



REPORT to the MAYOR and MEMBERS of the CITY COUNCIL
From the CITY MANAGER

DATE: September 10, 2024

SUBJECT: RESOLUTION APPROVING THE FY 2024-25 COMPENSATION PLAN TO REFLECT SALARY RANGE ADJUSTMENTS TO SAFETY VOLUNTEER COORDINATOR, CLINICAL HOMELESS OUTREACH SPECIALIST, AND PROFESSIONAL STANDARDS UNIT ASSISTANT CLASSIFICATIONS.

ISSUING DEPARTMENT: Human Resources

SUMMARY:

Issues:

Should the City Council adopt the attached resolution approving Compensation Plan for FY 2024 to reflect salary range adjustments for the Safety Volunteer Coordinator, Clinical Homeless Outreach Specialist, and Professional Standards Unit Assistant classifications?

Recommendation:

That the City Council adopt the attached resolution approving the salary range adjustments in the FY 2024-25 Compensation Plan for the Safety Volunteer Coordinator, Clinical Homeless Outreach Specialist, and Professional Standards Unit Assistant classifications.

Fiscal Impact:

The maximum annual fiscal impact for the proposed changes to the Professional Standards Unit Assistant classification changes is a savings of \$17,452. The maximum annual fiscal impact for the proposed changes to the Safety Volunteer Coordinator classification is \$14,000. The maximum annual fiscal impact for the proposed changes to the Clinical Homeless Outreach Specialist is \$11,190. The overall net fiscal impact for all proposed changes is \$7,738.

City's Strategic Goals:

- Ensure a strong financial outlook through careful planning, sustainable service levels, and fiscal sustainability.
- Maintain a community where residents and visitors feel safe.

DISCUSSION:

On June 11, 2024, the City Council approved the addition of two new classifications in the Police Department, Professional Standards Unit Assistant and Safety Volunteer Coordinator, as a result of recommendations from a police staffing study.

Professional Standards Unit Assistant Classification:

This new classification was approved in the FY 2024-25 Compensation Plan at the annual salary range of \$59,717 - \$75,130 and will manage the body worn camera program, compliance reporting, and assist the sergeant in the Professional Standards Unit. The position has not been filled yet. On August 13, 2024, staff recommended the adjustment of the salary range to \$73,050 - \$95,576 to more closely align the position to its job duties and qualifications required. Upon further review, the classification that needed the salary range adjustment was the Safety Volunteer Coordinator, not the Professional Standards Unit Assistant. Staff recommends adjusting the Professional Standards Unit Assistant back to its original salary range \$59,717 - \$78,124 (the maximum annual range increased with the new G Step effective 7/5/24).

Safety Volunteer Coordinator:

This new classification will facilitate the recruitment and retention of volunteers in the Police Department. In addition, the classification will facilitate the training and grant opportunities regarding safety volunteers. Because this classification supervises and evaluates part time and volunteer positions, it is recommended to adjust the salary range from the annual range of \$64,834 – \$81,567 to \$73,050 - \$95,576 to more closely align the position to its job duties and qualifications required. This position has not been filled yet.

Clinical Homeless Outreach Specialist:

This position supports the Police Department's Homeless Outreach and Mobile Engagement (HOME) program through high intensity case management and coordination of individualized and comprehensive support through the transition from street to housing. This position requires current registration with the California Board of Behavioral Sciences with the prerequisite of a Master's degree in Social Work.

The City currently has one vacancy in this classification and after a recent recruitment in which the City did not receive an adequate number of qualified applicants, Human

Resources staff reviewed the compensation range for the position and recommend increasing the annual range from \$73,050 - \$95,576 to \$81,619 - \$106,766 to match other positions that require advanced level of education and supervision of employees. The City currently has one incumbent in the position.

Reviewed by:



Greg Humora
City Manager

Respectfully submitted by:



Gretchen Spaniol
Director of Human Resources

Attachments:

- A. Resolution approving the FY 2024-25 Compensation Plan to reflect salary range adjustments to Safety Volunteer Coordinator, Clinical Homeless Outreach Specialist, and Professional Standards Unit Assistant classifications.