

REPORT

To the Honorable Mayor and City Council
From the City Manager

December 19, 2005

Subject

Ordinance approving an amendment to Section 23.31 of the municipal code allowing administrative appointments at any step within a range (for salary ranges expressed in steps) or at any rate between the minimum or maximum of a salary range (for salary ranges not expressed in steps).

Recommendation

Introduce an ordinance approving an amendment to Section 23.31 of the municipal code authorizing the City Manager to make appointments at any step or rate within a salary range.

Background

Chapter 23 – Personnel Systems of the Municipal Code includes various rules that govern employment practices and procedures within the City. Section 23.31 stipulates how the City's salary plan will be administered. Currently, this section requires that all appointments be made at the first step or minimum rate of the salary range. Only with Council approval can appointments be made at the second or third step or at any rate within a range.

Hiring candidates at a salary above the minimum or first step is a common practice, especially when attracting highly qualified and experienced candidates. For the vast majority of local jurisdictions the City Manager is given the authority to appoint candidates at any step or salary within the range. In a recent survey of San Mateo County agencies, all responded that the City Manager and/or department head had the authority to make such appointments. The staff recommendation is to only allow the City Manager to approve the starting salaries and not the department heads. The following table summarizes the survey results:

Agency	Authority to Appoint at Any Step/Range
Atherton	City Manager
Belmont	City Manager
Brisbane	City Manager or Department Head
Burlingame	City Manager
Colma	City Manager
Daly City	City Manager or Department Head
Foster City	City Manager
Half Moon Bay	City Manager
Hillsborough	City Manager
Menlo Park	City Manager or Department Head
Millbrae	City Manager or Assistant City Manager
Pacifica	City Manager or Department Head
San Carlos	City Manager
San Mateo	City Manager or Department Head
South San Francisco	Dept Head (step 1-3) City Manager (step 4 – 5)

5.4A-2

The City's hiring process should be refined so competitive job offers can be made more expeditiously. This will better position the City when vying for top talent. The change will not give the City Manager the authority to change salary ranges for any of the City's classifications. All salary ranges for City positions will continue to be reviewed and approved by the City Council. In order to keep the Council apprised of hiring trends, staff will submit a monthly report to Council listing all appointments made above the starting step or salary. A resolution establishing this reporting process will be presented to Council next month.

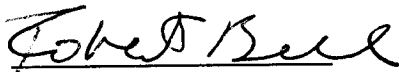
Alternatives

The Council could choose not to introduce this ordinance and therefore no changes will be made to Section 23.31 Increases Within Established Salary Range, of the City's municipal code.

The Council could direct staff to modify the recommended changes and have a revised ordinance introduced at a future meeting.

Fiscal Impact

Based on how positions are budgeted and salary costs projected, the fiscal impact is de minimus.



Robert Bell
Director, Human Resources



Ed Everett
City Manager

Attachment

Ordinance approving an amendment to Section 23.31 of the municipal code authorizing the City Manager to make appointments at the any step within a range (for salary ranges expressed in steps) or at any rate between the minimum or maximum of a salary range (for salary ranges not expressed in steps).

ORDINANCE NO. _____

**ORDINANCE AMENDING CHAPTER 23, ARTICLE III, SECTION 23.31
OF THE REDWOOD CITY MUNICIPAL CODE RELATED TO
PERSONNEL SYSTEMS**

The City Council of Redwood City does ordain as follows:

SECTION 1. That Chapter 23 (Personnel Systems), Article III (Salary and Wage Plan), Section 23.31 (Increases within Established Salary Range) of the Redwood City Municipal Code is hereby amended to read as follows:

“Sec. 23.31 Increases within Established Salary Range. Increases within salary ranges established by the City Council shall be administered as follows:

A. Initial appointments shall normally be made at the lowest step or rate of pay. The City Manager shall have the authority to appoint candidates at any step (for salary ranges expressed in steps) or at any rate between the minimum or maximum of a salary range (for salary ranges not expressed in steps) when justified upon consideration of 1) the difficulty of locating qualified personnel, or 2) an appointee's experience, education, knowledge of the particular duties required, personal fitness for the position, and such other criteria as may be reasonably related to such preferential consideration on the basis of merit.

B. An employee may be eligible for a salary adjustment to the next higher step (for salary ranges expressed in steps) or rate (for salary ranges not expressed in steps) above the initial step or rate to which appointment was made upon the satisfactory completion of six (6) consecutive months employment. Such an adjustment shall be made only upon the recommendation of the department head for such employee, and upon the approval of the City Manager. Employment of a person not recommended for such adjustment should normally be terminated. The provisions of this subsection shall not be deemed to affect the length of any prescribed probationary period.

C. All salary adjustments above the adjustment made after six (6) consecutive months employment in accordance with the provisions of subsection B, above shall be made in accordance with the provisions of this subsection. An employee may be eligible for such salary adjustments to the next higher step (for salary ranges expressed in steps) or rate (for salary ranges not expressed in steps) above the step or rate from which advancement is proposed, upon completion of a minimum period of one year at such lower step or rate, and upon consideration of such employee's performance of duties, experience, education, personal fitness for the position, and other criteria reasonably related to awarding increased compensation on the basis of merit. Such adjustments shall be made only upon the recommendation of the department head for such employee, and upon approval of the City Manager.

5.4A-4

D. Notwithstanding provisions to the contrary in subsection C, above, in the case of employees employed in those classifications included under Group C and Group D employees as defined in rule II, sections 14.4 and 14.5, respectively, of the Personnel Rules and Regulations of the City, salary adjustments from the third to the fourth step and from the fourth to the fifth step shall be made for such employees upon completion of the period of one year service at each such respective lower step.

The City Manager shall have the sole discretion to determine at what step an appointee for the position of police officer shall be placed in the salary range upon appointment.

SECTION 2. This ordinance shall be effective thirty (30) days from the date of its adoption.

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