

COUNCIL AGENDA: 08-16-05

ITEM: 2.11

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Mark Danaj

**SUBJECT: APPROVAL OF AMENDMENTS  
TO THE CITY PAY PLAN FOR  
VARIOUS JOB CLASSIFICATIONS**

**DATE:** 08-09-05

Approved

*Kay Winer*

Date

*8/9/05*

## REASON FOR ADDENDUM

There is an agreement with the Confidential Employees' Organization (CEO), AFSCME, Local 101 to:

- (a) Change the salary ranges for Office Specialist I C (1127) and (1129) PT, and Secretary C (1157) retroactive to August 1, 2004 and
- (b) Make this pay change effective prior to the August 20, 2005 retirement date of one of the incumbents of the Secretary C (1157) classification.

## RECOMMENDATION

Adopt a resolution to change the salary ranges effective August 1, 2004 for the classifications of:

- a. Office Specialist I C (1127) and (1129) PT
- b. Secretary C (1157)

## BACKGROUND

When new job classifications are added or deleted, job titles are changed, or salaries are revised, the City's Pay Plan must be amended by resolution. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution, and is on file in the Employee Services Department and on the City's internet site.

As a result of studying the office administration classifications in 2001, salary ranges for the following Municipal Employees' Federation (MEF) classifications were increased: Office Specialist I (1126) and PT (1128), and Secretary (1156). The Office Specialist I classification received a salary range increase of approximately 2.5% and the Secretary classification received a salary range increase of approximately 1.4% effective September 16, 2001. The similar Confidential Employees' Organization (CEO) classifications of Office Specialist I C (1127) and Secretary C (1157) did not receive the same increases to the salary range.

Discussions have been held with the Confidential Employees' Organization (CEO), AFSCME, Local 101 over the last year regarding the inequity in the salary ranges. In order to correct this inequity, it is recommended that the CEO salary ranges be increased by the same percentages as the MEF salary ranges retroactive to August 1, 2004, which is the approximate time period discussions began on this issue. There is a minimal cost associated with making this change since there are no incumbents in the Office Specialist I C classification and only two incumbents in the Secretary C classification.

### **ANALYSIS**

#### **Salary Range Changes**

- a. Change the salary range for Office Specialist I C (1127) and (1129) PT from \$16.46-\$20.00 per hour (\$34,236.80-\$41,600 annually) to \$16.87-\$20.51 per hour (\$35,089.60-\$42,660.80 annually).
- b. Change the salary range for Secretary C (1157) from \$22.18-\$26.98 per hour (\$46,134.40-\$56,118.40 annually) to \$22.50-\$27.35 per hour (\$46,800-\$56,888.00 annually).

### **OUTCOME**

The pay range for two classifications will be changed in order to correct an internal equity issue and the City of San José pay plan will be updated to reflect the change. Two incumbents will receive a pay adjustment retroactive to August 1, 2004.

### **PUBLIC OUTREACH**

Not applicable.

### **COORDINATION**

This resolution was coordinated with the City Attorney, Office of Employee Relations, the Budget Office, the affected employees and departments and the affected unions.

### **COST IMPLICATIONS**

The cost of implementing the retroactive salary ranges for the Secretary C (1157) and Office Specialist I (1127) classifications is a one-time cost of approximately \$1500.00, in addition to approximately \$2000.00 in increased payroll costs for the remainder of this fiscal year, based on the assumption that there will be three incumbents in these classifications.

HONORABLE MAYOR AND CITY COUNCIL

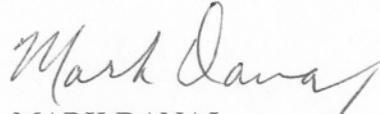
08-09-05

Subject: Approval of Amendments to Pay Plan

Page 3

CEQA

Not a project.



MARK DANAJ  
Director of Employee Services

2002 AUG 11 10 38  
2002 AUG 11 11 20 AM  
RECEIVED

