



PARKS AND RECREATION DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: December 1, 2020

Subject

Consider changes to part-time salary schedules for classifications and job series impacted by minimum wage adjustments.

Recommended Action

Adopt Resolution No. 20-___ establishing changes to part-time salary schedules for classifications impacted by minimum wage adjustments and realign wage increases with position advancement.

Discussion

Local Minimum Wage Ordinance No. 20-2215 was adopted by City Council on November 2, setting the minimum wage for 2021 at \$15.65 per hour. To prepare for the adjustment, staff reviewed the current part-time salary schedule for classifications impacted by the minimum wage adjustment, including any classifications below the new minimum wage and those aligned in the same job series. As part of this review, staff also conducted a part-time salary survey of nearby cities for those positions that were impacted by the minimum wage increase (Attachment B) to compare current compensations to market.

In analyzing the part-time salary schedule, staff found the salaries of four classifications (Building Attendant, Customer Service Attendant I, Recreation Leader, and Intern II) fall below the newly adopted Cupertino minimum wage. The recommendation is to increase the hourly wage range for these classifications to meet the new requirements. In order to maintain the internal alignment of the classifications and avoid compaction within the job series, staff also recommend an increase to the salaries for Customer Service Attendant II, Senior Recreation Leader, Staff Assistant, Intern III and Intern IV. These classifications are set at a higher level compared to the entry level counterparts with increased responsibilities and duties performed and require additional skills and training. The resulting adjustments would more accurately reflect the advancement in position and avoid possible overlap in wages in the above-mentioned job series. The survey indicates that some of Cupertino's part-time classifications currently fall below market, so the recommended increases will help attract more qualified candidates and improve overall part-time staff retention levels.

The proposed resolution introduces a salary schedule to establish salary rates in response to adjustments in minimum wage. If approved, the resulting adjustments are shown in Attachment C, with a clean version included for reference in Attachment D. Part-time salary schedules will continue to be reviewed and brought before Council for updates as needed.

Sustainability Impact

No sustainability impact.

Fiscal Impact

If approved, the effective date for the salary adjustments and step increases will be January 1, 2021. The fiscal impact in the Fiscal Year 2020-2021 is estimated to be \$45,900.

Prepared by: Kevin Khuu, Management Analyst

Reviewed by: Kristina Alfaro, Director of Administrative Services; Joanne Magrini, Director of Parks and Recreation

Approved for Submission by: Diane Thompson, Assistant City Manager

Attachments:

A – Draft Resolution

B – Part-Time Salary Survey

C – Proposed Adjustments to the 2021 Part-Time Salary Schedule (Redline)

D – 2021 Part-Time Salary Schedule (Clean)