



STAFF REPORT

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TO: Andrew P. Powers, City Manager

FROM: Tim Giles, Human Resources Director

DATE: June 18, 2024

SUBJECT: Updates to Employee Salary Schedules

RECOMMENDATION:

1. Adopt resolution to establish a new salary schedule for General Employees [Thousand Oaks City Employees Association (TOCEA)] and rescind Resolution No. 2023-035.
2. Adopt resolution to establish a new salary schedule for Professional Employees [Thousand Oaks Management Association (TOMA)] and rescind Resolution No. 2023-037.
3. Adopt resolution to establish a new salary schedule for Senior Management, Confidential, and Supervisory Employees [Senior Management Association (SMA)] and rescind Resolution No. 2023-039.
4. Adopt resolution to establish a new salary schedule for Hourly Employees and rescind Resolution No. 2023-040.
5. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: Yes

FINANCIAL IMPACT:

No Additional Funding Requested. Minimal staff time required to prepare the report is included in the Adopted FY 2023-24 General Fund Budget. Adequate funding is included in the Adopted FY 2024-25 Operating Budget (all funds) to cover the proposed adjustments.

BACKGROUND:

The Memorandums of Understanding (MOU) between the City and TOCEA, TOMA, and SMA bargaining units for the period July 1, 2023, through June 30, 2025, were adopted by City Council on June 20, 2023. The TOCEA agreement includes a salary adjustment of 4.0 percent, effective July 6, 2024. The adopted TOMA and the SMA agreements include a 5.0 percent range adjustment at the midpoint of the salary range (100 percent comparatio), and a 1.0 percent salary adjustment effective July 6, 2024.

The proposed salary schedule for TOMA includes a new classification: Utilities Scada Analyst II (Range 538), approved with the FY 2024-25 Operating Budget. The proposed salary schedule for SMA includes a new classification: Deputy Cultural and Community Services Director (range 695). The following classifications are removed from the proposed salary schedule: Deputy Cultural Affairs Director and Deputy Library Services Director. These changes do not impact the number of City-authorized positions. The salary ranges for the Hourly General, Hourly Professional, and Hourly Supervisory correspond to similar ranges in the respective bargaining units (TOCEA, TOMA, and SMA).

DISCUSSION/ANALYSIS:

The proposed resolutions (Attachment #s 1-3) will implement the formerly-agreed upon salary and range adjustments for FY 2024-25, as prescribed by the MOUs for TOCEA, TOMA, and SMA.

The addition of new classifications is appropriate to allow greater flexibility in efficiently providing services. The Utilities Scada Analyst II position is a new position approved in the FY 2024-25 Operating Budget to reflect the increasing specialization and technical expertise needed to support the Public Works Department. A new classification of Deputy Cultural and Community Services Director is necessary to support an intended administrative structural realignment of Departments. Through the realignment, the Library Services and Cultural Affairs Departments would no longer function as independent Departments and therefore classifications as deputies in those departments are no longer necessary.

The State of California approved an increase to the minimum wage from \$15.50 per hour to \$16.00 per hour, effective January 1, 2024. This increase is reflected in the new salary schedule for the classification title of Hourly City Worker - General (Attachment #4). The Hourly Employee salary ranges match the scope of ranges for General, Professional, and Supervisory Employees.

LEVINE ACT (California Government Code § 84308):

This item is subject to the Levine Act. City Councilmembers who have received a campaign contribution of more than \$250 (aggregated) within the preceding 12 months from a party or their agent/representative, or a financially interested participant involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; or if applicable (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the official knew or should have known about the contribution, and participate in the proceeding.

All parties and their agents/representatives must disclose on the record of this proceeding any aggregated contribution of more than \$250 made to any Councilmember within the preceding 12 months. Councilmembers are prohibited from accepting, soliciting, or directing a campaign contribution of more than \$250 (aggregated) from a party, their agent/representative, or a financially-interested participant during a proceeding and for 12 months following the date a final decision is made. In addition, a party, their agent/representative, or a financially interested participant is prohibited from contributing more than \$250 (aggregated) to a Councilmember during a proceeding and for 12 months following the date a final decision is made.

COUNCIL GOAL COMPLIANCE:

Meets the following City Council goal:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

Attachments:

- Attachment #1 – Resolution establishing Salary Schedule for TOCEA
- Attachment #2 – Resolution establishing Salary Schedule for TOMA
- Attachment #3 – Resolution establishing Salary Schedule for SMA
- Attachment #4 – Resolution establishing Salary Schedule for Hourly Employees