



City Council Staff Report

Subject: Various Personnel Items

Date: December 9, 2025

Submitted By: Tameka Usher, Administrative Services Director

Department: Administrative Services - Human Resources

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin to Adopt the Revised Temporary Positions Hourly Salary Schedule, Increasing the Hourly Minimum Wage for the Classification of Program Assistant to Seventeen Dollars and Two Cents (\$17.02).
- B. Adopt a Resolution of the City Council of the City of Rocklin to Approve Amendments to the Rules, Regulations, Benefits, and Policies Related to Employee Relations Between the Management, Confidential, and Unrepresented Employees and the City and Repealing Resolution No. 2025-181.
- C. Adopt a Resolution of the City Council of the City of Rocklin Repealing and Replacing Resolution No. 2023-155 Designating Representatives to the NCCSIF Board of Directors.
- D. Receive a report from the Human Resources Division of the Administrative Services Department as Required by City of Rocklin Municipal Code 2.48 – Police Salaries.

Background:

Minimum Wage Increase

On August 1, 2025, the Director of the State of California Department of Finance certified that based on the annual inflation rate from July 1 2024 - June 30 2025, under Labor Code section 1182.12(c)(3)(A), the state hourly minimum wage must be increased, effective January 1, 2026, to \$16.90 an hour.

To comply with the abovementioned labor code, staff recommends that the City Council consider and approve salary increases to meet the minimum threshold for the Program Assistant classification by adjusting the salary range to align with the Public Works Specialist classification, which is \$17.02 at step 1. No other classifications on the City's Salary Schedules are affected at this time.

Title 2 of the California Code of Regulations, section 570.5 requires the pay schedules to be adopted at a public meeting.

Management and Confidential, and Other Unrepresented Employees Resolution

The Rules, Regulations, Benefits, and Policies Relating to Employee Relations between the City of Rocklin and the Rocklin Management, Confidential, and Unrepresented Employees was last revised on August 26, 2025 by Resolution No. 2025-181. At this time, staff recommends two additional changes:

- Include Call-back and standby provisions for the Confidential Information Technology Analyst classification, as this position participates in Call-back assignments similar to other represented IT staff to ensure coverage for the City's 24-hour operations.
- Revise the probationary evaluation language to remove the requirement for three evaluations and instead establish two evaluations, one at the mid-point and one at the conclusion of the probationary period.

Northern California Cities Self Insurance Fund (NCCSIF)

The City of Rocklin is a member of the NCCSIF, an association of cities and towns joined to protect member assets by stabilizing risk costs and providing members with broad coverage and quality services in risk management and claims management.

On October 10, 2023, the City Council designated the Principal Management Analyst of the Administrative Services Department as the City's representative to the NCCSIF Board of Directors and the Management Analyst from the Administrative Services Department as the alternate representative.

In light of the restructuring of staffing and duties in the Administrative Services Department, staff recommends that the Administrative Services Manager from the Administrative Services Department be designated as the City's NCCSIF Board of Directors representative and the Director of Administrative Services from the Administrative Services Department be designated as the alternate representative.

Measure C

On December 15, 1980, the Rocklin City Council adopted Resolution No. 80-117 declaring the passing of "Measure C" related to Rocklin Police Department salaries and ordained Municipal Ordinance No. 440 (or Rocklin Municipal Code (RMC) Chapter 2.48), which states:

The Council shall, on January 1st annually, determine the existing average salaries for the Auburn Police Department, Lincoln Police Department, Roseville Police Department, and Placer County Sheriff's Office, operating within the county of Placer for each class of position employed by those agencies. Effective February 1, 1981, and effective February 1st of each year thereafter, the Council shall adjust and determine that the average salary for each class of position in the Rocklin Police Department as set forth in this chapter is at least equal to the average of the salaries for the comparable positions in the Auburn Police Department, Lincoln Police Department, Roseville Police Department, and Placer County Sheriff's Office.

RMC Chapter 2.48 includes the following classifications: Sergeant, Police Officer, Dispatch Supervisor (Public Safety Dispatcher Supervisor), and Dispatch Clerk (Public Safety Dispatcher II). Staff conducted a base salary study of the comparable positions, and a summary of the study results is below:

Classification	Rocklin PD Average	Local Agency Average ¹	Rocklin % Above/Below Average
Sergeant	\$137,598.50	\$125,425.44	9.71%
Police Officer	\$111,923.00	\$101,342.18	10.44%
Dispatch Supervisor	\$96,711.00	\$99,337.55	-2.64%
Public Safety Dispatcher II	\$83,687.50	\$80,793.56	3.58%

¹ Methodology defined in City of Rocklin Municipal Code Chapter 2.48

Based on the results of the study, staff recommends that City Council receive and accept this report as a determination that the average salaries for each class (except the Dispatcher Supervisor) as set forth in RMC Chapter 2.48 is at least equal to the average of the salaries for the comparable positions in the Auburn Police Department, Lincoln Police Department, Roseville Police Department, and Placer County Sheriff's Office.

Per the chart above, the Dispatcher Supervisor salary is below the average. Therefore, consistent with RMC Chapter 2.48, staff will bring an item to Council in January 2026 for further action.

Fiscal Impact:

- **Minimum Wage:** The estimated total net impact is approximately \$1,000 based on the Fiscal Year (FY) 2024/25 payroll and will be absorbed within the FY 2025/26–2026/27 Operating Budget.
- **Management and Confidential, and Other Unrepresented Employees Resolution :** The estimated annual cost is approximately \$4,000 and has been incorporated into the FY 2025/26–2026/27 Operating Budget.
- **Measure C and NCCSIF:** No fiscal impact. Any costs associated with the Dispatcher Supervisor classification will be addressed when a report is presented to the City Council in January 2026.

ATTACHMENTS:

1. Resolution A
2. Resolution A Exhibit 1: Temporary Positions Hourly Salary Schedule
3. Minimum Wage Increase, Director of Finance Calculation of Adjustment Letter
4. Resolution B
5. Resolution B Exhibit 1: Management and Confidential Resolution
6. Management and Confidential Resolution- redline
7. Resolution C