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**MEMORANDUM**

**To:** Mayor and City Council

**From:** Nicole Stojka

**Date:** 1/28/2013

**Subject:** **Approval of Amendment of City Position Allocation and Compensation Chart Related to Salary Ranges**

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**ITEM DESCRIPTION**

Updates to the salary ranges for several positions.

**BACKGROUND**

On a regular basis, staff conducts and participates in salary surveys to verify that the City's salary structure remains market competitive. Staff recently analyzed job descriptions and salary information from survey data for all City positions to review the adequacy of salary ranges.

**ANALYSIS**

Since the City's inception, there have been no updates to salary ranges for any position other than the City Clerk. Current survey data indicates that in order to remain competitive with surrounding cities, we should update some of our salary ranges and modify the range spread between salary minimums and maximums.

A range spread of 50% is generally targeted in compensation analysis. Most of our current salary ranges have range spreads of less than 50%, reaching as narrow as 23%. This causes an incumbent to reach the maximum of the salary range very quickly since the range is narrow. In some cases, an incumbent will reach the top of his/her salary range with this spring's projected average merit increase if the salary range is not amended.

Staff recommendations for revised salary ranges bring the ranges into line with current market rates and also create range spreads of about 50%. The following Position Allocation and Compensation Charts show the current and proposed salary ranges. Except for previously budgeted merit increases, no changes are recommended to actual salaries.

**ALTERNATIVE ANALYSIS**

As an alternative, Council may opt not to modify the existing salary ranges. In the cases where an incumbent would exceed the maximum of his/her salary range with this spring's merit increase, the employee's salary will be capped at the maximum of the salary range and the differential will be paid as a bonus. Staff does not recommend this alternative because the City's salaries will not remain market competitive over time. Additionally, it may be more difficult for the City to retain employees who are not receiving increases to their base pay when market conditions dictate that their base pay should be increased.

**RECOMMENDED ACTION**

It is respectfully requested that Council approve staff's recommendation to modify the current Position Allocation and Compensation Chart as shown in the following documentation.

**POSITION ALLOCATION AND COMPENSATION CHART**

Department/Title	Full Time	Elected Officials	Salary Summary	
			Avg. Low	Avg. High
General Government				
Mayor		1	Set by Charter	Set by Charter
City Council		6	Set by Charter	Set by Charter
Office of the City Manager				
City Manager	1		Set by Council	Set by Council
Assistant to the City Manager	1		\$ 48,000	\$ 72,000
Administrative Services				
City Clerk	1		\$ 59,821	\$ 93,307
Financial Services Division				
Finance Director	1		\$ 102,884	\$ 133,733
Public Safety				
Chief of Police	1		\$ 94,120	\$ 127,054
Deputy Chief of Police	1		\$ 74,700	\$ 92,000
Lieutenant	3		\$ 61,700	\$ 80,500
Sergeant	9		\$ 48,400	\$ 69,900
Police Officer	36		\$ 38,500	\$ 57,200
Police Service Representative (non-sworn)	4		\$ 29,500	\$ 42,100
Crime Scene Technician (non-sworn)	1		\$ 34,700	\$ 49,900
Property & Evidence Technician (non-sworn)	1		\$ 30,488	\$ 46,000
Executive Assistant (non-sworn)	1		\$ 39,900	\$ 58,600
Terminal Agency Coordinator (non-sworn)	1		\$ 34,000	\$ 49,000
Prisoner Transport Officer (non-sworn)	1		\$ 27,200	\$ 40,800
Municipal				
Court Administrator	1		\$ 48,666	\$ 68,349
Deputy Municipal Court Clerk	2		\$ 32,000	\$ 48,000

### PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Department/Title	Full Time	Elected Officials	Salary Summary	
			Avg. Low	Avg. High
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant to the City Manager	1 1		Set by Council \$ 48,000	Set by Council \$ 72,000
Administrative Services City Clerk	1		\$ 59,821	\$ 93,307
Financial Services Division Finance Director	1		\$ 95,000	\$ 142,500
Public Safety				
Chief of Police	1		\$ 95,000	\$ 142,500
Deputy Chief of Police	1		\$ 74,700	\$ 112,100
Lieutenant	3		\$ 61,700	\$ 92,600
Sergeant	9		\$ 48,400	\$ 72,600
Police Officer	36		\$ 39,000	\$ 58,500
Police Service Representative (non-sworn)	4		\$ 29,500	\$ 44,250
Crime Scene Technician (non-sworn)	1		\$ 34,700	\$ 52,000
Property & Evidence Technician (non-sworn)	1		\$ 30,682	\$ 46,000
Executive Assistant (non-sworn)	1		\$ 39,000	\$ 58,600
Terminal Agency Coordinator (non-sworn)	1		\$ 34,000	\$ 51,000
Prisoner Transport Officer (non-sworn)	1		\$ 27,200	\$ 40,800
Municipal				
Court Administrator	1		\$ 48,666	\$ 73,000
Deputy Municipal Court Clerk	2		\$ 32,000	\$ 48,000