

To: Honorable Mayor and Members of the City Council

From: Jennifer Ott, City Manager

Date: May 20, 2024

Supplemental Memo regarding Adoption of Resolution Amending the Salary Schedule for Part-Time Classifications Effective June 2, 2024 to Reflect Changes to the City of Alameda Minimum Wage and to Maintain Adequate Differentials Between Part-Time Job Categories. (Human Resources 10025060)

SUPPLEMENTAL INFORMATION

This memo is being provided to supplement the staff report already published for the May 21, 2024 City Council meeting.

As presented in the staff report, City staff is recommending to amend the Salary Schedule for Part-Time classifications effective June 2, 2024, to accommodate changes required related to the increase in minimum wage in the City of Alameda effective July 1, and to increase certain other rates to remain competitive in the marketplace. Since submission of this recommendation the General Manager – Alameda Municipal Power (GM - AMP) has resigned with an effective date of May 23, 2024. In the search for an interim GM – AMP, the City has found that in order to find a qualified candidate with the required skill and knowledge for this important position an amendment to the part-time salary schedule is required to add additional steps to the Administrative Specialist III classification to provide adequate salary for an interim GM - AMP.

Special skill and knowledge are required for the position due to the specialized nature of AMP. The most effective way to bring a qualified Interim GM - AMP on board is to hire a qualified CalPERS retired annuitant candidate into a part-time classification; however, none of the current classifications can be compensated in the range of the GM – AMP position, a requirement for appointing a CalPERS retired annuitant. As a result, to hire a qualified Interim GM - AMP staff recommends adding two steps to the Part-Time Administrative Specialist III classification to compensate an Interim GM - AMP: (1) adding Step 9 to the Part-Time classification Administrative Specialist III at \$144.57 per hour equivalent to the current GM - AMP's hourly rate, effective May 22, 2024, and (2) adding Step 10 at \$176.83 per hour equivalent to the GM - AMP salary proposed to be effective June 5, 2024 after the City Council considers a change to the salary for the permanent GM - AMP position on June 4, 2024.

Please find attached the amended salary schedule and a new resolution which includes both the previously recommended changes related to the minimum wage and the additional proposed changes to the Administrative Specialist III position described above.

Respectfully submitted,
Jessica Romeo, Human Resources Director

Exhibit:

1. EXHIBIT 1: Revised Part-Time Salary Schedule Additional Step to Admin Splst III
2. Resolution

CITY OF ALAMEDA
PART-TIME CLASSIFICATIONS - SALARY SCHEDULE (2024)

CODE	CLASSIFICATION	HOURLY									Step 10	Step 11	EFFECTIVE DATE	
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9				
Recreation														
5021	Recreation Learner	14.45												6/2/2024
5023	Recreation Leader	17.00	17.42	17.86	18.31	18.77								6/2/2024
5003	Recreation Specialist I	19.27	20.24	21.25	22.31	23.43								6/4/2023
5004	Recreation Specialist II	21.42	22.49	23.61	24.79	26.03	27.33	28.70						6/4/2023
5014	Aquatics Lifeguard	18.00	18.45	18.91	19.38	19.86	20.36							6/2/2024
5022	Aquatic Instructor	18.45	18.91	19.38	19.86	20.36	20.87							6/2/2024
5011	Aquatic Specialist	20.83	21.87	22.96	24.11	25.32								6/2/2024
5044	Tiny Tot Aide	17.36	17.79	18.23	18.69	19.16								6/2/2024
5043	Tiny Tot Instructor	18.19	19.10	20.06	21.06	22.11								6/4/2023
5052	Scorekeeper	17.36	18.23	19.14	20.10	21.11	22.17	23.28	24.44	25.66				6/4/2023
Park														
5281	Park Monitor	18.19	19.10	20.06	21.06	22.11								6/4/2023
5282	Lead Park Monitor	22.05	23.15	24.31	25.53	26.81								6/4/2023
Library														
3522	Library Aide	17.00	17.42	17.86	18.31	18.77	19.24	19.72	20.21	20.72				6/2/2024
3526	Library Associate I	22.22	23.33	24.50	25.72	27.01	28.36	29.78	31.26	32.82				6/4/2023
3527	Library Associate II	28.36	29.78	31.26	32.82	34.46	36.19	38.01	39.91	41.90				6/4/2023
3528	Library Specialist I	31.26	32.82	34.46	36.19	38.01	39.91	41.90	43.99	46.19				6/4/2023
3529	Library Specialist II	36.19	38.01	39.91	41.90	43.99	46.19	48.50	50.92	53.46				6/4/2023
Police														
4081	Police Assistant I	18.21	19.12	20.08	21.08	22.13	23.24	24.40						6/2/2024
4082	Police Assistant II	23.00	24.15	25.36	26.63	27.96	29.36	30.83						6/7/2020
4057	Police Officer-Recruit	28.83	30.27	31.78	33.37	35.04	36.79	38.63						1/1/2016
Admin/Prof														
2052	Administrative Assistant I	17.58	18.46	19.38	20.35	21.37	22.44	23.56	24.74	25.98				6/2/2024
2053	Administrative Assistant II	23.25	24.41	25.63	26.91	28.26	29.67	31.15	32.71	34.35				6/7/2020
2054	Administrative Specialist I	35.26	37.02	38.87	40.81	42.85	44.99	47.24	49.60	52.08				1/1/2016
2055	Administrative Specialist II	54.68	57.41	60.28	63.29	66.45	69.77	73.26	76.92	80.77				1/1/2016
2056	Administrative Specialist III	84.81	89.05	93.50	98.18	103.09	108.24	113.65	119.33	125.30	144.57	176.83		5/22/2024
City Attorney														
2057	Law Fellow	52.61	55.24	58.01	60.90	63.95	67.14	70.51	74.03	77.74				6/2/2024
2058	Staff Counsel	89.97	94.47	99.20	104.15	109.36								6/2/2024
2059	Special Counsel	96.80	101.64	106.73	112.06	117.66	123.55	129.73	136.21	143.02				6/2/2024
Maintenance														
2061	Maintenance Assistant I	17.58	18.46	19.38	20.35	21.37	22.44	23.56	24.74	25.98				6/2/2024
2062	Maintenance Assistant II	19.29	20.26	21.27	22.33	23.45	24.62	25.85	27.14	28.50				6/4/2023
2063	Maintenance Assistant III	21.81	22.90	24.04	25.24	26.50	27.82	29.21	30.67	32.20				6/4/2023
2064	Maintenance Specialist I	30.67	32.20	33.81	35.50	37.28	39.14	41.10	43.16	45.32				1/1/2016
2065	Maintenance Specialist II	47.59	49.97	52.47	55.09	57.84	60.73	63.77	66.96	70.31				1/1/2016

CITY OF ALAMEDA RESOLUTION NO. _____

RESOLUTION AMENDING THE PART-TIME CLASSIFICATIONS SALARY SCHEDULE EFFECTIVE JUNE 2, 2024, TO REFLECT CHANGES TO THE CITY OF ALAMEDA MINIMUM WAGE AND TO MAINTAIN ADEQUATE DIFFERENTIALS BETWEEN PART-TIME JOB CATAGORIES AND ADD TWO ADDITONAL STEPS TO THE ADMINISTRATIVE SPECIALIST III CLASSIFICATION EFFECTIVE MAY 22, 2024

WHEREAS, the Council of the City of Alameda resolved on October 16, 2018 to adjust the minimum wage in effect across the City of Alameda by the increase in the Consumer Price Index All Urban Consumers up to five percent beginning July 1, 2022; and

WHEREAS, the Consumer Price Index All Urban Consumers over the last twelve months rose 2.9 percent, the min wage will increase to \$17.00 per hour effective July 1, 2024; and

WHEREAS, the City of Alameda wishes to remain competitive with neighboring employers; and

WHEREAS, the proposed changes are in line with the goal to assist with competitiveness of the City of Alameda for attraction and retention of qualified staff; and

WHEREAS, there has been submitted to this Council a Part-Time Classifications Salary Schedule which reflects the City of Alameda minimum wage and which will maintain adequate differentials between part-time job families; and

WHEREAS, the Recreation and Parks Department is composed of a significant portion of the City's part-time staff and, due to pay period timing, overall administrative efficiency, and the start of the Recreation and Parks Department summer hiring, the City will implement the minimum wage on June 2, 2024; and

WHEREAS, the General Manager – Alameda Municipal Power has resigned and an interim General Manager – Alameda Municipal Power will be hired; and

WHEREAS, the Administrative Specialist III salary does not currently appropriately compensate an interim employee in the General Manager – Alameda Municipal Power position; and

WHEREAS, the additional of Step 9 at 144.57 and Step 10 at 176.83 to the Administrative Specialist III classification, effective May 22, 2024, will provide the appropriate compensation to the interim General Manager – Alameda Municipal Power; and

WHEREAS, the Council of the City of Alameda has fully examined said proposed schedule, and thereby finds and determines adoption of said document to be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Alameda that said Council hereby approves and adopts revisions to the Part-Time Classifications Salary Schedule for all part-time classifications effective May 22, 2024 and June 2, 2024 designating those as applicable to the respective classifications in the service of the City of Alameda; and

BE IT FURTHER RESOLVED that the provisions of this Resolution shall supersede any other resolution in conflict herewith.

* * * * *

I, the undersigned, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Council of the City of Alameda in a regular meeting assembled on the __ day of _____ 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said City this __ day of _____ 2024.

Lara Weisiger, City Clerk
City of Alameda

Approved as to Form:

Yibin Shen, City Attorney
City of Alameda