



DATE: March 18, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Jonathan Sanglerat, Engineering/CIP Manager, Public Works & Utilities (PW&U)
Chelsea Green, Administrative Manager, PW&U
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SUBJECT: Resolution Amending the Classification and Compensation Plan by 1) Revising the Pay Range of Associate Civil Engineer, and if Approved, 2) Revising the Pay Range of Senior Civil Engineer, Assistant Engineer II, Assistant Engineer I, Project Manager, and Senior Traffic Engineer

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution Amending the Classification and Compensation Plan by 1) Revising the Pay Range of Associate Civil Engineer and, if Approved, 2) Revising the Pay Range of Senior Civil Engineer, Assistant Engineer II, Assistant Engineer I, Project Manager, and Senior Traffic Engineer.

BACKGROUND

The Public Works and Utilities Department has had multiple challenging recruitments for the Associate Civil Engineer position. Several multiple-year recruitments yielded few to no qualified candidates for this position. Because of this, there is a significant gap between non-licensed and licensed engineering professionals in the CIP Engineering Division. In addition, the Associate Civil Engineer position provides essential day-to-day project management, taking projects from start to finish with minimal oversight. In our current department structure, due to challenges related to recruiting, we are missing this critical journey-level staff, and most applicants and new hires are at the Assistant Engineer level. To help address this void swiftly, the CIP Engineering Division worked with Human Resources to conduct an updated salary survey/market analysis¹ for Associate Civil Engineer. The results of this analysis are discussed below.

¹ Market analysis is a common exercise in which the City of Petaluma is analyzed in relation to recognized comparable agencies, typically local agencies within roughly 50 miles, with a comparable size, operation, and staffing needs to give an idea of how similarly situated positions compare to those in Petaluma.

DISCUSSION

Following the feedback received by the Public Works and Utilities Department (Engineering Division) regarding the lack of qualified applicants and challenges with recruitment and retention, the City decided to evaluate the engineering series salaries, specifically the benchmark position of Associate Civil Engineer, to ensure it remains competitive. The engineering series salaries were last reviewed as part of the citywide classification and compensation study, completed and implemented in 2021. Results from an updated salary survey/market analysis show that the Associate Civil Engineer is roughly 5% below market median. In the current market, recruiting and retaining qualified and experienced staff continues to be an ongoing challenge. In many cases, the City of Petaluma often competes directly with comparable agencies for top talent (amongst an already limited candidate pool) and evaluating salary, organizational structure, etc. are tools the City must consider when faced with recruitment challenges such as those with the Associate Civil Engineer recruitments. Due to these recruiting challenges and the City's intent to recruit and retain top talent, staff recommends revising the pay range of Associate Civil Engineer and subsequently, adjusting the salaries of engineering positions aligned to Associate Civil Engineer accordingly to maintain the existing differentials.

As part of the 2021 citywide classification and compensation study, Associate Civil Engineer was identified as a benchmark position for Senior Civil Engineer, Assistant Engineer II, Assistant Engineer I, Project Manager, and Senior Traffic Engineer. The alignments below were set pursuant to internal comparison and standard industry practices to address compaction and compression² within this classification group. Furthermore, as indicated above, most of these classifications have faced significant recruitment and retention challenges.

Benchmark/Alignment Differentials	
Senior Traffic Engineer	10% above Senior Civil Engineer
Project Manager	5% above Assistant Engineer II
Senior Civil Engineer	10% above Associate Civil Engineer
Associate Civil Engineer	benchmark; set to market
Assistant Engineer II	15% below Associate Civil Engineer
Assistant Engineer I	15% below Assistant Engineer II

The Associate Civil Engineer, Senior Civil Engineer, Assistant Engineer II, Assistant Engineer I, Project Manager, and Senior Traffic Engineer classifications are represented by the Petaluma Professional and Mid-Managers Association (PPMMA). PPMMA has reviewed the recommended actions and is supportive.

² Compaction and compression occurs when there is little or no margin in pay between positions regardless of differences in their respective knowledge, skills, experience, or abilities.

PUBLIC OUTREACH

This agenda item was noticed in compliance with the California Brown Act and appeared on the City Council's March 11, 2024, tentative agenda.

COUNCIL GOAL ALIGNMENT

The ratification of these actions aligns with the City Council's Goal of “A City That Works For Everyone.” This objective includes recruiting, hiring, retaining, and advancing a workforce that is diverse, representative, skilled, talented, and prepared to meet the demands of a full-service City.

ENVIRONMENTAL REVIEW

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4) in that approving this action does not meet CEQA's definition of a “project” because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

FINANCIAL IMPACTS

The existing and recommended salary ranges for all impacted classifications are listed in the tables below:

Current Engineering Series Salaries						
Title	Step	1	2	3	4	5
Sr. Traffic Engineer	annual	\$ 130,124.80	\$ 136,656.00	\$ 143,436.80	\$ 150,633.60	\$ 158,100.80
Project Manager	annual	\$ 98,259.20	\$ 103,188.80	\$ 108,347.20	\$ 113,755.20	\$ 119,433.60
Sr. Civil Engineer	annual	\$ 118,289.60	\$ 124,217.60	\$ 130,395.20	\$ 136,905.60	\$ 143,748.80
Associate Civil Engineer	annual	\$ 107,640.00	\$ 113,006.40	\$ 118,664.00	\$ 124,571.20	\$ 130,832.00
Assistant Engineer I	annual	\$ 81,369.60	\$ 85,446.40	\$ 89,689.60	\$ 94,161.60	\$ 98,883.20
Assistant Engineer II	annual	\$ 93,516.80	\$ 98,238.40	\$ 103,126.40	\$ 108,264.00	\$ 113,692.80

Proposed Engineering Series Salaries						
Title	Step	1	2	3	4	5
Sr. Traffic Engineer	annual	\$ 136,760.00	\$ 143,603.20	\$ 150,758.40	\$ 158,267.20	\$ 166,254.40

Project Manager	annual	\$ 103,188.80	\$ 108,347.20	\$ 113,755.20	\$ 119,412.80	\$ 125,424.00
Sr. Civil Engineer	annual	\$ 124,321.60	\$ 130,540.80	\$ 137,051.20	\$ 143,873.60	\$ 151,132.80
Associate Civil Engineer	annual	\$ 113,027.20	\$ 118,664.00	\$ 124,592.00	\$ 130,790.40	\$ 137,384.00
Assistant Engineer I	annual	\$ 85,467.20	\$ 89,731.20	\$ 94,224.00	\$ 98,904.00	\$ 103,875.20
Assistant Engineer II	annual	\$ 98,280.00	\$ 103,188.80	\$ 108,347.20	\$ 113,734.40	\$ 119,454.40

These salary increases can be absorbed in the current fiscal year's budget due to the high level of vacancies in the Engineering division. Looking forward, these adjustments will result in higher budgeted salaries and benefits in future fiscal years; these costs will be absorbed by capital improvement projects and their various funding sources, as outlined below:

- 3140.31400.51110 - 10%
- 6790.67999.51110 - 15%
- 6690.66999.51110 - 30%
- 3110.31100.51110 - 10%
- 6590.65999.51110 - 2%
- 6190.61999.51110 - 5%
- 3160.31600.51110 - 28%

ATTACHMENTS

1. Resolution