 78,973	\$ 82,934	\$ 87,069
	Estimated Annual FLSA OT ⁽²⁾	\$ 1,919	\$ 2,016	\$ 2,115	\$ 2,221	\$ 2,332
	Estimated Annual Total ⁽²⁾	\$ 73,554	\$ 77,232	\$ 81,089	\$ 85,155	\$ 89,401

5091-A	Fire Engineer					
	Base Rate	\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90	\$ 31.40
	OT Premium	\$ 12.92	\$ 13.56	\$ 14.24	\$ 14.95	\$ 15.70
	Bi-weekly Base ⁽¹⁾	\$ 2,893	\$ 3,037	\$ 3,190	\$ 3,349	\$ 3,517
	Monthly Base ⁽¹⁾	\$ 6,268	\$ 6,581	\$ 6,911	\$ 7,256	\$ 7,620
	Annual Base ⁽¹⁾	\$ 75,217	\$ 78,973	\$ 82,934	\$ 87,069	\$ 91,437
	Estimated Annual FLSA OT ⁽²⁾	\$ 2,016	\$ 2,115	\$ 2,221	\$ 2,332	\$ 2,449
	Estimated Annual Total ⁽²⁾	\$ 77,232	\$ 81,089	\$ 85,155	\$ 89,401	\$ 93,886

5100	Fire Engineer w/ Paramedic Cert (3% differential above Fire Engineer)					
	Base Rate	\$ 26.60	\$ 27.93	\$ 29.33	\$ 30.80	\$ 32.34
	OT Premium	\$ 13.30	\$ 13.97	\$ 14.67	\$ 15.40	\$ 16.17
	Bi-weekly Base ⁽¹⁾	\$ 2,979	\$ 3,128	\$ 3,285	\$ 3,450	\$ 3,622
	Monthly Base ⁽¹⁾	\$ 6,455	\$ 6,778	\$ 7,117	\$ 7,474	\$ 7,848
	Annual Base ⁽¹⁾	\$ 77,459	\$ 81,332	\$ 85,409	\$ 89,690	\$ 94,174
	Estimated Annual FLSA OT ⁽²⁾	\$ 2,075	\$ 2,179	\$ 2,289	\$ 2,402	\$ 2,523
	Estimated Annual Total ⁽²⁾	\$ 79,534	\$ 83,511	\$ 87,697	\$ 92,092	\$ 96,697

5099	Fire Captain					
	Base Rate	\$ 29.40	\$ 30.87	\$ 32.41	\$ 34.03	\$ 35.73
	OT Premium	\$ 14.70	\$ 15.44	\$ 16.21	\$ 17.02	\$ 17.87
	Bi-weekly Base ⁽¹⁾	\$ 3,293	\$ 3,457	\$ 3,630	\$ 3,811	\$ 4,002
	Monthly Base ⁽¹⁾	\$ 7,134	\$ 7,491	\$ 7,865	\$ 8,258	\$ 8,670
	Annual Base ⁽¹⁾	\$ 85,613	\$ 89,893	\$ 94,378	\$ 99,095	\$ 104,046
	Estimated Annual FLSA OT ⁽²⁾	\$ 2,293	\$ 2,409	\$ 2,529	\$ 2,655	\$ 2,788
	Estimated Annual Total ⁽²⁾	\$ 87,906	\$ 92,302	\$ 96,907	\$ 101,750	\$ 106,833

5109	Fire Captain (Shift)					
	Base Rate	\$ 29.99	\$ 31.49	\$ 33.06	\$ 34.71	\$ 36.44
	OT Premium	\$ 15.00	\$ 15.75	\$ 16.53	\$ 17.36	\$ 18.22
	Bi-weekly Base ⁽¹⁾	\$ 3,359	\$ 3,527	\$ 3,703	\$ 3,888	\$ 4,081
	Monthly Base ⁽¹⁾	\$ 7,278	\$ 7,642	\$ 8,023	\$ 8,423	\$ 8,843
	Annual Base ⁽¹⁾	\$ 87,331	\$ 91,699	\$ 96,271	\$ 101,076	\$ 106,113
	Estimated Annual FLSA OT ⁽²⁾	\$ 2,340	\$ 2,457	\$ 2,579	\$ 2,708	\$ 2,842
	Estimated Annual Total ⁽²⁾	\$ 89,671	\$ 94,156	\$ 98,849	\$ 103,784	\$ 108,956

(1) Weekly, Bi-weekly, and Annual "base rates" are determined by calculating 112 hours of straight time paid in 26 pay periods. These rates do not include FLSA Overtime.

(2) Estimated Annual FLSA OT Premium is compensation required under Department of Labor Fair Labor Standards Act (FLSA) Section 29 CFR 553.230 (Section 7(k)) and is compensated based on Fire Department 24-day Work Period resulting in approx. 10 hours of OT Premium pay per 24-day Work Period.

City Manager Pay Structure
Schedule 7
Effective July 1, 2017

	Grade	Job Classification	Hourly	Monthly
CM	Per Contract	City Manager	\$ 99.52	\$ 17,250.13

City Council Pay Structure
Schedule 8
Effective December 10, 2008

	Grade	Job Classification	Monthly
CC	Per Ord 389	City Council Member	\$ 712.58

Part-Time/Seasonal Temporary Employees
Salary Schedule 6
Effective February 28, 2018

	Grade	Job Classification	Step A	Step B	Step C	Step D	Step E
PTS	9	Junior Lifeguard Intern	\$ 11.00	\$ 11.55	\$ 12.13	\$ 12.73	\$ 13.37
PTS	19	Management Intern	\$ 12.15	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77
PTS	21	Parking Enforcement Officer	\$ 12.40	\$ 13.01	\$ 13.67	\$ 14.35	\$ 15.07
PTS	24	Junior Lifeguard Instructor	\$ 12.77	\$ 13.41	\$ 14.08	\$ 14.78	\$ 15.52
PTS	25	Recreation Leader	\$ 12.90	\$ 13.54	\$ 14.22	\$ 14.93	\$ 15.68
PTS	35	Senior Recreation Leader	\$ 14.25	\$ 14.96	\$ 15.71	\$ 16.49	\$ 17.32
PTS	36	Temporary Administrative Assistant	\$ 14.39	\$ 15.11	\$ 15.87	\$ 16.66	\$ 17.49
PTS	37	Lifeguard	\$ 14.53	\$ 15.26	\$ 16.02	\$ 16.83	\$ 17.67
PTS	42	Lifeguard + EMT	\$ 15.28	\$ 16.04	\$ 16.84	\$ 17.68	\$ 18.57
PTS	50	Jr. Lifeguard Instructor Sr.	\$ 16.54	\$ 17.37	\$ 18.24	\$ 19.15	\$ 20.11
PTS	57	Temporary Maintenance Worker I	\$ 17.73	\$ 18.62	\$ 19.55	\$ 20.53	\$ 21.56
PTS	58	Temporary Fire Fighter	\$ 17.91	\$ 18.81	\$ 19.75	\$ 20.74	\$ 21.77
PTS	59	Temporary Planning Technician	\$ 18.09	\$ 19.00	\$ 19.95	\$ 20.94	\$ 21.99
		Temporary Engineering Technician					
PTS	62	Jr. Lifeguard Program Director Assistant	\$ 18.64	\$ 19.57	\$ 20.55	\$ 21.58	\$ 22.66
		Senior Lifeguard					
PTS	63	Temporary Administrative Technician	\$ 18.83	\$ 19.77	\$ 20.76	\$ 21.79	\$ 22.88
PTS	67	Code Compliance Officer Assistant	\$ 19.59	\$ 20.57	\$ 21.60	\$ 22.68	\$ 23.81
		Senior Lifeguard & EMT					
PTS	75	Junior Lifeguard Program Director	\$ 21.21	\$ 22.27	\$ 23.39	\$ 24.56	\$ 25.78
PTS	83	Temporary Management Assistant	\$ 22.97	\$ 24.12	\$ 25.33	\$ 26.59	\$ 27.92
PTS	104	Temporary Fire Prevention Technician	\$ 28.31	\$ 29.72	\$ 31.21	\$ 32.77	\$ 34.41

CITY OF SOLANA BEACH
MANAGEMENT ANALYST SERIES

DEFINITION

Management Analysts are professional level, individual contributors, who use their underlying skills in administration, research, analysis, project, and program management in a wide variety of areas throughout the City organization. The job level of a Management Analyst (as described by the attached Knowledge, Skills and Abilities matrix) is determined by two factors. The first is "business need" to have a job performed at a certain level, as defined by the specific responsibilities designed into the role, and how the organization is structured. The second is that the job incumbent must possess the knowledge, skills and abilities to function at the assigned professional level, as demonstrated by their work and contributions.

CLASS CHARACTERISTICS

This position is expected to exercise initiative and independent judgment within established guidelines in providing technical and paraprofessional administrative support in a variety of areas. Assignments are typically received in broad outline form, and require incumbents to use judgment in selecting appropriate procedures to solve routine to non-routine problems based on knowledge gained through experience. Direction received consists of the assignment of specific projects undertaken within prescribed methods. Projects may include statistical analysis, procedures, budget development, regulatory analysis, or other areas specific to the assignment. The job level of a Management Analyst is based on the Knowledge, Skills and Abilities listed on the attached matrix.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

The following are examples of the types of job duties that may be found in the Management Analyst roles:

- Participates in or leads in the development of goals, objectives, policies, programs, and priorities for the organization and/or function/department to which assigned.
- Conducts surveys and performs research and statistical analysis on administrative, fiscal, human resources, and operational problems and/or issues.

- Collects and compiles data in office and field; analyzes data and makes recommendations on the formulation of policies and procedures.
- Assists in preparing, analyzing, and administering operating and capital improvement program budgets by collecting data necessary to prepare departmental budgets.
- Prepares budgets. Provides ongoing analysis, recommendations and monitoring.
- Compiles information and prepares manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
- Formulates departmental and/or City policies and procedures; prepares ordinances and resolutions for City Council consideration and adoption.
- Conducts or directs assigned projects or program activity; performs research and statistical analysis; prepares and presents reports of findings and recommendations as to appropriate action.
- Administers projects, contracts, and monitors work performed by consultants; prepares related reports, and monitors budget expenditures.
- Leads or participates in committee activity; coordinates or conducts activities with other City departments, agencies, organizations, and the community, contributing views and interests of the City and/or department in the execution of assigned duties.
- Formulates recommendations and writes grant applications; prepares and monitors program grants and related proposals; writes and edits articles for City publications, City website, correspondence, and press releases.
- Assists in the development and implementation of the City's human resources programs, including policies, guidelines, systems, procedures, monitoring and reporting.
- Assists with various human resources functions such as recruitment and selection, classification and compensation, employee benefits, labor negotiations and Worker's Compensation.
- Prepares and presents reports to City Council, commissions and/or committees.
- Participates in special projects including research of new programs and services.
- Provides assistance to department management, other City staff, and the public regarding administrative, fiscal, operational issues, policies, or procedures.
- May provide technical guidance and functional supervision to staff in the course of performing responsibilities.

- Other duties as assigned.

QUALIFICATIONS GUIDELINES

Typically, a Management Analyst must possess and demonstrate at least 80% of the Knowledge, Skills and Abilities (KSA) at a given level to be assigned to that level. The requirements for each level are listed on the attached KSA Matrix.

Job Level 1: Management Assistant (*Miscellaneous Employee Group*)

Job Level 2: Management Associate (*Miscellaneous Employee Group*)

Job Level 3: Management Analyst (*Management*)

Job Level 4: Senior Management Analyst (*Mid-Management*)

SPECIAL REQUIREMENTS

Possession of or the ability to obtain a valid Class "C" California driver's license with a satisfactory driving record.

MANAGEMENT ANALYST “KSA” MATRIX

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: Sr. Management Analyst (new)
<p><u>Complexity and Scope:</u></p> <ul style="list-style-type: none"> • Entry level professional. This is the first of four job levels in the Management Analyst Job Family. • Requires limited use and application of basic principles, theories, concepts used, and a basic understanding of the City's policies and procedures. • Provides solutions to routine problems of limited scope and complexity. 	<p><u>Complexity and Scope:</u></p> <ul style="list-style-type: none"> • Experienced professional. This is the second of four professional job levels in the Management Analyst Job Family. • Requires full use and application of standard theories, concepts and techniques used, and a solid understanding of the City's policies and procedures. • Provides solutions to a wide variety of problems of moderate scope and complexity. 	<p><u>Complexity and Scope:</u></p> <ul style="list-style-type: none"> • Fully qualified professional. This is the third of our professional job levels in the Management Analyst Job Family. • Requires both breadth and depth of use and application of the theories, concepts and techniques used, and a thorough understanding of the City's policies and procedures. • Provides solutions to a wide range of difficult and complex problems in a thorough, imaginative, and practical manner. 	<p><u>Complexity and Scope:</u></p> <ul style="list-style-type: none"> • A seasoned and experienced professional, seen as an emerging authority in their field. This is the fourth of four professional levels in the Management Analyst Job Family. • Requires a high degree of innovation, creativity and resourcefulness. Applies and develops advanced solutions to complex opportunities or problems, using advanced principles, theories and concepts. Expert on the City's policies and procedures. Solves complex problems, while directly contributing to the development of information or models, which extend the existing boundaries of practice or knowledge in relevant fields.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Discretion and Impact:</u></p> <ul style="list-style-type: none"> Exercises judgment within closely defined procedures and practices to determine appropriate action. Errors typically do not have a major effect on the organization. 	<p><u>Discretion and Impact:</u></p> <ul style="list-style-type: none"> Exercises judgment within standard, defined procedures and practices to determine appropriate action. Incorrect decisions or recommendations or failure to get results may cause delays in schedules and result in the allocation of more resources. 	<p><u>Discretion and Impact:</u></p> <ul style="list-style-type: none"> Independently exercises judgement within generally defined practices and policies, selecting methods and techniques for obtaining solutions Incorrect decisions or recommendations, or failure to achieve objectives would normally have a serious effect upon the organization's results and customer/citizen relationships. 	<p><u>Discretion and Impact:</u></p> <ul style="list-style-type: none"> Independently exercises judgement within generally defined practices and policies as well as areas that require expert interpretation. Selects (and may design new) methods and techniques for obtaining solutions. Incorrect decisions or recommendations, or failure to achieve objectives would normally have a serious effect upon the organization's results and customer/citizen relationships. May serve on regional committees and impact regional standards, regulations or policies.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Contact & Communication:</u></p> <ul style="list-style-type: none"> • Contacts are primarily with immediate supervisors and other team members in section/group. Inter-organizational and outside organization contacts are infrequent and/or on routine matters. Has direct customer contact within a routine environment. • Effective communicator, with both written and oral presentations. • Good interpersonal and communication skills. Effective team player. 	<p><u>Contact & Communication:</u></p> <ul style="list-style-type: none"> • Has direct customer/citizen contact. Frequent inter-organizational contact. Serves on cross-functional teams. • Effective communicator, with both written and oral presentations. Developing excellent presentation, demonstration, and writing skills. • Strong interpersonal and communication skills. Effective team player and leader of small, local teams. 	<p><u>Contact & Communication:</u></p> <ul style="list-style-type: none"> • Direct customer and citizen contact to understand issues and plan and implement solutions. Frequent cross-functional contact and coordination. May provide staff assistance to City Council, Boards and Commissions. • Skilled and effective communicator, with both written and oral presentations. Highly developed presentation, demonstration and writing skills. • Strong interpersonal and communication skills. Effective team player and informal/formal team leader. • May represent the City in the community and at professional meetings. 	<p><u>Contact & Communication:</u></p> <ul style="list-style-type: none"> • Lead contact with strategic committees, customers and citizen issues. Works cross-functionally to develop strong and strategic contacts and partnerships. Provides expert staff assistance to City Council, Boards and Commissions. • Skilled, effective, and compelling communicator, with both written and oral presentations. Excellent presentation, demonstration, facilitation and writing skills. • Highly developed interpersonal and communication skills. Extremely effective team player and informal/formal team leader. • Represents the City in the community and at professional meetings.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Supervision Given or Received:</u></p> <ul style="list-style-type: none"> • Works under functional direction, performs independently within guidelines established by their supervisor or by the project. • Supervisor may initiate meetings to ensure appropriate coaching during assignments. • May work on project teams. 	<p><u>Supervision Given or Received:</u></p> <ul style="list-style-type: none"> • Works under functional direction, performs independently within guidelines established by their supervisor or by the project. • Supervisor typically determines goals/objectives. Work is reviewed for soundness of judgement and overall adequacy and effectiveness. • Effective project team member. 	<p><u>Supervision Given or Received:</u></p> <ul style="list-style-type: none"> • Works under general direction. Participates in determining objectives of assignment. Work is reviewed upon completion of adequacy in meeting objectives. • May provide technical guidance and supervision (particularly for administrative or clerical staff) in course of performing responsibilities. • Leads project teams. Understands and effectively applies project management fundamentals. 	<p><u>Supervision Given or Received:</u></p> <ul style="list-style-type: none"> • Works under general direction. Exercises considerable latitude in determining strategy and approach to assignments and projects. Completed work is reviewed for desired results from relatively long term objectives. Assignments are often self-initiated. • Provides technical guidance and supervision to staff in course of performing responsibilities. Demonstrates leadership, coaching and mentoring skills. • Leads project teams on complex projects and programs, using effective project management skills and techniques.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Technical, Organization and Industry Knowledge:</u></p> <p>Requires a basic understanding of:</p> <ul style="list-style-type: none"> • The City's services, policies and procedures in the relevant area. • The organizational structure of the City and the roles and responsibilities of related functions. • The basics of the City's Vision and Strategy, and Annual Operating goals, and how their area and work supports the Vision/Strategy/Goals. • Federal, state and local laws, codes and regulations affecting the area of assigned responsibility. • Principles of organization, administration, budgeting and human resources management. • Methods and techniques of research, statistical analysis and report presentation. • Use of word processing, spreadsheet and database software. 	<p><u>Technical, Organization and Industry Knowledge:</u></p> <p>Requires a basic understanding of:</p> <ul style="list-style-type: none"> • The City's services, policies and procedures in relevant areas. • The organizational structure of the City and the roles and responsibilities of related functions. • The basics of the City's Vision and Strategy, and Annual Operating goals, and how their area and work supports the Vision/Strategy/Goals. • Federal, state and local laws, codes and regulations affecting the areas of assigned responsibility. • Standard principles of organization, administration, budgeting and human resources management. • Standard methods and techniques of research, statistical analysis and report presentation. • Use of word processing, spreadsheet and database software. 	<p><u>Technical, Organization and Industry Knowledge:</u></p> <p>Requires a basic understanding of:</p> <ul style="list-style-type: none"> • The City's services, policies and procedures in relevant areas. • The organizational structure of the City and the roles and responsibilities of most functions. • The City's Vision and Strategy, and Annual Operating goals, and how their area and work supports the Vision/Strategy/Goals. • Federal, state and local laws, codes and regulations affecting the areas of assigned responsibility. • Principles of organization, administration, budgeting and human resources management. • Methods and techniques of research, statistical analysis and report presentation. • Use of word processing, spreadsheet and database software. 	<p><u>Technical, Organization and Industry Knowledge:</u></p> <p>Requires a basic understanding of:</p> <ul style="list-style-type: none"> • The City's services, policies and procedures in multiple areas. • The organizational structure of the City and the roles and responsibilities of most functions. • The City's Vision and Strategy, and Annual Operating goals, and how their area and work supports the Vision/Strategy/Goals. • Federal, state and local laws, codes and regulations affecting multiple, complex areas. • Advanced principles of organization, administration, budgeting and human resources management. • Advanced methods and techniques of research statistical analysis and report presentation. • Use of word processing, spreadsheet and database software.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Typical Minimum Education & Experience:</u></p> <ul style="list-style-type: none"> • A two-year degree from an accredited college or university with major work in public administration or related field, plus one year of related work experience. • A Bachelor's degree is highly desirable. 	<p><u>Typical Minimum Education & Experience:</u></p> <ul style="list-style-type: none"> • The equivalent of an Associate's degree from an accredited college or university with major work in public administration or related field, plus a minimum of two years of related work experience. • A Bachelor's degree is highly desirable. 	<p><u>Typical Minimum Education & Experience:</u></p> <ul style="list-style-type: none"> • The equivalent of a Bachelor's degree from an accredited college or university with major work in public administration or related field, plus a minimum of three years of related experience. • A master's degree is highly desirable and may be substituted for one year of experience. 	<p><u>Typical Minimum Education & Experience:</u></p> <ul style="list-style-type: none"> • The equivalent of a Bachelor's degree from an accredited college or university with major work in public administration or related field, plus 5-7 years of related experience. • A master's degree in public administration or related field is highly desirable.

RESOLUTION NO. 2018-092

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SOLANA BEACH, CALIFORNIA, APPROVING FY 2018/19
SALARY AND COMPENSATION PLANS**

WHEREAS, the City Council authorizes all salary and compensation plans (Section 8.10 of the City's Personnel Rules and Regulations); and

WHEREAS, the City Council must approve a salary and compensation plan for employees including executive management, mid-management, management and confidential, the Solana Beach Employees Association – Miscellaneous (SBEA-MISC), the Solana Beach Employees Association – Marine Safety Unit (SBEA-MSU), the Solana Beach Fire Association (SBFA), and the Part-Time/Seasonal/Employee groups to coincide with fiscal appropriations each fiscal year; and

WHEREAS, a newly Management Analyst Series has been created and added to the City's Job Classification Plan; and

WHEREAS, the City Council has reviewed and considered the City Manager's recommendations for salary and compensation plans and is prepared to adopt the FY 2018/19 Salary and Compensation plans as recommended.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the foregoing recitations are true and correct.
2. The FY 2018/19 Salary and Compensation Plans for represented employees, executive management, mid-management, management, confidential, City Manager, part-time/seasonal/temporary employees and elected officials are as follows:
 - A. SBEA / Marine Safety Represented Employees:
 - i. 2.5% salary increase and 5% increase in Health Care Benefits.
 - B. SBEA / Miscellaneous Unit Represented Employees:
 - i. 2.5% salary increase and 5% increase in Health Care Benefits.
 - C. SBFA Represented Employees:
 - i. 2.75% salary increase for firefighter/paramedics and engineers and 3.25% salary increase for fire captain, and increase to \$1,500/month for Health Care Benefits.
 - C. Non-represented Employees: (Executive Management, Mid-Management and Confidential):
 - i. 2.5% salary increase and 5% increase in Health Care Benefits.

D. Part-Time/Seasonal/Temporary Employees:

- i. No salary changes.

E. City Manager:

- i. No salary changes.
- ii. 5% increase in Health Care Benefits.

F. Elected Officials:

- i. No salary changes.
- ii. 5% increase in Health Care Benefits.

G. Except as identified above, the terms of the FY 2018/19 Salary and Compensation Plans shall continue in full force and effect for all employees.

H. Term: The FY 2018/19 Salary and Compensation Plans shall be effective July 1, 2018, for all employees, and will remain in effect for an unspecified period of time until revised by City Council.

PASSED AND ADOPTED this 11th day of July 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California, by the following vote:

AYES: Councilmembers –

NOES: Councilmembers –

ABSENT: Councilmembers –

ABSTAIN: Councilmembers –

DAVID ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA CANLAS, City Attorney

ANGELA IVEY, City Clerk