

# City of Brisbane

## Staff Report

To: City Council via City Manager

From: Maria Saguisag-Sid  
Principal Analyst

Subject: Approval of Resolutions in order to Update Hourly Pay Scale and Master Pay Schedule

Date: Meeting of February 1, 2018

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**Purpose:**

To meet the new state minimum wage requirement effective January 1, 2018 and create range for Intern position.

**Recommendation:**

Adopt Resolution No. 2018-03 to update the Hourly Pay Scale and 2018-04 to update the Master Pay Schedule

**Background and Discussion:**

On April 4, 2016, the California Legislature approved legislation amending the minimum wage phase-in requirements. This requires the minimum wage to be \$11.00 per hour effective January 1, 2018. To meet this requirement, staff is proposing changes to the following classifications:

- The Recreation Leader Aide is the entry-level position for the Parks and Recreation department, typically filled by high school students to assist with after school programs, summer camps and various city events. Staff recommends that the current starting salary (Step A) move from \$10.82 to \$11.00 per hour. In addition, our pay structure typically requires a 5% difference between steps. Because of this, staff is recommending to also adjust the second through fifth salary steps (Steps B through E) as appropriate to keep the 5% differential between steps.
- The Special Assistant is a classification generally used for temporary, limited duration assignments and/or special projects. The current starting salary is proposed to move from \$10.50 to \$11.00 per hour. As the Special Assistant is a salary range instead of steps, there is no further adjustment necessary.
- The Habitat Restoration Aide is a former grant funded classification which currently starts at \$10.50 per hour. Staff recommends updating this single step classification to \$11.00 per hour to stay in compliance with the minimum wage requirements.

In addition, staff is preparing to start recruitment for our summer internship program in late February. The current pay rate for interns is \$15.00 per hour, which has not been adjusted for several years. Staff is recommending creating a range of \$15.00 to \$20.00 per hour for the intern position to allow flexibility in attracting and recruiting students with higher education and experience levels.

**Fiscal Impact:**

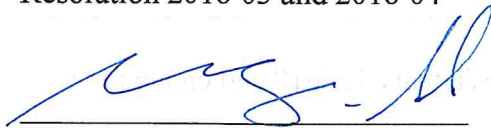
As there are no employees at the minimum of these positions, there is no fiscal impact with this adjustment.

**Measure of success:**

The City is able to hire and retain a qualified workforce.

**Attachments:**

Resolution 2018-03 and 2018-04



Maria Saguisag-Sid  
Principal Analyst



Clayton Holstine  
City Manager

**RESOLUTION 2018 - 03**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF BRISBANE CONCERNING  
WAGES FOR THE HOURLY EMPLOYEES  
EFFECTIVE JANUARY 1, 2018**

**WHEREAS**, on May 18, 2017, the City Council approved Resolution 2017-44 adopting the current pay scale for the Hourly Employees; and

**WHEREAS**, Senate Bill No. 3 states that the minimum wage in California is to be adjusted to eleven dollars (\$11.00) per hour, effective January 1, 2018; and

**WHEREAS**, the pay scales for the classifications of Habitat Restoration Aide, Recreation Leader Aide and Special Assistant, are currently below this new minimum wage requirement; and

**WHEREAS**, the City Council also desires to update the pay scale for the classifications of Intern from a single fixed amount of fifteen dollars (\$15.00) per hours, to a salary range;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the Hourly Employees Pay Scale, Exhibit A, be amended to include the updated pay scale for the classification of Habitat Restoration Aide, Intern, Recreation Leader Aide and Special Assistant, effective January 1, 2018, as follows:

Habitat Restoration Aide	<u>Step A</u>				
	11.00				
Intern	Minimum: 15.00		Maximum: 20.00		
Recreation Leader Aide	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
	11.50	11.55	12.13	12.73	13.37
Special Assistant	Minimum: 11.00		Maximum: 75.00		

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W.CLARKE CONWAY  
Mayor

I hereby certify that the foregoing Resolution No. 2018-03 was duly and regularly adopted at a regular meeting of the Brisbane City Council on February 1, 2018, by the following vote:

AYES:  
NOES:  
ABSENT:

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INGRID PADILLA  
City Clerk

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Archive Assistant	Hourly	30.31	31.83	33.42	35.08	36.85
Cashier	Hourly	11.29	11.85	12.45	13.07	13.73
Crossing Guard	Hourly	11.70	12.29	12.91	13.55	14.23
Facilities Attendant	Hourly	14.94	15.68	16.47	17.29	18.15
Habitat Restoration Aide	Hourly	11.00				
Habitat Restoration Lead Worker	Hourly	15.00				
Head Lifeguard	Hourly	17.91	18.81	19.74	20.74	21.77
Intern	Hourly	Minimum	15.00		Maximum	20.00
Lifeguard	Hourly	13.59	14.27	14.98	15.73	16.51
Management Analyst (PT)	Hourly	33.51	35.20	36.95	38.80	40.74
Marina Maintenance Worker I (PT)	Hourly	25.91	27.20	28.56	30.00	31.50
Marina Maintenance Worker II (PT)	Hourly	28.49	29.94	31.40	32.96	34.64
Office Assistant	Hourly	23.71	24.89	26.13	27.46	28.82
Office Specialist	Hourly	27.85	29.23	30.69	32.23	33.84
Parks/Facilities Maintenance Worker I (PT)	Hourly	25.91	27.20	28.56	30.00	31.50
Public Service Aide	Hourly	13.37	14.05	14.74	15.47	16.25
Pre-School Teacher	Hourly	15.02	15.79	16.57	17.41	18.28
Public Works Maintenance Worker I (PT)	Hourly	25.91	27.20	28.56	30.00	31.50
Receptionist	Hourly	23.71	24.89	26.13	27.46	28.82
Recreation Leader	Hourly	15.00	15.75	16.54	17.36	18.23
Recreation Leader Aide	Hourly	11.00	11.55	12.13	12.73	13.37
Reserve Police Officer	Hourly	27.56	28.94	30.38	31.90	33.50
Senior Recreation Leader	Hourly	19.25	20.21	21.22	22.28	23.40
Special Assistant	Hourly	Minimum	11.00		Maximum	75.00
Swim Instructor	Hourly	14.82	15.56	16.35	17.17	18.02
Teen Coordinator	Hourly	15.80	16.58	17.42	18.29	19.19
Van Driver	Hourly	13.94	14.65	15.38	16.16	16.96

**RESOLUTION 2018-04**

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

**WHEREAS**, pursuant to 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, the pay rate for each position title, and the applicable time base for the pay rate; and

**WHEREAS**, the City Council approved Resolution 2017-45 adopting the current 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; and

**WHEREAS**, the City Council approved Resolution 2018-03, adopting a new salary schedule for the Habitat Restoration Aide, Intern, Recreation Leader Aide and Special Assistant classifications; and

**WHEREAS**, the City Council wishes to amend the Master Pay Schedule to update the new hourly wages;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Brisbane that the Master Pay Schedule, is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

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W.CLARKE CONWAY  
Mayor

I hereby certify that the foregoing Resolution No. 2018-04 was duly and regularly adopted at a regular meeting of the Brisbane City Council on February 1, 2018, by the following vote:

AYES:  
NOES;  
ABSENT:

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INGRID PADILLA  
City Clerk

## City of Brisbane Master Pay Schedule

Job Classification	Grade A	Grade B	Grade C	Grade D	Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Accounting Assistant I	\$ 21.95	\$ 23.05	\$ 24.21	\$ 25.42	\$ 26.69				7/10/2017	General Employees	Non-Exempt
Accounting Assistant II	\$ 24.17	\$ 25.38	\$ 26.65	\$ 27.98	\$ 29.38				7/10/2017	General Employees	Non-Exempt
Administrative Assistant	\$ 29.04	\$ 30.49	\$ 32.01	\$ 33.61	\$ 35.30				7/10/2017	General Employees	Non-Exempt
Administrative Management Analyst	\$ 35.20	\$ 36.95	\$ 38.81	\$ 40.74	\$ 42.79				7/10/2017	Confidential Employee	Exempt
Administrative Services Director	\$ 74.62	\$ 78.35	\$ 82.27	\$ 86.38	\$ 90.71				7/10/2017	Confidential Management	Exempt
Archive Assistant	\$ 30.31	\$ 31.83	\$ 33.42	\$ 35.08	\$ 36.85				7/10/2017	Unrepresented	Non-Exempt
Assistant Engineer I	\$ 32.83	\$ 34.47	\$ 36.19	\$ 38.01	\$ 39.90				7/10/2017	General Employees	Non-Exempt
Assistant Engineer II	\$ 36.11	\$ 37.90	\$ 39.81	\$ 41.80	\$ 43.89				7/10/2017	General Employees	Non-Exempt
Assistant to the City Manager	\$ 57.18	\$ 60.04	\$ 63.05	\$ 66.19	\$ 69.51				7/10/2017	Executive Management	Exempt
Associate Civil Engineer	\$ 43.03	\$ 45.17	\$ 47.43	\$ 49.81	\$ 52.30				7/10/2017	Mid-Management/Professional	Exempt
Associate Planner	\$ 39.13	\$ 41.09	\$ 43.15	\$ 45.30	\$ 47.57				7/10/2017	General Employees	Non-Exempt
Cashier	\$ 11.29	\$ 11.85	\$ 12.45	\$ 13.07	\$ 13.73				7/10/2017	Unrepresented	Non-Exempt
City Clerk	\$ 44.71	\$ 46.94	\$ 49.29	\$ 51.76	\$ 54.34				7/10/2017	Executive Management	Exempt
City Manager							\$ 112.53		11/13/2017	Unrepresented	Exempt
Code Enforcement Officer	\$ 27.56	\$ 28.94	\$ 30.38	\$ 31.90	\$ 33.50				7/10/2017	General Employees	Non-Exempt
Community Development Director	\$ 72.16	\$ 75.77	\$ 79.57	\$ 83.55	\$ 87.73				7/10/2017	Executive Management	Exempt
Community Development Technician	\$ 29.63	\$ 31.11	\$ 32.67	\$ 34.30	\$ 36.01				7/10/2017	General Employees	Non-Exempt
Community Service Officer	\$ 24.25	\$ 25.46	\$ 26.73	\$ 28.07	\$ 29.47				7/10/2017	General Employees	Non-Exempt
Council Member						\$ 400.00			12/5/2015	Elected Position	
Crossing Guard	\$ 11.70	\$ 12.29	\$ 12.91	\$ 13.55	\$ 14.23				7/10/2017	Unrepresented	Non-Exempt
Deputy City Clerk/Executive Assistant	\$ 33.13	\$ 34.79	\$ 36.53	\$ 38.36	\$ 40.27				7/10/2017	Confidential	Exempt
Deputy Director of Public Works	\$ 63.51	\$ 66.68	\$ 70.02	\$ 73.52	\$ 77.19				7/10/2017	Mid-Management/Professional	Exempt
Deputy Finance Director	\$ 54.01	\$ 56.71	\$ 59.54	\$ 62.52	\$ 65.65				7/10/2017	Mid-Management/Professional	Exempt
Director of Marina and Aquatic Services	\$ 47.90	\$ 50.30	\$ 52.81	\$ 55.45	\$ 58.22				7/10/2017	Executive Management	Exempt
Engineering Technician	\$ 32.59	\$ 34.22	\$ 35.93	\$ 37.71	\$ 39.61				7/10/2017	General Employees	Non-Exempt
Executive Administrative Assistant	\$ 30.10	\$ 31.59	\$ 33.17	\$ 34.84	\$ 36.58				7/10/2017	General Employees	Non-Exempt
Facilities Attendant	\$ 14.94	\$ 15.68	\$ 16.47	\$ 17.29	\$ 18.15				7/10/2017	Unrepresented	Non-Exempt
Finance Director	\$ 71.42	\$ 74.98	\$ 78.74	\$ 82.69	\$ 86.80				7/10/2017	Confidential Management	Exempt
Financial Services Manager	\$ 49.10	\$ 51.55	\$ 54.13	\$ 56.84	\$ 59.69				7/10/2017	Mid-Management/Professional	Exempt
Fire Captain	\$ 34.78	\$ 36.51	\$ 38.34	\$ 40.25	\$ 42.27				7/10/2017	IAFF Local 2400	Non-Exempt
Fire Prevention Officer	\$ 30.61	\$ 32.15	\$ 33.76	\$ 35.44	\$ 37.21				7/10/2017	IAFF Local 2400	Non-Exempt
Fire Trainee							\$ 20.26		7/10/2017	IAFF Local 2400	Non-Exempt
Firefighter	\$ 29.10	\$ 30.55	\$ 32.08	\$ 33.67	\$ 35.36				7/10/2017	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic	\$ 29.10	\$ 30.55	\$ 32.08	\$ 33.67	\$ 35.36				7/10/2017	IAFF Local 2400	Non-Exempt
Habitat Restoration Aide							\$ 11.00		1/1/2018	Unrepresented	Non-Exempt
Habitat Restoration Lead Worker							\$ 15.00		7/10/2017	Unrepresented	Non-Exempt
Harbormaster	\$ 39.59	\$ 41.57	\$ 43.65	\$ 45.83	\$ 48.12				7/10/2017	Mid-Management/Professional	Exempt
Head Lifeguard	\$ 17.91	\$ 18.81	\$ 19.74	\$ 20.74	\$ 21.77				7/10/2017	Unrepresented	Non-Exempt
Human Resources Technician	\$ 29.63	\$ 31.11	\$ 32.67	\$ 34.30	\$ 36.01				7/10/2017	General Employees	Non-Exempt
Information Technology & Systems Administrator	\$ 43.28	\$ 45.45	\$ 47.72	\$ 50.11	\$ 52.62				7/10/2017	Mid-Management/Professional	Exempt
Intern								\$15.00 - \$20.00	1/1/2018	Unrepresented	Non-Exempt
Lifeguard	\$ 13.59	\$ 14.27	\$ 14.98	\$ 15.73	\$ 16.51				7/10/2017	Unrepresented	Non-Exempt
Management Analyst (Part-Time)	\$ 33.51	\$ 35.20	\$ 36.95	\$ 38.80	\$ 40.74				7/10/2017	Unrepresented	Non-Exempt
Marina Maintenance Worker I	\$ 25.41	\$ 26.67	\$ 28.01	\$ 29.41	\$ 30.88				7/10/2017	General Employees	Non-Exempt
Marina Maintenance Worker II	\$ 25.41	\$ 29.33	\$ 30.81	\$ 32.34	\$ 33.96				7/10/2017	General Employees	Non-Exempt
Marina Maintenance Worker I (Part-time)	\$ 25.91	\$ 27.20	\$ 28.56	\$ 30.00	\$ 31.50				7/10/2017	Unrepresented	Non-Exempt
Marina Maintenance Worker II (Part-time)	\$ 28.49	\$ 29.94	\$ 31.40	\$ 32.96	\$ 34.64				7/10/2017	Unrepresented	Non-Exempt
Marina Services Director	\$ 44.77	\$ 47.01	\$ 49.36	\$ 51.82	\$ 54.42				7/10/2017	Executive Management	Exempt
Office Assistant	\$ 23.29	\$ 24.41	\$ 25.63	\$ 26.92	\$ 28.27				7/10/2017	General Employees	Non-Exempt
Office Assistant (Part-Time)	\$ 23.71	\$ 24.89	\$ 26.13	\$ 27.46	\$ 28.82				7/10/2017	Unrepresented	Non-Exempt
Office Specialist	\$ 27.30	\$ 28.65	\$ 30.10	\$ 31.59	\$ 33.17				7/10/2017	General Employees	Non-Exempt
Office Specialist (Part-Time)	\$ 27.85	\$ 29.23	\$ 30.69	\$ 32.23	\$ 33.84				7/10/2017	Unrepresented	Non-Exempt

## City of Brisbane Master Pay Schedule

Job Classification	Grade A	Grade B	Grade C	Grade D	Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Park/Beach/Recreation Commissioner						\$ 100.00			6/18/2015	Appointed Position	
Parks & Recreation Director	\$ 68.81	\$ 72.26	\$ 75.86	\$ 79.65	\$ 83.64				7/10/2017	Executive Management	Exempt
Parks/Facilities Maintenance Worker I	\$ 25.41	\$ 26.67	\$ 28.01	\$ 29.41	\$ 30.88				7/10/2017	General Employees	Non-Exempt
Parks/Facilities Maintenance Worker I (Part-Time)	\$ 25.91	\$ 27.20	\$ 28.56	\$ 30.00	\$ 31.50				7/10/2017	Unrepresented	Non-Exempt
Parks/Facilities Maintenance Worker II	\$ 27.94	\$ 29.33	\$ 30.81	\$ 32.34	\$ 33.96				7/10/2017	General Employees	Non-Exempt
Payroll and Utility Billing Technician	\$ 29.63	\$ 31.11	\$ 32.67	\$ 34.30	\$ 36.01				7/10/2017	General Employees	Non-Exempt
Planning Commissioner						\$ 100.00			6/18/2015	Appointed Position	
Police Chief	\$ 81.76	\$ 85.85	\$ 90.13	\$ 94.65	\$ 99.37				7/10/2017	Police Chief	Exempt
Police Commander	\$ 75.92	\$ 79.72	\$ 83.71	\$ 87.90	\$ 92.29				1/8/2018	Police Commander	Exempt
Police Officer	\$ 37.14	\$ 39.00	\$ 40.95	\$ 43.00	\$ 45.15				7/10/2017	Brisbane Police Officers Association*	Non-Exempt
Police Officer - 40 hour shift (Detective/SRO)	\$ 39.00	\$ 40.95	\$ 43.00	\$ 45.15	\$ 47.41				7/10/2017	Brisbane Police Officers Association*	Non-Exempt
Police Sergeant	\$ 44.75	\$ 46.99	\$ 49.34	\$ 51.81	\$ 54.40				7/10/2017	Brisbane Police Officers Association*	Non-Exempt
Pre-School Teacher	\$ 15.02	\$ 15.79	\$ 16.57	\$ 17.41	\$ 18.28				7/10/2017	Unrepresented	Non-Exempt
Principal Analyst	\$ 49.24	\$ 51.71	\$ 54.29	\$ 56.99	\$ 59.85				7/10/2017	Confidential	Exempt
Principal Planner	\$ 53.50	\$ 56.17	\$ 58.99	\$ 61.94	\$ 65.03				7/10/2017	Mid-Management/Professional	Exempt
Program Manager - SMCWPPP	\$ 52.92	\$ 55.57	\$ 58.35	\$ 61.27	\$ 64.33				7/10/2017	Mid-Management/Professional	Exempt
Public Service Aide	\$ 13.37	\$ 14.05	\$ 14.74	\$ 15.47	\$ 16.25				7/10/2017	Unrepresented	Non-Exempt
Public Works Director/City Engineer	\$ 84.49	\$ 88.71	\$ 93.14	\$ 97.80	\$ 102.70				7/10/2017	Executive Management	Exempt
Public Works Inspector	\$ 41.69	\$ 43.78	\$ 45.97	\$ 48.26	\$ 50.68				7/10/2017	General Employees	Non-Exempt
Public Works Lead Maintenance Worker	\$ 33.54	\$ 35.21	\$ 36.96	\$ 38.82	\$ 40.75				7/10/2017	General Employees	Non-Exempt
Public Works Maintenance Worker I	\$ 25.41	\$ 26.67	\$ 28.01	\$ 29.41	\$ 30.88				7/10/2017	General Employees	Non-Exempt
Public Works Maintenance Worker I (Part-time)	\$ 25.91	\$ 27.20	\$ 28.56	\$ 30.00	\$ 31.50				7/10/2017	Unrepresented	Non-Exempt
Public Works Maintenance Worker II	\$ 27.94	\$ 29.33	\$ 30.81	\$ 32.34	\$ 33.96				7/10/2017	General Employees	Non-Exempt
Public Works Superintendent	\$ 52.66	\$ 55.29	\$ 58.06	\$ 60.97	\$ 64.01				7/10/2017	Mid-Management/Professional	Exempt
Public Works Supervisor	\$ 40.25	\$ 42.27	\$ 44.38	\$ 46.59	\$ 48.93				7/10/2017	Mid-Management/Professional	Exempt
Public Works Team Leader	\$ 36.52	\$ 38.44	\$ 40.46	\$ 42.60	\$ 44.83				7/10/2017	Mid-Management/Professional	Exempt
Receptionist	\$ 23.25	\$ 24.41	\$ 25.63	\$ 26.92	\$ 28.27				7/10/2017	General Employees	Non-Exempt
Receptionist (Part-Time)	\$ 23.71	\$ 24.89	\$ 26.13	\$ 27.46	\$ 28.82				7/10/2017	Unrepresented	Non-Exempt
Recreation Leader	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23				9/18/2017	Unrepresented	Non-Exempt
Recreation Leader Aide	\$ 11.00	\$ 11.55	\$ 12.13	\$ 12.73	\$ 13.37				1/1/2018	Unrepresented	Non-Exempt
Recreation Manager	\$ 49.53	\$ 52.01	\$ 54.60	\$ 57.34	\$ 60.21				7/10/2017	Mid-Management/Professional	Exempt
Recreation Program Coordinator	\$ 24.26	\$ 25.48	\$ 26.76	\$ 28.09	\$ 29.49				7/10/2017	General Employees	Non-Exempt
Recreation Supervisor	\$ 36.59	\$ 38.44	\$ 40.35	\$ 42.36	\$ 44.48				7/10/2017	Mid-Management/Professional	Exempt
Regional Compliance Program Manager	\$ 42.00	\$ 44.21	\$ 46.53	\$ 48.98	\$ 51.56				7/10/2017	Mid-Management/Professional	Exempt
Reserve Police Officer	\$ 27.56	\$ 28.94	\$ 30.38	\$ 31.90	\$ 33.50				7/10/2017	Unrepresented	Non-Exempt
Senior Accounting Assistant	\$ 27.37	\$ 28.75	\$ 30.18	\$ 31.70	\$ 33.27				7/10/2017	General Employees	Non-Exempt
Senior Civil Engineer	\$ 52.92	\$ 55.57	\$ 58.35	\$ 61.27	\$ 64.33				7/10/2017	Mid-Management/Professional	Exempt
Senior Human Resources Analyst	\$ 39.33	\$ 41.29	\$ 43.36	\$ 45.52	\$ 47.79				7/10/2017	Confidential	Exempt
Senior Management Analyst	\$ 39.33	\$ 41.29	\$ 43.36	\$ 45.52	\$ 47.79				7/10/2017	Mid-Management/Professional	Exempt
Senior Planner	\$ 45.25	\$ 47.51	\$ 49.88	\$ 52.39	\$ 55.00				7/10/2017	Mid-Management/Professional	Exempt
Senior Recreation Leader	\$ 19.25	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.40				9/18/2017	Unrepresented	Non-Exempt
Special Assistant								\$11.00-\$75.00	1/1/2018	Unrepresented	Non-Exempt
Special Council-Major Development Projects							\$ 163.35		7/10/2017	Confidential Management	Exempt
Swim Instructor	\$ 14.82	\$ 15.56	\$ 16.35	\$ 17.17	\$ 18.02				7/10/2017	Unrepresented	Non-Exempt
Teen Coordinator	\$ 15.80	\$ 16.58	\$ 17.42	\$ 18.29	\$ 19.19				7/10/2017	Unrepresented	Non-Exempt
Van Driver	\$ 13.94	\$ 14.65	\$ 15.38	\$ 16.16	\$ 16.96				7/10/2017	Unrepresented	Non-Exempt