



City Council Staff Report

Subject: Various Personnel Updates

Date: May 12, 2026

Submitted By: Meagan Bushey, Administrative Services Manager
Tameka Usher, Administrative Services Director

Department: Administrative Services - Human Resources

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin Approving the Deletion of the City Engineer/Deputy Director of Community Development Allocation, Addition of One City Engineer Allocation, Addition of One Deputy Director of Community Development Allocation, Deletion of the Planning Manager Allocation, and the Revised Management Salary Schedule.
- B. Adopt a Resolution of the City Council of the City of Rocklin Approving the Deletion of Two Community Services Officer Allocations, the Addition of One Animal Control Officer Allocation, the Addition of One Senior Animal Control Officer Allocation and the Revised RPOA Salary Schedule and Y-Rated Salary Schedule.

Background:

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

Management Group:

The City Engineer/Deputy Director of Community Development position has been vacant since mid-2024 despite continuous recruitment efforts, prompting a re-evaluation of the department's organizational structure. This led to a recommendation to separate the City Engineer and Deputy Director roles within the Department, focusing on the City Engineer role as a unique, specialized need. This change is intended to support long-term succession planning, better align duties and responsibilities, and provide a more structured career development pathway.

Staff recommends creating a City Engineer allocation and reclassifying the existing Planning Manager allocation to a Deputy Director of Community Development.

Recommended Allocation Changes:

- Add 1.0 FTE City Engineer
- Add 1.0 FTE Deputy Director of Community Development
- Delete 1.0 FTE Planning Manager
- Delete 1.0 FTE City Engineer/Deputy Director of Community Development

Staff recommends a salary range for the City Engineer be placed at Range 26 (\$130,737-\$178,182) of the Management Salary Schedule and the Deputy Director of Community Development be placed at Range 29 (\$140,790-\$191,882).

Additionally, to maintain alignment with the City's Deputy classifications, staff recommends adjusting the salary range for the Deputy Director of Administrative Services to Range 29 (\$140,790-\$191,882).

Rocklin Police Officers Association (RPOA):

Five years ago, the City consolidated the Animal Control Officer (ACO) and Community Services Officer (CSO) positions to improve operational efficiency and staffing flexibility. Over the years, it has become evident that the different specialized focus and training have prevented the operational efficiency and flexibility that the department anticipated. Therefore, staff recommends separating animal control duties and responsibilities by re-establishing the ACO classification to allow it to focus on core responsibilities. This change aims to strengthen service delivery, increase efficiency, and enhance community support.

Additionally, based on the evaluation of animal control duties, staff recommends establishing a Senior Animal Control Officer (Sr. ACO) classification. This role would perform the full range of Animal Control Officer duties while taking on advanced responsibilities, including oversight of the animal shelter contract and coordination with allied agencies. Staff further recommends adopting the classification and assigning it to salary Range NSP4 (\$67,708–\$92,279).

An employee currently classified as a CSO has requested a voluntary demotion to the Animal Control Officer classification. The CSO salary range is higher than the ACO salary range. Therefore, the staff recommends that the employees' voluntary demotion be accepted, and that the salary be Y-rated consistent with Personnel Rules section 147.

Recommended Allocation Changes:

- Add 1.0 FTE Animal Control Officer
- Add 1.0 FTE Senior Animal Control Officer
- Delete 2.0 FTE Community Services Officer

Staff satisfied the meet and confer obligation with the RPOA regarding the proposed changes accordance with the City of Rocklin Employee-Employer Resolution.

Fiscal Impact:

There is no fiscal impact to the General Fund resulting from the staff recommendation.

ATTACHMENTS:

1. Resolution A - Management
2. Resolution A Exhibit 1 - Management Salary Schedule 05-16-2026
3. Resolution B - RPOA
4. Resolution B Exhibit 1 - RPOA Salary Schedule 05-16-2026
5. Resolution B Exhibit 2 - Y-Rated Salary Schedule Effective 05-16-2026