

Meeting Date: 5/3/2016

Report Type: Consent

Report ID: 2016-00430

Title: (City Council/Housing Authority) Compensation and Benefit Recommendations for Unrepresented Employees of the Sacramento Housing and Redevelopment Agency (SHRA) for 2016 and 2017 (Published for 10-Day Review 04/21/2016)

Location: Citywide

Recommendation: Pass 1) a City Council Resolution a) authorizing SHRA to approve compensation and benefit changes for exempt management and confidential (unrepresented) employees; b) authorizing the Executive Director to make minor changes or adjustments to exhibits in order to correct omissions and errors; c) approving the salary schedule for all SHRA staff; and d) making related findings; and 2) a Housing Authority Resolution a) authorizing the SHRA to approve compensation and benefit changes for exempt management and confidential (unrepresented) employees, b) authorizing the Executive Director to make minor changes or adjustments to exhibits in order to correct omissions and errors, c) approving the salary schedule for all SHRA staff, and d) making related findings.

Contact: La Shelle Dozier, Executive Director, (916) 440-1319; James Shields, Director of Administration, (916) 440-1319, Sacramento Housing and Redevelopment Agency

Presenter: None

Department: Sacramento Housing & Redevelopment Agency

Division: Sacramento Housing & Redevelopment Agency

Dept ID: 99991011

Attachments:

- 1-Description/Analysis
- 2-City Council Resolution
- 3-Housing Authority Resolution
- 4-Exhibit A (SHRA Salary Schedules Unrepresented)
- 5-Exhibit B (SHRA Salary Schedules Represented)

City Attorney Review

Approved as to Form
Sheryl Patterson
4/14/2016 3:34:18 PM

SHRA Counsel Review

Approved as to Form
David Levin
4/11/2016 2:33:26 PM

Approvals/Acknowledgements

Department Director or Designee: La Shelle Dozier - 4/11/2016 2:33:26 PM

Description/Analysis

Issue Detail: This report recommends that the City Council and Housing Authority of the City of Sacramento authorize SHRA to approve the compensation and benefit changes covering confidential and exempt (unrepresented) Sacramento Housing and Redevelopment Agency employees as follows:

1. Salary Range Adjustments
 - A. Effective April 30, 2016, all unrepresented salary ranges shall be adjusted by 1.5%.
 - B. Effective January 7, 2017, all unrepresented salary ranges shall be adjusted by 2.0%.
2. Annual Sick Leave Cash-Out Option

Unrepresented employees with accrued sick leave of 500 hours or more, and who have used twenty-four (24) hours or less of sick leave by December 1 of the current calendar year, may cash out up to twenty-four (24) hours sick leave annually. This increases the cash-out hours from 16 to 24.
3. Parking Subsidy

Effective April 30, 2016, increase the monthly parking subsidy by \$10 to \$110 per month.
4. Life Insurance

Increase the amount of employer paid basic group life insurance coverage for confidential and exempt management employees from \$15,000 to \$50,000.

Policy Considerations: The recommended actions in this report are consistent with SHRA policy and labor relations practices. The California Code of Regulations requires that the City Council adopt SHRA's salary schedule at a public meeting. (2CCR 570.5) This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available. These publically adopted rates are used by CalPERS to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit. Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification.

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed actions consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under CEQA, Guidelines Section 15378 (b)(4).

National Environmental Policy Act (NEPA): The proposed actions consist of governmental administrative and management activities and are therefore categorically exempt under NEPA, 24 CFR 58.34(a)(3).

Rationale for Recommendation: SHRA completed contract negotiations with the Sacramento Housing and Redevelopment Agency Employees Association (SHRAEA) for a five year labor agreement. The 2016 and 2017 compensation and benefit changes covering confidential and exempt (unrepresented) Sacramento Housing and Redevelopment Agency employees requested in this report are similar to the increases in the approved SHRAEA Contract. Labor negotiations with the AFSCME Local 146, is ongoing and will be brought to the Governing Boards for approval when an agreement is reached.

Financial Considerations: Adoption of the proposed compensation and benefit increases for unrepresented classifications outlined in this report will result in an additional cost estimated at \$343,340. All compensation and benefit costs for the proposed increase have been approved in the 2016 SHRA Budget and will be incorporated into the 2017 SHRA Budget.

Local Business Enterprise (LBE)/ Minority or Women Business Enterprises (M/WBE), First Source, and Section 3 Considerations: Not applicable to this report.

RESOLUTION NO. 2016 –

Adopted by the Sacramento City Council

on date of

APPROVAL OF COMPENSATION AND BENEFITS FOR UNREPRESENTED SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY EMPLOYEES

BACKGROUND

- A The California Code of Regulations (2CCR 570.5) requires that the Sacramento Housing and Redevelopment Agency's (SHRA) salary schedule be adopted at a public meeting. This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available.
- B These publicly adopted rates are used by CalPERS to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit.
- C Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification.
- D The actions proposed in this report consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under the California Environmental Quality Act (CEQA), Guidelines Section 15378 (b)(4).
- E The actions proposed in this report consist of governmental administrative and management activities and are therefore categorically exempt under the National Environmental Policy Act (NEPA) 24 CFR 58.34(a)(3).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the findings, including the environmental findings regarding this action as stated above, are found to be true and correct and are hereby adopted.

Section 2. The compensation and benefit changes covering confidential and exempt (unrepresented) Sacramento Housing and Redevelopment Agency employees as outlined below are approved.

1. Salary Range Adjustments

A) Effective April 30, 2016, all unrepresented salary ranges shall be adjusted by 1.5% attached as Exhibit A.

B) Effective January 7, 2017, all unrepresented salary ranges shall be adjusted by 2.0%.

2. Annual Sick Leave Cash-Out Option

Unrepresented employees with accrued sick leave of 500 hours or more, and who have used twenty-four (24) hours or less of sick leave by December 1 of the current calendar year, may cash out up to twenty-four (24) hours sick leave annually. This increases the cash-out hours from 16 to 24.

3. Parking Subsidy

Effective April 30, 2016, the monthly parking subsidy is increased by \$10 to \$110 per month.

4. Life Insurance

The amount of employer paid basic group life insurance coverage for confidential and exempt management employees is increased from \$15,000 to \$50,000.

Section 3. The Executive Director is authorized to make minor changes or adjustments to the exhibits to this resolution in order to correct omissions and errors.

Section 4. The Salary Schedules included as Exhibits A and B to this resolution are hereby approved.

Exhibit A - Unrepresented Salary Schedule effective 4-30-2016

Exhibit B - Represented Employees Salary Schedule

RESOLUTION NO. 2016 –

Adopted by the Housing Authority of the City of Sacramento

on date of

COMPENSATION AND BENEFIT RECOMMENDATIONS FOR UNREPRESENTED SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (SHRA) EMPLOYEES

BACKGROUND

- A The California Code of Regulations requires that SHRA's salary schedule be adopted at a public meeting. (2CCR 570.5) This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available.
- B These publicly adopted rates are used by CalPERS to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit.
- C Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification.
- D The actions proposed in this report consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under the California Environmental Quality Act (CEQA), Guidelines Section 15378 (b)(4).
- E The actions proposed in this report consist of governmental administrative and management activities and are therefore categorically exempt under the National Environmental Policy Act (NEPA) 24 CFR 58.34(a)(3).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSING AUTHORITY RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the findings, including the environmental findings regarding this action as stated above, are found to be true and correct and are hereby adopted.

Section 2. The compensation and benefit changes covering confidential and exempt (unrepresented) Sacramento Housing and Redevelopment Agency employees as outlined below are approved.

1. Salary Range Adjustments

A) Effective April 30, 2016, all unrepresented salary ranges shall be adjusted by 1.5% attached as Exhibit A.

B) Effective January 7, 2017, all unrepresented salary ranges shall be adjusted by 2.0%.

2. Annual Sick Leave Cash-Out Option

Unrepresented employees with accrued sick leave of 500 hours or more, and who have used twenty-four (24) hours or less of sick leave by December 1 of the current calendar year, may cash out up to twenty-four (24) hours sick leave annually. This increases the cash-out hours from 16 to 24.

3. Parking Subsidy

Effective April 30, 2016, the monthly parking subsidy is increased by \$10 to \$110 per month.

4. Life Insurance

The amount of employer paid basic group life insurance coverage for confidential and exempt management employees is increased from \$15,000 to \$50,000.

Section 3. The Executive Director is authorized to make minor changes or adjustments to exhibits in order to correct omissions and errors.

Section 4. The Salary scheduled included as Exhibits A and B to this resolution are hereby approved.

Exhibit A - Unrepresented Salary Schedule effective 4-30-2016

Exhibit B - Represented Employees Salary Schedule

EXHIBIT A

SHRA SALARY SCHEDULES FOR UNREPRESENTED CLASSIFICATIONS

Classification	Code	Effective	Min Annual	Max Annual
AGENCY CLERK-RANGE 1	215	04/30/16	\$ 55,488	\$ 86,080
AGENCY CLERK-RANGE 2	214	04/30/16	\$ 64,234	\$ 99,648
AGENCY COUNSEL-RANGE 1	218	04/30/16	\$ 61,175	\$ 94,903
AGENCY COUNSEL-RANGE 2	219	04/30/16	\$ 74,359	\$ 115,355
AGENCY COUNSEL-RANGE 3	220	04/30/16	\$ 94,903	\$ 147,225
ASSISTANT DIRECTOR	116	04/30/16	\$ 94,903	\$ 147,225
CONFIDENTIAL ADMIN ASSISTANT	403	04/30/16	\$ 38,719	\$ 60,066
CONFIDENTIAL ADMIN SPECIALIST	404	04/30/16	\$ 40,655	\$ 63,069
DEPUTY EXECUTIVE DIRECTOR	101	04/30/16	\$ 121,123	\$ 187,902
DIRECTOR-RANGE 1	108	04/30/16	\$ 104,630	\$ 162,316
DIRECTOR-RANGE 2	105	04/30/16	\$ 109,862	\$ 170,431
ENGINEERING PROJECT MANAGER	236	04/30/16	\$ 70,818	\$ 109,861
EXECUTIVE ASSISTANT	411	04/30/16	\$ 40,655	\$ 63,069
EXECUTIVE DIRECTOR	100	04/30/16	\$ 138,255	\$ 194,539
FINANCE ANALYST	241	04/30/16	\$ 55,488	\$ 86,080
GENERAL COUNSEL	102	04/30/16	\$ 115,355	\$ 178,953
GRANT WRITER	241	04/30/16	\$ 55,488	\$ 86,080
HUMAN RESOURCES ASSISTANT	410	04/30/16	\$ 28,893	\$ 44,823
HUMAN RESOURCES SPECIALIST	406	04/30/16	\$ 36,875	\$ 57,205
IT BUSINESS ANALYST	242	04/30/16	\$ 64,234	\$ 99,648
IT MANAGER	209	04/30/16	\$ 94,903	\$ 147,225
MANAGEMENT ANALYST	231	04/30/16	\$ 64,234	\$ 99,648
PROGRAM INTEGRITY ANALYST	325	04/30/16	\$ 41,406	\$ 64,234
PROGRAM MANAGER	205	04/30/16	\$ 81,981	\$ 127,179
PUBLIC INFORMATION OFFICER	202	04/30/16	\$ 70,818	\$ 109,861
REAL ESTATE COORDINATOR	239	04/30/16	\$ 47,932	\$ 74,359
SENIOR HUMAN RESOURCES ANALYST	401	04/30/16	\$ 51,887	\$ 80,493
SENIOR PROGRAM ANALYST	240	04/30/16	\$ 47,932	\$ 74,359
SITE MANAGER I	302	04/30/16	\$ 41,406	\$ 64,234
SITE MANAGER II	301	04/30/16	\$ 47,932	\$ 74,359
SUPERVISOR	304	04/30/16	\$ 55,488	\$ 86,080

EXHIBIT B

SHRA SALARY SCHEDULE FOR REPRESENTED CLASSIFICATIONS

Classification	Code	Effective	Min Annual	Max Annual
ACCOUNTANT	602	04/02/16	\$ 56,809	\$ 69,051
ACCOUNTANT SPECIALIST	601	04/02/16	\$ 42,391	\$ 51,527
ASSISTANT AGENCY CLERK	657	04/02/16	\$ 49,074	\$ 59,650
CD ANALYST-RANGE 1	603	04/02/16	\$ 51,527	\$ 62,632
CD ANALYST-RANGE 2	604	04/02/16	\$ 59,651	\$ 72,506
COMPLIANCE/PROCUREMENT ANALYST	617	04/02/16	\$ 56,809	\$ 69,051
CONSTRUCTION ENGINEER	608	04/02/16	\$ 65,764	\$ 79,936
CONSTRUCTION TECHNICIAN	632	04/02/16	\$ 56,809	\$ 69,051
FINANCE SPECIALIST-PAYROLL	618	04/02/16	\$ 42,391	\$ 51,527
GIS ANALYST	664	04/02/16	\$ 59,651	\$ 72,506
HOUSING AUTHORITY ANALYST	646	04/02/16	\$ 54,104	\$ 65,763
HOUSING FINANCE ANALYST-RANGE1	606	04/02/16	\$ 56,809	\$ 69,051
HOUSING FINANCE ANALYST-RANGE2	609	04/02/16	\$ 65,764	\$ 79,936
HOUSING FINANCE ANALYST-RANGE3	635	04/02/16	\$ 76,129	\$ 92,535
HOUSING PROGRAM SPECIALIST	647	04/02/16	\$ 46,738	\$ 56,810
HOUSING PROGRAM TECHNICIAN I	665	04/02/16	\$ 35,562	\$ 43,225
HOUSING PROGRAM TECHNICIAN II	667	04/02/16	\$ 39,205	\$ 47,654
IT APPLICATIONS AND DEVELOPMENT ANALYST	630	04/02/16	\$ 79,935	\$ 97,162
IT CUSTOMER SERVICES SUPPORT SPECIALIST	642	04/02/16	\$ 51,527	\$ 62,632
IT NETWORK/MIDRANGE SPECIALIST	643	04/02/16	\$ 88,128	\$ 107,121
LOAN SERVICING ANALYST	625	04/02/16	\$ 56,809	\$ 69,051
PRINCIPAL ACCOUNTANT	651	04/02/16	\$ 65,764	\$ 79,936
PRINCIPAL CONSTRUCTION TECHNICIAN	654	04/02/16	\$ 59,651	\$ 72,506
PRINCIPAL HOUSING PROGRAM SPECIALIST	648	04/02/16	\$ 54,104	\$ 65,763
PROGRAM TECHNICIAN	627	04/02/16	\$ 46,738	\$ 56,810
REAL ESTATE ANALYST	660	04/02/16	\$ 56,809	\$ 69,051
REAL ESTATE SPECIALIST	655	04/02/16	\$ 51,527	\$ 62,632
REDEVELOPMENT ANALYST-RANGE 1	628	04/02/16	\$ 56,809	\$ 69,051
REDEVELOPMENT ANALYST-RANGE 2	629	04/02/16	\$ 65,764	\$ 79,936
REDEVELOPMENT ANALYST-RANGE 3	633	04/02/16	\$ 76,129	\$ 92,535
REDEVELOPMENT PLANNER-RANGE 1	605	04/02/16	\$ 56,809	\$ 69,051
REDEVELOPMENT PLANNER-RANGE 2	607	04/02/16	\$ 65,764	\$ 79,936
REDEVELOPMENT PLANNER-RANGE 3	631	04/02/16	\$ 76,129	\$ 92,535
REGULATORY COMPLIANCE ANALYST	659	04/02/16	\$ 56,809	\$ 69,051
REGULATORY COMPLIANCE SPECIALIST	658	04/02/16	\$ 49,074	\$ 59,650
ACCOUNT CLERK	502	04/15/15	\$ 34,115	\$ 43,540
ACCOUNTING TECHNICIAN	503	04/15/15	\$ 37,611	\$ 48,003
ADMINISTRATIVE SECRETARY	504	04/15/15	\$ 41,467	\$ 52,923
RESIDENT SERVICES TECHNICIAN	507	04/15/15	\$ 34,115	\$ 43,540
SEMI-SKILLED LABORER	508	04/15/15	\$ 30,943	\$ 39,492

EXHIBIT B

SHRA SALARY SCHEDULE FOR REPRESENTED CLASSIFICATIONS

Classification	Code	Effective	Min Annual	Max Annual
OFFICE ASSISTANT	512	04/15/15	\$ 30,943	\$ 39,492
HOUSING ASSISTANT	518	04/15/15	\$ 32,490	\$ 41,467
HOUSING TECHNICIAN	519	04/15/15	\$ 34,115	\$ 43,540
MAINTENANCE WORKER	525	04/15/15	\$ 34,115	\$ 43,540
CLERICAL ASSISTANT	526	04/15/15	\$ 28,066	\$ 35,821
MAINTENANCE TECHNICIAN	535	04/15/15	\$ 41,467	\$ 52,923
OFFICE TECHNICIAN	536	04/15/15	\$ 34,115	\$ 43,540
MAINTENANCE SPEC STAT ENGINEER	547	04/15/15	\$ 50,403	\$ 64,329
MAINTENANCE SPECIALIST	551	04/15/15	\$ 50,403	\$ 64,329
MAINTENANCE LEAD	555	04/15/15	\$ 45,718	\$ 58,157
RESIDENT TRAINEE PROGRAM LEAD	556	04/02/16	\$ 37,611	\$ 48,003

Classifications with no ranges.

Classification	Code	Effective	Annual Salary
LEASING AGENT	668	04/02/16	\$ 26,386