

RESOLUTION 2025-081

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING AND ADOPTING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN AND ORGANIZATIONAL CHART FOR FY 2025-26 BY: (1) CREATING AND ADDING ONE NEW FULL-TIME DIVISION MANAGER CLASSIFICATION OF MANAGER OF COUNCIL SERVICES, ELECTIONS, AND RECORDS AND ADDING ONE FULL-TIME POSITION, REPLACING THE ONE FULL-TIME ASSISTANT CITY CLERK CLASSIFICATION; (2) RE-ESTABLISHING ONE FULL-TIME DIVISION MANAGER CLASSIFICATION OF PLANNING MANAGER AND ADDING ONE FULL-TIME POSITION; (3) FUNDING/UNFREEZING ONE FULL-TIME VACANT POLICE CAPTAIN POSITION; (4) AMENDING THE SALARY SCHEDULE FOR THE ACCOUNTING MANAGER BY PROVIDING ONE-TIME LABOR MARKET SALARY EQUITY ADJUSTMENT; AND (5) AMENDING THE PART-TIME SALARY SCHEDULE BY PROVIDING A TWO PERCENT (2%) COLA INCREASE FOR ALL CLASSIFICATIONS AND A ONE-TIME LABOR MARKET EQUITY ADJUSTMENT FOR FIVE CLASSIFICATIONS (ADMINISTRATIVE INTERN; BUILDING ATTENDANT; RECREATION SPECIALIST; SENIOR RECREATION SPECIALIST; AND STUDENT INTERN) FOUND TO BE BELOW NEGATIVE FIVE PERCENT (-5%) OF THE COMPARABLE LABOR MARKET MEDIAN SALARIES

WHEREAS, under the City of San Pablo's Personnel Rules, adopted by Resolution 2014-031, Section 2.03 establishes that the City Manager is responsible for recommending to the City Council amendments to the adopted Classification Plan ("the Plan"). The Plan includes an Employee Allocation List, Salary Range Schedules and Class Specifications and City Organization Chart;

WHEREAS, prior to commencement of each Fiscal Year the City Manager shall provide the City Council with a review and report on the Plan. Amendments to the Plan shall be considered at that time;

WHEREAS, the Plan should be reevaluated on a yearly basis and maintained in such a manner so as not to cause inefficiencies in the operation of City business;

WHEREAS, this item is not in the City's Priority Workplan, but the following amendments have been deemed essential to meet critical operational needs and workload demands in the City Manager's Office, Community Development, Police, Administrative Services and Community Services Departments;

WHEREAS, the City staff is recommending the approval and adoption of the following FY 2025-26 Plan amendments:

- Create a new full-time classification of Manager of Council Services, Elections and Records (MC SER), add one full-time position, replacing one full-time Assistant City Clerk;
- Re-establish the Planning Manager classification and add one full-time position;
- Fund/Unfreeze one full-time Vacant Police Captain position;
- Amend the salary for the Accounting Manager by providing a one-time labor

- market salary equity adjustment; and
- Amend the Part-time Salary Schedule by providing a two percent (2%) COLA increase for all classifications and a one-time labor market salary equity adjustment for five classifications (Administrative Intern, Building Attendant, Recreation Specialist, Senior Recreation Specialist, and Student Intern) found to be below -5% of the comparable labor market median salary.

WHEREAS, staff conducted a review of comparable East Bay/Contra Costa cities with comparable classifications, job descriptions, and salary schedules for the proposed salary adjustments and the creation of the MCSER classification, and determined that the proposed salary adjustments for the Accounting Manager and Part-time classifications and the creation of the MCSER classification are comparable with the findings; and

WHEREAS, this proposed action is not a project as defined by CEQA.

NOW, THEREFORE, BE IT RESOLVED that the foregoing recitations are true and correct and are included herein by reference as findings; and

BE IT FURTHER RESOLVED that the City Council of the City of San Pablo hereby amends and adopts the City’s FY 2025-26 Classification and Compensation Plan (Plan) as summarized in this Resolution, effective July 1, 2025.

BE IT FURTHER RESOLVED that the City Council of the City of San Pablo hereby amends and adopts a new FY 2025-26 City Organization Chart with all Plan amendments incorporated herein as summarized in this Resolution, effective July 1, 2025.

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ADOPTED this 16TH day of June 2025, by the following votes:

AYES:	COUNCILMEMBERS:	Ponce, Xavier, Pabon-Alvarado, Cruz
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	Pineda
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST:

APPROVED:

/s/Dorothy Gantt
Dorothy Gantt, City Clerk

/s/ Arturo Cruz
Arturo Cruz, Mayor