



STAFF REPORT

Date: July 12, 2016
To: City Council
From: Nancy Marquez-Suarez, Asst. to the City Manager/HR Manager
SUBJECT: **Adopt a Resolution Amending Portions of Resolutions 62-12, 38-13, 88-13, 61-14, 86-15. Pertaining to the Job Classification and Salary/Compensation Schedules, to Consolidate Multiple Council Actions onto One Schedule per Fiscal Year**

Approved and Forwarded to City Council:


Bryan H. Montgomery, City Manager

Summary and Background

The City of Oakley is a California Public Employee Retirement System (CalPERS) participating employer. As such, like all other participating public agency employers, we are subject to periodic audits from CalPERS staff. The audit performs comprehensive reviews of public agency employers to evaluate practices and procedures with regard to reporting of special compensation, payroll processes, retired annuitant issues, part-time employee enrollment, and independent contractor designation.

Oakley was audited in 2015 which resulted in a handful of minor findings that needed to be addressed. These findings are all being resolved; however, one requires City Council action. This finding stated that the City of Oakley's pay annual schedule did not always meet the strict CalPERS requirements. (In August 10, 2011 CalPERS adopted new regulations that have very specific criteria as to the proper format of pay schedules).

As you know, pay for the Council, City Manager, and City Staff are typically not addressed as one action, but rather occur at different times of the year. However, CalPERS requires that one single pay schedule exist that captures all CalPERS eligible positions and their associated payrates as *one single document*. Per this requirement, we are to bring forth one aggregated schedule that shows all positions and payrates each time, even if there is only a change to one salary (adding of a position, for example).

This item, would reapprove previously approved pay schedules (and pay related actions/agreements) that have now been consolidated into one single pay schedule for Fiscal Years 2012-13, 2013-14 and 2014-15, and 2015-16.

Your approval of the revised pay schedules secures compliance and closes this audit finding

Fiscal Impact

None. These actions do not change the salary of any City official or employee, but only consolidate all salary and compensation schedules into one for each of the mentioned fiscal years (since the CalPERS regulations were changed).

Recommendation

Adopt the resolution amending portions of resolutions 62-12, 38-13, 88-13, 61-14, 86-15 pertaining to the city-wide classification and compensation index, to consolidate multiple council actions onto one schedule per fiscal year

Attachment

1. Amended Classification and Pay Schedules
2. Resolution
3. Previous Resolutions

CITY OF OAKLEY
Salary Ranges FY 2012-2013

Approved: 06.26.2012

Effective: 07.27.2012

Revised: 07.12.2016

Position	Minimum Monthly Salary	Maximum Monthly Salary	Minimum Annual Salary	Maximum Annual Salary
Accounting Manager	\$ 7,078	\$ 8,684	\$ 84,936	\$ 104,208
Accounting Technician	\$ 3,997	\$ 4,880	\$ 47,964	\$ 58,560
Administrative Assistant I	\$ 2,918	\$ 3,558	\$ 35,016	\$ 42,696
Assistant to the City Manager	\$ 6,529	\$ 8,019	\$ 78,348	\$ 96,228
Assistant Planner	\$ 4,622	\$ 5,642	\$ 55,464	\$ 67,704
Associate Planner	\$ 5,254	\$ 6,460	\$ 63,048	\$ 77,520
City Clerk	\$ 6,967	\$ 8,257	\$ 83,604	\$ 99,084
City Manager		\$ 15,897.51		\$ 190,770
Community Development Director	\$ 9,973	\$ 12,224	\$ 119,676	\$ 146,688
Councilmember		\$ 435		\$ 5,220
Economic Development Coordinator/Human Resources Administrator	\$ 6,529	\$ 8,019	\$ 78,348	\$ 96,228
Economic/Redevelopment Director	\$ 8,892	\$ 10,895	\$ 106,704	\$ 130,740
Finance Director	\$ 9,638	\$ 11,824	\$ 115,656	\$ 141,888
Legal Assistant	\$ 4,414	\$ 5,459	\$ 52,968	\$ 65,508
Management Analyst	\$ 5,157	\$ 6,284	\$ 61,884	\$ 75,408
Parks & Landscape Maintenance Manager	\$ 4,654	\$ 5,714	\$ 55,848	\$ 68,568
Parks & Landscape Maintenance Foreman	\$ 4,585	\$ 5,572	\$ 55,020	\$ 66,864
Parks & Landscape Supervisor	\$ 5,118	\$ 6,263	\$ 61,416	\$ 75,156
Park Maintenance Worker	\$ 3,405	\$ 4,146	\$ 40,860	\$ 49,752
Police Services Assistant	\$ 3,078	\$ 3,793	\$ 36,936	\$ 45,516
Public Works Maintenance Worker I	\$ 3,405	\$ 4,146	\$ 40,860	\$ 49,752
Public Works Maintenance Worker II	\$ 3,797	\$ 4,624	\$ 45,564	\$ 55,488
Recreation Leader *	\$ 1,517	\$ 1,733	\$ 18,200	\$ 20,800
Recreation Manager	\$ 5,585	\$ 6,749	\$ 67,020	\$ 80,988
Recreation Specialist	\$ 3,685	\$ 4,479	\$ 44,220	\$ 53,748
Senior Accountant	\$ 6,464	\$ 7,981	\$ 77,568	\$ 95,772
Senior Planner	\$ 6,499	\$ 7,961	\$ 77,988	\$ 95,532
* Position is part-time and salary approved is based on 100%FTE (40 hours a week)				

City of Oakley FY 2013-2014 Salary Schedule

Approved 05.28.2013

Effective 06.24.2013

Revised 07.12.2016

Position	2013-14 Range	
	Minimum Monthly	Maximum Monthly
Accounting Technician	\$ 4,178	\$ 5,176
Administrative Assistant ¹	\$ 3,273	\$ 4,048
Assistant to the Chief of Police	\$25 per hour (established July 2010, adj of 3% in 2011 and 3% in 2012)	
Assistant to the City Manager	\$ 7,540	\$ 9,480
City Clerk/Paralegal	\$ 8,518	\$ 10,729
City Manager	\$ 16,667	
City Councilmember	\$ 435	
Economic Development/HR Administrator	\$ 7,540	\$ 9,480
Finance Director	\$ 10,889	\$ 13,557
General Laborer	\$ 2,464	\$ 3,093
Maintenance Custodian	\$ 2,464	\$ 3,093
Parks and Landscape Maintenance Manager ²	\$ 4,654	\$ 5,714
Parks and Landscape Maintenance Foreman ³	\$ 4,585	\$ 5,572
Parks and Landscape Maintenance Worker	\$ 3,581	\$ 4,389
Police Services Assistant ⁴	\$ 3,347	\$ 4,157
Public Works Maintenance Worker	\$ 3,718	\$ 4,606
Records Management Clerk ³	\$ 3,451	\$ 4,287
Recreation Leader *	\$ 1,517	\$ 1,950
Recreation Manager	\$ 6,156	\$ 7,567
Recreation Technician	\$ 3,106	\$ 3,824
Senior Accountant	\$ 6,518	\$ 8,047
Senior Planner	\$ 7,475	\$ 9,359

* Position is part-time and salary approved is based on 100%FTE (40 hours a week)

¹ Positions are .625 FTE (data shows FTE salary)

² Position is .625 FTE (data shows FTE salary)

³ Salary and position established in FY 12-13

⁴ One PSA position is .750 FTE (data shows FTE salary)

City of Oakley
FY 2013-2014 Salary Schedule

Approved 10.8.2013
Effective 10.11.2013
Revised 07.12.2016

Position	FY 2013-2014 Salary Ranges	
	Minimum Monthly	Maximum Monthly
Accounting Technician	\$ 4,178	\$ 5,176
Administrative Assistant ¹	\$ 3,273	\$ 4,048
Assistant Engineer	\$ 6,032	\$ 7,465
Assistant to the Chief of Police	\$25 per hour (established July 2010, adj of 3% in 2011 and 3% in 2012)	
Assistant to the City Manager	\$ 7,540	\$ 9,480
Associate Engineer	\$ 6,563	\$ 8,080
Building Inspector I	\$ 5,237	\$ 6,489
Building Inspector II	\$ 5,719	\$ 6,951
Capital Projects Coordinator	\$ 6,563	\$ 8,080
Chief Building Official	\$ 9,072	\$ 11,302
City Clerk/Paralegal	\$ 8,518	\$ 10,729
City Manager	\$ 16,666.67	
City Councilmember	\$ 435	
Code Enforcement/Building Inspector II	\$ 5,719	\$ 6,951
Code Enforcement Officer	\$ 4,805	\$ 5,965
Finance Director	\$ 10,889	\$ 13,557
General Laborer	\$ 2,464	\$ 3,093
Maintenance Custodian	\$ 2,464	\$ 3,093
Parks and Landscape Maintenance Manager ²	\$ 4,654	\$ 5,714
Parks and Landscape Maintenance Foreman	\$ 4,585	\$ 5,572
Parks and Landscape Maintenance Worker	\$ 3,581	\$ 4,389
Permit Technician	\$ 4,668	\$ 5,768
Police Services Assistant ³	\$ 3,347	\$ 4,157
Public Works Director/City Engineer	\$ 11,020	\$ 13,730
Public Works Office Coordinator	\$ 4,668	\$ 5,768
Public Works Inspector I	\$ 5,289	\$ 6,515
Public Works Inspector II	\$ 6,086	\$ 7,398
Public Works Maintenance Worker	\$ 3,718	\$ 4,606
Records Management Clerk	\$ 3,451	\$ 4,287
Recreation Leader *	\$ 1,517	\$ 1,950
Recreation Manager	\$ 6,156	\$ 7,567
Recreation Technician	\$ 3,106	\$ 3,824
Senior Accountant	\$ 6,518	\$ 8,047
Senior Engineer	\$ 7,770	\$ 9,634
Senior Planner	\$ 7,475	\$ 9,359

¹ Position is part-time and salary approved is based on 100% FTE (40 hours a week)

¹ Positions are .625 FTE (data shows FTE salary)

² Position is .625 FTE (data shows FTE salary)

³ One PSA position is .750 FTE (data shows FTE salary)



City of Oakley FY 2014-2015 Salary Schedule

Approved 06.30.2014
Effective 07.25.2014
Revised 07.12.2016

Position	FY 2014-2015 Salary Ranges	
	Minimum Monthly	Maximum Monthly
Accounting Technician	\$ 4,178	\$ 5,176
Administrative Assistant	\$ 3,273	\$ 4,048
Assistant Engineer	\$ 6,032	\$ 7,465
Assistant to the Chief of Police	\$25 per hour (established July 2010, adj of 3% in 2011 and 3% in 2012)	
Assistant to the City Manager	\$ 7,540	\$ 9,480
Associate Engineer	\$ 6,563	\$ 8,080
Building Inspector I	\$ 5,237	\$ 6,489
Building Inspector II	\$ 5,719	\$ 6,951
Capital Projects Coordinator	\$ 6,563	\$ 8,080
Chief Building Official	\$ 9,072	\$ 11,302
City Clerk/Paralegal	\$ 8,518	\$ 10,729
City Manager	\$ 17,000	
City Councilmember	\$ 435	
Code Enforcement Coordinator *	\$ 4,714	\$ 5,730
Code Enforcement Technician *	\$ 2,925	\$ 4,157
Code Enforcement/Building Inspector II	\$ 5,719	\$ 6,951
Code Enforcement Officer	\$ 4,805	\$ 5,965
Economic Development Manager *	\$ 7,837	\$ 9,859
Finance Director	\$ 10,889	\$ 13,492
General Laborer	\$ 2,464	\$ 3,093
Human Resources Manager ^{1*}	\$ 7,540	\$ 9,480
Human Resources Assistant *	\$ 3,765	\$ 4,782
Housing & Economic Development Manager ^{2*}	\$ 7,475	\$ 9,359
Maintenance Custodian	\$ 2,464	\$ 3,093
Parks and Landscape Maintenance Manager	\$ 4,654	\$ 5,714
Parks and Landscape Maintenance Foreman	\$ 4,585	\$ 5,572
Parks and Landscape Maintenance Worker	\$ 3,581	\$ 4,389
Permit Technician	\$ 4,668	\$ 5,768
Police Services Assistant *	\$ 3,347	\$ 4,157
Public Works Director/City Engineer	\$ 11,020	\$ 13,730
Public Works Office Coordinator	\$ 4,668	\$ 5,768

Public Works Inspector I	\$ 5,289	\$ 6,515
Public Works Inspector II	\$ 6,086	\$ 7,398
Public Works Maintenance Worker	\$ 3,718	\$ 4,606
Records Management Clerk	\$ 3,451	\$ 4,287
Recreation Leader **	\$ 1,690	\$ 2,167
Recreation Manager	\$ 6,156	\$ 7,567
Recreation Technician	\$ 3,106	\$ 3,824
Recreation & Events Coordinator *	\$ 3,958	\$ 4,855
Senior Accountant	\$ 6,518	\$ 8,047
Senior Engineer	\$ 7,770	\$ 9,634
Senior Planner	\$ 7,475	\$ 9,359
<i>1 Position now filled by the Assistant to the City Manager</i> <i>2 Position now filled by the Senior Planner</i> <i>* New Employee Classification and Range</i> <i>** Position is part-time and salary approved is based on 100%FTE (40 hours a week)</i>		



City of Oakley
FY 15-16 Salary Schedule

Effective Date 07.31.2015 at noon

Approved 06.23.15

Revised: 07.12.2016

Position	2015-16 Range	
	Monthly Minimum	Monthly Maximum
Administrative Assistant	\$ 3,575	\$ 4,405
Administrative Specialist (Public Works)	\$ 4,902	\$ 6,029
Assistant Engineer	\$ 6,132	\$ 7,590
Assistant to the City Manager (1)	\$ 8,346	\$ 10,293
Associate Engineer	\$ 6,970	\$ 8,579
Building Inspector I w/Cert (2)	\$ 5,370	\$ 6,618
Building Inspector II w/Combo Cert	\$ 5,976	\$ 7,366
City Clerk (3)	\$ 8,261	\$ 9,562
City Councilmembers	\$456.76	
City Manager	\$17,476	
Code Enforcement Manager	\$ 6,744	\$ 8,197
Code Enforcement Officer	\$ 4,825	\$ 5,622
Code Enforcement Technician (4)	\$ 3,619	\$ 4,217
Economic Development Manager	\$ 8,427	\$ 10,453
Facilities Maintenance Worker(4)	\$ 3,431	\$ 4,208
Finance Director	\$ 10,546	\$ 13,492
Human Resources Technician (5) *	\$ 4,339	\$ 5,371
Human Resources Manager (1)	\$ 8,406	\$ 10,519
Paralegal (3)	\$ 5,475	\$ 6,655
Parks & Landscape Maintenance Division Mgr	\$ 7,610	\$ 9,487
Parks & Landscape Maintenance Foreman	\$ 5,466	\$ 6,429
Parks Laborer I	\$ 3,122	\$ 3,997
Parks Laborer II	\$ 3,590	\$ 4,597
Permit Technician	\$ 4,734	\$ 5,849
Planning Manager	\$ 8,524	\$ 10,734
Police Chief *	\$ 13,250	\$ 15,000

Police Lieutenant *	\$ 11,000	\$ 12,500
Police Officer *	\$ 7,000	\$ 8,800
Police Records Coordinator *	\$ 6,134	\$ 7,567
Police Records Technician *	\$ 3,780	\$ 4,595
Police Sergeant *	\$ 8,500	\$ 10,500
Police Services Assistant	\$ 3,413	\$ 4,232
Program Coordinator (5)	\$ 4,310	\$ 5,306
Public Works Dir./City Engineer	\$ 11,507	\$ 14,612
Public Works Inspector I	\$ 5,282	\$ 6,573
Public Works Inspector II	\$ 6,208	\$ 7,677
PW Maintenance Laborer I	\$ 3,187	\$ 3,934
PW Maintenance Laborer II	\$ 3,665	\$ 4,524
Records Management Clerk	\$ 3,997	\$ 4,455
Recreation Manager (6)	\$ 6,708	\$ 8,220
Recreation & Events Coordinator	\$ 4,310	\$ 5,306
Senior Accountant	\$ 7,029	\$ 8,619
Senior Accounting Technician	\$ 4,907	\$ 6,073
Senior Civil Engineer	\$ 7,932	\$ 9,842
Senior Planner	\$ 7,093	\$ 8,838
Streets Maintenance Foreman *	\$ 5,466	\$ 6,429
Tree Laborer	\$ 3,049	\$ 3,705

*** New Job Classification**

1- Employee serves in two positions (Human Resources Manager)

2- One of two employee serves in both positions (Code Enforcement Officer)

3- Employee serves in two positions (Paralegal)

4- Employee serves in two positions (Code Enforcement Technician)

5- Employee serves in two positions (YMWO Program Coordinator)

6- Employee serves in added capacity of webmaster



City of Oakley

Approved 06.23.15

FY 15-16 Salary Schedule

Effective Date: 07.31.2015 at noon

Revised 07.12.16

Position	2015-16 Range	
	Minimum Hourly	Maximum Hourly
Accounting Assistant	\$ 15.00	\$ 20.00
Administrative Assistant	\$ 14.00	\$ 19.00
Assistant to the Chief of Police	\$ 18.50	\$ 30.05
Facilities Attendant	\$ 10.00	\$ 12.00
Intern	\$ 10.00	\$ 12.00
Seasonal Public Works Laborer	\$ 11.00	\$ 15.00
Park Monitor	\$ 10.50	\$ 14.00
Receptionist	\$ 11.00	\$ 15.50
Recreation Aide	\$ 10.00	\$ 12.00
Recreation Leader	\$ 11.00	\$ 13.50
Sports Field Maintenance	\$ 10.00	\$ 12.00
Senior Recreation Leader	\$ 11.50	\$ 15.50
Lifeguard	\$ 10.50	\$ 12.50

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY AMENDING CERTAIN PORTIONS OF RESOLUTIONS NOS. 62-12, 38-13, 88-13, 61-14, AND 86-15 PERTAINING TO THE CITY'S SALARY SCHEDULES TO CONSOLIDATE MULTIPLE COUNCIL ACTIONS ONTO ONE SCHEDULE PURSUANT TO CCR 570.5

WHEREAS, the City Council of the City of Oakley established compensation classifications and pay rates; and

WHEREAS, California Government Code Section 20636 and California Code of Regulations Section 570.5 outline certain requirements as it pertains to employee compensation and related information that must be available for public viewing; and

WHEREAS, the City Council had previously adopted employment agreements and salary benefits schedules at regularly scheduled Council meetings; and

WHEREAS, the California Public Employees' Retirement System requested, for clarification, the City of Oakley to consolidate multiple council actions onto one schedule per Fiscal Year; and

WHEREAS, the City Council of the City of Oakley has determined that appropriate amendments be made to prior City Council resolutions establishing specific salary schedules; and

WHEREAS, the City Council of the City of Oakley authorizes certain amendments to portions of City of Oakley City Council Resolutions Nos. _____, and _____ to bring into compliance pay schedules pursuant to California Code of Regulations Section 570.5; and

WHEREAS, in authorizing these specific amendments, the City Council of the City of Oakley will fulfill the recommended changes to salary schedules (attached and incorporated as though fully set forth herein) as requested by California Public Employees' Retirement System.

NOW, THEREFORE, BE IT RESOLVED that the following amendments to certain portions of Resolutions Nos. **62-12, 38-13, 88-13, 61-14**, and 86-15 be adopted.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 12th day of July 2016 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

Kevin Romick, Mayor

ATTEST:

Libby Vreonis, City Clerk

RESOLUTION NO. 62-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
AMENDING THE EMPLOYEE FURLOUGH PROGRAM FOR FISCAL YEAR
2012-13

WHEREAS, the City of Oakley has taken a range of actions to address reduced City revenues including adjustments to salaries and benefits for employees; and

WHEREAS, on February 10, 2009 the City Council adopted an Employee Furlough Program; and

WHEREAS, on June 22, 2010 the City Council extended and amended the Employee Furlough Program; and

WHEREAS, the City has determined that the Employee Furlough Program has been effective in reducing operational expenditures; and

WHEREAS, the City Council believes it is a business necessity to extend and amend the Employee Furlough Program for the upcoming fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley does hereby amend the Employee Furlough Program as outlined in Exhibit A, attached hereto.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Oakley held on the 26th day of June, by Vice Mayor Rios, who moved its adoption, which motion being duly seconded by Councilmember Anderson was upon voice vote carried and the resolution adopted by the following vote:

AYES: Anderson, Frazier, Pope, Rios, Romick

NOES:

ABSENT:

ABSTENTION:

APPROVED:

Kevin Romick
Kevin Romick, Mayor

ATTEST:

for Kim Conway
Libby Vreonis, City Clerk

6-29-12
Date



EMPLOYEE FURLOUGH PROGRAM

I. PURPOSE

To define and establish an Employee Furlough Program ("Program") that includes a Family Day Furlough, Thanksgiving Week, and Year-End Furlough, and setting forth a policy and procedure for Program implementation.

II. POLICY

The City of Oakley will have the authority to implement the Program when a financial necessity is declared by the City Council. The number of hours when employees may be required to take time off without pay will be determined at the time of implementation.

The City Manager will meet with employees to review the proposed policy and implementation procedure and to discuss any concerns or questions. In the interest of efficiency, this meeting will be take place at least 30 days prior to the proposed implementation date of the Program.

Family Day Furlough: All employees, except certain Police Department and Limited Service employees designated by the City Manager and employees who have voluntarily reduced their work hours as approved by the City Manager, will be furloughed from work on an unpaid basis the third Friday of every month through June 21, 2013. Vacation, sick, or administrative leave, or floating holiday or compensatory time may not be used by the employees as part of the Family Day Furlough. An employee who is on furlough does not give rise to any grievance or appeal rights.

Deleted: June 17, 2011

Thanksgiving Week Furlough: All employees, except certain Police Department employees designated by the City Manager, will be furloughed from work beginning November 16, 2012 through November 21, 2012. During the Thanksgiving Week Furlough, employees may utilize vacation leave, administrative leave, floating holiday hours or compensatory time, if available. Any employee who does not utilize leave accruals for these days will have such time designated as leave without pay. Employees will be paid for any City-recognized holidays that fall within the Thanksgiving Week Furlough.

Deleted: November 22, 2010 through November 24, 2010

Deleted: In acknowledgement for the various reductions to salary imposed by the Employee Furlough Program and other salary and benefit adjustments, employees will be compensated for the Thanksgiving Week Furlough period for fiscal year 2010-11 including any City-recognized holidays that fall within the Thanksgiving Week furlough period.

Year-End Furlough: All employees, except certain Police Department employees designated by the City Manager, will be furloughed from work beginning December 20, 2010 through January 1, 2011. During the Year-End Furlough, employees may utilize vacation leave, administrative leave, floating holiday hours or compensatory time, if available. Any employee who does not utilize leave accruals for these days will have such time designated as

leave without pay. Employees will be paid for any City-recognized holidays that fall within the Year-End furlough period.

III. PROCEDURE

City Hall Closure:

City Hall will be closed on the third Friday of every month through June 21, 2013, during the Thanksgiving Week, and during the period from December 21, 2012 through January 4, 2013* During this period, most City facilities will be closed and all but essential services will cease.

~~Deleted: Targeted Furlough Days: The City Manager may designate additional furlough days for specific job classifications as presented in the upcoming fiscal year budget. ¶~~

~~Deleted: June 17, 2011~~

~~Deleted: December 20, 2010 through January 1, 2010.~~

Compensation:

During the furlough periods, Non-Exempt FLSA hourly employees will be paid only for hours worked and will not work on furlough days, except with prior written permission of the City Manager.

FLSA Exempt employees have had a permanent salary reduction of 4.615% since it was placed into effect in March 2009.

During the Year-End Furlough both FLSA Exempt and Non-Exempt employees may use vacation leave, administrative leave, or floating holiday hours; however, if those leave hours are not available, an additional salary reduction of .0385% per day shall apply.

Leave Accruals:

Vacation, sick leave, and administrative leave shall accrue during the furlough periods as though the employee were on paid status.

~~Deleted: Employees who are affected by the targeted furloughs will receive a reduction in pay of an additional 4.615% (.0385% per day). ¶~~

Probationary Period:

Furlough time shall apply toward time for completion of probation and furlough time will not affect an employee's anniversary date.

Benefits:

There will be no change in benefits because of the Employee Furlough Program.

CalPERS:

PERS contributions will continue to be based on compensation paid to the employee.

Overtime:

Overtime will not be paid unless an employee actually works more than forty (40) hours in any designated work week.

Working on Furlough Day:

Police Department and Limited Service employees, as designated by the City Manager, may be required to work the third Friday of the month, during the Thanksgiving Week and Year-End Furlough. Any days worked during the regularly scheduled furlough will be exchanged for another day off and will be counted as the furlough for the affected employee.

Non-exempt employees requested to respond to an emergency or who are otherwise required to perform work on a day while other employees are furloughed or during the Thanksgiving Week and/or Year-End Furlough, will be compensated for at least two (2) hours of pay and will be paid one and one-half (1.5) times the employee's hourly rate of pay for hours worked.

Exempt employees requested to respond to an emergency or who are otherwise required to perform work on a day while other employees are furloughed or during the Thanksgiving Week and/or Year-End Furlough, will not see an increase in salary but may upon request, exchange the day worked for another day on which to be furloughed.

The City may at its sole discretion use part-time employees to respond to after-hours and weekend call outs. In an emergency, all employees remain subject to recall as Disaster Service Workers pursuant to California Government Code 3100 et. seq.

Unemployment:

Employees are not eligible for unemployment benefits as a result of this furlough.

Workers' Compensation:

Furlough time shall not be used in conjunction with Worker's Compensation or other leave without pay.

**Family Medical Leave Act/
California Family Rights Act:**

Furlough time will be calculated as part of the rolling 12-week FMLA/CFRA leave.

**The City of Oakley is aligning its year-end furlough with the schedule of the Oakley Elementary Union School District.*

RESOLUTION NO. 38-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY SETTING FORTH THE CITY OF OAKLEY'S EMPLOYEE POSITION CLASSIFICATIONS, UPDATED SALARY RANGES AND 2013-14 COMPENSATION AND BENEFITS PROGRAM

WHEREAS, the City Council adopted a Compensation Policy on June 25, 2001 and that was amended on June 24, 2008 establishing the City of Oakley's policy regarding employee compensation in conformance to City Ordinance 17-00; and

WHEREAS, pursuant to the provisions of the Compensation Policy, the City has conducted a comparative salary and benefit study using the six comparative cities of Antioch, Benecia, Brentwood, Hercules, Pleasant Hill and Pittsburg; and

WHEREAS, the City Council desires to update the employee position classifications and the salary ranges for each classification pursuant to the Compensation Policy and the results of the survey; and

WHEREAS, the City Council also desires to set forth the compensation and benefits program for Fiscal Year 2013-14.;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the following:

- 1) the Employee Position Classifications and Salary Ranges found in Exhibit A; and
- 2) the Fiscal Year 2013-14 Compensation and Benefits Program shall not include a cost of living adjustment or merit increase, but shall be the payment of an additional 2% of the Employee share of the California Public Employee Retirement System (PERS) benefit, and an additional \$35 per month for the health insurance benefit effective with the first pay period of the fiscal year.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Oakley held on the 28th day of May 2013 by the following vote: 4-0

AYES: Burgis, Hardcastle, Pope, Romick

NOES:

ABSENT: Rios

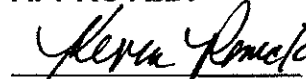
ABSTENTIONS:

ATTEST:



Libby Vreonis, City Clerk

APPROVED:


Kevin Romick, Mayor

5-29-13

Date

ATTACHMENT A

Position	2008-09 Range		Proposed 2013-14 Range	
	Minimum Monthly	Maximum Monthly	Minimum Monthly	Maximum Monthly
Accounting Technician	\$ 3,997	\$ 4,880	\$ 4,178	\$ 5,176
Administrative Assistant 1	\$ 2,918	\$ 3,558	\$ 3,273	\$ 4,048
Assistant to the City Manager	\$ 6,529	\$ 8,019	\$ 7,540	\$ 9,480
City Clerk/Paralegal	\$ 6,967	\$ 8,257	\$ 7,854	\$ 9,903
Economic Development/HR Administrator	\$ 6,529	\$ 8,019	\$ 7,555	\$ 9,579
Finance Director	\$ 9,638	\$ 11,824	\$ 10,889	\$ 13,557
Maintenance Custodian	\$ 2,370	\$ 3,028	\$ 2,869	\$ 3,604
Parks and Landscape Maintenance Laborer (renamed from General Laborer)	\$ 2,370	\$ 3,028	\$ 2,869	\$ 3,604
Parks and Landscape Maintenance Manager 2	New Classification created in February 2012		\$ 7,447	\$ 9,142
Parks and Landscape Maintenance Foreman	New Classification created in April 2013		\$ 4,585	\$ 5,572
Parks and Landscape Maintenance Worker	\$ 3,405	\$ 4,146	\$ 3,581	\$ 4,389
Police Services Assistant 3	\$ 3,078	\$ 3,793	\$ 3,347	\$ 4,157
Public Works Maintenance Worker	\$ 3,405	\$ 4,146	\$ 3,718	\$ 4,606
Records Management Clerk	New Classification created in April 2013		\$ 3,451	\$ 4,287
Recreation Manager	\$ 5,585	\$ 6,749	\$ 6,156	\$ 7,567
Recreation Technician	\$ 2,942	\$ 3,596	\$ 3,106	\$ 3,824
Senior Accountant	\$ 6,464	\$ 7,981	\$ 6,518	\$ 8,047
Senior Planner	\$ 6,499	\$ 7,961	\$ 7,475	\$ 9,359
1 Positions are .875 FTE (data shows FTE salary) 2 Position is .625 FTE (data shows FTE salary) 3 One PSA position is 750 FTE (data shows FTE salary)				

RESOLUTION NO. 88-13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
APPROVING CERTAIN JOB CLASSIFICATIONS AND
CORRESPONDING SALARY RANGES**

WHEREAS, pursuant to Ordinance No. 17-00 the City Council adopted a personnel system that calls for the establishment and maintenance of a job classification plan; and

WHEREAS, the job positions that have been contracted through Delta Municipal Consulting, Inc., have not been included as part of the City's job classification plan; and

WHEREAS, to ensure a smooth transition of the provision of the services formerly provided by Delta Municipal Consulting, Inc., it is now desired to include these job positions within the City's job classification plan; and

WHEREAS, the City's Compensation Policy establishes the policy and provides guidelines in the setting of salary ranges; and

WHEREAS, Exhibit A, attached hereto, sets forth the job positions to be added and the corresponding salary ranges.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the job classifications and corresponding salary ranges.

PASSED AND ADOPTED, by the City Council of the City of Oakley at a meeting held on the 8th day of October, 2013 by the following vote:

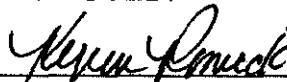
AYES: Burgis, Hardcastle, Pope, Rios, Romick

NOES:


ABSTENTIONS:

ABSENT:

APPROVED:


Kevin Romick, Mayor

ATTEST:



Libby Vreonis, City Clerk

10-9-13

Date

Exhibit A
 City of Oakley
 Proposed Additions to Employment Salary Classification Plan
 October 8, 2013

Position	Status	Minimum Salary Range	Maximum Salary Range
Assistant Engineer		\$ 6,032	\$ 7,465
Associate Engineer	Vacant	\$ 6,563	\$ 8,080
Building Inspector I	Vacant	\$ 5,237	\$ 6,489
Building Inspector II ¹		\$ 5,719	\$ 6,951
Capital Projects Coordinator ²	Vacant	\$ 6,563	\$ 8,080
Chief Building Official ³		\$ 9,072	\$ 11,302
Code Enforcement/ Bldg Insp II ⁴		\$ 5,719	\$ 6,951
Code Enforcement Officer	Vacant	\$ 4,805	\$ 5,965
Permit Technician		\$ 4,668	\$ 5,768
PW Director/City Engineer	Vacant	\$ 11,020	\$ 13,730
PW Office Coordinator ⁵		\$ 4,668	\$ 5,768
PW Inspector I	Vacant	\$ 5,289	\$ 6,515
PW Inspector II ⁶		\$ 6,086	\$ 7,398
Senior Engineer ⁷		\$ 7,770	\$ 9,634

¹ Pittsburg deduct 10% (benchmark position is Senior Bldg Inspector)

² Uses Associate Engineer range

³ Antioch Community Dev Director has pervue over Code Enforcement used CDD salary as benchmark

⁴ Uses Building Inspector II range

⁵ Uses Permit Technician range

⁶ Benicia add 15% to PWI inspector to derive PWII Inspector comparable

⁷ Antioch add 20% to Sr. Traffic Engineer to derive Sr. Engineer comparable

RESOLUTION NO. 61-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING THE 2014-15 COMPENSATION AND BENEFITS PROGRAM AND APPROVING NEW EMPLOYEE POSITION CLASSIFICATIONS AND ASSOCIATED SALARY RANGES

WHEREAS, the City Council adopted a Compensation Policy on June 25, 2001 and that was amended on June 24, 2008 establishing the City of Oakley's policy regarding employee compensation in conformance to City Ordinance 17-00; and

WHEREAS, pursuant to the Compensation Policy, the City conducts at least every two years a comparative salary and benefit study using the six comparative cities of Antioch, Benicia, Brentwood, Hercules, Pleasant Hill and Pittsburg; and

WHEREAS, a comparative salary and benefit study was conducted last year and a new study was not conducted for Fiscal Year 2014-15; and

WHEREAS, the City Council also desires to set forth the compensation and benefits program for Fiscal Year 2014-15; and

WHEREAS, the City Council desires to approve new employee classifications and the corresponding salary ranges pursuant to the Compensation Policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the following:

- 1) the Fiscal Year 2014-15 Compensation and Benefits Program shall include a 2% cost of living adjustment for employees effective the first pay period in July, and a \$500 one-time payment to all employees in good standing during the first pay period in December; and
- 2) the new Employee Position Classifications and Salary Ranges found in Exhibit A

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 30th day of June 2014 by the following vote: 4-0

AYES: Burgis, Pope, Rios, Romick

NOES:

ABSENT: Hardcastle

ABSTENTIONS:

ATTEST:



Libby Vreonis, City Clerk

APPROVED:



Randy Pope, Mayor

7 JUL 14

Date

New Employee Classifications & Salary Ranges

Position	Proposed 2014-15 Range	
	Minimum Monthly	Maximum Monthly
Human Resources Manager	\$ 7,540	\$ 9,480
Human Resources Assistant	\$ 3,765	\$ 4,782
Economic Development Manager	\$ 7,837	\$ 9,859
Housing & Economic Development Analyst	\$ 7,475	\$ 9,359
Code Enforcement Coordinator	\$ 4,714	\$ 5,730
Code Enforcement Technician	\$ 2,925	\$ 4,157
Recreation & Events Coordinator	\$ 3,958	\$ 4,855
<i>1 Position now filled by the Assistant to the City Manager</i>		
<i>2 Position now filled by the Senior Planner</i>		

RESOLUTION NO. 86-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING THE 2015-16 COMPENSATION AND BENEFITS PROGRAM AND APPROVING NEW EMPLOYEE POSITION CLASSIFICATIONS AND ASSOCIATED SALARY RANGES

WHEREAS, the City Council adopted a Compensation Policy on June 25, 2001 and that was amended on June 24, 2008 establishing the City of Oakley's policy regarding employee compensation in conformance to City Ordinance 17-00; and

WHEREAS, pursuant to the Compensation Policy, the City conducts at least every two years a comparative salary and benefit study using the six comparative cities of Antioch, Benicia, Brentwood, Hercules, Pleasant Hill and Pittsburg; and

WHEREAS, a comparative salary and benefit study was conducted for Fiscal Year 2015-16; and

WHEREAS, the City Council also desires to set forth the compensation and benefits program for Fiscal Year 2015-16; and

WHEREAS, the City Council desires to approve new employee classifications and the corresponding salary ranges pursuant to the Compensation Policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the following:

- 1) The Fiscal Year 2015-16 Compensation and Benefits Program shall include a 0% to 6% employee merit increase dependent upon supervisor recommendation after a comprehensive employee performance evaluation. Any adjustments will be effective the first pay period of August; and,
- 2) An additional \$200 per month towards the employee health insurance benefit; and
- 3) A 1% match toward a deferred compensation program intended to provide funds and encourage employees to set aside funds for post-retirement health related costs; and
- 4) The new Employee Position Classifications and Salary Ranges attached as Exhibit A. (New classifications primarily reflect staffing needs stemming from the establishment of Oakley's Municipal Police Department).

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 23rd of June 2015 by the following vote:

AYES: Hardcastle, Higgins, Perry, Pope, Romick

NOES:

ABSTENTIONS:


ABSENT:

APPROVED:



Doug Hardcastle, Mayor

ATTEST:



Libby Vreonis, City Clerk

6-29-15

Date

Employee Classifications & Salary Ranges 2015-16

Position	Current Range		Proposed 2015-16 Range	
	Minimum	Maximum	Minimum	Maximum
Administrative Assistant	\$ 3,273	\$ 4,048	\$ 3,575	\$ 4,405
Administrative Specialist (Public Works)	\$ 4,668	\$ 5,768	\$ 4,902	\$ 6,029
Assitant Engineer	\$ 6,032	\$ 7,465	\$ 6,132	\$ 7,590
Assistant to the City Manager (1)	\$ 7,540	\$ 9,480	\$ 8,406	\$ 10,517
Associate Engineer	\$ 6,563	\$ 8,080	\$ 6,970	\$ 8,579
Building Inspector I w/Cert (2)	Vacant		\$ 5,370	\$ 6,618
Building Inspector II w/Combo Cert	\$ 5,719	\$ 6,951	\$ 5,976	\$ 7,366
City Clerk (3)	\$ 7,854	\$ 9,903	\$ 8,261	\$ 9,562
Code Enforcement Manager	\$ 5,892	\$ 7,162	\$ 6,744	\$ 8,197
Code Enforcement Officer	Vacant		\$ 4,825	\$ 5,622
Code Enforcement Technician (4)	\$ 3,347	\$ 4,157	\$ 3,619	\$ 4,217
Economic Development Manager	\$ 7,837	\$ 9,859	\$ 8,427	\$ 10,453
Facilities Maintenance Worker (4)	\$ 2,869	\$ 3,604	\$ 3,431	\$ 4,208
Finance Director	\$ 10,889	\$ 13,557	\$ 10,546	\$ 13,366
Human Resources Technician (5) *	\$ 3,765	\$ 4,782	\$ 4,339	\$ 5,371
Human Resources Manager (1)	\$ 7,540	\$ 9,480	\$ 8,406	\$ 10,519
Paralegal (3)	\$ 7,854	\$ 9,903	\$ 5,475	\$ 6,655
Parks & Landscape Maintenance Div. Manager	\$ 7,447	\$ 9,142	\$ 7,610	\$ 9,487
Parks & Landscape Maintenance Foreman	\$ 4,585	\$ 5,572	\$ 5,466	\$ 6,429
Parks Laborer I	Vacant		\$ 3,122	\$ 3,997
Parks Laborer II	\$ 3,333	\$ 4,146	\$ 3,590	\$ 4,597
Permit Technician	\$ 4,668	\$ 5,768	\$ 4,734	\$ 5,849
Planning Manager	\$ 8,647	\$ 10,692	\$ 8,524	\$ 10,734
Police Chief *	Vacant		\$ 13,250	\$ 15,000

Police Lieutenant *	Vacant		\$ 11,000	\$ 12,500
Police Officer *	Vacant		\$ 7,000	\$ 8,800
Police Records Coordinator *	Vacant		\$ 6,134	\$ 7,567
Police Records Technician *	Vacant		\$ 3,780	\$ 4,595
Police Sergeant *	Vacant		\$ 8,500	\$ 10,500
Police Services Assistant	\$ 3,347	\$ 4,157	\$ 3,413	\$ 4,232
Program Coordinator (5)	\$ 3,813	\$ 3,813	\$ 4,310	\$ 5,306
Public Works Dir./City Engineer	\$ 11,020	\$ 13,730	\$ 11,507	\$ 14,612
Public Works Inspector I	Vacant		\$ 5,282	\$ 6,573
Public Works Inspector II	\$ 6,086	\$ 7,398	\$ 6,208	\$ 7,677
PW Maintenance Laborer I	\$ 2,340	\$ 3,553	\$ 3,187	\$ 3,934
PW Maintenance Laborer II	Vacant		\$ 3,665	\$ 4,524
Records Management Clerk	\$ 3,451	\$ 4,287	\$ 3,997	\$ 4,455
Recreation Manager (6)	\$ 6,156	\$ 7,567	\$ 6,708	\$ 8,220
Recreation & Events Coordinator	\$ 3,957	\$ 4,855	\$ 4,310	\$ 5,306
Senior Accountant	\$ 6,518	\$ 8,047	\$ 7,029	\$ 8,619
Senior Accounting Technician	\$ 4,758	\$ 5,888	\$ 4,907	\$ 6,073
Senior Civil Engineer	\$ 7,770	\$ 9,634	\$ 7,932	\$ 9,842
Senior Planner	\$ 7,475	\$ 9,359	\$ 7,093	\$ 8,838
Streets Maintenance Foreman *	Previously Vacant		\$ 5,466	\$ 6,429
Tree Laborer	\$ 2,166	\$ 2,513	\$ 3,049	\$ 3,705

* *New Job Classification*

- (1) *Employee serves in two positions (Human Resources Manager)*
- (2) *One of two employee serves in both positions (Code Enforcement Officer)*
- (3) *Employee serves in two positions (Paralegal)*
- (4) *Employee serves in two positions (Code Enforcement Technician)*
- (5) *Employee serves in two positions (YMWO Program Coordinator)*
- (6) *Employee serves in added capacity of Webmaster*