

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to the establishment of salaries for the new class of Controller Aide.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. PRESENT and ADOPT the accompanying ORDINANCE to establish the salaries for the new class of Controller Aide as follows:

Controller Aide I	Range 1112	\$23,219 - \$33,930
Controller Aide II	Range 1414	\$29,528 - \$43,159
Controller Aide III	Range 1816	\$37,918 - \$55,436
Controller Aide IV	Range 2378	\$49,653 - \$72,621
Controller Aide V	Range 2805	\$58,568 - \$85,608
Controller Aide VI	Range 3301	\$68,925 - \$100,767
Controller Aide VII	Range 3593	\$75,022 - \$109,662

2. AUTHORIZE the City Administrative Officer (CAO), upon accretion of the class to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salary approved by Ordinance.

Fiscal Impact Statement: The CAO reports that upon receipt of a Charter 1001(b) exemption approval, it is the intent of the Office of the Controller (Controller) to transition four existing incumbents into the newly created classification in pay grades commensurate to their current salaries. This will result in no additional fiscal responsibility to the Controller for the current fiscal year. Positions filled in the future will need to be absorbed within the existing budgeted funds for the Controller.

Community Impact Statement: None submitted.

Summary:

On April 21, 2015, your Committee considered March 20, 2015 CAO and March 18, 2015 City Attorney reports and Ordinance relative to the establishment of salaries for the new class of Controller Aide. According to the CAO, on February 10, 2015, the Executive Employee Relations Committee approved the recommendation of the CAO to establish the salary for the new class of Controller Aide. This new class was adopted by the Civil Service Commission on June 26, 2014, and will be used to carry out a wide range of administrative and analytical duties for the Controller. The Controller has also requested the creation of seven separate pay grades to differentiate the various levels of responsibilities and corresponding pay. Even though the structure for Controller Aide will be similar to that of Council Aide, Controller Aide will not be automatically exempted from civil service. Therefore the Controller will be requesting exemption from civil service under Charter Section 1001 (b) when filling positions in the new classification.

It is recommended that the salary for the new class be set consistent with the current 15-step range provided for Council Aide I-VII. In this way the Controller will have the flexibility to assign incumbents into the appropriate pay grade consistent with the duties of the position ranging from Salary Range

1112 up to Salary Range 3593.

After further consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations as contained in the March 20, 2015 CAO report and accompanying Ordinance. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

A handwritten signature in black ink, appearing to be "A. J. ...", is written over the printed name of the committee.

<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
O'FARRELL:	YES
FUENTES:	ABSENT
ARL	

4/21/15

-NOT OFFICIAL UNTIL COUNCIL ACTS-