



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 11/02/2026

ITEM NO: 7

DATE: November 2, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Approve an Amendment to the Town Employees Association (TEA) Salary Schedule to Establish a New Classification Title, the Salary Range for Property and Evidence Technician, and the Property and Evidence Technician Job Description**

RECOMMENDATION: Approve an amendment to the Town Employees Association (TEA) Salary Schedule to establish a new classification title, a salary range for Property and Evidence Technician, and the Property and Evidence Technician Job Description.

FISCAL IMPACT:

This agenda item would modify the TEA salary schedule by adding the Property and Evidence Technician classification. An Administrative Technician position is currently budgeted in the Police Department's Fiscal Year 2026-2027 Operating Budget, but if the new classification is approved, will be underfilled as a Property and Evidence Technician position. The proposed classification has a salary range approximately 12.3% to 12.4% lower than the existing Administrative Technician classification, which may result in future salary savings depending on the hiring step.

STRATEGIC PRIORITY:

This item does not relate to a strategic priority.

BACKGROUND:

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require amendments and revisions to salary schedules/classification

PREPARED BY: Cheryl Parkman
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

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plans are approved by the Town Council. Changes must be presented to Council for approval as part of the formal budget adoption, through the labor negotiations process, or as needed.

DISCUSSION:

The Town seeks to establish a new job classification of Property and Evidence Technician to replace an upcoming vacancy with a position that accurately reflects its day-to-day duties and labor group alignment. The incumbent currently performing these duties is classified as an Administrative Technician within the Confidential employee group and is scheduled to retire in February 2027, and the recruitment and background process will take up to three months to complete. The class code for this position will be created following Town Council approval.

Per Town Resolution 1974-41, Confidential employees are strictly designated for roles that function within employee/employer relations. Because the operational duties and responsibilities of managing police property and evidence do not involve labor relations, the Town is creating this distinct classification to accurately reflect the duties and responsibilities of the position and correct the historical misplacement of the position to the TEA employee group.

To maintain internal equity, the Town proposes aligning compensation for this new position with the Senior Police Records Specialist classification at pay grade TE30. This establishes a monthly salary range of \$7,078.31 to \$9,133.93. The proposed Property and Evidence Technician will have similar levels of responsibility related to the specialized area of work, and will need to possess similar independent judgement, technical knowledge, and a high degree of accountability.

The proposed hourly schedule is listed below and is based on a standard 2,080-hour work year (hourly rate = [monthly salary × 12] ÷ 2080) with a 5% compounding progression between each consecutive step and an additional \$0.577 per hour for step 6.

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Tech (Old)	\$46.6409	\$48.9729	\$51.4215	\$53.9926	\$56.6922	\$60.1038
Property and Evidence Technician (Proposed)	\$40.8364	\$42.8782	\$45.0221	\$47.2732	\$49.6369	\$52.6957

Staff has met the Town's obligation to meet and confer with TEA to add this classification to the salary schedule. TEA reviewed and approved the job description and salary range.

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CONCLUSION:

Staff recommends the approval of an amendment to the TEA salary schedule to establish a new classification title, a salary ranges for Property and Evidence Technician, and the Property and Evidence Technician Job Description.

COORDINATION:

Human Resources coordinated this memo with the Town Attorney, Police Department, and the Director of Administrative Services.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Updated TEA Salary Schedule with Property and Evidence Technician Salary Steps.
2. Property and Evidence Technician Job Description