



# AGENDA REPORT

Human Resources

<b>DATE:</b>	October 24, 2023
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	Shasa Curl, City Manager Nickie Mastay, Deputy City Manager, Internal Services Sharrone Taylor, Interim Director of Human Resources
<b>Subject:</b>	Resolutions Adopting the City of Richmond Salary Schedule and Position Control
<b>FINANCIAL IMPACT:</b>	The fiscal impact estimate for Fiscal Year 2023-24 is \$3,741,331.00
<b>PREVIOUS COUNCIL ACTION:</b>	<a href="#">Click or tap here to enter text.</a>
<b>STATEMENT OF THE ISSUE:</b>	City Council's approval is required to adopt the resolutions approving the salary schedule and modifying position control.
<b>RECOMMENDED ACTION:</b>	ADOPT a resolution amending the City's salary schedule to implement agreed upon changes from the classification and compensation study; and ADOPT a resolution with corresponding necessary modifications to position control – Human Resources Department (Sharrone Taylor/Nickie Mastay 510-620-6803).

## **DISCUSSION:**

On April 21, 2020, the City entered into a contract with The Segal Group, Inc. to conduct a comprehensive city-wide classification and compensation study to yield recommended classification specifications and a proposed competitive salary structure. To carry this out, The Segal Group, Inc. conducted an extensive salary survey, reviewed over 230 job titles, and received and analyzed job description questionnaires from approximately 330 employees. At the completion of the study, the Segal Group, Inc. recommended the establishment of a new salary structure and an overhaul of the job descriptions to ensure uniformity and modernization. In addition, several classifications were retitled to better describe the job duties being performed and classifications deemed obsolete were recommended for removal.

Three City bargaining units (SEIU Local 1021 Full-Time General Employees, IFPTE Local 21 Mid-Management Bargaining Unit, IFPTE Local 21 Executive Management Bargaining Unit) have a reopener clause in their current Memorandum of Understanding related to the Segal study. Since these bargaining units negotiated their contracts while the study was ongoing, the parties agreed to a reopener clause to discuss wage increases pursuant to the results of the study. Therefore, the Human Resources Department negotiated in good faith with the bargaining unit representatives regarding the implementation of the recommendations of the study. The parties came to an agreement about the implementation of the study via contract amendment agreements.

The Human Resources Department brought the ratified contract amendments for City Council's approval as follows:

- On May 26, 2023, City Council adopted resolution 44-23, authorizing approval of the contract amendment with SEIU General Employees Full-Time and Part-Time units. The amendment provided a four percent (4%) base wage increase effective July 1, 2023, and authorized implementation of the study for the Full-Time unit.
- On June 6, 2023, City Council adopted resolution 51-23, authorizing approval of the contract amendment with IFPTE Mid-Management Unit. The amendment provided a four percent (4%) base wage increase effective July 1, 2023, and authorized implementation of the study.
- On June 20, 2023, City Council adopted resolution 54-23, authorizing approval of the contract amendment with IFPTE Executive Management Unit. The amendment included compensation changes to the parties' MOU and authorized implementation of the study.

The parties continued to negotiate the content of the job descriptions per the agreed upon contract amendments. The current action being brought forth to City Council is to adopt the new salary schedule that incorporates the compensation study for these bargaining units and to add the newly established classifications to position control. There will be no change in FTE.

**RECOMMENDATION:**

City staff recommends that the City Council adopt the resolutions amending the updated City-wide salary schedule, which incorporates all agreed upon changes and amend position control to add the newly established classifications.

**NEXT STEPS:**

Upon approval of the resolution adopting the updated salary schedule, Human Resources staff will implement any wage changes pursuant to the newly adopted salary schedule, effective November 1, 2023, for affected employees in the three bargaining units and will amend position control to add the newly established classifications.

**DOCUMENTS ATTACHED:**

Attachment 1 – Resolution Amending the Salary Schedule effective November 1, 2023  
Attachment 2 – Resolution Attachment A (Salary Schedule)  
Attachment 3 – Resolution Amending Position Control