

November 23, 2004



City Council, Housing Authority and
Redevelopment Agency of the City of Sacramento
Sacramento, CA

Honorable Members in Session:

SUBJECT: 2005 Compensation and Benefit Recommendations for Unrepresented
Employees

LOCATION & COUNCIL DISTRICT - Citywide

RECOMMENDATION

This report recommends that the City Council, Housing Authority and Redevelopment Agency of the City of Sacramento approve the salary and benefit changes outlined in this report for confidential and exempt employees.

CONTACT PERSONS

Anne M. Moore, Executive Director, 440-1319
James Shields, Director of Administration, 440-1308

FOR COUNCIL MEETING OF – December 7, 2004

SUMMARY

This report recommends approval of salary and benefit increases for unrepresented employees. Approval is requested as follows:

1. **Exempt Classifications.** Attachment 1 of this report contains a revised salary schedule for unrepresented exempt classifications effective December 11, 2004. The revised salary matrix includes a 2.3% cost-of-living increase for exempt classifications in addition to placement of key management positions into new salary ranges. Placement into these new ranges does not result in an automatic adjustment to pay.

The attached salary matrix reflects placement of key management positions, Executive Director, Deputy Executive Director, General Counsel, Director Level I and II, Assistant Director, Program Manager, and Agency Clerk, in new salary

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ranges to bring them to a more competitive level. This will enhance the Agency's ability to attract and retain a high quality workforce. Our ability to attract potential high quality employees has been challenging due to salaries falling behind that of comparable organizations.

Effective December 11, 2004, a \$15.00 increase in the monthly-designated Agency group insurance contribution consistent with current labor agreements.

2. Confidential Classifications. Effective, December 11, 2004, a 2.3% cost-of-living increase consistent with current labor agreements. Effective December 11, 2004, a \$15.00 increase in the monthly-designated Agency group insurance contribution consistent with current labor agreements. Salary ranges for confidential classifications are included in Attachment 2.

BACKGROUND

The labor contracts with the American Federation of State, County, and Municipal Employees, (AFSCME) local 146 and the Sacramento Housing and Redevelopment Agency Employees Association (SHRAEA) in January 2005 are beginning year five of their five year labor agreements. The agreements based future salary increases on the Consumer Price Index (CPI). In accordance with our labor agreements, represented employees will receive a cost-of-living increase of 2.3% effective December 11, 2004 and a \$15.00 per month increase in health and welfare allowance effective December 11, 2004. We are recommending the same 2.3% cost-of-living salary increase and the same \$15.00 per month increase in Health and Welfare allowance for unrepresented staff.

The recommended ranges also implements findings contained in a 2004 salary survey of employers comparable with the Agency and are consistent with both City and County of Sacramento's pay philosophy. No adjustment is made unless the employee's current salary falls below the minimum of the new salary range.

FINANCIAL CONSIDERATIONS

All salary and benefit costs are contained in the approved 2005 budget. The total cost for 68 unrepresented employees' is estimated to be at \$186,240.

POLICY CONSIDERATIONS

The recommended action in this report is consistent with Agency policy and labor relations practices and has been reviewed by the City and County Labor Relations Directors.

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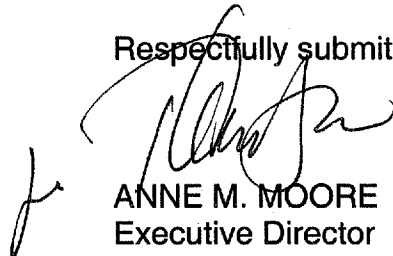
ENVIRONMENTAL REVIEW

The proposed action does not constitute a project under CEQA per Guidelines Section 15378 (b) (3), nor a federal undertaking under NEPA.

M/WBE CONSIDERATIONS


The items discussed in this report have no M/WBE impact; therefore M/WBE considerations do not apply.

Respectfully submitted,



ANNE M. MOORE
Executive Director

Transmittal approved,



ROBERT P. THOMAS
City Manager

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RESOLUTION NO. _____

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF _____

**2005 COMPENSATION AND BENEFIT ADJUSTMENTS
FOR UNREPRESENTED EMPLOYEES**

**BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF
SACRAMENTO:**

The following changes for the 2005 calendar year are approved:

Section 1 Exempt Classifications. Approve the attached salary schedule for unrepresented exempt classifications effective December 11, 2004. The revised salary matrix includes a 2.3% cost-of-living increase for exempt classifications in addition to placement of key management positions into new salary ranges. Placement into these new ranges does not result in an automatic adjustment to pay. Approve a \$15.00 increase in the monthly-designated Agency group insurance contribution effective December 11, 2004 which is consistent with current labor agreements.

Section 2. Confidential Classifications. Approve a 2.3% cost-of-living increase effective December 11, 2004 which is consistent with current labor agreements. Salary ranges are attached. Approve a \$15.00 increase in the monthly-designated Agency group insurance contribution effective December 11, 2004 which is consistent with current labor agreements.

CHAIR

ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO. _____

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF _____

**2005 COMPENSATION AND BENEFIT ADJUSTMENTS
FOR UNREPRESENTED EMPLOYEES**

**BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF
SACRAMENTO:**

The following changes for the 2005 calendar year are approved:

Section 1 Exempt Classifications. Approve the attached salary schedule for unrepresented exempt classifications effective December 11, 2004. The revised salary matrix includes a 2.3% cost-of-living increase for exempt classifications in addition to placement of key management positions into new salary ranges. Placement into these new ranges does not result in an automatic adjustment to pay. Approve a \$15.00 increase in the monthly-designated Agency group insurance contribution effective December 11, 2004 which is consistent with current labor agreements.

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CHAIR

ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO. _____

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

2005 COMPENSATION AND BENEFIT ADJUSTMENTS FOR UNREPRESENTED EMPLOYEES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

The following changes for the 2005 calendar year are approved:

Section 1 Exempt Classifications. Approve the attached salary schedule for unrepresented exempt classifications effective December 11, 2004. The revised salary matrix includes a 2.3% cost-of-living increase for exempt classifications in addition to placement of key management positions into new salary ranges. Placement into these new ranges does not result in an automatic adjustment to pay. Approve a \$15.00 increase in the monthly-designated Agency group insurance contribution effective December 11, 2004 which is consistent with current labor agreements.

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MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

Proposed 2005 SHRA Exempt Classification Salary Matrix						
1	\$ 4,307	\$ 4,522	\$ 4,748	\$ 4,986	\$ 5,235	
2	\$ 4,522	\$ 4,748	\$ 4,986	\$ 5,235	\$ 5,497	Agency Counsel I
3	\$ 4,748	\$ 4,986	\$ 5,235	\$ 5,497	\$ 5,772	Supervisor
4	\$ 4,986	\$ 5,235	\$ 5,497	\$ 5,772	\$ 6,060	
5	\$ 5,235	\$ 5,497	\$ 5,772	\$ 6,060	\$ 6,363	
6	\$ 5,497	\$ 5,772	\$ 6,060	\$ 6,363	\$ 6,682	Agency Counsel II / Mgmt Analyst / PIO
7	\$ 5,772	\$ 6,060	\$ 6,363	\$ 6,682	\$ 7,016	Sr Mgmt Analyst
8	\$ 6,060	\$ 6,363	\$ 6,682	\$ 7,016	\$ 7,366	Program Manager
9	\$ 6,363	\$ 6,682	\$ 7,016	\$ 7,366	\$ 7,735	Agency Clerk
10	\$ 6,682	\$ 7,016	\$ 7,366	\$ 7,735	\$ 8,122	Agency Counsel III
11	\$ 7,016	\$ 7,366	\$ 7,735	\$ 8,122	\$ 8,528	Director Level I / Assistant Director
12	\$ 7,366	\$ 7,735	\$ 8,122	\$ 8,528	\$ 8,954	
13	\$ 7,735	\$ 8,122	\$ 8,528	\$ 8,954	\$ 9,402	
14	\$ 8,122	\$ 8,528	\$ 8,954	\$ 9,402	\$ 9,872	Director Level II
15	\$ 8,528	\$ 8,954	\$ 9,402	\$ 9,872	\$ 10,365	
16	\$ 8,954	\$ 9,402	\$ 9,872	\$ 10,365	\$ 10,884	General Counsel
17	\$ 9,402	\$ 9,872	\$ 10,365	\$ 10,884	\$ 11,428	Deputy Executive Director
18	\$ 9,872	\$ 10,365	\$ 10,884	\$ 11,428	\$ 11,999	
19	\$ 10,365	\$ 10,884	\$ 11,428	\$ 11,999	\$ 12,599	

	Minimum		Control Point		Maximum	
20	\$ 10,831		\$ 11,941		\$ 13,165	Executive Director

Proposed 2005 Confidential Classification Salary Ranges						
B	\$ 2,136	\$ 2,243	\$ 2,355	\$ 2,473	\$ 2,596	Confidential Clerk
D	\$ 2,596	\$ 2,726	\$ 2,862	\$ 3,005	\$ 3,155	Human Resources Assistant
E	\$ 2,862	\$ 3,005	\$ 3,155	\$ 3,313	\$ 3,479	Human Resources Technician
FF	\$ 3,313	\$ 3,479	\$ 3,653	\$ 3,835	\$ 4,027	Human Resources Specialist
G	\$ 3,479	\$ 3,653	\$ 3,836	\$ 4,027	\$ 4,229	Confidential Administrative Assistant
HH	\$ 4,027	\$ 4,228	\$ 4,440	\$ 4,662	\$ 4,895	Human Resources Analyst
II	\$ 4,440	\$ 4,662	\$ 4,895	\$ 5,140	\$ 5,397	Principal Human Resources Analyst