

RESOLUTION 2026-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING AND ADOPTING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN AND ORGANIZATIONAL CHART FOR FISCAL YEAR 2026-27 BY: (1) CREATING THE NEW CLASSIFICATIONS OF INFORMATION TECHNOLOGY SPECIALIST, MANAGEMENT ASSISTANT, AND SENIOR PLANNER; (2) RECLASSIFYING MANAGEMENT ANALYST TO SENIOR MANAGEMENT ANALYST, ASSOCIATE ENGINEER TO SENIOR ENGINEER, AND ENGINEERING AIDE TO ASSISTANT ENGINEER; (3) REALLOCATING THE SENIOR PUBLIC WORKS INSPECTOR CLASSIFICATION TO ENGINEERING TECHNICIAN; (4) RETITLING THE PUBLIC WORKS DIRECTOR/CITY ENGINEER TO PUBLIC WORKS DIRECTOR PURSUANT TO CITY ORDINANCE 2026-006; AND (5) AMENDING ALL SALARY SCHEDULES TO PROVIDE A TWO PERCENT (2%) COST-OF-LIVING ADJUSTMENT (COLA) FOR ALL CLASSIFICATIONS AND BARGAINING UNITS EFFECTIVE JULY 1, 2026

WHEREAS, under the City of San Pablo's Personnel Rules, adopted by Resolution 2014-031, Section 2.03 establishes that the City Manager is responsible for recommending to the City Council amendments to the adopted Classification Plan ("the Plan"). The Plan includes an Employee Allocation List, Salary Range Schedules and Class Specifications and City Organization Chart;

WHEREAS, prior to commencement of each Fiscal Year the City Manager shall provide the City Council with a review and report on the Plan. Amendments to the Plan shall be considered at that time;

WHEREAS, the Plan should be reevaluated on a yearly basis and maintained in such a manner so as not to cause inefficiencies in the operation of City business;

WHEREAS, this item is not in the City's Priority Workplan, but the following amendments have been deemed essential to meet critical operational needs and workload demands in the Administrative Services, City Manager's Office, Community Development, and Community Services Departments;

WHEREAS, the City engaged Gallagher, Inc. to conduct a Classification and Compensation Study for selected positions across multiple departments, including Administrative Services, City Manager's Office, Community Development, and Public Works-Engineering;

WHEREAS, the study included classification review, employee questionnaires, management interviews, position analysis, internal equity review, and market benchmarking;

WHEREAS, based on the findings of the study and operational needs, City staff recommend updates to the Classification and Compensation Plan and Organizational Chart for Fiscal Year 2026–27 to improve alignment, internal equity, career pathways, and recruitment and retention outcomes;

WHEREAS, the City staff is recommending the approval and adoption of the following FY 2025-26 Plan amendments:

- Creating the new classifications of Information Technology Specialist (AIE), Management Assistant (Confidential Employees Group), and Senior Planner (AIE);
- Reclassifying Management Analyst to Senior Management Analyst, Associate Engineer to Senior Engineer, and Engineering Aide (OE3) to Assistant Engineer (AIE);
- Reallocating the Senior Public Works Inspector classification to Engineering Technician;
- Retitling the Public Works Director/City Engineer to Public Works Director pursuant to City Ordinance No. 2026-006;
- Amending all salary schedules to provide a two percent (2%) cost-of-living adjustment (COLA) for all classifications and bargaining units effective July 1, 2026;

WHEREAS, the Budget, Fiscal and Legislative Standing Committee reviewed the proposed amendments on April 1, 2026, and recommended their approval for consideration by the City Council;

WHEREAS, the City has complied with its meet and confer obligations under the Meyers-Miliias-Brown Act (MMBA) with respect to the actions described herein;

WHEREAS, the City has met and conferred with Operating Engineers Local 3 (OE3) regarding the proposed reallocation, and OE3 has no unresolved issues or objections regarding the action;

WHEREAS, the City has met and conferred with the Association of Intermediate Employees (AIE) regarding the establishment of the Information Technology Specialist classification, and while AIE has expressed no objection to the creation of the classification, the City is continuing to meet and confer with AIE regarding the proposed salary schedule and compensation placement for the Information Technology Specialist classification;

WHEREAS, the proposed actions are included in the Fiscal Year 2026–27 Operating Budget and are cost-neutral within existing personnel allocations; and

WHEREAS, the City has determined that this action is not a “project” as defined under the California Environmental Quality Act (CEQA).

NOW, THEREFORE, BE IT RESOLVED that the foregoing recitations are true and correct and are included herein by reference as findings; and

BE IT FURTHER RESOLVED that the City Council of the City of San Pablo hereby amends and adopts the City’s FY 2026-27 Classification and Compensation Plan (Plan) as summarized in this Resolution, effective July 1, 2026.

* * * * *

ADOPTED this 15TH day of June 2026, by the following votes:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

Dorothy Gantt, City Clerk

Elizabeth Pabon-Alvarado, Mayor