



City Council Staff Report

Subject: Various Personnel Updates

Date: August 13, 2024

Submitted By: Tameka Usher, Director of Administrative Services

Department: Administrative Services - Human Resources

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving the Position Reallocation, Retitle, and Related Salary Range Changes, and Updated Salary Schedule.

Background:

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

Recently, Human Resources (HR) staff conducted a compaction analysis of management classifications in the Community Development Department. The analysis included a comparison of the base salary percentage differentials between the Director of Community Development, City Engineer/Deputy Director of Community Development, Manager of Planning Services, and Principal Planner. The analysis concluded the following:

- 2.5% salary differential between the Manager of Planning Services and Principal Planner, which is the highest-level subordinate classification to the Principal Planner.

Despite the difference in the classifications' duties and responsibilities, the salary is highly compacted. As a result of the compaction analysis and to prevent similar compaction issues with the Director of Community Development and City Engineer/Deputy Director of Community Development salaries, staff recommends the following changes:

- Director of Community Development
 - The salary range be increased from salary range 32 to salary range 34.
- City Engineer/Deputy Director of Community Development
 - The salary range be increased from salary range 27 to salary range 29.
- Manager of Planning Services
 - The salary range be increased from salary range 19 to salary range 23.
 - In addition to a salary range change, HR recommends changing the title from Manager of Planning Services to Planning Manager to better reflect industry titling.
 - Reallocate 1.0 FTE Planning Services Manager allocation to Planning

Manager in the Community Development Department.

- Management Salary Schedule:
 - Delete the Manager of Planning Services and add Planning Manager.

Fiscal Impact:

The fiscal impact from the staff recommendation is a total of approximately \$50,000 for the three affected positions; however this is no anticipated impact in the Fiscal Year 2024/25 Operating Budget due to available salary savings.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - Management Salary Schedule](#)