



To: David Hebert, City Manager

From: Lillian Rosa, Assistant Director, Human Resources & Administrative Services Department

Date: September 17, 2025

Re: Compensation and Classification Plan for FY 2026 Budget

In accordance with the City's Civil Service ordinance (Article VI, Rule V, Sec. 2-100), the City Commission approves the citywide Compensation and Classification Plan as part of the budget process. This plan identifies all classified City positions and assigns them to specific grades, which set the salary ranges for all employees. The proposed compensation plan reflects the commitments made by the City in collective bargaining contracts, incorporates changes discussed as part of the budget's development, and adjusts existing positions as appropriate. The proposed compensation plan changes reflect organizational changes and operational needs that have developed since the adoption of the plan in April 2025 as part of the Fiscal Year 2025 Mid-year Budget Amendment.

In the Public Works Department, the City has created a Public Works Manager II position. This is a highly responsible classification consisting of managerial, administrative, and professional construction management work of considerable difficulty which requires a substantial amount of high-level planning, analysis, and project management. This position is responsible for managing the overall success and execution of the Public Works Department's capital improvement program in coordination with the Director and Assistant Directors of the department. The Civil Service Board met on September 9, 2025, and approved the addition of this classification. Staff will review departmental vacancies during the next fiscal year with the intent of converting an existing position to this new classification. This change is critical to ensuring the success of the City's stormwater and water/sewer master plans.

Grade changes are also recommended for a variety of other positions. The Mechanic I position is proposed to increase from a grade 22 to a grade 23, and the Mechanic II will increase from a grade 23 to a grade 24. This change is necessary in order to recruit qualified candidates and remain competitive with other cities and the private sector. Staff are also evaluating the potential addition of a new Emergency Vehicle Technician-qualified mechanic classification, which will be considered as part of the next general budget amendment. This classification would provide the City with the ability to engage in targeted recruitment of staff capable of performing the complex work related to the City's fleet of Fire Rescue vehicles. Other changes include the addition of a Deputy City Manager classified position at a grade 45, adjustment of director-level grading, and the retitling of the Community Redevelopment Agency Coordinator position into a more broadly focused Economic Development Coordinator position.

The proposed Compensation and Classification Plan reflects an adjustment to the pay grade for the Manager of Technology, Strategy, and Applications position from a grade 34 to a grade 37. The City has added new city buildings (Fire Station 9, Public Works Administration, City Hall), requiring the supervision of network designs and implementation. Additionally, the City has embarked on new Geographical

Information Systems (GIS) and Artificial Intelligence (AI) endeavors to enhance city services. This change recognizes the increase in the number, volume, and complexity of information technology projects overseen by the IT Manager.