

City of Piedmont
COUNCIL AGENDA REPORT

DATE: March 4, 2024

TO: Mayor and Council

FROM: Rosanna Bayon Moore, City Administrator

SUBJECT: Consideration of a Resolution to Set Salary and Employment Compensation for the Aquatics Supervisor Classification, Add the Classification to the Unrepresented Professional, Technical and Supervisory Unit, and Revise Resolution 97B-2021

RECOMMENDATION

It is recommended that the City Council add the Aquatics Supervisor Classification to the Unrepresented Professional, Technical & Supervisory Unit and set salary and employment terms for the position. It is also recommended that the City Council revise Resolution 97B-2021, which sets forth the terms and conditions of employment for employees in that unit.

BACKGROUND

In December of 2022, the City Council received an Operational Analysis report for the Piedmont Community Pool. A key element of the report was a staffing and management model to support the expanded and year-round operations of the new Community Pool. The model included the creation of a new Aquatics Supervisor position to oversee the overall operation of the new state-of-the-art facility, including the expanded scope of the pools, increased programming, year-round use of both pools, added facility management and the high level of service the community expects.

Pursuant to the requirements of the City Code, the Civil Service Commission approved the new job classification on September 21, 2023, and it was further approved by Council on October 2, 2023; however, the compensation for the position was not presented to Council at the time. The delay was necessary in order to conduct a comprehensive survey to ensure fair and competitive compensation. Collaborating closely with Gallagher Consulting, formerly Koff and Associates, the survey revealed that seven out of the City's 13 comparator cities operated pools and had comparable positions. Based upon the results of the survey, staff recommends a salary range of \$7,220 - \$8,776 per month for FY 23/24, with a corresponding cost-of-living increase of 3.25% effective FY 24/25, mirroring adjustments to be made for other classifications within the Professional, Technical & Supervisory Unit.

Additionally, in order to attract and retain the most qualified employee, staff recommends additional compensation for completing certain courses and obtaining certain certifications outside the minimum qualifications of the classification. Staff is recommending a differential of 2% of the

Aquatics Supervisor's base pay for obtaining and maintaining certification for completing an American Red Cross First Aid for Public Safety Personnel (FAFPSP) Course that complies with Title 22 of the California Code of Regulations, Section 100017. This course provides first responder advanced first aid skills. Staff is also recommending a differential of 2% of the Aquatics Supervisor's base pay for obtaining and maintaining the American Red Cross Water Safety Instructor Certification. This qualifies individuals to teach all courses within the Swimming and Water Safety program to all age groups. The Water Safety Instructor is the gold standard and provides the most comprehensive training for swim instructors.

The approval of this classification will not increase the number of City employees, as the position was identified as part of the staffing model for the Piedmont Community Pool and approved in the FY 23/24 budget.

Furthermore, currently, the City offers a 2% certification differential to the Recreation Supervisor in charge of the Piedmont Pool if they obtain and maintain a Certified Pool Operators Certification. To incentivize employees to be educated in pool operations and safety, staff proposes extending this 2% certification differential to all Recreation Supervisors. Finally, it is recommended to make minor revisions to Resolution 97B-2021 Section 3.8, Certification Differentials to clarify that differentials are paid on an employee's base rate of pay.

Fiscal Impact

The salary study resulted in a top step wage 5.65% higher than the wage included in the FY 2023-24 approved budget. There will not be an adverse effect in FY 2023-24 as the position will be hired later than planned. However, FY 2024-25 wages for this position will be \$5,808 higher than anticipated.

By: Stacy A. Jennings, Human Resources Administrator
Chelle Putzer, Recreation Director

Attachment:

1. Resolution to Salary and Employment Terms for the Aquatics Supervisor Classification, Add the Classification to the Unrepresented Professional, Technical and Supervisory Unit, and Revise Resolution 97B-2021

**RESOLUTION TO SET COMPENSATION AND EMPLOYMENT TERMS FOR THE
AQUATICS SUPERVISOR CLASSIFICATION, ADD THE CLASSIFICATION TO THE
UNREPRESENTED PROFESSIONAL, TECHNICAL AND SUPERVISORY UNIT, AND
REVISE RESOLUTION 97B-2021**

WHEREAS, on October 2, 2023, the City Council approved the job classification for an Aquatics Supervisor, but did not approve compensation for the position at that time; and

WHEREAS, after a review of similar positions in comparable cities, it is recommended that the Aquatics Supervisor's salary be set at \$7,220.00 to \$8,776.00 per month for Fiscal Year 2023-2024 and be eligible for pay differentials for completing specified courses and maintaining certifications; and

WHEREAS, to incentivize employees to be educated in pool operations and safety, it is recommended that all Recreation Supervisors be eligible to receive a pay differential for obtaining and maintaining a Certified Pool Operators Certification; and

WHEREAS, the City Council approved Resolution 97B-2021 on December 20, 2021, which set employment and compensation details for the Unrepresented Professional, Technical and Supervisory Unit, employees for the period of July 1, 2021 through June 30, 2025; and

WHEREAS, the Aquatics Supervisor will be added to the Unrepresented Professional, Technical and Supervisory Unit, requiring revision of Resolution 97B-2021 to include the terms and conditions of employment for the Aquatics Supervisor, as well as revisions to the Certification Differentials available to employees in the unit.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby declare, determine, and order as follows:

1. The compensation for the Aquatics Supervisor classification is approved.
2. The Aquatics Supervisor classification will be added to the Unrepresented Professional, Technical and Supervisory Unit.
3. The following will be added to the Appendix A of Resolution 97B-2021:

Aquatics Supervisor	% Increase	Step 1 0-6 mo.	Step 2 7-18 mo.	Step 3 19-30 mo.	Step 4 31-42 mo.	Step 5 43 mo. +
Effective March 2, 2024	N/A	\$7,220	\$7,581	\$7,960	\$8,358	\$8,776
Effective July 1, 2024	3.25%	\$7,455	\$7,828	\$8,219	\$8,630	\$9,061

4. Resolution 97B-2021, Section 3.8, Certification Differentials, shall be deleted and replaced with the following:

3.8 Certification Differentials

- Public Works Supervisor
Additional differentials shall be paid to the Public Works Supervisor for obtaining and maintaining:
 - o 5% for Certified Arborist
 - o 5% for PACP certification
 - o 4% for CWEA Certification
 - o \$200 per month for NASSCO Manhole Assessment Certification
 - o \$200 per month for Exterior Technician + Lawn Care Technician Certifications from the NALP (must obtain both certifications to qualify)
- Planners
An additional differential of \$150 per month will be paid for obtaining and maintaining American Institute of Certified Planners (AICP) credentials through the American Planning Association.
- Sustainability Program Manager
An additional differential of \$150 per month will be paid for obtaining and maintaining LEED AP Certification.
- Recreation Supervisor
An additional differential of 2% for obtaining and maintaining certification as a Certified Pool Operator through the National Swimming Pool Foundation.

The Supervisor in charge of Schoolmates is eligible for a 1% differential for obtaining and maintaining a professional development certificate approved by the City and related to the needs of children served by City Recreation/Childcare programs.

- Aquatics Supervisor
An additional differential of 2% for obtaining and maintaining certification for completing an American Red Cross First Aid for Public Safety Personnel (FAFPSP) Course and that complies with Title 22 of the California Code of Regulations, Section 100017.

An additional differential of 2% of the Aquatics Supervisor's base pay will be paid for obtaining and maintaining the American Red Cross Water Safety Instructor Certification.

All of the direct costs associated with obtaining and maintaining these certifications

shall be paid by the City. All certification differentials are calculated based on the employee's base rate of pay.

5. In accordance with CalPERS Regulations, the City's Public Pay Schedule will be updated to reflect the above.

[END OF RESOLUTION]