Agenda Item No: 1.k

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: February 17, 2026

Submitted by: Alice Burnett

From: City Administrator

Subject:
RESOLUTION TO AMEND THE 2025-26 POSITION ALLOCATION PLAN AND AMEND THE MASTER SALARY TABLE ESTABLISHING AND REVISING VARIOUS CLASSIFICATIONS AND SALARY RANGES

Financial Impact:
Fiscal Impact:

- Reclassification of one (1) Equipment Mechanic to one (1) Equipment Mechanic II in the Public Works Department. The impact of the reclassification is approximately $3,771 for a full fiscal year.
- Amend the Salary for GIS Technician in the Development Services Department. The impact of the salary amendment is approximately $10,036 for a full fiscal year.

The net effect of the action is an increase of $13,806.96 for a full fiscal year. There is no anticipated impact to the current fiscal year's budget due to salary savings generated during recruitments.

Summary:
Amendments to the City's position allocation and classification plan shall be submitted for review and recommendation per the Personnel Rules, Rule III.

Proposed changes to the Position Allocation Plan have been received and are recommended:

1. Reclassification of one (1) Equipment Mechanic to an Equipment Mechanic II in the Public Works Department. The impact of the reclassification is approximately $3,771 for a full fiscal year.
2. Amend the Salary for GIS Technician in the Development Services Department. The impact of the reclassification is approximately $10,036 for a full fiscal year.

Recommendation:
Recommended Action: It is recommended that the City Council:
Adopt Resolution No. R-2026-12, a Resolution of the City Council of the City of Placentia, California, Amending the Position Allocation Plan and Master Salary Ranges for Fiscal Year 2025-26.

Strategic Plan Statement:
There is no specific strategic planning goal or objective associated with this agenda item.

Discussion:
Recommended for approval are requests for the following classification actions:

1. Reclassification of one (1) Equipment Mechanic to an Equipment Mechanic II in the Public Works Department; and
2. Amend the Salary for GIS Technician in the Development Services Department.

As part of the City's regular review of the classification plan, staff evaluated current staffing needs and compensation and is recommending the creation of a new position and a salary adjustment to an existing classification, as outlined below.

Public Works Department: The position allocation plan currently includes two (2) Equipment Mechanics. One position performs advanced diagnostic and repair work, while the other focuses on routine maintenance. Given the limited staffing structure and complexity of the work, establishing an Equipment Mechanic II position recognizes the advanced skills, independent judgment, and operational demands required in a two-person team.

Development Services Department: The GIS Technician is the City's sole position responsible for managing GIS operations and the Citywide GIS database, providing critical support to all departments, including Police, Fire and Life Safety, Dispatch, Public Works, Administration, Community Services, and Finance. Given the City's significant long-term investment in GIS infrastructure and data, maintaining strong technical capacity is essential. The position is currently vacant following the incumbent's resignation for a promotional opportunity elsewhere. To support recruitment and retention and to protect the City's technological and financial investment, staff recommends increasing the salary range to improve external competitiveness and internal equity.

Fiscal Impact Summary:
The cost associated with the approval of this item is estimated to be $13,806.96 for a full fiscal year. Due to timing of the reclassifications as well as vacancy savings anticipated within the FY 2025-26 budget, no additional appropriations for the FY 2025-26 budget is being requested.

Attachments
Resolution R-2026-12 - Amending the Master Salary Table & Position Allocation Plan
Exhibit A - Equipment Mechanic II Final.pdf
Exhibit B - POSITION ALLOCATION PLAN 2026.02.17.pdf
Exhibit C - MASTER SALARY TABLE 2026.02.17.pdf