

COUNCIL AGENDA REPORT

TO: Mayor and City Council

FROM: Graciela Reynoso, Chief Human Resources Officer

DATE: December 2, 2025

SUBJECT: Adoption of a Resolution Approving the Establishment of New Job Classifications, Corresponding Job Specifications, and Adopting Amendments to the Comprehensive Schematic Pay Schedule

Description:

The City Council will consider approving the establishment of two new job classifications for the Utilities Department, and their corresponding job specifications; and adopting a single, amended Comprehensive Schematic Pay Schedule for all full-time and part-time employees in compliance with the requirements of the California Public Employees' Retirement System.

RECOMMENDATION:

Adopt a Resolution approving the establishment of two new job classifications for the Utilities Department and their corresponding job specifications; and adopting amendments to the Comprehensive Schematic Pay Schedule for all full-time and part-time employees.

BACKGROUND:

In administering the City's classification and compensation system and workforce planning, Human Resources will periodically present to the City Council recommended changes and salary adjustments for formal approval.

To implement any salary adjustment for employees, the City is required to submit the proposed adjustments to the City Council for approval in open session. This is mandated by California Code of Regulation Subchapter 1, specifically Employee's Retirement System Regulations Sections 570.5 and 571.1 (2 CCR§§ 570.5 and 571.1). These regulations dictate that whenever salary changes occur, the City Council must officially adopt a stand-alone, unified pay schedule that adheres to all open meeting laws.

DISCUSSION:

During the Mid-Cycle Fiscal Year 25/26 Budget review, several departments submitted supplemental budget requests (SBR) to add or reclassify positions. At the Public Hearing on June 3, 2025, City Council reviewed the proposed mid-cycle budget and approved staff recommendations for certain reclassifications and adopted Resolution 2025-83.

The approved budget included staffing changes from the Utilities Department, which requested establishing a new Lead Account Clerk – Scale House classification and the reclassification of Office Assistant I/II positions to a new department-specific classification. The Department’s initial request included the reclassification of 3.0 Full-Time Equivalent (FTE) Office Assistant I/II positions. However, Human Resources’ job analysis determined that 4.0 FTE Office Assistant I/II positions should be reclassified.

The salary range for the position of Solid Waste Manager will be reduced to reflect a change of duties to focus on operational landfill responsibilities. The salary will be changed from \$5,534.48 – \$6,727.19 to \$4,848.60 - \$5,893.50 bi-weekly.

Human Resources seeks approval for the following actions:

1. Approve the establishment of the Lead Account Clerk – Scale House class specification

This position will provide daily oversight and guidance to the three existing Account Clerk-Scale House positions at the Santa Maria Regional Landfill, improving operational efficiency and internal coordination. The Human Resources Division completed the meet and confer requirements with SEIU and they support the new job classification. There is no financial impact to the General Fund by implementing this change.

2. Approve the establishment of the Utilities Office Specialist class specification

This new classification results in the reclassification of 4.0 FTE incumbents from Office Assistant I/II to Utilities Office Specialists. The job analysis determined that many of the incumbents’ duties extended beyond the scope of the citywide Office Assistant I/II classification, which is structured for entry-level clerical work. The incumbents perform specialized functions unique to Utilities operations, including managing multiple software systems, delegating service orders to field staff, and performing business-related tasks. The Utilities Office Specialist classification more accurately reflects the complexity of work performed. The Human Resources Division completed the meet and confer requirements with SEIU, and they support the new job classification. There is no financial impact to the General Fund by implementing this change.

3. Approve amendments to the Comprehensive Schematic Pay Schedule

A Comprehensive Salary Schematic (“Schedule”) for the City of Santa Maria is created and presented in accordance with CalPERS regulations intended to ensure consistency when reporting compensation for City employees. The Public Employees’ Retirement Law (PERL), Government Code Section 20636(b)(1) requires pay amounts to be paid pursuant to publicly available pay schedules. The Schedule includes pay rate information for all full-time and part-time employees. The Schedule enhances the disclosure and transparency of public employee compensation by requiring that the pay rates be listed on a single-pay schedule as per CalPERS’ requirements.

Fiscal Impact

This Council action is to approve administrative changes and additions to class specifications, as per Section 2-20.04.1(b) Job Descriptions (Specifications) of the Santa

Maria Municipal Code. Once implemented the reclassification of the four Office Assistant incumbents to Utilities Office Specialist positions will result in an approximate cost of \$45,513. The salary adjustment to two Solid Waste Manager positions will result in an approximate savings of \$21,676.

Collectively, the proposed changes will cost approximately \$23,837 within the Enterprise Funds. There is no fiscal impact to the General Fund associated with these personnel adjustments.

Alternative

If the recommended Resolution is not approved, the City will continue to operate with the existing classifications and pay schedule, which may negatively impact recruitment and retention efforts for the specified positions and could result in non-compliance with CalPERS regulations regarding the comprehensive pay schedule.

Impact on the Community

Overall, City services will continue to be provided by City employees with no decrease in the level of service to the public. Instead, it is expected that there will be a positive impact and increase to current service levels to the public achieved by attraction and retention of qualified employees. The requested changes will enhance service to the community and maintain compliance with the California Public Employees' Retirement System.

ATTACHMENT(S)

- A. Resolution
- B. Job Description - Lead Account Clerk – Scale House
- C. Job Description - Utilities Office Specialist
- D. Comprehensive Schematic Pay Schedule