



CITY COUNCIL AGENDA REPORT

Meeting Date: April 7, 2022

From: Abby Partin, Human Resources Administrator

Subject: Resolution to Amend the Master Pay Schedule

Community Goal/Result

Fiscally Prudent

Purpose

To ensure the City maintains competitive pay rates to retain qualified, stable and dedicated workforce for the community.

Recommendation

Adopt the attached resolution to amend the Master Pay Schedule.

Background and Discussion

On November 4, 2016, CalPERS issued Circular Letter 200-050-16, clarifying that pay schedules for “local agencies”, such as the City of Brisbane, must comply with Government Code Section 20636 and CCR section 570.5. If an agency does not meet the requirements outlined in GC Section 20636 and CCR section 570.5, CalPERS may determine an amount that may be considered to be the pay rate.

On May 17, 2017, in compliance with State law and regulations, the City began posting a master pay schedule that combines all of the pay schedules, including Council Member and Commissioner pay, together in one document as the master pay schedule, to avoid possible issues with CalPERS.

On April 7, 2022, the City Council approved an amendment to the City Manager’s employment contract that revised his pay schedule as follows:

- Monthly – \$23, 920
- Bi-weekly – \$11, 040
- Hourly - \$138

These new rates will become effective the next full pay period and the updated master pay schedule will reflect the City Manager’s new hourly rate listed above.

Staff recommends City Council adopt the attached resolution so that the City remains in compliance with GC Section 20636 and CCR section 570.5.

Fiscal Impact

The costs are included in the adopted budget for fiscal year 2021-22 and ensuing budget year.

Measure of Success

The City is able to maintain a stable and high quality workforce.

Attachments

Resolution 2022-__



Abby Partin, Human Resources
Administrator



Thomas McMorrow, City Attorney

RESOLUTION NO 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
ADOPTING MASTER PAY SCHEDULES
FOR ALL EMPLOYEES**

WHEREAS, the City of Brisbane contracts with the California Public Employee's Retirement System (CalPERS) to provide retirement benefits for its employees; and

WHEREAS, pursuant to the California Code of Regulations, Title 2, Section 570.5 CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify the position title for every employee position, pay rate for each position title, and the applicable time base for the pay rate; and

WHEREAS, the City Council of the City of Brisbane desires to approve and adopt a publicly available Master Pay Schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5;

NOW, THEREFORE, the City Council of the City of Brisbane resolves as follows:
The Master Pay Schedule, is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

Coleen Mackin, Mayor

I hereby certify that the foregoing Resolution No. 2022-XX was duly and regularly adopted at a regular meeting of the Brisbane City Council on April 7, 2022, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Ingrid Padilla, City Clerk

City of Brisbane Master Pay Schedule
Approved per Resolution No. 2022-__

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Accounting Assistant I	\$ 25.97	\$ 27.28	\$ 28.64	\$ 30.07	\$ 31.58				1/3/2022	General Employees	Non-Exempt
Accounting Assistant II	\$ 28.59	\$ 30.02	\$ 31.53	\$ 33.10	\$ 34.76				1/3/2022	General Employees	Non-Exempt
Accounting Systems Analyst	\$ 39.26	\$ 41.33	\$ 43.40	\$ 45.57	\$ 47.84				1/3/2022	General Employees	Non-Exempt
Administrative Assistant	\$ 34.35	\$ 36.07	\$ 37.87	\$ 39.76	\$ 41.76				1/3/2022	General Employees	Non-Exempt
Administrative Management Analyst	\$ 43.73	\$ 45.90	\$ 48.21	\$ 50.61	\$ 53.15				1/3/2022	Confidential Employee	Exempt
Administrative Services Director	\$ 88.29	\$ 92.70	\$ 97.34	\$ 102.20	\$ 107.32				1/3/2022	Confidential Management	Exempt
Assistant Engineer I	\$ 40.00	\$ 42.01	\$ 44.11	\$ 46.32	\$ 48.63				1/3/2022	General Employees	Non-Exempt
Assistant Engineer II	\$ 44.01	\$ 46.19	\$ 48.51	\$ 50.94	\$ 53.48				1/3/2022	General Employees	Non-Exempt
Assistant City Manager	\$ 101.53	\$ 106.60	\$ 111.94	\$ 117.53	\$ 123.42				1/3/2022	Confidential Management	Exempt
Assistant to the City Manager	\$ 67.66	\$ 71.03	\$ 74.60	\$ 78.31	\$ 82.24				1/3/2022	Executive Management	Exempt
Assistant Fire Marshal	\$ 75.94	\$ 79.74	\$ 83.73	\$ 87.91	\$ 92.31				1/20/2022	Brisbane Fire Management	Exempt
Associate Civil Engineer	\$ 52.40	\$ 55.01	\$ 57.76	\$ 60.65	\$ 63.69				1/3/2022	Mid-Management/Professional	Exempt
Associate Planner	\$ 46.29	\$ 48.61	\$ 51.05	\$ 53.60	\$ 56.28				1/3/2022	General Employees	Non-Exempt
Cashier	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23				3/3/2022	Unrepresented	Non-Exempt
C/CAG Stormwater Program Director	\$ 69.22	\$ 72.68	\$ 76.31	\$ 80.13	\$ 84.14				1/3/2022	Mid-Management/Professional	Exempt
City Clerk	\$ 54.75	\$ 57.49	\$ 60.36	\$ 63.38	\$ 66.54				1/3/2022	Executive Management	Exempt
City Manager	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 138.00		4/11/2022	Unrepresented	Exempt
Code Enforcement Officer	\$ 37.33	\$ 39.20	\$ 41.15	\$ 43.21	\$ 45.38				1/3/2022	General Employees	Non-Exempt
Communications Digital and Media Coordinator	\$ 35.06	\$ 36.80	\$ 38.65	\$ 40.58	\$ 42.60				1/3/2022	General Employees	Non-Exempt
Communications Manager	\$ 51.14	\$ 53.83	\$ 56.66	\$ 59.65	\$ 62.78				1/3/2022	Mid-Management/Professional	Exempt
Community Development Director	\$ 85.38	\$ 89.65	\$ 94.14	\$ 98.85	\$ 103.79				1/3/2022	Executive Management	Exempt
Community Development Technician	\$ 35.06	\$ 36.80	\$ 38.65	\$ 40.58	\$ 42.60				1/3/2022	General Employees	Non-Exempt
Community Services Officer	\$ 30.56	\$ 32.53	\$ 34.16	\$ 35.87	\$ 37.66				1/3/2022	General Employees	Non-Exempt
Council Member	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00			1/3/2022	Elected Position	
Crossing Guard	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23				3/3/2022	Unrepresented	Non-Exempt
Deputy City Clerk/Executive Assistant	\$ 41.16	\$ 43.22	\$ 45.38	\$ 47.66	\$ 50.03				1/3/2022	Confidential	Exempt
Deputy Director of Public Works	\$ 77.33	\$ 81.19	\$ 85.26	\$ 89.53	\$ 94.00				1/3/2022	Mid-Management/Professional	Exempt
Deputy Finance Director	\$ 69.22	\$ 72.68	\$ 76.31	\$ 80.13	\$ 84.14				1/3/2022	Mid-Management/Professional	Exempt
Director of Marina/Aquatics Services	\$ 56.67	\$ 59.51	\$ 62.48	\$ 65.61	\$ 68.89				1/3/2022	Executive Management	Exempt
Engineering Technician	\$ 38.56	\$ 40.49	\$ 42.51	\$ 44.62	\$ 46.87				1/3/2022	General Employees	Non-Exempt
Executive Administrative Assistant	\$ 35.61	\$ 37.38	\$ 39.25	\$ 41.22	\$ 43.28				1/3/2022	General Employees	Non-Exempt
Facility Attendant	\$ 17.67	\$ 18.55	\$ 19.48	\$ 20.46	\$ 21.48				1/3/2022	Unrepresented	Non-Exempt
Finance Director	\$ 84.50	\$ 88.72	\$ 93.16	\$ 97.83	\$ 102.70				1/3/2022	Confidential Management	Exempt
Financial Services Manager	\$ 59.79	\$ 62.77	\$ 65.91	\$ 69.22	\$ 72.68				1/3/2022	Mid-Management/Professional	Exempt
Fire Captain	\$ 41.75	\$ 43.83	\$ 46.03	\$ 48.33	\$ 50.75				1/3/2022	IAFF Local 2400	Non-Exempt
Fire Prevention Officer	\$ 51.46	\$ 54.05	\$ 56.75	\$ 59.57	\$ 62.55				1/3/2022	IAFF Local 2400	Non-Exempt
Fire Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 24.33		1/3/2022	IAFF Local 2400	Non-Exempt
Firefighter	\$ 34.94	\$ 36.68	\$ 38.52	\$ 40.43	\$ 42.45				1/3/2022	IAFF Local 2400	Non-Exempt

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Firefighter/Paramedic	\$ 34.94	\$ 36.68	\$ 38.52	\$ 40.43	\$ 42.45				1/3/2022	IAFF Local 2400	Non-Exempt
Geographic Information System Manager	\$ 51.14	\$ 53.83	\$ 56.66	\$ 59.65	\$ 62.78				1/3/2022	Mid-Management/Professional	Exempt
Habitat Restoration Aide	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 12.00		1/3/2022	Unrepresented	Non-Exempt
Habitat Restoration Lead Worker	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 15.00		1/3/2022	Unrepresented	Non-Exempt
Harbormaster	\$ 48.21	\$ 50.62	\$ 53.15	\$ 55.81	\$ 58.60				1/3/2022	Mid-Management/Professional	Exempt
Head Lifeguard	\$ 21.19	\$ 22.25	\$ 23.36	\$ 24.54	\$ 25.76				1/3/2022	Unrepresented	Non-Exempt
History Project Asst	\$ 35.86	\$ 37.66	\$ 39.54	\$ 41.51	\$ 43.59				1/3/2022	Unrepresented	Non-Exempt
Human Resources Administrator	\$ 70.63	\$ 74.16	\$ 77.87	\$ 81.77	\$ 85.85				1/3/2022	Confidential	Exempt
Human Resources Technician	\$ 35.06	\$ 36.80	\$ 38.65	\$ 40.58	\$ 42.60				1/3/2022	General Employees	Non-Exempt
Information Technology & Systems Administrator	\$ 52.71	\$ 55.34	\$ 58.11	\$ 61.01	\$ 64.08				1/3/2022	Mid-Management/Professional	Exempt
Intern	\$ -	\$ -	\$ -	\$ -	\$ -			\$15.00 - \$20.00	1/3/2022	Unrepresented	Non-Exempt
Lifeguard	\$ 16.08	\$ 16.88	\$ 17.72	\$ 18.61	\$ 19.53				1/3/2022	Unrepresented	Non-Exempt
Management Analyst (Part-time)	\$ 39.65	\$ 41.65	\$ 43.72	\$ 45.90	\$ 48.20				1/3/2022	Unrepresented	Non-Exempt
Marina Maintenance Worker I	\$ 30.06	\$ 31.56	\$ 33.14	\$ 34.79	\$ 36.54				1/3/2022	General Employees	Non-Exempt
Marina Maintenance Worker II	\$ 33.06	\$ 34.71	\$ 36.45	\$ 38.26	\$ 40.18				1/3/2022	General Employees	Non-Exempt
Marina Maintenance Worker I (Part-time)	\$ 30.65	\$ 32.18	\$ 33.79	\$ 35.50	\$ 37.27				1/3/2022	Unrepresented	Non-Exempt
Marina Maintenance Worker II (Part-time)	\$ 33.70	\$ 35.42	\$ 37.15	\$ 39.00	\$ 40.98				1/3/2022	Unrepresented	Non-Exempt
Marina Services Director	\$ 52.97	\$ 55.62	\$ 58.40	\$ 61.32	\$ 64.39				1/3/2022	Executive Management	Exempt
Office Assistant	\$ 27.55	\$ 28.88	\$ 30.33	\$ 31.84	\$ 33.45				1/3/2022	General Employees	Non-Exempt
Office Assistant (Part-Time)	\$ 28.05	\$ 29.45	\$ 30.92	\$ 32.48	\$ 34.10				1/3/2022	Unrepresented	Non-Exempt
Office Specialist	\$ 32.30	\$ 33.90	\$ 35.61	\$ 37.38	\$ 39.25				1/3/2022	General Employees	Non-Exempt
Office Specialist (Part-Time)	\$ 32.95	\$ 34.58	\$ 36.31	\$ 38.13	\$ 40.04				1/3/2022	Unrepresented	Non-Exempt
Park/Beach/Recreation Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			1/3/2022	Appointed Position	
Parks & Recreation Director	\$ 81.41	\$ 85.49	\$ 89.76	\$ 94.24	\$ 98.96				1/3/2022	Executive Management	Exempt
Parks/Facilities Maintenance Worker I	\$ 30.06	\$ 31.56	\$ 33.14	\$ 34.79	\$ 36.54				1/3/2022	General Employees	Non-Exempt
Parks/Facilities Maintenance Worker I (Part-Time)	\$ 30.65	\$ 32.18	\$ 33.79	\$ 35.50	\$ 37.27				1/3/2022	Unrepresented	Non-Exempt
Parks/Facilities Maintenance Worker II	\$ 33.06	\$ 34.71	\$ 36.45	\$ 38.26	\$ 40.18				1/3/2022	General Employees	Non-Exempt
Payroll/Utility Billing Technician	\$ 35.06	\$ 36.80	\$ 38.65	\$ 40.58	\$ 42.60				1/3/2022	General Employees	Non-Exempt
Planning Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			1/3/2022	Appointed Position	
Police Chief	\$ 99.64	\$ 104.62	\$ 109.84	\$ 115.35	\$ 121.10				1/3/2022	Police Chief	Exempt
Police Commander	\$ 89.83	\$ 94.32	\$ 99.04	\$ 103.99	\$ 109.19				1/3/2022	Police Commander	Exempt
Police Officer	\$ 45.65	\$ 47.93	\$ 50.33	\$ 52.85	\$ 55.49				1/3/2022	Brisbane Police Officers Association*	Non-Exempt
Police Officer - 40 hour shift (Detective/SRO)	\$ 47.93	\$ 50.33	\$ 52.85	\$ 55.49	\$ 58.26				1/3/2022	Brisbane Police Officers Association*	Non-Exempt
Police Sergeant	\$ 55.00	\$ 57.75	\$ 60.64	\$ 63.67	\$ 66.85				1/3/2022	Brisbane Police Officers Association*	Non-Exempt
Police Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 33.78		1/3/2022	Unrepresented	Non-Exempt
Pre-School Teacher	\$ 17.77	\$ 18.68	\$ 19.61	\$ 20.60	\$ 21.63				1/3/2022	Unrepresented	Non-Exempt
Principal Analyst	\$ 61.17	\$ 64.24	\$ 67.44	\$ 70.80	\$ 74.35				1/3/2022	Confidential	Exempt
Principal Planner	\$ 65.15	\$ 68.40	\$ 71.83	\$ 75.42	\$ 79.19				1/3/2022	Mid-Management/Professional	Exempt
Program Manager - SMCWPPP	\$ 64.44	\$ 67.67	\$ 71.05	\$ 74.61	\$ 78.34				1/3/2022	Mid-Management/Professional	Exempt
Public Service Aide	\$ 15.82	\$ 16.62	\$ 17.43	\$ 18.30	\$ 19.23				1/3/2022	Unrepresented	Non-Exempt
Public Works Director/City Engineer	\$ 99.96	\$ 104.96	\$ 110.19	\$ 115.72	\$ 121.50				1/3/2022	Executive Management	Exempt

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Public Works Inspector	\$ 49.33	\$ 51.80	\$ 54.39	\$ 57.10	\$ 59.96				1/3/2022	General Employees	Non-Exempt
Public Works Lead Maintenance Worker	\$ 39.68	\$ 41.66	\$ 43.73	\$ 45.93	\$ 48.21				1/3/2022	General Employees	Non-Exempt
Public Works Maintenance Worker I	\$ 30.06	\$ 31.56	\$ 33.14	\$ 34.79	\$ 36.54				1/3/2022	General Employees	Non-Exempt
Public Works Maintenance Worker I (Part-time)	\$ 30.65	\$ 32.18	\$ 33.79	\$ 35.50	\$ 37.27				1/3/2022	Unrepresented	Non-Exempt
Public Works Maintenance Worker II	\$ 33.06	\$ 34.71	\$ 36.45	\$ 38.26	\$ 40.18				1/3/2022	General Employees	Non-Exempt
Public Works Superintendent	\$ 64.13	\$ 67.33	\$ 70.70	\$ 74.24	\$ 77.95				1/3/2022	Mid-Management/Professional	Exempt
Public Works Supervisor	\$ 49.01	\$ 51.47	\$ 54.04	\$ 56.74	\$ 59.58				1/3/2022	Mid-Management/Professional	Exempt
Public Works Team Leader	\$ 44.47	\$ 46.80	\$ 49.27	\$ 51.87	\$ 54.59				1/3/2022	Mid-Management/Professional	Exempt
Receptionist	\$ 27.51	\$ 28.88	\$ 30.33	\$ 31.84	\$ 33.45				1/3/2022	General Employees	Non-Exempt
Receptionist (Part-time)	\$ 28.05	\$ 29.45	\$ 30.92	\$ 32.48	\$ 34.10				1/3/2022	Unrepresented	Non-Exempt
Recreation Leader	\$ 17.75	\$ 18.63	\$ 19.57	\$ 20.54	\$ 21.57				1/3/2022	Unrepresented	Non-Exempt
Recreation Leader Aide	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23				3/3/2022	Unrepresented	Non-Exempt
Recreation Manager	\$ 60.32	\$ 63.33	\$ 66.49	\$ 69.83	\$ 73.31				1/3/2022	Mid-Management/Professional	Exempt
Recreation Program Coordinator	\$ 30.51	\$ 32.56	\$ 34.19	\$ 35.90	\$ 37.69				1/3/2022	General Employees	Non-Exempt
Recreation Supervisor	\$ 44.56	\$ 46.80	\$ 49.13	\$ 51.58	\$ 54.17				1/3/2022	Mid-Management/Professional	Exempt
Regional Compliance Program Manager	\$ 51.14	\$ 53.83	\$ 56.66	\$ 59.65	\$ 62.78				1/3/2022	Mid-Management/Professional	Exempt
Reserve Police Officer	\$ 32.61	\$ 34.24	\$ 35.95	\$ 37.74	\$ 39.64				1/3/2022	Unrepresented	Non-Exempt
Senior Accounting Assistant	\$ 32.38	\$ 34.02	\$ 35.71	\$ 37.51	\$ 39.36				1/3/2022	General Employees	Non-Exempt
Senior Civil Engineer	\$ 64.44	\$ 67.67	\$ 71.05	\$ 74.61	\$ 78.34				1/3/2022	Mid-Management/Professional	Exempt
Senior Human Resources Analyst	\$ 48.86	\$ 51.29	\$ 53.87	\$ 56.55	\$ 59.37				1/3/2022	Confidential	Exempt
Senior Management Analyst	\$ 47.89	\$ 50.28	\$ 52.80	\$ 55.43	\$ 58.20				1/3/2022	Mid-Management/Professional	Exempt
Senior Planner	\$ 55.10	\$ 57.85	\$ 60.74	\$ 63.79	\$ 66.97				1/3/2022	Mid-Management/Professional	Exempt
Senior Recreation Leader	\$ 22.78	\$ 23.91	\$ 25.11	\$ 26.36	\$ 27.69				1/3/2022	Unrepresented	Non-Exempt
Sustainability Manager	\$ 51.14	\$ 53.83	\$ 56.66	\$ 59.65	\$ 62.78				1/3/2022	Mid-Management/Professional	Exempt
Special Assistant	\$ -	\$ -	\$ -	\$ -	\$ -			\$15.00-\$75.00	3/3/2022	Unrepresented	Non-Exempt
Spe Coun-Maj Dev Pro	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 175.04		1/3/2022	Confidential Management	Exempt
Swim Instructor	\$ 17.54	\$ 18.41	\$ 19.34	\$ 20.31	\$ 21.33				1/3/2022	Unrepresented	Non-Exempt
Van Driver	\$ 16.49	\$ 17.33	\$ 18.20	\$ 19.12	\$ 20.07				1/3/2022	Unrepresented	Non-Exempt
Water Quality Technician	\$ 33.06	\$ 34.71	\$ 36.45	\$ 38.26	\$ 40.18				1/3/2022	General Employees	Non-Exempt