



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 23-1271

Meeting Date: 6/20/2023

TITLE:

COMPENSATION PLAN AND SALARY SCHEDULE REVISIONS FOR DESIGNATED CLASSIFICATIONS REPRESENTED BY THE COSTA MESA CITY EMPLOYEES ASSOCIATION AND THE COSTA MESA DIVISION MANAGERS ASSOCIATION

DEPARTMENT: CITY MANAGER'S OFFICE - HUMAN RESOURCES DIVISION

PRESENTED BY: KASAMA LEE, HUMAN RESOURCES MANAGER

CONTACT INFORMATION: KASAMA LEE, HUMAN RESOURCES MANAGER, (714) 754-5169

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution Number 2023-XX revising the pay ranges for designated classifications represented by the Costa Mesa City Employees Association.
2. Adopt Resolution Number 2023-XX revising the pay ranges for designated classifications represented by the Costa Mesa Division Managers Association.

BACKGROUND:

The Costa Mesa City Employees Association (CMCEA) MOU with the City contains a provision for CMCEA to request up to five compensation inequity studies to be conducted by Human Resources each year. This MOU provision allows for at least five positions in this particular bargaining group to be analyzed by Human Resources to identify whether there is a discrepancy in that position's compensation relative to the prevailing market.

ANALYSIS:

For the 2022 year (i.e. last year), CMCEA requested the review of the Maintenance Supervisor classification. As part of this review, the Human Resources Division also included a review of the Maintenance Superintendent and Maintenance Services Manager to address compaction and internal alignment.

The market analysis includes an analysis of the average total compensation of comparable classifications in the five cities that border the City of Costa Mesa, as per the City's standard practice. These cities include the cities of Fountain Valley, Huntington Beach, Irvine, Santa Ana and Newport Beach. The total compensation for each classification includes: the classifications' base salary, PERS retirement benefit formulas, employee retirement contributions, and City contribution(s) to medical and dental plans or cafeteria plans. This framework is similar to the framework that has

been used for market compensation studies in the past.

The Maintenance Supervisor, Maintenance Superintendent and Maintenance Services Manager are 13.6%, 18.7%, 24.9% below market, respectively, and the salary ranges for these positions are recommended for adjustment to the market (i.e. average) accordingly.

Human Resources is currently reviewing CMCEA's 2023 classification and compensation review requests and will bring forth staff recommendations for those positions at a future City Council meeting.

ALTERNATIVES:

The City Council may choose not to approve the recommended action(s) and direct staff accordingly.

FISCAL REVIEW:

To ensure consistency with the current labor market and reduce costly employee attrition and turnover, Staff recommends adjusting the salary ranges for these positions to essentially the average level in the market. The Maintenance Superintendent impact is \$30,081, Maintenance Supervisor is \$19,870, and the Maintenance Services Manager is \$52,350. The City has three Maintenance Superintendents, five Maintenance Supervisors, and one Maintenance Services Manager; for a total of 9 positions that will be impacted. The fully burdened annual impact for the 9 positions is estimated at \$241,949 and will be absorbed within the Public Work's Department's annual budget.

LEGAL REVIEW:

The City Attorney's Office has reviewed the attached resolutions and approved them as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goals:

- Recruit and Retain High Quality Staff

CONCLUSION:

Staff recommends the City Council:

1. Adopt Resolution Number 2023-XX revising the pay ranges for designated classifications represented by the Costa Mesa City Employees Association.
2. Adopt Resolution Number 2023-XX revising the pay ranges for designated classifications represented by the Costa Mesa Division Manager Association.