

City Council Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2018-01437

December 4, 2018

Consent Item 20

Title: (City Council/Housing Authority) Approval of Compensation Increase for Unrepresented Sacramento Housing and Redevelopment Agency (SHRA) Employees and Salary Schedules

Location: Citywide

Recommendation: Adopt: 1) a City Council Resolution: a) authorizing the Sacramento Housing and Redevelopment Agency (SHRA) to increase compensation for exempt management and confidential (unrepresented) employees; b) approving the salary schedule for all SHRA staff, and c) making related findings; and 2) a Housing Authority Resolution: a) authorizing the Sacramento Housing and Redevelopment Agency (SHRA) to increase compensation for exempt management and confidential (unrepresented) employees; b) approving the salary schedule for all SHRA staff, and c) making related findings.

Contact: La Shelle Dozier, Executive Director, (916) 440-1319; James Shields, Director of Administration, (916) 440-1319, Sacramento Housing and Redevelopment Agency

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-City Council Resolution
- 3-Housing Authority Resolution
- 4-Exhibit A - Unrepresented Employees Salary Schedule
- 5-Exhibit B – Represented Employees Salary Schedule

Description/Analysis

Issue Detail: Issue Detail: This report recommends that the City Council and Housing Authority of the City of Sacramento approve compensation changes covering exempt management and confidential (unrepresented) Sacramento Housing and Redevelopment Agency employees as follows:

Salary Range Adjustments - Effective January 5, 2019, the salaries for all unrepresented employees are to be increased by 2.0%. The salary schedule for unrepresented employees is to be adjusted accordingly.

Policy Considerations: The recommended actions in this report are consistent with SHRA policy and labor relations practices. The California Code of Regulations requires that the City Council adopt SHRA's salary schedule at a public meeting (2CCR 570.5). This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available. These publically adopted rates are used by CalPERS to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit. Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification.

Economic Impacts: None

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed actions consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under CEQA, Guidelines Section 15378 (b)(4).

National Environmental Policy Act (NEPA): The proposed actions consist of governmental administrative and management activities and are therefore categorically exempt under NEPA, 24 CFR 58.34(a) (3).

Sustainability: None

Rationale for Recommendation: SHRA completed contract negotiations with the Sacramento Housing and Redevelopment Agency Employees Association (SHRAEA) and with American Federation of State, City and Municipal Employees (AFSCME) Local 146, for five (5) year labor agreements for the periods of January 1, 2016 through December 31, 2020. Both labor

agreements have salary range changes approved through 2020. The recommended salary range changes covering exempt management and confidential (unrepresented) SHRA employees are consistent with the increases in the approved SHRAEA and AFSCME Contracts for 2019.

Financial Considerations: Adoption of the proposed compensation increases for unrepresented classifications as outlined in this report will result in an additional cost of approximately \$128,015. Funding for the proposed increase has been incorporated into the 2019 SHRA Budget approved on November 13, 2018.

LBE - M/WBE and Section 3 requirements: Not applicable to this report.

RESOLUTION NO. 2018 -

Adopted by the Sacramento City Council

On date of

APPROVING COMPENSATION INCREASE FOR UNREPRESENTED SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY EMPLOYEES AND SALARY SCHEDULES

BACKGROUND

- A The Sacramento Housing and Redevelopment Agency is recommending that Effective January 5, 2019, all unrepresented SHRA employees receive a salary adjustment of 2.0% effective January 5, 2019.
- B The California Code of Regulations requires that SHRA's salary schedule be adopted at a public meeting. (2 CCR 570.5) This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available. These publicly adopted rates are used by California Public Employees Retirement System (CalPERS) to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit.
- C Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted 2 CCR Section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification.
- D The actions proposed in this report consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under the California Environmental Quality Act, Guidelines 14 CCR section 15378(b)(4). The actions proposed in this report consist of governmental administrative and management activities and are therefore categorically exempt under the National Environmental Policy Act 24 CFR 58.34(a)(3).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the findings, including the environmental findings regarding this action as stated above, are found to be true and correct and are hereby adopted.
- Section 2. Effective January 5, 2019, the salary for all unrepresented employees shall be increased by 2.0%.
- Section 3. The unrepresented and represented SHRA Salary Schedules included as Exhibits A and B to this resolution are hereby approved.

Table of Contents:

Exhibit A - Unrepresented Salary Schedule

Exhibit B - Represented Employees Salary Schedule

RESOLUTION NO. 2018 -

Adopted by the Housing Authority of the City of Sacramento

On date of

APPROVING COMPENSATION INCREASE FOR UNREPRESENTED SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY EMPLOYEES AND SALARY SCHEDULES

BACKGROUND

- A The Sacramento Housing and Redevelopment Agency is recommending that Effective January 5, 2019, all unrepresented SHRA employees receive a salary adjustment of 2.0% effective January 5, 2019.
- B The California Code of Regulations requires that SHRA's salary schedule be adopted at a public meeting. (2 CCR 570.5) This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available. These publicly adopted rates are used by California Public Employees Retirement System (CalPERS) to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit.
- C Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted 2 CCR Section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification.
- D The actions proposed in this report consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under the California Environmental Quality Act, Guidelines 14 CCR section 15378(b)(4). The actions proposed in this report consist of governmental administrative and management activities and are therefore categorically exempt under the National Environmental Policy Act 24 CFR 58.34(a)(3).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSNG AUTHORITY RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the findings, including the environmental findings regarding this action as stated above, are found to be true and correct and are hereby adopted.
- Section 2. Effective January 5, 2019, the salary for all unrepresented employees shall be increased by 2.0%.
- Section 3. The unrepresented and represented SHRA Salary Schedules included as Exhibits A and B to this resolution are hereby approved.

Table of Contents:

Exhibit A - Unrepresented Salary Schedule

Exhibit B - Represented Employees Salary Schedule

EXHIBIT A

SALARY SCHEDULES FOR SHRA EXEMPT AND CONFIDENTIAL CLASSIFICATIONS						
EXEMPT CLASSIFICATIONS	Code	Unit	Range	Effective	Min-Annual	Max-Annual
AGENCY CLERK-RANGE 1	215	2	7	1/5/19	58,885	91,349
AGENCY CLERK-RANGE 2	214	2	10	1/5/19	68,166	105,748
AGENCY COUNSEL-RANGE 1	218	2	9	1/5/19	64,920	100,713
AGENCY COUNSEL-RANGE 2	219	2	13	1/5/19	78,911	122,417
AGENCY COUNSEL-RANGE 3	220	2	18	1/5/19	100,713	156,238
ASSISTANT DIRECTOR	116	1	19	1/5/19	105,748	164,050
CONTRACT ADMINISTRATOR	246	2	7	1/5/19	58,885	91,349
DEPUTY EXECUTIVE DIRECTOR	101	1	23	1/5/19	128,538	199,404
DIRECTOR-RANGE 1	108	1	20	1/5/19	111,036	172,253
DIRECTOR-RANGE 2	105	1	23	1/5/19	128,538	199,404
ENGINEERING PROJECT MANAGER	236	2	13	1/5/19	78,911	122,417
FINANCE ANALYST	243	2	7	1/5/19	58,885	91,349
GENERAL COUNSEL	102	1	23	1/5/19	128,538	199,404
GRANT WRITER	241	2	7	1/5/19	58,885	91,349
IT BUSINESS ANALYST	242	2	10	1/5/19	68,166	105,748
IT MANAGER	209	2	18	1/5/19	100,713	156,238
MANAGEMENT ANALYST	231	2	10	1/5/19	68,166	105,748
PROGRAM INTEGRITY ANALYST	325	2	1	1/5/19	43,941	68,166
PROGRAM MANAGER	205	2	16	1/5/19	91,349	141,713
PUBLIC INFORMATION OFFICER	202	2	12	1/5/19	75,153	116,587
REAL ESTATE COORDINATOR	239	2	4	1/5/19	50,867	78,911
RESIDENT SERVICES SUPERVISOR	326	2	4	1/5/19	50,867	78,911
RESIDENT TRAINEE SUPERVISOR	307	2	1	1/5/19	43,941	68,166
SENIOR HUMAN RESOURCES ANALYST	245	2	9	1/5/19	64,920	100,713
SENIOR PROGRAM ANALYST	240	2	4	1/5/19	50,867	78,911
SITE MANAGER I	302	2	1	1/5/19	43,941	68,166
SITE MANAGER II	301	2	4	1/5/19	50,867	78,911
SUPERVISOR	304	2	7	1/5/19	58,885	91,349
EXECUTIVE DIRECTOR	100	1	ED	1/5/19	146,717	227,606
CONFIDENTIAL CLASSIFICATIONS	Code	Unit	Range	Effective	Min-Annual	Max-Annual
CONFIDENTIAL ADMIN ASSISTANT	403	4	C9	1/5/19	41,089	63,742
CONFIDENTIAL ADMIN SPECIALIST	404	4	C10	1/5/19	43,143	66,930
EXECUTIVE ASSISTANT	411	4	C10	1/5/19	43,143	66,930
HUMAN RESOURCES ASSISTANT	410	4	C3	1/5/19	30,661	47,566
HUMAN RESOURCES SPECIALIST	406	4	C8	1/5/19	39,132	60,707

SALARY SCHEDULE FOR REPRESENTED CLASSIFICATIONS

CLASSIFICATION	Code	Unit	Range	Effective	Min-Annual	Max-Annual
ACCOUNT CLERK	502	5	D	1/5/19	37,015	47,241
ACCOUNTANT	602	6	HH	1/5/19	59,104	75,433
ACCOUNTANT SPECIALIST	601	6	EE	1/5/19	44,104	56,289
ACCOUNTING TECHNICIAN	503	5	E	1/5/19	40,809	52,083
ADMINISTRATIVE SECRETARY	504	5	F	1/5/19	44,992	57,422
ASSISTANT AGENCY CLERK	657	6	G	1/5/19	51,056	65,162
CD ANALYST-RANGE 1	603	6	GG	1/5/19	53,609	68,420
CD ANALYST-RANGE 2	604	6	I	1/5/19	62,059	79,204
CLERICAL ASSISTANT	526	5	B	1/5/19	30,452	38,865
COMPLIANCE/PROCUREMENT ANALYST	617	6	HH	1/5/19	59,104	75,433
CONSTRUCTION ARCHITECT	671	6	J	1/5/19	68,420	87,323
CONSTRUCTION ENGINEER	608	6	J	1/5/19	68,420	87,323
CONSTRUCTION TECHNICIAN	632	6	HH	1/5/19	59,104	75,433
FINANCE SPECIALIST-PAYROLL	618	6	EE	1/5/19	44,104	56,289
GIS ANALYST	664	6	I	1/5/19	62,059	79,204
HOUSING ASSISTANT	518	5	CC	1/5/19	35,252	44,992
HOUSING AUTHORITY ANALYST	646	6	H	1/5/19	56,289	71,841
HOUSING FINANCE ANALYST-RANGE1	606	6	HH	1/5/19	59,104	75,433
HOUSING FINANCE ANALYST-RANGE2	609	6	J	1/5/19	68,420	87,323
HOUSING FINANCE ANALYST-RANGE3	635	6	K	1/5/19	75,433	96,274
HOUSING PROGRAM SPECIALIST	647	6	FF	1/5/19	48,625	62,059
HOUSING PROGRAM TECHNICIAN I	665	6	D	1/5/19	36,998	47,220
HOUSING PROGRAM TECHNICIAN II	667	6	E	1/5/19	40,790	52,060
HOUSING TECHNICIAN	519	5	D	1/5/19	37,015	47,241
IT APPLICATIONS/DEV ANALYST	630	6	L	1/5/19	83,165	106,142
IT CUST SERVICES SUPPORT SPEC	642	6	GG	1/5/19	53,609	68,420
IT NETWORK/MIDRANGE SPECIALIST	643	6	M	1/5/19	91,689	117,021
LEASING AGENT	668	6	LA1	1/5/19	27,452	N/A
LOAN SERVICING ANALYST	625	6	HH	1/5/19	59,104	75,433
MAINTENANCE LEAD	555	5	G	1/5/19	59,104	75,433
MAINTENANCE SPEC STAT ENGINEER	547	5	H	1/5/19	54,688	69,797
MAINTENANCE SPECIALIST	551	5	H	1/5/19	54,688	69,797
MAINTENANCE TECHNICIAN	535	5	F	1/5/19	44,992	57,422
MAINTENANCE WORKER I	508	5	C	1/5/19	33,573	42,849
MAINTENANCE WORKER II	525	5	D	1/5/19	37,015	47,241
OFFICE ASSISTANT	512	5	C	1/5/19	33,573	42,849
OFFICE TECHNICIAN	536	5	D	1/5/19	37,015	47,241
PRINCIPAL ACCOUNTANT	651	6	J	1/5/19	68,420	87,323
PRINCIPAL CONSTRUCTION TECH	654	6	I	1/5/19	62,059	79,204
PRINCIPAL HOUSING PROGRAM SPEC	648	6	H	1/5/19	56,289	71,841
PRINCIPAL RESIDENT SERV TECH	670	6	FF	1/5/19	48,625	62,059
PROGRAM TECHNICIAN	627	6	FF	1/5/19	48,625	62,059
REAL ESTATE ANALYST	660	6	HH	1/5/19	59,104	75,433

SALARY SCHEDULE FOR REPRESENTED CLASSIFICATIONS

CLASSIFICATION	Code	Unit	Range	Effective	Min-Annual	Max-Annual
REAL ESTATE SPECIALIST	655	6	GG	1/5/19	53,609	68,420
REDEVELOPMENT ANALYST-RANGE 1	628	6	HH	1/5/19	59,104	75,433
REDEVELOPMENT ANALYST-RANGE 2	629	6	II	1/5/19	65,162	83,165
REDEVELOPMENT ANALYST-RANGE 3	633	6	K	1/5/19	75,433	96,274
REDEVELOPMENT PLANNER-RANGE 1	605	6	HH	1/5/19	59,104	75,433
REDEVELOPMENT PLANNER-RANGE 2	607	6	II	1/5/19	65,162	83,165
REDEVELOPMENT PLANNER-RANGE 3	631	6	KK	1/5/19	79,204	101,087
REGULATORY COMPLIANCE ANALYST	659	6	HH	1/5/19	59,104	75,433
REGULATORY COMPLIANCE SPEC	658	6	G	1/5/19	51,056	65,162
RESIDENT SERVICES TECHNICIAN	507	5	D	1/5/19	37,015	47,241
RESIDENT TRAINEE PROGRAM LEAD	556	5	E	1/5/19	40,809	52,083
SENIOR LEASING AGENT	673	6	LA2	1/5/19	31,696	N/A
SENIOR LOAN SERVICING ANALYST	669	6	J	1/5/19	68,420	87,323