



THE CITY OF SAN DIEGO

OFFICE OF THE INDEPENDENT BUDGET ANALYST REPORT

Date Issued: April 7, 2022

IBA Report Number: 22-05

City Council Docket Date: April 12, 2022

Item Number: 330

FY 2023 Salary Ordinance Unclassified Salaries

OVERVIEW

The annual Salary Ordinance establishes salaries and wages for officers and employees of the City. The Mayor's proposed FY 2023 Salary Ordinance is scheduled for its first hearing at the City Council on April 12, 2022. The San Diego City Charter requires that the Salary Ordinance be introduced no later than April 15 and adopted by the Council by May 30 of each year. As referenced in the Charter, the Salary Ordinance passed by the Council becomes a controlling document for preparation of the City's budget and the Annual Appropriation Ordinance for the ensuing fiscal year.

Per Charter section 70, all *"increases and decreases of salary or wages of officers and employees must be consistent with the compensation schedules established by the annual salary ordinance, and in accordance with the Meyers-Milias Brown Act or other legal requirements governing labor relations that are binding upon the City."* The Salary Ordinance includes compensation schedules, or salary/wage tables, within Exhibits A-1 and A-2 for classified employees and C-1 and C-2 for unclassified employees.¹ These Exhibits set the salary/wage ranges for all positions in the City except elected officers.² This report focuses on proposed general salary increases and salary range increases for unclassified employees.

¹ Exhibits A-1 and C-1 are effective from July 1, 2022 through December 31, 2022; and Exhibits A-2 and C-2 are effective from January 1, 2023 through June 30, 2023.

² Salaries of elected officers (the Mayor, City Attorney, and Councilmembers) are set in accordance with Measure L, passed in November 2018. The parameters of elected officers' salaries are set forth in the Salary Ordinance.

FISCAL/POLICY DISCUSSION

Background

The Salary Ordinance provides salary/wage parameters for all positions, and the actual salary/wage for each employee must fall within the applicable range established in the Salary Ordinance for that employee's position. For most classified positions, the range is divided into five steps, providing opportunity for merit (or step) increases once time and performance requirements have been met. For unclassified positions, the range serves as an overall parameter, and an appointing authority can set the actual salary for an individual employee at its discretion, as long as the salary falls within the applicable range.³ Appointing authorities can set or increase salaries for most unrepresented, unclassified employees without City Council approval, as long as the resulting salary is within the applicable range. Exceptions, where City Council approval is required because the Council is the appointing authority, include the City Auditor, Independent Budget Analyst, and City Clerk.

The following sections focus on unclassified positions, beginning with a description of general salary increases included in the proposed Salary Ordinance. This is followed by a discussion on increases to the salary *ranges* for the unclassified position categories included in Exhibits C-1 and C-2.

General Salary Increases for Unclassified Employees

The Mayor is currently recommending 5% general salary increases for most unrepresented, unclassified (and unrepresented, classified) employees, effective July 1, 2022, which is consistent with the approved general salary/wage increase for MEA-represented employees.⁴ For unrepresented, unclassified Deputy City Attorneys (DCAs), the recommended general salary increase is 4% on July 1, 2022, followed by 2% on January 1, 2023, consistent with salary increases approved for DCAs represented by the DCAA.⁵ Council approval of the Salary Ordinance as proposed would provide approval for these general salary increases.

Range Increases for Unclassified Positions

To ensure the proposed general salary increases are accommodated by the Salary Ordinance, Exhibits C-1 and C-2 include proposed salary *range* increases as follows. Effective July 1, 2022 salary *ranges* for all unclassified positions have been increased by 5%, with the exception of positions included in the Legal Professional category. The range for the Legal Professional

³ In setting an employee's salary, management has indicated that appointing authorities need to ensure that salaries are comparable for similarly situated individuals, any compaction issues are addressed, and salary increases are appropriately budgeted.

⁴ The approved general salary increase negotiated with MEA (Municipal Employees Association) is included in the MEA Memorandum of Understanding (MOU) regarding terms and conditions of employment for Fiscal Years 2022 and 2023, approved by City Council June 8, 2021.

⁵ The approved general salary increases negotiated with DCAA (Deputy City Attorneys Association) are included in the DCAA MOU regarding terms and conditions of employment for Fiscal Years 2022 and 2023, approved by City Council June 8, 2021.

category has been increased by 4% beginning July 1, 2022 and 2% beginning January 1, 2023 to accommodate the general salary increases for DCAs.

In addition to the range increases described above, the Chief Financial Officer (CFO) is recommending supplemental range increases for unclassified positions, effective July 1, 2022:

- 25% increase for positions in the Executive V category (to allow for a competitive recruitment process for the Chief Operating Officer position)
- 15% increase for positions in the Executive IV, Executive III, Executive II, Executive I, Managerial A, Managerial B, Managerial C, Professional Legal, Miscellaneous A, Miscellaneous B, Miscellaneous C, Miscellaneous D, and Miscellaneous E categories
 - The justification given for the 15% range increases is included in a memorandum from the CFO, dated April 5, 2022: to provide departments with more salary flexibility when hiring new employees, retaining current employees, and addressing salary compaction and compression issues.⁶ The memo also states that the “increase to the ranges is necessary to have more comparable salaries and wages to other public or private employments for comparable services.”
 - For additional context, management has communicated to our Office that they have examined unclassified employee pay across the City, including analyzing comparable positions among the various departments. Based on these analyses, raises were given to certain unclassified employees in January 2022, and additional adjustments are anticipated in July 2022. The goal is to ensure compensation is more equitable based on a number of factors, such as size and complexity of the unit or organization managed and other criteria.

It is important to note that the 15% and 25% supplemental range increases are *in addition to* the previously described 5% range increase that applies to most unclassified positions.⁷ The resulting range increases, which begin July 1, 2022, are proposed to be a compounded 20.8% for most unclassified positions, with a 31.3% compounded increase for positions in the Executive V category. For positions in the Legal Professional category, the fully compounded increase of 22% begins January 1, 2023. The Intern unclassified positions only include a 5% range increase, with no supplemental 15% or 25%.

Approval of the Salary Ordinance as proposed includes approval of all salary range increases described above. ***Because the general salary increases proposed for unclassified employees would be more than accommodated by the supplemental range increase (15% or 25%) proposed***

⁶ Over the past several years the City has negotiated, and continues to negotiate, certain pay increases with its recognized employee organizations (REOs), including special salary adjustments and special add-on pays for multiple job classifications that are represented by the City’s REOs. Such pay increases for represented employees can push their compensation close to or even over the level of an unrepresented, unclassified supervisor. Thus, increasing the pay for represented employees can have an impact on successively higher levels in the organization.

⁷ The previously described 5% range increase applies to all unclassified positions, with the exception of positions included in the Legal Professional category. The range for the Legal Professional category has been increased by 4% beginning July 1, 2022 and 2% beginning January 1, 2023.

for most unclassified positions (except Interns), it is important that Council is aware that the supplemental increases are in addition to and compounded on top of the initial 5% range increase⁸ that is also proposed for most unclassified positions.

The following table summarizes the increases described above, which are incorporated in Exhibit C-2 of the Salary Ordinance. The table includes the compounded percent increases for the ranges, the minimum and maximum annual salaries allowed for both FY 2022 and FY 2023, and the increases to the minimum and maximum amounts. Exhibit C-2, which shows all positions in each unclassified category, is included as Attachment 1 to this report.

**Salary Ordinance Exhibit C-2 Summary:
Unclassified Salary Ranges
Annual Minimum and Maximum Amounts for FY 2022 and FY 2023**

Category	% Incr.	FY 2022 Minimum Annual	FY 2023 Minimum Annual	Minimum Increase	FY 2022 Maximum Annual	FY 2023 Maximum Annual	Maximum Increase
Executive V - 5% and 25%	31.3%	81,037	106,371	25,334	323,606	424,736	101,130
Executive IV - 5% and 15%	20.8%	68,931	83,242	14,311	261,144	315,328	54,184
Executive III - 5% and 15%	20.8%	35,214	42,536	7,322	193,066	233,126	40,060
Executive II - 5% and 15%	20.8%	29,286	35,360	6,074	178,048	214,989	36,941
Executive I - 5% and 15%	20.8%	22,547	27,227	4,680	130,832	157,997	27,165
Managerial A - 5% and 15%	20.8%	18,699	22,589	3,890	117,104	141,419	24,315
Managerial B - 5% and 15%	20.8%	25,522	30,805	5,283	153,046	184,808	31,762
Managerial C - 5% and 15%	20.8%	52,125	62,941	10,816	191,693	231,483	39,790
Professional Legal - 4%, 2%, & 15%	22.0%	20,155	24,586	4,431	231,171	282,027	50,856
Miscellaneous A - 5% and 15%	20.8%	38,501	46,509	8,008	229,965	277,680	47,715
Miscellaneous B - 5% and 15%	20.8%	28,163	34,008	5,845	164,466	198,578	34,112
Miscellaneous C - 5% and 15%	20.8%	22,651	27,331	4,680	165,714	200,096	34,382
Miscellaneous D - 5% and 15%	20.8%	21,466	25,938	4,472	168,522	203,486	34,964
Miscellaneous E - 5% and 15%	20.8%	18,450	22,277	3,827	116,334	140,483	24,149
Senior Legal Intern - 5%	5.0%	52,666	55,307	2,641	63,960	67,163	3,203
Legal Intern - 5%	5.0%	43,285	45,448	2,163	52,624	55,266	2,642
Management Intern - 5%	5.0%	26,957	28,309	1,352	32,406	34,029	1,623
Library Intern - 5%	5.0%	26,957	28,309	1,352	32,406	34,029	1,623
Planning Intern - 5%	5.0%	26,957	28,309	1,352	32,406	34,029	1,623
Police Intern - 5%	5.0%	26,853	28,205	1,352	32,386	34,008	1,622
Student Intern - 5%	5.0%	20,675	21,715	1,040	31,200	32,760	1,560

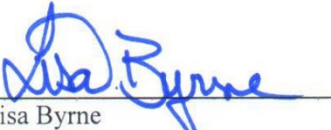
NOTE: Annual amounts are approximate and are calculated by multiplying bi-weekly amounts in Exhibit C-2 by 26 pay periods.

CONCLUSION

This report discusses the Mayor’s proposed general salary increases for unrepresented employees, as well as proposed salary range increases for unclassified positions, as included in the Salary Ordinance. We note that the range increases included in Exhibits C-1 and C-2 are significant

⁸ The initial proposed range increase for positions in the Professional Legal category is 4%.

among most of the City's unclassified positions (except Interns). Management has indicated that these increases are necessary to assist with recruitment and retention, to alleviate compaction issues, and to ensure compensation is more equitable across City departments. We believe it is important to highlight that the range increases being proposed for most positions include both an initial 5% increase and a supplemental 15% increase, resulting in a compounded 20.8% increase. Additionally, compounded range increases for the Professional Legal category and Executive V category are 22% and 31.3%, respectively.



Lisa Byrne
Fiscal & Policy Analyst



APPROVED: Charles Modica
Independent Budget Analyst

Attachment 1: FY 2023 Salary Ordinance, Exhibit C-2 (Unclassified Service Classifications and Standard Salary Rates – January 1, 2023 through June 30, 2023)



EXHIBIT C-2

**THE CITY OF SAN DIEGO
UNCLASSIFIED SERVICE
CLASSIFICATIONS AND STANDARD SALARY RATES**

EXHIBIT C-2

EFFECTIVE JANUARY 1, 2023 THROUGH JUNE 30, 2023



UNCLASSIFIED SERVICE

EXECUTIVE

Classification and Class Number

Executive V

Salary Rate-2051/Minimum and Maximum

Monthly	\$ 8,895.00	- \$	35,516.00
Bi-weekly	\$ 4,091.20	- \$	16,336.00
Hourly	\$ 51.14	- \$	204.20

2141	City Manager (Chief Operating Officer) (UC)
2106	Assistant City Attorney (UC)
2111	Assistant City Manager (Assistant Chief Operating Officer) (UC)
2119	Assistant Retirement Administrator (UC)
2127	Assistant to the City Manager (Assistant to the Chief Operating Officer) (UC)
2241	Investment Officer (UC)
2180	Retirement Administrator (UC)
2195	Retirement General Counsel (UC)

Executive IV

Salary Rate-2041/Minimum and Maximum

Monthly	\$ 6,961.00	- \$	26,367.00
Bi-weekly	\$ 3,201.60	- \$	12,128.00
Hourly	\$ 40.02	- \$	151.60

2181	Assistant Department Director (UC)
2154	Assistant Fire Chief (UC)
2238	Assistant Police Chief (UC)
2153	Assistant to the City Manager (Deputy Chief Operating Officer) (UC)
2130	Budget Officer (Chief Financial Officer) (UC)
2112	Business Center Manager (Assistant Deputy Chief Operating Officer) (UC)
2109	City Auditor (UC)
2140	City Librarian (UC)
2137	Comptroller (UC)
2132	Department Director (UC)
2131	Development Services Director (UC)
2147	Engineering and Capital Projects Director (UC)
2192	Environmental Services Director (UC)
2155	Executive Assistant Police Chief (UC)
2160	Fire Chief (UC)
2142	Independent Budget Analyst (UC)
2267	Metropolitan Wastewater Director (UC)



- 2179 Park and Recreation Director (UC)
- 2171 Personnel Director (UC)
- 2172 Planning Director (UC)
- 2173 Police Chief (UC)
- 2194 Public Utilities Director (UC)
- 2177 Real Estate Assets Director (UC)
- 2157 Risk Management Director (UC)
- 2159 Transportation Director (UC)
- 2190 Treasurer (UC)

Executive III

Salary Rate-2030/Minimum and Maximum

Monthly	\$ 3,557.00	-	\$ 19,494.00
Bi-weekly	\$ 1,636.00	-	\$ 8,966.40
Hourly	\$ 20.45	-	\$ 112.08

- 2105 Assistant Development Services Director (UC)
- 2123 Assistant Environmental Services Director (UC)
- 2115 Assistant Financial Management Director (UC)
- 2276 Assistant Metropolitan Wastewater Director (UC)
- 2114 Assistant Planning Director (UC)
- 2118 Assistant Transportation Director (UC)
- 2255 City Architect (UC)
- 2134 Neighborhood Code Compliance Director (UC)
- 2176 Purchasing Agent (UC)

Executive II

Salary Rate-2020/Minimum and Maximum

Monthly	\$ 2,957.00	-	\$ 17,977.00
Bi-weekly	\$ 1,360.00	-	\$ 8,268.80
Hourly	\$ 17.00	-	\$ 103.36

- 2110 Assistant City Librarian (UC)
- 2116 Assistant Purchasing Agent (UC)
- 2124 Assistant Real Estate Assets Director (UC)
- 2126 Assistant Risk Management Director (UC)
- 2121 Assistant Treasurer (UC)
- 2164 Management Assistant to the City Manager (UC)
- 2182 Principal Assistant to City Attorney (UC)

**Executive I****Salary Rate-2010/Minimum and Maximum**

Monthly	\$ 2,277.00	- \$ 13,212.00
Bi-weekly	\$ 1,047.20	- \$ 6,076.80
Hourly	\$ 13.09	- \$ 75.96

- 2117 Assistant to the Engineering and Capital Projects Director (UC)
 2150 Assistant to the Neighborhood Code Compliance Director (UC)
 2125 Assistant to the Park and Recreation Director (UC)
 2122 Assistant to the Water Department Director (UC)

MANAGERIAL**Classification and Class Number****Managerial A****Salary Rate-2070/Minimum and Maximum**

Monthly	\$ 1,889.00	- \$ 11,825.00
Bi-weekly	\$ 868.80	- \$ 5,439.20
Hourly	\$ 10.86	- \$ 67.99

- 2205 Confidential Secretary to City Attorney (UC)
 2207 Confidential Secretary to City Manager
 (Confidential Secretary to Chief Operating Officer) (UC)
 2209 Confidential Secretary to Police Chief (UC)
 2148 Secretary to Labor Relations (UC)

Managerial B**Salary Rate-2073/Minimum and Maximum**

Monthly	\$ 2,576.00	- \$ 15,454.00
Bi-weekly	\$ 1,184.80	- \$ 7,108.00
Hourly	\$ 14.81	- \$ 88.85

- 2279 Assistant to the Environmental Services Director (UC)
 2266 Assistant to the Executive Director, Human Relations Commission (UC)
 2202 Building Inspection Supervisor (UC)
 2265 Central Stores Program Manager (UC)
 2260 Child Care Coordinator (UC)
 2262 Disability Services Coordinator (UC)
 2215 Endowment Officer (UC)
 2261 Equal Opportunity Contracting Manager (UC)
 2273 Golf Course Operations Manager (UC)
 2277 Graffiti Program Manager (UC)
 2272 Homeless Services Coordinator (UC)
 2275 Neighborhood Services Coordinator (UC)



- 2244 Paramedic Coordinator (UC)
- 2221 Print Shop Manager (UC)
- 2282 Program Coordinator (UC)
- 2162 Quality Management Coordinator (UC)
- 2243 Resource Development Officer (UC)
- 2232 Regional Urban Information Systems Administrator (UC)

Managerial C

Salary Rate-2077/Minimum and Maximum

Monthly	\$ 5,263.00	- \$	19,356.00
Bi-weekly	\$ 2,420.80	- \$	8,903.20
Hourly	\$ 30.26	- \$	111.29

- 2108 Assistant City Clerk (UC)
- 2250 Assistant Deputy Director (UC)
- 2283 Assistant Golf Operations Manager (UC)
- 2256 Assistant Investment Officer (UC)
- 2245 Assistant Stadium Manager (UC)
- 2278 Assistant to the Development Services Director (UC)
- 2281 Assistant to the Director (UC)
- 2236 Assistant to the Fire Chief (UC)
- 2201 Assistant to the Planning Director (UC)
- 2264 Assistant to the Police Chief (UC)
- 2247 Budget Services Manager (UC)
- 2145 Chief Accountant (UC)
- 2218 City Planner (UC)
- 2203 Community Development Administrator (UC)
- 2220 Crime Laboratory Manager (UC)
- 2214 Deputy Director (UC)
- 2237 Deputy Fire Chief (UC)
- 2219 Deputy Library Director (UC)
- 2230 Deputy Personnel Director (UC)
- 2225 Deputy Planning Director (UC)
- 2158 Equal Employment Investigations Manager (UC)
- 2268 Executive Director (UC)
- 2216 Facility Manager (UC)
- 2217 Financial Operations Manager (UC)
- 2269 Labor Relations Manager (UC)
- 2280 Lifeguard Chief (UC)
- 2274 Medical Review Officer (UC)
- 2248 Organization Effectiveness Program Manager (UC)
- 2284 Performance Audit Manager (UC)
- 2240 Police Commander (UC)



- 2246 Police Administrative Services Director (UC)
- 2234 Principal Planner (UC)
- 2270 Program Manager (UC)
- 2249 Youth Services Administrator (UC)
- 2271 Revenue Programs Manager (UC)
- 2226 Zoning Administrator (UC)

PROFESSIONAL LEGAL

<u>Classification and Class Number</u>	<u>Salary Rate-2060/Minimum and Maximum</u>
	Monthly \$ 2,056.00 - \$ 23,583.00
	Bi-weekly \$ 945.60 - \$ 10,847.20
	Hourly \$ 11.82 - \$ 135.59

- 2196 Assistant Retirement General Counsel (UC)
- 2224 Associate Counsel (UC)
- 2151 Deputy City Attorney (UC)
- 2197 General Counsel (UC)

OTHER MISCELLANEOUS EXECUTIVE AND MANAGERIAL

Classification and Class Number

<u>Miscellaneous A</u>	<u>Salary Rate-2055/Minimum and Maximum</u>
	Monthly \$ 3,889.00 - \$ 23,219.00
	Bi-weekly \$ 1,788.80 - \$ 10,680.00
	Hourly \$ 22.36 - \$ 133.50

- 2285 Assistant City Auditor (UC)
- 2107 Assistant Comptroller (UC)
- 2113 Assistant Personnel Director (UC)
- 2258 Binational Affairs Officer (UC)
- 2138 City Clerk (UC)
- 2156 Executive Services Director (UC)
- 2167 Governmental Relations Director (UC)



Miscellaneous B

Salary Rate-2045/Minimum and Maximum

Monthly	\$ 2,844.00	-	\$ 16,605.00
Bi-weekly	\$ 1,308.00	-	\$ 7,637.60
Hourly	\$ 16.35	-	\$ 95.47

- 2128 Assistant Executive Services Director (UC)
- 2183 Assistant Governmental Relations Director (UC)
- 2120 Assistant to Mayor (UC)
- 2174 Principal Assistant to Mayor (UC)

Miscellaneous C

Salary Rate-2035/Minimum and Maximum

Monthly	\$ 2,285.00	-	\$ 16,732.00
Bi-weekly	\$ 1,051.20	-	\$ 7,696.00
Hourly	\$ 13.14	-	\$ 96.20

- 2133 Council Assistant (Principal Assistant) (UC)

Miscellaneous D

Salary Rate-2025/Minimum and Maximum

Monthly	\$ 2,169.00	-	\$ 17,015.00
Bi-weekly	\$ 997.60	-	\$ 7,826.40
Hourly	\$ 12.47	-	\$ 97.83

- 2259 Assistant Binational Affairs Officer (UC)
- 2200 Assistant for Community Outreach (UC)
- 2143 Budget/Legislative Analyst I (UC)
- 2144 Budget/Legislative Analyst II (UC)
- 2210 Council Committee Consultant (UC)
- 2213 Council Representative II (UC)
- 2257 Grants Coordinator (UC)
- 2178 Mayor Representative II (UC)
- 2228 Principal Accountant (UC)
- 2175 Performance Auditor (UC)
- 2223 Senior Council Committee Consultant (UC)

Miscellaneous E

Salary Rate-2015/Minimum and Maximum

Monthly	\$ 1,863.00	-	\$ 11,747.00
Bi-weekly	\$ 856.80	-	\$ 5,403.20
Hourly	\$ 10.71	-	\$ 67.54

- 2251 Committee Consultants Secretary (UC)
- 2206 Confidential Secretary to City Council (UC)
- 2208 Confidential Secretary to Mayor (UC)



- 2211 Council Representative I (UC)
- 2212 Council Representative II (UC)
- 2165 Mayor Representative I (UC)

INTERNS

<u>Classification and Class Number</u>		<u>Salary Rate/Minimum and Maximum</u>		
2185	Senior Legal Intern (UC)	(2185)	Monthly \$ 4,625.00	- \$ 5,616.00
			Bi-weekly \$ 2,127.20	- \$ 2,583.20
			Hourly \$ 26.59	- \$ 32.29
2166	Legal Intern (UC)	(2166)	Monthly \$ 3,800.00	- \$ 4,621.00
			Bi-weekly \$ 1,748.00	- \$ 2,125.60
			Hourly \$ 21.85	- \$ 26.57
2103	Management Intern (UC)	(2103)	Monthly \$ 2,367.00	- \$ 2,845.00
			Bi-weekly \$ 1,088.80	- \$ 1,308.80
			Hourly \$ 13.61	- \$ 16.36
2169	Library Intern (UC)	(2169)	Monthly \$ 2,367.00	- \$ 2,845.00
			Bi-weekly \$ 1,088.80	- \$ 1,308.80
			Hourly \$ 13.61	- \$ 16.36
2186	Planning Intern (UC)	(2186)	Monthly \$ 2,367.00	- \$ 2,845.00
			Bi-weekly \$ 1,088.80	- \$ 1,308.80
			Hourly \$ 13.61	- \$ 16.36
2139	Police Intern (UC)	(2139)	Monthly \$ 2,358.00	- \$ 2,844.00
			Bi-weekly \$ 1,084.80	- \$ 1,308.00
			Hourly \$ 13.56	- \$ 16.35
2188	Student Intern (UC)	(2188)	Monthly \$ 1,816.00	- \$ 2,739.00
			Bi-weekly \$ 835.20	- \$ 1,260.00
			Hourly \$ 10.44	- \$ 15.75