



City Council Staff Report

Subject:

Various Personnel Updates

Date:

December 12, 2023

Submitted By:

Tameka Usher, Director of Administrative Services

Department:

Administrative Services - Human Resources

Recommendation:

- A. 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.
- B. Adopt a Resolution of the City Council of the City of Rocklin to Approve the Bargaining Unit Change for Two (2) Senior Department Administrative Specialist Allocations from the Confidential Group to AFSCME Bargaining Unit; and the Resulting Reclassification and Reallocation Changes, Y-Rated Salary Schedule, and the Deletion of the Senior Department Administrative Specialist Classification; and Approve the Bargaining Unit Change of One (1) Information Technology Analyst Allocation from the AFSCME Bargaining Unit to the Confidential Group; and Revise Confidential Salary Schedule.

Background:**Measure C**

On December 15, 1980, the City Council of the City of Rocklin adopted Resolution No. 80-117 declaring the passing of “Measure C” related to Rocklin Police Department salaries and set Municipal Ordinance 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.

Rocklin Municipal Code 2.48 includes the following classifications: Sergeant, Police Officer, Dispatch Supervisor (Public Safety Dispatcher Supervisor), and Dispatch Clerk (Public Safety Dispatcher II). The Human Resources Division (HR) conducted a base salary study of the comparable positions and a summary of the study results is below:

Classification	Rocklin PD Average	Local Agency Average¹	% Difference
Sergeant	\$132,255.00	\$117,016.12	11.52%
Police Officer	\$107,577.00	\$83,223.26	11.54%
Dispatch Supervisor	\$92,956.00	\$77,778.27	3.27%
Public Safety Dispatcher II	\$80,438.00	\$63,854.77	7.94%

¹Agencies defined in City of Rocklin Municipal Code 2.48: Auburn Police Department, Lincoln Police Department, Roseville Police Department, and Placer County Sheriff's Office.

Based on the results of the study, HR staff recommends that the City Council receive and accept this report as a determination that the average salaries for each class as set forth in Rocklin Municipal Code 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. Therefore, no additional action is required.

Bargaining Unit Changes

Confidential Group to AFSCME Bargaining Unit

HR staff recommends reallocating and transferring two (2) encumbered Senior Department Administrative Specialist allocations (positions #522 and #21) from the Confidential group to the AFSCME bargaining unit. This request is justified based on a detailed review of both incumbents' duties and responsibilities and discussions with each department director. HR confirmed that the incumbents in positions 522 and 21 are not performing duties consistent with the Employer-Employee Resolution; Section 2 Definitions, which notes that "Confidential Employee" *is defined as an employee who regularly participates in, has knowledge of, or access to, decisions of City management affecting employer-employee relations.*

For this reason, it is recommended that the positions be removed from the Confidential unit. Classification titles are not shared between the Confidential Unit and AFSCME; therefore, the positions will be reclassified from Senior Department Administrative Specialist to Administrative Assistant. The salary range for the Administrative Assistant is lower than the Senior Department Administrative Specialist; therefore, HR recommends the current incumbents' salaries be Y-rated in accordance with City of Rocklin Personnel Rule 3-01(10). Title 2 of the California Code of Regulations, section 570.5 requires the City's salary schedules to be adopted at a public meeting. As such, staff recommends adopting a Y-rated salary schedule for the Administrative Assistant classification salary (\$84.089).

Staff further recommends deleting the Senior Department Administrative Specialist classification from the Confidential Salary Schedule since it will no longer be used.

Allocation Changes:

- Community Development
 - Delete 1.0 FTE Senior Department Administrative Specialist and add 1.0 FTE Administrative Assistant

- Parks and Recreation
 - Delete 1.0 FTE Senior Department Administrative Specialist and add 1.0 FTE Administrative Assistant

AFSCME Bargaining Unit to Confidential Group

HR recommends reallocating and transferring one (1) Information Technology Analyst (position #62) from the AFSCME bargaining unit to the Confidential group. This request is justified based on a detailed review of the duties and responsibilities and discussion with the Information Technology Manager. Given such, position 62 is performing duties consistent with the Employer-Employee Resolution; Section 2 Definitions, which notes that “Confidential Employee” *is defined as an employee who regularly participates in, has knowledge of, or access to, decisions of City management affecting employer-employee relations.*

HR staff has satisfied the meet and confer obligation with AFCME regarding the proposed changes in accordance with the City of Rocklin Employee-Employer Resolution.

Fiscal Impact:

Measure C: The staff recommendation is cost-neutral and has no direct fiscal impacts on the General Fund.

Confidential to AFSCME Bargaining Unit Change: The staff recommendation is cost-neutral and have no direct fiscal impacts on the General Fund.

AFSCME Bargaining Unit to Confidential Change: The fiscal impact to the General Fund from the staff recommendation is expected to be an increase of approximately \$2,390. This amount will be offset with projected operational savings.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit 1 - Y-Rated Salary Schedule](#)
3. [Resolution Exhibit 2 - Confidential Salary Schedule A and B](#)