



Office of the City Manager

CONSENT CALENDAR

March 21, 2023

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Aram Kouyoumdjian, Director of Human Resources  
 Subject: Salary Range Adjustments: Deputy City Manager and Employee Relations Manager Classifications

RECOMMENDATION

Adopt a Resolution to amend Resolution No. 69,998-N.S. Classification and Salary Resolution for classifications in Representation Unit Z-1 (Confidential and Executive Management Employees) to increase the top step salary of the Deputy City Manager classification from \$277,840.99 to \$291,733.04, and the Employee Relations Manager classification from \$175,026.38 to \$180,065.60 effective January 14, 2023.

This Resolution follows Council consideration of this item in Closed Session on December 12, 2022.

FISCAL IMPACTS OF RECOMMENDATION

The increase to the top step salary of the Deputy City Manager classification would be 5%, which would provide a 10% variance between the Deputy City Manager classification and department director classifications. The current total budgeted compensation for the Deputy City Manager classification is \$976,778 and the total budgeted compensation to implement the salary increase requested is \$1,025,617, a total variance of \$48,839.

The increase to the top step salary of the Employee Relations Manager classification would be approximately 2.879%. The current total budgeted compensation for the Employee Relations Manager classification is \$307,661 and the total budgeted compensation to implement the salary increase requested is \$316,519, a total variance of \$8,858.

Notably, the incumbents in the Deputy City Manager classification and Employee Relations Manager classification are currently not at the top of the salary range of their respective classifications, so this increase will not have impact on the current budget.

CURRENT SITUATION AND ITS EFFECTS

As part of the operational structure of the City, department directors report directly to a Deputy City Manager. In November 2021, after City staff conducted a compensation

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survey in comparable jurisdictions throughout the Bay Area, department director salaries were increased, which caused a salary compaction between the Deputy City Managers and the department directors, given that the current top step salary for some department directors is \$265,116.80 and the Deputy City Manager is currently \$277,840.99, which is a variance of less than 5%.

The salary of the Employee Relations Manager classification is currently at \$175,026.38 which is below the salary of the Human Resources Manager which is \$180,065.60. These classifications were developed and meant to be parallel within the organizational structure and should be compensated similarly for internal equity and alignment.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

#### RATIONALE FOR RECOMMENDATION

Increasing the top step of the Deputy City Manager classification resolves a salary compaction that resulted from increases to department director salaries in November 2021. Increasing the top step of the Employee Relations Manager classification ensures parity between it and a parallel classification, Human Resources Manager.

#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### CONTACT PERSON

Aram Kouyoumdjian, Human Resources Director, Human Resources Department, 510-981-6807.

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

APPROVE SALARY ADJUSTMENT: DEPUTY CITY MANAGER AND EMPLOYEE  
RELATIONS MANAGER

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Human Resources Department found that salary compaction existed between the Deputy City Manager classification and the department director classification, given that the current top step salary for some department directors is \$265,116.80 and for Deputy City Manager is currently \$277,840.99, which is a variance of less than 5% when comparing top step to top step salaries for each classification; and

WHEREAS, the Human Resources Department identified a salary discrepancy between the Employee Relations Manager classification, which currently has a top step of \$175,026.38, and the salary of the Human Resources Manager, which currently has a top step of \$180,065.60, even though the classifications were developed and meant to be parallel within the organizational structure and should have parity in compensation levels; and

WHEREAS, it is necessary for the City Council to adopt an amendment to Classification and Salary Resolution for classifications in Representation Unit Z-1 (Confidential and Executive Management Employees), No. 69,998-N.S., to provide the salary adjustments reflected in Exhibit A to establish a 10% variance between the Deputy City Manager classification and department director classifications to alleviate salary compaction; and

WHEREAS, it is necessary for the City Council to adopt an amendment to Classification and Salary Resolution for classifications in Representation Unit Z-1 (Confidential and Executive Management Employees), No. 69,998-N.S., to provide the salary adjustments reflected in Exhibit A to the Employee Relations Manager classification for internal parity;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 69,998-N.S., Salary Resolution for classifications in Representation Unit Z-1 (Confidential and Executive Management Employees), is amended to include the salary adjustments in Exhibit A, attached hereto and made part hereof, effective January 14, 2023.

Attachment: Exhibit A

## EXHIBIT A

The following classifications' top step shall be increased by the corresponding percent:

<b>Classification</b>	<b>% Increase</b>	<b>Current Top Step</b>	<b>New Top Step</b>
Deputy City Manager	5.000%	\$277,840.99	\$291,733.04
Employee Relations Manager	2.879%	\$175,026.38	\$180,065.60