

## Proposed 2022 Charter Officer Salary Adjustment

### BACKGROUND

- By Charter, certain appointed officers named in the Charter must have their salaries set by ordinance within a pay range approved by the Career Service Board. Those 11 Appointed Charter Officers are: Manager of Community Planning & Development, Manager of Aviation, City Attorney, Manager of Safety, Manager of Transportation and Infrastructure, Manager of Human Services, Manager of Parks and Recreation, Manager of General Services, Manager of Finance, Manager of Public Health and Environment and Director of Excise and License.
- The Office of Human Resources conducted a pay survey for these positions in the fall of 2019 and again in the fall of 2021, evaluating comparable cities' market data on peer positions and internal data on subordinate positions. Comparable cities were selected based on population, form of government, and/or other demographics. Pay survey results from late 2019 were not advanced for consideration in 2020 due to the economic impacts of COVID-19. These recommendations are based on the 2021 survey results.
- **These Charter positions have not received a salary adjustment of any kind for 6 years**, with the exception of Director of Excise and License, which was adjusted in 2017 to reflect additional scope of duties around marijuana policy. These positions are not eligible to receive annual merit increases.
- Adjustments to pay **allow the City to remain competitive** in recruitment and retention, and incremental adjustments support keeping pace with the market and preventing need for larger adjustments in future years. These proposed adjustments will also allow the next administration to be better positioned to immediately **recruit high level talent to fill these key appointed positions**.
- These department heads routinely have subordinate staff earning higher salaries. Adjustments to salaries for these Charter positions helps to avoid increasing compression and continued misalignment with salaries of staff under the Executive Director.
- Over the same 6-year time period, elected Charter officers (Mayor, Auditor, Council Members and Clerk & Recorder) as well as eligible Career Service employees have received repeated incremental pay increases.

<b>Elected Charter Officers Cumulative Increase 2016-2022</b>	<b>CSA Merit Cumulative Increase 2016-2022</b>
20.56%	18.99%

### PROPOSAL – Move all positions to market median based on pay survey data

- This proposal, based on a recommendation from the Office of Human Resources, moves salaries for these appointed Charter positions to the **market median** for each position based on a pay survey.
- This proposed increase represents a cumulative total of \$309,838, which departments would absorb into their 2022 budgets. Increases would be retroactive to January 1 for simplified accounting purposes.

**Proposed Salary Table**

	<b>Current Salary</b>	<b>Proposed % Increase</b>	<b>Proposed \$ Increase</b>	<b>New Proposed Salary</b>
<b>Executive Director, CPD</b>	\$175,950	4.72%	\$8,307	\$184,257
<b>Executive Director, Aviation</b>	\$266,143	30.37%	\$80,820	\$346,975
<b>City Attorney</b>	\$196,650	9.87%	\$19,411	\$216,061
<b>Executive Director, Safety</b>	\$168,861	22.28%	\$37,620	\$206,481
<b>Executive Director, DOTI</b>	\$190,625	2.44%	\$4,645	\$195,220
<b>Executive Director, Human Services</b>	\$150,715	16.69%	\$25,161	\$175,876
<b>Executive Director, Parks &amp; Rec</b>	\$144,168	18.28%	\$26,355	\$170,523
<b>Executive Director, Gen Services</b>	\$144,168	23.00%	\$33,164	\$177,332
<b>Executive Director, Finance</b>	\$163,118	13.64%	\$22,248	\$185,366
<b>Executive Director, DDPHE</b>	\$149,040	26.65%	\$39,726	\$188,766
<b>Executive Director, E&amp;L</b>	\$142,000	8.72%	\$12,381	\$154,381

**Total Increase: \$309,838 (to be absorbed in agency budgets)\***

\*Note that DEN is an Enterprise Fund and that salary will not implicate the General Fund