



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/17/2024

ITEM NO: 12

DATE: December 9, 2024
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Approve a Side Letter that Amends the Town Employees Association (TEA) Salary Schedule to Establish a New Classification Title and Salary Range for Project Analyst I/II.

RECOMMENDATION:

Approve a side letter that amends the Town Employees Association (TEA) salary Schedule to establish a new classification title and salary range for Project Analyst I/II (Attachment 1).

BACKGROUND:

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require that amendments and revisions to the salary schedule/classification plan 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 the new flexibly-staff classification of Project Analyst I/II to help address recent Council approved positions for parking coordination and senior services. In lieu of creating a single use classification for either of these two functions, the Town determined that a more general Project Analyst classification would be appropriate so that the classification can be used for multiple purposes including future projects and programs.

The current Administrative Analyst classification is considered confidential, which under Town Resolution 1974-41 means an employee who is privy to decisions of Town management affecting employer-employee relations. Employees who would be hired to help manage specific programs would not qualify for the confidential employee group because they would not be

PREPARED BY: Cheryl Parkman
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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privity to those decisions. As such, a separate classification was created that will be represented by TEA.

The proposed classification salaries are below:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Project Analyst I	\$44.42	\$46.64	\$48.97	\$51.42	\$53.99	\$57.26
Project Analyst II	\$49.35	\$51.82	\$54.41	\$57.13	\$59.99	\$63.56

The Project Analyst II salary is 5% less than the Administrative Analyst salary in the Confidential group. It is important to note that Confidential employees received a 5% confidential salary differential. The Project Analyst I salary is 10% less than Project Analyst II based on best practice for promotional opportunity salary differences.

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 attached Side Letter agreement.

CONCLUSION:

Staff recommends the approval of an amendment to the TEA salary schedule to establish a new classification title and salary ranges for Project Analyst I/II.

COORDINATION:

The Town Attorney and Director of Finance coordinated this memo.

FISCAL IMPACT:

This agenda item would modify the TEA salary schedule by adding a flexibly staffed Project Analyst I/II classification. If approved, should a Department wish to use this classification, the cost would need to be absorbed into the Department’s existing budget or a budget adjustment would need to be requested at that time.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Side Letter with TEA on Project Analyst I/II with Exhibits A and B.