

**RESOLUTION NO. 16226**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AMENDING THE CITY'S CLASSIFICATION AND WAGE AND SALARY PLAN TO ESTABLISH THE CLASSIFICATION OF INFORMATION TECHNOLOGY DIRECTOR AND TO AMEND THE JOB DESCRIPTION FOR CLASSIFICATION OF PRINCIPAL ANALYST-ADMINISTRATIVE SERVICES, INCLUDING TITLE CHANGE TO PRINCIPAL ANALYST, AND AMENDING THE EXECUTIVE MANAGEMENT SUMMARY OF BENEFITS**

**WHEREAS**, the City Manager has requested that new and amended classifications be established to meet the current and future operational needs for the City; and

**WHEREAS**, the classification specifications as described in Exhibit "A" were prepared by Human Resources staff in consultation with department management, to ensure the foreseeable needs of the organization were met.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:**

1. The recitals set forth above are true and correct and are hereby incorporated by this reference as if fully set forth in their entirety.
2. The City's Classification and Wage and Salary Plan is hereby amended to establish the classification of Information Technology Director and to amend the classification of Principal Analyst - Administrative Services including title change to Principal Analyst, as listed in Exhibit "A", Exhibit "B", and Exhibit "C"; and
3. The Executive Management Summary of Benefits is amended to update the list of Executive Management classifications and other minor edits as listed in Exhibit "D".
4. The Resolution shall be effective upon the date of its adoption.

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**EXHIBIT A  
PROPOSED NEW JOB CLASSIFICATION**

**CITY OF REDWOOD CITY  
INFORMATION TECHNOLOGY DIRECTOR**

**DEFINITION**

Designs, plans, implements, coordinates, organizes, manages and reviews continual operations of information technology systems and network infrastructure, and works closely with departments and the City Manager's Office to continually adapt the City's Information Technology systems, data, processes and associated practices and policies to be secure, robust, responsive and informative in a rapidly changing workplace technology landscape. Plans, directs, organizes, evaluates, and coordinates the work of the IT Department, implementing the mission of the department with a commitment to customer focus, service excellence, problem solving, interdepartmental collaboration, community interests and continuous improvement.

**SUPERVISION RECEIVED AND EXERCISED**

This position is a Department Head, serving on the City Manager's Executive Team and reports to the City Manager or an Assistant City Manager. Responsibilities include direct and indirect supervision of professional, technical and administrative staff as assigned.

**EXAMPLES OF DUTIES**

Work with staff, Departments, and City Manager's Office to develop, implement, and evaluate information technology strategy, plan, and budget.

Develop strategic objectives and implement information technology capabilities responsive to the needs of the City.

Identify and recommend emerging information technologies to be adopted within the City.

Advise, coordinate and, as appropriate, manage the definition, selection, implementation, and maintenance of information technology systems.

Maintain reliable and timely information technology systems to process, access, and store data and support organizational success in the management and use of data.

Maintain well-functioning network, voice, and data communication and management systems.

**CITY OF REDWOOD CITY**  
**INFORMATION TECHNOLOGY DIRECTOR (*Continued*)**

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Develop, review, and certify all back-up and disaster recovery procedures and plans. Manage and/or review and approve major contracts for computing and information technology services and equipment.

Identify and onboard necessary information technology systems and staffing resources to meet the changing needs of the City.

Provide leadership to support adoption of current and new technology tools across the organization.

Manage vendor relations with technology vendors.

Ensure control and containment of the city's information technology network and data. Implement and maintain technology security solutions.

Develop cybersecurity strategy and engage with cybersecurity vendors and technologies to address organizational needs.

Establish and maintain the City's data analytical environment to harness departmental data repositories.

Implement presentation layer tools and business process/workflow integrations.

Serve as a resource partner to departments by providing consultation and guidance regarding technology/data services and capabilities.

In partnership with the Human Resources and Finance management teams, direct the design, implementation, maintenance and management of the Enterprise Resource Planning (ERP) software system.

Recruit, train, supervise, manage and support a best-in-class information technology workforce, including through establishing and implementing hiring, training, development, and evaluation procedures and guidelines. Promote a positive work environment with collaborative teamwork and performance accountability. Supervise, train and evaluate professional, technical and administrative staff.

Establish, implement, and manage short and long range departmental goals, and objectives.

Prepare, review, edit, and present staff reports, various management and information updates, and reports on special projects to the City Council.

May participate in meetings before residents, elected officials, committees and boards on technological and administrative matters of the City.

**CITY OF REDWOOD CITY**  
**INFORMATION TECHNOLOGY DIRECTOR (Continued)**

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Monitor changes in laws, regulations, and technology that may affect IT operations or areas of responsibility. Establish and maintain information technology policies, procedures, guidelines, and standards.

Lead the City's Information Technology Governance program.

Manage the Information Technology Department budget and monitor the city's overall investments in technology by ensuring technology spending and utilization are effective and efficient.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor IT staff work load and performance quality; identify opportunities for improvement and direct the implementation of improvements.

Coordinate work of the IT department with other City departments. Effectively collaborate with peers in other departments – particularly in Human Resources, Finance, and the City Manager's Office.

Perform related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of infrastructure networks continual operations.

Leading and managing network infrastructure and security solutions.

Strategic planning and budgeting.

Governmental information technology systems.

Information technology trends and capabilities.

Hiring and developing a highly skilled information technology team.

Information Technology project management and contract negotiations.

Outstanding communications skills working with all levels of the organization and with outside organizations, building trusting and collaborative relationships.

Principles of supervision, training and performance evaluation. Principles and practices of leadership, motivation, team building and conflict resolution.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations; principles and practices of

**CITY OF REDWOOD CITY**  
**INFORMATION TECHNOLOGY DIRECTOR (*Continued*)**

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municipal government technology administration including cybersecurity and data management.

Modern office practices, procedures, methods, and equipment.

Research techniques, methods, and procedures.

Accounting principles and terminology.

Payroll applications.

**Ability to:**

Plan, prioritize, assign, and direct the work of professional, technical, and administrative staff.

Analyze informational requirements and needs, identify problems, examine alternatives, reason logically, and design implementation procedures.

Develop conclusions and recommendations.

Develop, revise, install, and utilize automated systems and procedures.

Continuously innovate and seek new technologies for the City's employees.

Prepare complex statistical reports.

Prepare and direct the preparation of a variety of written correspondence and materials that require correct grammar, spelling, vocabulary, and punctuation.

Maintain the confidentiality of departmental information.

Deliver excellent customer service.

Establish, maintain and foster positive and harmonious working relationships with all customers and clients.

Use experience and exercise sound, independent judgment to plan and accomplish goals integrating the standpoint of the mission and values of the City. Conduct independent analyses and make recommendations on highly complex, difficult and sensitive issues.

Plan, communicate, delegate, manage and/or monitor a variety of concurrent projects.

Communicate clearly and concisely, both orally and in writing, effectively presenting ideas in an understandable, technical and non-technical manner, with internal and external constituencies.

**CITY OF REDWOOD CITY**  
**INFORMATION TECHNOLOGY DIRECTOR (Continued)**

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Recruit, train, supervise and evaluate professional, technical and administrative personnel.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Identify opportunities for process improvements, make recommendations to enhance governmental operations, and foster a culture of continuous improvement.

Make sound decisions in a manner consistent with essential job functions.

**Education and Experience Guidelines:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

Bachelor's degree from an accredited college or university in Information Technology, Computer Science, or a related field. A Master's Degree is desirable.

**Experience:**

Five years of complex experience in information systems management, including at least two years of experience at a supervisory level. Experience in strategic planning and budgeting highly preferred.

**License or Certificate:**

Possession of, or ability to obtain, a valid State of California Driver's License, at time of hire.

**Special Requirements:**

Successful completion of an extensive background investigation is required prior to appointment.

**Work Environment and Conditions:**

Ability to work outside of normal business hours as needed; travel to attend meetings, seminars, and conferences as required.

Ability to work in a standard office environment with some ability to sit for long periods of time and with prolonged exposure to a computer screen.

**Effective Date:** June, 2024

**Bargaining Group:** Executive Management / FLSA Exempt / At-Will

**CITY OF REDWOOD CITY**  
**PRINCIPAL ANALYST – ADMINISTRATIVE SERVICES**

**DEFINITION**

Under general direction, plans, organizes, oversees, coordinates and provides complex and highly responsible technical and professional staff support ~~in-for-the Administrative Services-for~~ assigned City Department; independently administers assigned programs and projects including coordinating work with other City departments and divisions as well as regulatory agencies and external stakeholders; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluation for assigned projects and programs; ~~provides complex and responsible staff support to Department Director and Assistant Director of Administrative Services in areas of expertise; and performs related work as required.~~

**DISTINGUISHING CHARACTERISTICS**

This is the highest level classification in the management analyst series. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee the day-to-day activities of the areas of assignment, and are responsible for providing professional-level support to executive management in the areas of expertise. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. This class is distinguished from division manager classifications in that the latter have full management and supervisory authority in planning, organizing, and directing the full scope of operations within the division to which assigned.

**SUPERVISION RECEIVED AND EXERCISED**

~~Receives general direction from the~~ This position reports to a Department Director and/or Assistant Director. ~~of Administrative Services.~~

~~Exercises direct and general supervision over professional, technical and administrative support staff when assigned.~~ Responsibilities include direct and indirect supervision of professional, technical and administrative staff.

**EXAMPLES OF ~~IMPORTANT AND~~ ESSENTIAL DUTIES**

Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned functional areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Develops and standardizes procedures and methods to improve the efficiency and

effectiveness of assigned services, projects, and activities; assesses and monitors workload; identifies opportunities for improvement and makes recommendations related therof. to-

**CITY OF REDWOOD CITY**  
**PRINCIPAL ANALYST – ADMINISTRATIVE SERVICES (Continued)**

Participates in the development, administration, and oversight of assigned budgets.

Participates in the selection, ~~trains, motivates,~~ and ~~evaluates~~ evaluation of assigned personnel; provides or coordinates staff training; works with employees on performance issues; ~~reviews staff reports and other work products prepared by assigned staff;~~ assigns work and provides guidance and direction to staff regarding work plans and methods.

Performs investigations and facilitates resolution to employee relations issues, including disciplinary matters, and complaints of discrimination and harassment, misconduct and/or violations of City policies.

Provides oversight and consultation to management staff on the completion of performance evaluations, corrective actions, discipline, and grievances in accordance with appropriate policies and Memorandaums of Understanding.

Provides information to other City departments and divisions regarding the policies and procedures of assigned functions; interprets policies and procedures for departments.

Provides complex staff assistance to assigned management personnel; ~~develops~~ and develops reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to the City Council as well as various commissions, committees, boards, and other stakeholders.

Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate; recommends modifications to City ordinances as necessary and appropriate.

Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the areas of assignment; researches emerging products and enhancements and their applicability to City needs.

Monitors and analyzes changes in regulations that may affect assigned functions and operations; recommends and develops changes to department and City policies and procedures as needed pursuant to changes in regulatory requirements; implements changes after approval.

Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

~~May include the following responsibilities and duties:~~

Plans, manages, oversees, and participates in the daily activities of the risk management and treasury sections of the Administrative Services Department. ~~This~~

Administers and coordinates the City's self-insurance program; coordinates program activities with the City's ~~third party~~ third-party administrator as well as the City Attorney

**CITY OF REDWOOD CITY**  
**PRINCIPAL ANALYST ~~-ADMINISTRATIVE SERVICES~~ (Continued)**

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and City management.

Acts as a technical expert in Human Resources Information Systems design, development and maintenance and is relied upon to provide expert consultation to meet user needs including recommending, designing, and coordinating both changes to business practices and specific technology solutions.

Authorizes settlement decisions or elevates settlement decisions to City management as required by City rules and policies.

Reviews and analyzes provisions of City contracts and agreements that are pertinent to liability insurance; ensures that contract provisions limit the City's exposure; makes recommendations for amendments to contract language as necessary.

Performs duties in the capacity as deputy treasurer which includes coordinating the City's cash flow and liquidity with the ~~third party~~ third-party consultant, investing bond proceeds as needed, and maintaining City bank and trustee accounts.

Coordinates the City's debt disclosures to ensure compliance with disclosure requirements of the Securities and Exchange Commission; participates and assists in the debt issuance process.

Assumes responsibility ~~for the production of~~ to produce the City's ~~e~~Operational ~~b~~Budget which includes compiling data for inclusion in the budget, making formal recommendations regarding budget content, consulting with City departments regarding individual department budgets, and developing personnel, revenue, and expenditure schedules.

Collaborates with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions.

Manages the procurement system for preparation and processing of purchase orders, requisitions, and contracts for materials, supplies, and equipment.

Drafts, explains, and implements instructions, policies, and procedures for purchasing and contract management.

Advises departments and evaluates conditions for issuing and awarding bids.

Resolves grievances with vendors, contractors, and suppliers.

Maintains and/or implements purchasing and recordkeeping systems.

Acts as the organization's representative in negotiations with suppliers.

**CITY OF REDWOOD CITY**  
**PRINCIPAL ANALYST – ADMINISTRATIVE SERVICES (Continued)**

Participates in the posting, balancing and reconciliation of the General Ledger and subsidiary accounts.

Controls budget for various City departments and projects determining if funds are available and expenditures properly classified; researches and analyzes transactions to resolve budget problems; provides analysis of available funds at management request.

Assists in the preparation of a variety of technical analyses regarding City expenditures and revenue projections.

Assists in developing financial policies and plans.

~~Provides assistance to staff involved in labor negotiations regarding the effects of bargaining proposals on the City's budget and long-term liabilities.~~

~~Gather data for bargaining unit negotiation proposals and have access to bargaining unit proposals.~~

~~Develop costing and/or budget information for management proposals to bargaining units.~~

~~Provide input for bargaining unit negotiations strategy and/or management proposals.~~

Oversees accounting operations, including the approval of:

- All accounts receivable request for the Finance [Department/division](#)
- All journal entries prepared by Finance [Department/division](#) staff
- All bank reconciliations.

Coordinates the fiscal year-end closing process.

Prepares a variety of materials and charts regarding the City's annual budget and annual comprehensive financial report.

~~Assists in the development and implementation of Finance [Department or division](#) [Division](#) goals, objectives, policies, and priorities for the assigned functional areas; recommends within division policy, appropriate service and staffing levels; and recommends and administers policies and procedures.~~

Performs other duties as assigned.

**Confidential Designation:**

A position is designated as Confidential if it that is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information contributing significantly to the

**CITY OF REDWOOD CITY**  
**PRINCIPAL ANALYST ~~-ADMINISTRATIVE SERVICES~~ (Continued)**

development of management positions. Below are examples of "confidential" duties:

Provides assistance to staff involved in labor negotiations regarding the impacts of bargaining proposals on the City's budget and long-term liabilities.

Collects and presents data and provides input for bargaining unit negotiation proposals.

Develops costing and/or budget information for management proposals and ~~provide~~ provides input on negotiations strategy and/or management proposals.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge in relevant areas of responsibility, as follows:**

Administrative principles and practices, including goal setting, program development, implementation, and evaluation.

Applicable Federal, State, and local laws, regulatory codes, ordinances, guidelines, and organizational policies and procedures relevant to the assigned areas of responsibility.

Organization and management practices as applied to the development, analysis, evaluation, development of programs and operational needs of the assigned functions.

Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, human resources, finance, budgeting, and other related governmental programs.

Principles, practices, methods, procedures and techniques used in budgeting and governmental accounting, including Accounting Principles General Accepted in the USA (US GAAP).

Project management and contract administration principles and techniques.

Principles and practices of effective leadership and employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.

Recordkeeping and reporting principles and procedures.

Modern office practices, methods, and computer equipment and applications related to the work area of assignment.

**CITY OF REDWOOD CITY**  
**PRINCIPAL ANALYST ~~-ADMINISTRATIVE SERVICES~~ (Continued)**

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English usage, grammar, spelling, vocabulary, and punctuation.

Statistical analyses as it applies to assigned [workduties](#).

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service and interdepartmental collaboration by effectively [dealing-working](#) with the public, vendors, contractors, and City staff.

**Ability to:**

Interpret, apply, explain, and ensure compliance with Federal, State, and Local policies, procedures, laws, and regulations pertinent to the assigned areas of responsibility.

Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.

[Monitor, troubleshoot, and resolve data management problems; lead, assign, direct and review work; facilitate communications between user groups and assigned project and consultant staff resulting in effective design, testing, and implementation of new and enhanced Information Systems.](#)

[Prepare complete and concise system and user documentation, and instructions; explain systems to non-technical users.](#)

Perform responsible and difficult administrative and/or technical accounting work involving the use of independent judgment, training, experience, and personal initiative.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, analyze financial information and reports, and prepare effective technical staff reports.

Prepare, examine and verify financial documents and reports.

**CITY OF REDWOOD CITY**  
**PRINCIPAL ANALYST – ADMINISTRATIVE SERVICES (Continued)**

Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.

Effectively represent the department/division in collaboration with other departments and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Evaluate the effectiveness of current systems and if needed, develop and implement goals, policies and priorities relating to municipal finance, budgeting, purchasing, and/or accounting.

Establish and maintain a variety of filing, recordkeeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Oversee the continued automation of accounting, budgeting, and/or purchasing applications.

Respond quickly and accurately to requests for information from sources both inside and outside the organization.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Supervise, train and evaluate technical and administrative support- personnel.

**Experience and Education and Experience Guidelines:**

Any combination of education and experience ~~and training~~ that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, finance, accounting, or a related field.

**CITY OF REDWOOD CITY**  
**PRINCIPAL ANALYST - ADMINISTRATIVE SERVICES (Continued)**

**Experience:**

Five years of professional-level ~~programmatic~~program management, budgetary, governmental accounting, purchasing/procurement, special projects, or similar analytical ~~and/or program management~~ experience in a municipal or similar setting and at least two years of supervisory experience; ~~or~~.

~~Five years of experience working with a risk management program in a municipal or similar setting and at least two years of supervisory experience; or~~

~~Five years of increasingly responsible experience in governmental accounting, including two years of supervisory experience~~

**Education:**

~~Graduation from an accredited four year college or university with major coursework in business administration, public administration, finance, accounting, or a related field~~

**License or Certificate:**

Possession of, or ability to obtain, a valid State of California ~~D~~river's ~~L~~icense, at time of hire.

**Work Environment:**

Essential duties require the following physical abilities and work environment:

~~Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing for prolonged periods and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental and programmatic policies and procedures.~~  
Ability to work in a standard office environment and to travel to different sites and locations as needed.

CITY OF REDWOOD CITY  
**PRINCIPAL ANALYST ~~-ADMINISTRATIVE SERVICES~~ (Continued)**

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**Effective Date:** June 25, 2018

**Amended:** October 3, 2022

**Amended:** June 24, 2024

**Bargaining Group:** Unrepresented/Confidential

**Status:** FLSA Exempt

# EXHIBIT B

## Amendment to the City's Salary Plan

### NEW CLASSIFICATION EXECUTIVE MANAGEMENT

<b>Classification</b>	<b>Minimum Monthly Salary</b>	<b>Maximum Monthly Salary</b>
INFORMATION TECHNOLOGY DIRECTOR	\$16,009.00	\$21,612.00

**EXHIBIT C  
CITY OF REDWOOD CITY  
SALARY RANGES  
UPDATED 06-24-2024**

	A	B	C	D	E	F	G	H	I	J	K	L
	CLASSIFICATION TITLE	CLASS CODE	BARGAINING UNIT	SALARY EFFECTIVE DATE	SALARY	STEP 1 / BOTTOM OF RANGE	STEP 2	STEP 3	STEP 4	STEP 5 / TOP OF RANGE	STEP 6 / TOP OF RANGE FIRE FIGHTER / ENGINEER	COMP
1	ACCOUNT CLERK I	E730	SEIU	2/12/2024	MONTHLY	5,483.00	5,756.00	6,044.00	6,346.00	6,662.00		8810
2					BIWEEKLY	2,530.62	2,656.62	2,789.54	2,928.92	3,074.77		
3					HRLY RATE	31.63	33.21	34.87	36.61	38.43		
4	ACCOUNT CLERK II	E700	SEIU	2/12/2024	MONTHLY	6,024.00	6,328.00	6,645.00	6,976.00	7,327.00		8810
5					BIWEEKLY	2,780.31	2,920.62	3,066.92	3,219.69	3,381.69		
6					HRLY RATE	34.75	36.51	38.34	40.25	42.27		
7	ACCOUNTANT	C440	RCMEA	10/9/2023	MONTHLY	9,216.00				11,062.00		9410
8					BIWEEKLY	4,253.54				5,105.54		
9					HRLY RATE	53.17				63.82		
10	ACCOUNTING TECHNICIAN I	E620	SEIU	2/12/2024	MONTHLY	6,297.00	6,605.00	6,941.00	7,290.00	7,655.00		8810
11					BIWEEKLY	2,906.31	3,048.46	3,203.54	3,364.62	3,533.08		
12					HRLY RATE	36.33	38.11	40.04	42.06	44.16		
13	ACCOUNTING TECHNICIAN II	E735	SEIU	2/12/2024	MONTHLY	6,928.00	7,273.00	7,638.00	8,016.00	8,421.00		8810
14					BIWEEKLY	3,197.54	3,356.77	3,525.23	3,699.69	3,886.62		
15					HRLY RATE	39.97	41.96	44.07	46.25	48.58		
16	ADMINISTRATIVE ASSISTANT	C715	RCMEA	10/9/2023	MONTHLY	8,440.00				10,135.00		8810
17					BIWEEKLY	3,895.38				4,677.69		
18					HRLY RATE	48.69				58.47		
19	ADMINISTRATIVE CLERK I	E795	SEIU	2/12/2024	MONTHLY	5,017.00	5,267.00	5,528.00	5,807.00	6,098.00		8810
20					BIWEEKLY	2,315.54	2,430.92	2,551.38	2,680.15	2,814.46		
21					HRLY RATE	28.94	30.39	31.69	33.50	35.18		
22	ADMINISTRATIVE CLERK II	E770	SEIU	2/12/2024	MONTHLY	5,522.00	5,798.00	6,085.00	6,393.00	6,708.00		8810
23					BIWEEKLY	2,548.62	2,676.00	2,808.46	2,950.62	3,096.00		
24					HRLY RATE	31.86	33.45	35.11	36.88	38.70		
25	ADMINISTRATIVE CLERK III	E710	SEIU	2/12/2024	MONTHLY	6,069.00	6,373.00	6,691.00	7,027.00	7,377.00		8810
26					BIWEEKLY	2,801.08	2,941.38	3,088.15	3,243.23	3,404.77		
27					HRLY RATE	35.01	36.77	38.60	40.54	42.56		
28	ADMINISTRATIVE SECRETARY	C710	RCMEA	10/9/2023	MONTHLY	8,071.00				9,683.00		8810
29					BIWEEKLY	3,725.08				4,469.08		
30					HRLY RATE	46.56				55.86		
31	ASSISTANT CITY ATTORNEY	C415	EXEC. SERV.	7/3/2023	MONTHLY	13,946.00				18,828.00		9410
32					BIWEEKLY	6,436.62				8,689.85		
33					HRLY RATE	80.46				108.62		
34	ASSISTANT CITY CLERK	C675	RCMEA	10/9/2023	MONTHLY	10,134.00				12,157.00		8810
35					BIWEEKLY	4,677.23				5,610.92		
36					HRLY RATE	58.47				70.14		
37	ASSISTANT CITY MANAGER	C110	EXEC. SERV.	1/29/2024	MONTHLY	18,526.20				25,010.70		9410
38					BIWEEKLY	8,550.55				11,543.40		
39					HRLY RATE	106.88				144.29		
40	ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR	C140	EXEC. SERV.	7/3/2023	MONTHLY	13,525.00				18,259.00		9410
41					BIWEEKLY	6,242.31				8,427.23		
42					HRLY RATE	78.03				105.34		
43	ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES	C141	EXEC. SERV.	7/3/2023	MONTHLY	14,916.00				20,138.00		9410
44					BIWEEKLY	6,884.31				9,294.46		
45					HRLY RATE	86.05				116.18		
46	ASSISTANT ENGINEER I	G700	SEIU	2/12/2024	MONTHLY	8,849.00	9,295.00	9,760.00	10,247.00	10,757.00		9410
47					BIWEEKLY	4,084.15	4,290.00	4,504.62	4,729.38	4,964.77		
48					HRLY RATE	51.05	53.63	56.31	59.12	62.06		
49	ASSISTANT ENGINEER II	G600	SEIU	2/12/2024	MONTHLY	9,732.00	10,223.00	10,735.00	11,275.00	11,834.00		9410
50					BIWEEKLY	4,491.69	4,718.31	4,954.62	5,203.85	5,461.85		
51					HRLY RATE	56.15	58.98	61.93	65.05	68.27		
52	ASSISTANT ENGINEERING AND TRANSPORTATION DIRECTOR	B134	EXEC. SERV.	1/22/2024	MONTHLY	13,525.00				18,259.00		9410
53					BIWEEKLY	6,242.31				8,427.23		
54					HRLY RATE	78.03				105.34		
55	ASSISTANT PARKS, RECREATION & COMMUNITY SERVICES DIRECTOR	C135	EXEC. SERV.	7/3/2023	MONTHLY	13,525.00				18,259.00		9410
56					BIWEEKLY	6,242.31				8,427.23		
57					HRLY RATE	78.03				105.34		
58	ASSISTANT PLANNER	H750	SEIU	2/12/2024	MONTHLY	8,747.00	9,189.00	9,645.00	10,128.00	10,635.00		9410
59					BIWEEKLY	4,037.08	4,241.08	4,451.54	4,674.46	4,908.46		
60					HRLY RATE	50.46	53.01	55.64	58.43	61.36		
61	ASSISTANT PUBLIC WORKS DIR. / CHIEF SUSTAINABILITY AND RESILIENCY OFFICER	C204	EXEC. SERV.	7/3/2023	MONTHLY	13,525.00				18,259.00		9410
62					BIWEEKLY	6,242.31				8,427.23		
63					HRLY RATE	78.03				105.34		
64	ASSOCIATE ENGINEER	G500	SEIU	2/12/2024	MONTHLY	10,713.00	11,247.00	11,811.00	12,399.00	13,020.00		9410
65					BIWEEKLY	4,944.46	5,190.92	5,451.23	5,722.62	6,009.23		
66					HRLY RATE	61.81	64.89	68.14	71.53	75.12		
67	ASSOCIATE PLANNER	H700	SEIU	2/12/2024	MONTHLY	9,624.00	10,105.00	10,608.00	11,145.00	11,700.00		9410
68					BIWEEKLY	4,441.85	4,663.85	4,896.00	5,143.85	5,400.00		
69					HRLY RATE	55.52	58.30	61.20	64.30	67.50		
70	BATTALION CHIEF	C300	COA	10/9/2023	MONTHLY	16,034.00				19,491.00		7706
71					BIWEEKLY	7,400.31				8,995.85		
72					HRLY RATE	66.07				80.32		
73	BATTALION CHIEF - 40 HR	C301	COA	10/9/2023	MONTHLY	17,421.00				21,177.00		7706
74					BIWEEKLY	8,040.46				9,774.00		
75					HRLY RATE	100.51				122.18		
76	BODY WORN CAMERA PROGRAM MANAGER	C528	RCMEA	10/9/2023	MONTHLY	10,134.00				12,157.00		9410
77					BIWEEKLY	4,677.23				5,610.92		
78					HRLY RATE	58.47				70.14		
79	BUILDING ATTENDANT III	N810	SEIU	2/12/2024	MONTHLY	3,557.00	3,730.00	3,917.00	4,111.00	4,319.00		8810
80					BIWEEKLY	1,641.69	1,721.54	1,807.85	1,897.38	1,993.38		
81					HRLY RATE	20.52	21.52	22.60	23.72	24.92		
82	BUILDING INSPECTOR	K710	SEIU	2/12/2024	MONTHLY	9,003.00	9,450.00	9,927.00	10,421.00	10,942.00		9410
83					BIWEEKLY	4,155.23	4,361.54	4,581.69	4,809.69	5,050.15		
84					HRLY RATE	51.94	54.52	57.27	60.12	63.13		
85	BUILDING MAINTENANCE WORKER	N670	SEIU	2/12/2024	MONTHLY	7,287.00	7,652.00	8,037.00	8,437.00	8,856.00		9420
86					BIWEEKLY	3,363.23	3,531.69	3,709.38	3,894.00	4,087.38		
87					HRLY RATE	42.04	44.15	46.37	48.68	51.09		
88	BUSINESS MANAGER	C431	CONFIDENTIAL	10/9/2023	MONTHLY	12,940.00				15,529.00		9410
89					BIWEEKLY	5,972.14				7,167.23		
90					HRLY RATE	74.65				89.59		

**EXHIBIT C  
CITY OF REDWOOD CITY  
SALARY RANGES  
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A	B	C	D	E	F	G	H	I	J	K	L	
123	CAPITAL IMPROVEMENT PROGRAM MANAGER	C435	RCMEA	10/9/2023	MONTHLY	13,306.00					15,961.00	9410
124					BIWEEKLY	6,141.23					7,366.62	
125					HRLY RATE	76.77					92.08	
126												
127	CDBG/HOME ADMINISTRATOR	C323	RCMEA	10/9/2023	MONTHLY	11,765.00					14,118.00	9410
128					BIWEEKLY	5,430.00					6,516.00	
129					HRLY RATE	67.88					81.45	
130												
131	CHILD CARE SPECIALIST	E925	SEIU	2/12/2024	MONTHLY	7,756.00	8,146.00	8,556.00	8,983.00	9,429.00		9410
132					BIWEEKLY	3,579.69	3,759.69	3,948.46	4,146.00	4,351.85		
133					HRLY RATE	44.75	47.00	49.36	51.83	54.40		
134												
135	CITY ATTORNEY	A170	EXEC. SERV.	9/4/2023	MONTHLY	26,974.00					26,974.00	9410
136					BIWEEKLY	12,449.54					12,449.54	
137					HRLY RATE	155.62					155.62	
138												
139	CITY CLERK	A180	EXEC. SERV.	7/3/2023	MONTHLY	11,738.00					15,847.00	9410
140					BIWEEKLY	5,417.54					7,314.00	
141					HRLY RATE	67.72					91.43	
142												
143	CITY COUNCIL MEMBER	A000	NOT REPRESENTED	1/22/2001	MONTHLY	750.00					750.00	9410
144					BIWEEKLY	346.15					346.15	
145					HRLY RATE	4.33					4.33	
146												
147	CITY MANAGER	A100	EXEC. SERV.	10/24/2023	MONTHLY	31,627.00					31,627.00	9410
148					BIWEEKLY	14,597.08					14,597.08	
149					HRLY RATE	182.46					182.46	
150												
151	CODE ENFORCEMENT OFFICER I	K750	SEIU	2/12/2024	MONTHLY	8,184.00	8,593.00	9,026.00	9,474.00	9,947.00		9410
152					BIWEEKLY	3,777.23	3,966.00	4,165.85	4,372.62	4,590.92		
153					HRLY RATE	47.22	49.58	52.07	54.66	57.39		
154												
155	CODE ENFORCEMENT OFFICER II	K755	SEIU	2/12/2024	MONTHLY	9,003.00	9,450.00	9,927.00	10,421.00	10,942.00		9410
156					BIWEEKLY	4,155.23	4,361.54	4,581.69	4,809.69	5,050.15		
157					HRLY RATE	51.94	54.52	57.27	60.12	63.13		
158												
159	COMMUNITY DEVELOPMENT DIRECTOR	B130	EXEC. SERV.	1/29/2024	MONTHLY	16,472.00					22,237.00	9410
160					BIWEEKLY	7,602.46					10,263.23	
161					HRLY RATE	95.03					128.29	
162												
163	COMMUNITY DEVELOPMENT MANAGER - BUILDING	C406	EXEC. SERV.	9/11/2023	MONTHLY	13,046.00					17,612.00	9410
164					BIWEEKLY	6,021.23					8,128.62	
165					HRLY RATE	75.27					101.61	
166												
167	COMMUNITY DEVELOPMENT MANAGER - PLANNING	C407	EXEC. SERV.	7/3/2023	MONTHLY	13,046.00					17,612.00	9410
168					BIWEEKLY	6,021.23					8,128.62	
169					HRLY RATE	75.27					101.61	
170												
171	COMMUNICATIONS MANAGER	C412	EXEC. SERV.	7/3/2023	MONTHLY	11,738.00					15,847.00	9410
172					BIWEEKLY	5,417.54					7,314.00	
173					HRLY RATE	67.72					91.43	
174												
175	COMMUNICATIONS MULTIMEDIA ANALYST	C542	RCMEA	10/9/2023	MONTHLY	9,806.00					11,771.00	8810
176					BIWEEKLY	4,525.85					5,432.77	
177					HRLY RATE	56.57					67.91	
178												
179	COMMUNICATIONS SUPERVISOR	C800	RCMEA	10/9/2023	MONTHLY	11,764.00					14,117.00	9410
180					BIWEEKLY	5,429.54					6,515.54	
181					HRLY RATE	67.87					81.44	
182												
183	COMMUNITY SERVICE OFFICER	E705	SEIU	2/12/2024	MONTHLY	6,806.00	7,148.00	7,505.00	7,884.00	8,279.00		9410
184					BIWEEKLY	3,141.23	3,299.08	3,463.85	3,638.77	3,821.08		
185					HRLY RATE	39.27	41.24	43.30	45.48	47.76		
186												
187	CONSUMER SERVICE TECHNICIAN	M750	SEIU	2/12/2024	MONTHLY	6,864.00	7,209.00	7,563.00	7,943.00	8,341.00		9410
188					BIWEEKLY	3,168.00	3,327.23	3,490.62	3,666.00	3,849.69		
189					HRLY RATE	39.60	41.59	43.63	45.83	48.12		
190												
191	CUSTODIAL SERVICES SUPERVISOR	C825	RCMEA	10/9/2023	MONTHLY	8,767.00					10,522.00	9410
192					BIWEEKLY	4,046.31					4,856.31	
193					HRLY RATE	50.58					60.70	
194												
195	DEPUTY CITY ATTORNEY	C107	EXEC. SERV.	7/3/2023	MONTHLY	10,812.00					14,596.00	9410
196					BIWEEKLY	4,990.15					6,736.62	
197					HRLY RATE	62.38					84.21	
198												
199	DEPUTY CITY MANAGER	C855	EXEC. SERV.	7/3/2023	MONTHLY	15,221.00					20,547.00	9410
200					BIWEEKLY	7,025.08					9,483.23	
201					HRLY RATE	87.81					118.54	
202												
203	DEPUTY FIRE CHIEF	C319	COA	10/9/2023	MONTHLY	19,918.00					23,294.00	7706
204					BIWEEKLY	9,192.92					10,751.08	
205					HRLY RATE	114.91					134.39	
206												
207	DEPUTY FIRE MARSHAL	F800	FIRE	1/1/2024	MONTHLY	12,866.76	13,508.46	14,183.09	14,891.73	15,637.47		7706
208					BIWEEKLY	5,938.51	6,234.67	6,546.04	6,873.11	7,217.29		
209					HRLY RATE	74.23	77.93	81.83	85.91	90.22		
210												
211	ECONOMIC DEVELOPMENT MANAGER	C403	EXEC. SERV.	7/3/2023	MONTHLY	13,557.00					18,301.00	9410
212					BIWEEKLY	6,257.08					8,446.62	
213					HRLY RATE	78.21					105.58	
214												
215	EMERGENCY PREPAREDNESS & OUTREACH COORDINATOR	C518	RCMEA	10/9/2023	MONTHLY	10,134.00					12,157.00	9410
216					BIWEEKLY	4,677.23					5,610.92	
217					HRLY RATE	58.47					70.14	
218												
219	ENDPOINT & INFRASTRUCTURE INFORMATION TECHNOLOGY ANALYST I	C682	RCMEA	10/9/2023	MONTHLY	9,806.00					11,771.00	8810
220					BIWEEKLY	4,525.85					5,432.77	
221					HRLY RATE	56.57					67.91	
222												
223	ENDPOINT & INFRASTRUCTURE INFORMATION TECHNOLOGY ANALYST II	C692	RCMEA	10/9/2023	MONTHLY	10,792.00					12,952.00	8810
224					BIWEEKLY	4,980.92					5,977.85	
225					HRLY RATE	62.26					74.72	
226												
227	ENGINEERING AND TRANSPORTATION DIRECTOR	B133	EXEC. SERV.	1/22/2024	MONTHLY	16,472.00					22,237.00	9410
228					BIWEEKLY	7,602.46					10,263.23	
229					HRLY RATE	95.03					128.29	
230												
231	ENGINEERING TECHNICIAN I	G730	SEIU	2/12/2024	MONTHLY	6,572.00	6,904.00	7,248.00	7,613.00	7,992.00		9410
232					BIWEEKLY	3,033.23	3,186.46	3,345.23	3,513.69	3,688.62		
233					HRLY RATE	37.92	39.63	41.82	43.92	46.11		
234												
235	ENGINEERING TECHNICIAN II	G710	SEIU	2/12/2024	MONTHLY	7,223.00	7,587.00	7,968.00	8,368.00	8,785.00		9410
236					BIWEEKLY	3,333.69	3,501.69	3,677.54	3,862.15	4,054.62		
237					HRLY RATE	41.67	43.77	45.97	48.28	50.68		
238												
239	ENVIRONMENTAL INITIATIVES COORDINATOR	C541	RCMEA	10/9/2023	MONTHLY	10,134.00					12,157.	

**EXHIBIT C  
CITY OF REDWOOD CITY  
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	A	B	C	D	E	F	G	H	I	J	K	L
254												
255	EQUIPMENT SERVICE WORKER	N750	SEIU	2/12/2024	MONTHLY	6,096.00	6,396.00	6,714.00	7,052.00	7,410.00		9420
256					BIWEEKLY	2,813.54	2,952.00	3,098.77	3,254.77	3,420.00		
257					HRLY RATE	35.17	36.90	38.73	40.68	42.75		
258												
259	EQUITY AND INCLUSION OFFICER	C191	EXEC. SERV.	7/3/2023	MONTHLY	11,738.00				15,847.00		9410
260					BIWEEKLY	5,417.54				7,314.00		
261					HRLY RATE	67.72				91.43		
262												
263	FACILITIES MAINTENANCE SUPERVISOR	C385	RCMEA	10/9/2023	MONTHLY	11,189.00				13,426.00		9410
264					BIWEEKLY	5,164.15				6,196.62		
265					HRLY RATE	64.55				77.46		
266												
267	FACILITY AIDE	N790	SEIU	2/12/2024	MONTHLY	5,021.00	5,272.00	5,533.00	5,812.00	6,103.00		9420
268					BIWEEKLY	2,317.38	2,433.23	2,553.69	2,682.46	2,816.77		
269					HRLY RATE	28.97	30.42	31.92	33.53	35.21		
270												
271	FACILITY LEADER	N745	SEIU	2/12/2024	MONTHLY	5,797.00	6,085.00	6,390.00	6,707.00	7,044.00		9420
272					BIWEEKLY	2,675.54	2,808.46	2,949.23	3,095.54	3,251.08		
273					HRLY RATE	33.44	35.11	36.87	38.69	40.64		
274												
275	FINANCE DIRECTOR	B135	EXEC. SERV.	7/3/2023	MONTHLY	16,021.00				21,627.00		9410
276					BIWEEKLY	7,394.31				9,981.69		
277					HRLY RATE	92.43				124.77		
278												
279	FINANCIAL SERVICES MANAGER	C360	EXEC. SERV.	7/3/2023	MONTHLY	13,557.00				18,301.00		9410
280					BIWEEKLY	6,257.08				8,446.62		
281					HRLY RATE	78.21				105.58		
282												
283	FIRE CAPTAIN	F630	FIRE	1/1/2024	MONTHLY	12,409.45	13,025.39	13,679.42	14,360.26	15,077.47		7706
284					BIWEEKLY	5,727.44	6,011.72	6,313.58	6,627.81	6,958.83		
285					HRLY RATE	51.14	53.68	56.37	59.18	62.13		
286												
287	FIRE CHIEF	B150	EXEC. SERV.	7/3/2023	MONTHLY	20,646.00				25,808.00		7706
288					BIWEEKLY	9,528.92				11,911.38		
289					HRLY RATE	119.11				148.89		
290												
291	FIREFIGHTER/ENGINEER	F700	FIRE	1/1/2024	MONTHLY	9,528.52	10,006.46	10,508.07	11,036.44	11,586.48	12,162.81	7706
292					BIWEEKLY	4,397.78	4,618.37	4,849.88	5,093.74	5,347.61	5,613.60	
293					HRLY RATE	39.27	41.24	43.30	45.48	47.75	50.12	
294												
295	FIREFIGHTER/ENGINEER - 40 HR	F702	FIRE	1/1/2024	MONTHLY	9,528.52	10,006.46	10,508.07	11,036.44	11,586.48	12,162.81	7706
296					BIWEEKLY	4,397.78	4,618.37	4,849.88	5,093.74	5,347.61	5,613.60	
297					HRLY RATE	54.97	57.73	60.62	63.67	66.85	70.17	
298												
299	FIREFIGHTER TRAINEE	F703	NOT REPRESENTED	1/1/2024	MONTHLY	7,622.82						7706
300					BIWEEKLY	3,518.22						
301					HRLY RATE	43.98						
302												
303	FIRE MARSHAL	C306	COA	10/9/2023	MONTHLY	17,421.00				21,177.00		7706
304					BIWEEKLY	8,040.46				9,774.00		
305					HRLY RATE	100.51				122.18		
306												
307	FIRE PLAN CHECKER	K760	SEIU	2/12/2024	MONTHLY	10,204.00	10,715.00	11,249.00	11,811.00	12,401.00		9410
308					BIWEEKLY	4,709.54	4,945.38	5,191.85	5,451.23	5,723.54		
309					HRLY RATE	58.87	61.82	64.90	68.14	71.54		
310												
311	FIRE PREVENTION OFFICER	K715	FIRE	1/1/2024	MONTHLY	10,875.76	11,425.80	11,990.23	12,592.78	13,223.14		9410
312					BIWEEKLY	5,019.58	5,273.45	5,533.95	5,812.05	6,102.99		
313					HRLY RATE	62.74	65.92	69.17	72.65	76.29		
314												
315	FLEET SUPERVISOR	C835	RCMEA	10/9/2023	MONTHLY	11,189.00				13,426.00		9410
316					BIWEEKLY	5,164.15				6,196.62		
317					HRLY RATE	64.55				77.46		
318												
319	GIS MANAGER	C335	RCMEA	10/9/2023	MONTHLY	12,466.00				14,958.00		9410
320					BIWEEKLY	5,753.54				6,903.69		
321					HRLY RATE	71.92				86.30		
322												
323	GRAPHIC DESIGN SPECIALIST	L748	SEIU	2/12/2024	MONTHLY	6,421.00	6,744.00	7,076.00	7,429.00	7,804.00		8810
324					BIWEEKLY	2,963.54	3,112.62	3,265.85	3,428.77	3,601.85		
325					HRLY RATE	38.99	40.96	42.97	45.12	47.39		
326												
327	HOUSING & ECONOMIC DEVELOPMENT SPECIALIST I	K740	SEIU	2/12/2024	MONTHLY	8,184.00	8,590.00	9,026.00	9,474.00	9,944.00		9410
328					BIWEEKLY	3,777.23	3,964.62	4,165.85	4,372.62	4,589.54		
329					HRLY RATE	47.22	49.56	52.07	54.66	57.37		
330												
331	HOUSING & ECONOMIC DEVELOPMENT SPECIALIST II	K745	SEIU	2/12/2024	MONTHLY	9,003.00	9,450.00	9,927.00	10,421.00	10,942.00		9410
332					BIWEEKLY	4,155.23	4,361.54	4,581.69	4,809.69	5,050.15		
333					HRLY RATE	51.94	54.52	57.27	60.12	63.13		
334												
335	HOUSING LEADERSHIP MANAGER	C409	RCMEA	10/9/2023	MONTHLY	13,438.00				18,141.00		9410
336					BIWEEKLY	6,202.15				8,372.77		
337					HRLY RATE	77.53				104.66		
338												
339	HUMAN RESOURCES ANALYST I	C741	CONFIDENTIAL	10/9/2023	MONTHLY	9,037.00				10,845.00		8810
340					BIWEEKLY	4,170.92				5,005.38		
341					HRLY RATE	52.14				62.57		
342												
343	HUMAN RESOURCES ANALYST II	C742	CONFIDENTIAL	10/9/2023	MONTHLY	10,439.00				11,887.00		8810
344					BIWEEKLY	4,818.00				5,486.31		
345					HRLY RATE	60.23				68.58		
346												
347	HUMAN RESOURCES DIRECTOR	B190	EXEC. SERV.	7/3/2023	MONTHLY	16,009.00				21,612.00		9410
348					BIWEEKLY	7,388.77				9,974.77		
349					HRLY RATE	92.36				124.68		
350												
351	HUMAN RESOURCES MANAGER	C190	EXEC. SERV.	7/3/2023	MONTHLY	12,383.00				16,716.00		9410
352					BIWEEKLY	5,715.23				7,715.08		
353					HRLY RATE	71.44				96.44		
354												
355	HUMAN RESOURCES TECHNICIAN	C740	RCMEA	10/9/2023	MONTHLY	8,440.00				10,135.00		8810
356					BIWEEKLY	3,895.38				4,677.69		
357					HRLY RATE	48.69				58.47		
358												
359	HUMAN SERVICES MANAGER	E230	RCMEA	10/9/2023	MONTHLY	13,438.00				18,141.00		9410
360					BIWEEKLY	6,202.34				8,372.95		
361					HRLY RATE	77.53				104.66		
362												
363	HUMAN SERVICES SPECIALIST I	E210	SEIU	2/12/2024	MONTHLY	5,017.00	5,268.00	5,526.00	5,804.00	6,098.00		8810
364					BIWEEKLY	2,315.54	2,431.38	2,550.46	2,678.77	2,814.46		
365					HRLY RATE	28.94	30.39	31.88	33.48	35.18		
366												
367	HUMAN SERVICES SPECIALIST II	E220	SEIU	2/12/2024	MONTHLY	5,519.00	5,797.00	6,079.00	6,387.00	6,708.00		8810







**EXHIBIT C  
CITY OF REDWOOD CITY  
SALARY RANGES  
UPDATED 06-24-2024**

A	B	C	D	E	F	G	H	I	J	K	L
818											
819	SUPERVISING INFORMATION TECHNOLOGY ANALYST	C645	RCMEA	10/9/2023	MONTHLY	13,867.00				16,638.00	9410
820					BIWEEKLY	6,400.15				7,679.08	
821					HRLY RATE	80.00				95.99	
822											
823	SUPERVISING CIVIL ENGINEER	C220	RCMEA	10/9/2023	MONTHLY	15,260.00				18,308.00	9410
824					BIWEEKLY	7,043.08				8,449.85	
825					HRLY RATE	88.04				105.62	
826											
827	TREE MAINTENANCE WORKER I	R710	SEIU	2/12/2024	MONTHLY	6,306.00	6,623.00	6,945.00	7,297.00	7,663.00	9420
828					BIWEEKLY	2,910.46	3,056.77	3,205.38	3,367.85	3,536.77	
829					HRLY RATE	36.38	38.21	40.07	42.10	44.21	
830											
831	TREE MAINTENANCE WORKER II	R730	SEIU	2/12/2024	MONTHLY	6,939.00	7,287.00	7,647.00	8,036.00	8,437.00	9420
832					BIWEEKLY	3,202.62	3,363.23	3,529.38	3,708.92	3,894.00	
833					HRLY RATE	40.03	42.04	44.12	46.36	48.68	
834											
835	TREE MAINTENANCE LEADER	R690	SEIU	2/12/2024	MONTHLY	7,627.00	8,008.00	8,413.00	8,829.00	9,273.00	9420
836					BIWEEKLY	3,520.15	3,696.00	3,882.92	4,074.92	4,279.85	
837					HRLY RATE	44.00	46.20	48.54	50.94	53.50	
838											
839	UTILITIES FIELD SUPERVISOR	C520	RCMEA	10/9/2023	MONTHLY	11,337.00				13,602.00	9410
840					BIWEEKLY	5,232.46				6,277.85	
841					HRLY RATE	65.41				78.47	
842											
843	UTILITIES SPECIALIST	M690	SEIU	2/12/2024	MONTHLY	8,740.00	9,180.00	9,638.00	10,123.00	10,628.00	9420
844					BIWEEKLY	4,033.85	4,236.92	4,448.31	4,672.15	4,905.23	
845					HRLY RATE	50.42	52.96	55.60	58.40	61.32	
846											
847	UTILITIES SPECIALIST - WASTEWATER	M691	SEIU	2/12/2024	MONTHLY	8,916.00	9,363.00	9,828.00	10,322.00	10,833.00	9420
848					BIWEEKLY	4,115.08	4,321.38	4,536.00	4,764.00	4,999.85	
849					HRLY RATE	51.44	54.02	56.70	59.55	62.50	
850											
851	UTILITIES WORKER	M680	SEIU	2/12/2024	MONTHLY	7,945.00	8,343.00	8,759.00	9,196.00	9,659.00	9420
852					BIWEEKLY	3,666.92	3,850.62	4,042.62	4,244.31	4,458.00	
853					HRLY RATE	45.84	48.13	50.53	53.05	55.73	
854											
855	UTILITIES WORKER - WASTEWATER	M681	SEIU	2/12/2024	MONTHLY	8,105.00	8,507.00	8,932.00	9,377.00	9,852.00	9420
856					BIWEEKLY	3,740.77	3,926.31	4,122.46	4,327.85	4,547.08	
857					HRLY RATE	46.76	49.08	51.53	54.10	56.84	
858											
859	UTILITY LOCATOR	M650	SEIU	2/12/2024	MONTHLY	7,574.00	7,950.00	8,346.00	8,765.00	9,200.00	9420
860					BIWEEKLY	3,495.69	3,669.23	3,852.00	4,045.38	4,246.15	
861					HRLY RATE	43.70	45.87	48.15	50.57	53.08	
862											
863	WATER QUALITY SPECIALIST	M810	SEIU	2/12/2024	MONTHLY	8,740.00	9,180.00	9,638.00	10,123.00	10,628.00	9420
864					BIWEEKLY	4,033.85	4,236.92	4,448.31	4,672.15	4,905.23	
865					HRLY RATE	50.42	52.96	55.60	58.40	61.32	
866											
867	WATER RESOURCES SPECIALIST	M820	SEIU	2/12/2024	MONTHLY	8,740.00	9,180.00	9,638.00	10,123.00	10,628.00	9420
868					BIWEEKLY	4,033.85	4,236.92	4,448.31	4,672.15	4,905.23	
869					HRLY RATE	50.42	52.96	55.60	58.40	61.32	
870											
871	WATER RESOURCES TECHNICIAN	M830	SEIU	2/12/2024	MONTHLY	7,001.00	7,354.00	7,714.00	8,102.00	8,509.00	9420
872					BIWEEKLY	3,231.23	3,394.15	3,560.31	3,739.38	3,927.23	
873					HRLY RATE	40.39	42.43	44.50	46.74	49.09	
874											
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905	MANAGERIAL / PROFESSIONAL LEVEL I	X111	NOT REPRESENTED	7/1/2017	MONTHLY	4,333.00				6,933.00	9410
906					BIWEEKLY	1,998.85				3,199.85	
907					HRLY RATE	25.00				40.00	
908											
909	MANAGERIAL / PROFESSIONAL LEVEL II	X110	NOT REPRESENTED	7/1/2017	MONTHLY	6,067.00				9,533.00	9410
910					BIWEEKLY	2,800.15				4,399.85	
911					HRLY RATE	35.00				55.00	
912											
913	OFFICE CLERICAL LEVEL I	X150	NOT REPRESENTED	1/1/2024	MONTHLY	3,068.67				6,066.67	8810
914					BIWEEKLY	1,416.31				2,800.00	
915					HRLY RATE	17.70				35.00	
916											
917	OFFICE CLERICAL LEVEL II	X151	NOT REPRESENTED	1/1/2024	MONTHLY	6,066.67				11,266.67	8810
918					BIWEEKLY	2,800.00				5,200.00	
919					HRLY RATE	35.00				65.00	
920											
921	OFFICIAL / EXECUTIVE / PROFESSIONAL LEVEL I	X105	NOT REPRESENTED	7/1/2017	MONTHLY	6,933.00				10,400.00	9410
922					BIWEEKLY	3,199.85				4,800.00	
923					HRLY RATE	40.00				60.00	
924											
925	OFFICIAL / EXECUTIVE / PROFESSIONAL LEVEL II	X104	NOT REPRESENTED	7/1/2017	MONTHLY	9,533.00				13,867.00	9410
926					BIWEEKLY	4,400.00				6,400.15	
927					HRLY RATE	55.00				80.00	
928											
929	OFFICIAL / EXECUTIVE / PROFESSIONAL LEVEL III	X103	NOT REPRESENTED	7/1/2017	MONTHLY	13,867.00				29,466.00	9410
930					BIWEEKLY	6,400.15				13,599.69	
931					HRLY RATE	80.00				170.00	
932											
933	PARAPROFESSIONAL	X140	NOT REPRESENTED	1/1/2024	MONTHLY	3,068.67				6,413.00	9410
934					BIWEEKLY	1,416.31				2,959.85	
935					HRLY RATE	17.70				37.00	
936											
937	PROTECTIVE SERVICE	X130	NOT REPRESENTED	7/1/2017	MONTHLY	3,120.00				11,267.00	7706
938					BIWEEKLY	1,440.00				5,200.15	
939					HRLY RATE	18.00				65.00	
940											
941	SERVICE MAINTENANCE	X170	NOT REPRESENTED	1/1/2024	MONTHLY	3,068.67				5,027.00	9420
942					BIWEEKLY	1,416.31				2,320.15	

**EXHIBIT C  
CITY OF REDWOOD CITY  
SALARY RANGES  
UPDATED 06-24-2024**

	A	B	C	D	E	F	G	H	I	J	K	L
955					HRLY RATE	17.70				29.00		
956												
957	SKILLED CRAFT	X160	NOT REPRESENTED	7/1/2017	MONTHLY	3,467.00				6,933.00		9420
958					BIWEEKLY	1,600.15				3,199.85		
959					HRLY RATE	20.00				40.00		
960												
961	TECHNICAL LEVEL I	X121	NOT REPRESENTED	7/1/2017	MONTHLY	3,467.00				6,067.00		9410
962					BIWEEKLY	1,600.15				2,800.15		
963					HRLY RATE	20.00				35.00		
964												
965	TECHNICAL LEVEL II	X120	NOT REPRESENTED	7/1/2017	MONTHLY	6,067.00				9,533.00		9410
966					BIWEEKLY	2,800.15				4,399.85		
967					HRLY RATE	35.00				55.00		
968												
969	WEEKLY HOURLY RATE=											
970	38 HOURS FOR LIBRARY PERSONNEL											
971	56 HOURS FOR FIRE SHIFT PERSONNEL											
972	40 HOURS FOR ALL OTHER PERSONNEL											

EXHIBIT D

**CITY OF REDWOOD CITY**



**EXECUTIVE MANAGEMENT  
SUMMARY OF BENEFITS**

**Revised ~~January 22~~ July 1, 2024**

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The purpose of the Executive Management Summary of Benefits is to establish and maintain benefits that will attract and retain the best available talent for the City of Redwood City. Additionally, the Summary of Benefits is established to ensure Executive Management benefits stay in balance with other city employees.

**I. EXECUTIVE MANAGEMENT BENEFITS APPLY TO THE FOLLOWING CLASSIFICATIONS:**

Assistant City Attorney	Deputy City Manager
Assistant City Manager	Economic Development Manager
Assistant Community Development Director	Engineering and Transportation Director
Assistant Director of Administrative Services	Equity and Inclusion Officer
Assistant Engineering and Transportation Director	Finance Director
Assistant Parks, Recreation and Community Services Director	Financial Services Manager
Assistant Public Works Director/Chief Sustainability Officer	Fire Chief
City Clerk	Human Resources Director
Community Development Director	Human Resources Manager
Community Development Services Manager – Building	<u>Information Technology Director</u>
Community Development Services Manager - Planning	Information Technology Manager
Communications Manager	Library Director
Deputy City Attorney	Parks, Recreation and Community Services Director
	Police Captain
	Police Chief
	Public Works Services Director
	Senior Assistant City Attorney

Individuals in the above classifications are at-will employees and shall serve at the pleasure of the City Manager.

The following Council appointed positions will receive at a minimum all benefits of the Executive Management Group and at Council discretion any additional benefits:

City Attorney  
City Manager

## **II. COMPENSATION**

### **MARKET EQUITY and SALARY SETTING**

The comparable labor market will include those cities that provide full-service, are in the Bay Area job pool, recognized as excellent organizations, and have comparable service outputs. These cities include Alameda, Berkeley, Hayward, Mt. View, Palo Alto, San Leandro, San Mateo, South San Francisco, and Sunnyvale. The market study shall be based on total compensation, including such factors as salary, benefits, and other employer payments typically considered when determining total compensation.

Upon Council direction the City Manager shall request external labor market comparisons for all classifications in the Executive Management Group. Upon review of the labor market comparison and the City's financial condition the City Council may approve implementation of new salary ranges for the Executive Management Group.

Individual Executive Management salaries for Department Heads are reviewed by the City Manager on an annual basis and are set anywhere within the established range based on performance. Individual Executive Management salaries for Division Managers are reviewed by the Department Head and recommended to the City Manager on an annual basis and are set anywhere within the established range based on performance.

### **INTERNAL ALIGNMENT**

It is the intent that Executive Management classifications shall maintain a minimum differential of 10% above direct-report classifications. The comparative analysis shall include the top of the range of the executive classification and the top of the range (or top step) of the direct-report classification. Premium pay received by a direct-report classification may be considered in the comparison, but is not required, if such pay is received on a regular and continuous basis, and the supervising classification is not similarly eligible for such pay. Adjustments in salary ranges to maintain the differential will be effective the first full pay period following Council approval

### **EXCEPTIONAL PERFORMANCE BONUS**

The City Council shall continue to provide a bonus program for the Executive Management Group that will offer incentives and commensurate rewards for exceptional service or contributions. Any bonus granted under this program is at the discretion of the City Manager and is awarded when previously established stretch goals have been met or when the City Manager deems it appropriate. Employees in the Executive Management Group are eligible to receive up to ~~a~~ 5% of their base salary one time each fiscal year. It is not expected that all positions will receive bonuses each year since this program is intended to recognize only exceptional performance. This program is not a method of recognizing expected or above average performance. Again, the bonus program is only

for exceptional service to the city or community. Any bonus awarded under this program is not considered part of base salary nor is there any intention that any bonus serve as the basis for any future compensation.

Annually as part of the budget process, the City Manager recommends to Council an amount to be appropriated for this program for the ensuing fiscal year. This amount may be based upon experience and may be expanded or reduced in accordance with the City's financial prospects and the City Manager's/City Council's satisfaction with the program.

### **CITY PAID DEFERRED COMPENSATION CONTRIBUTION**

Effective October 1, 2001, the City shall contribute 2% of compensation to a deferred compensation program for all Executive Management classifications.

### **RETIREMENT ENHANCEMENT PLAN (401-A)**

All Executive Management employees shall be eligible to participate in the plan if they are employed as the City Manager, City Attorney, City Clerk, or are a Department Head, Deputy or Assistant Department Head, or Division Manager of the City of Redwood City.

The City paid contribution of 2% of compensation will go into a 401-A plan for the applicable classifications, as defined in plan document. Employee contributions shall be mandatory and determined by the City in accordance with the plan document and I.R.S. guidelines. Employee contributions effective January 1, 2017, or upon Council approval of the amended plan, whichever occurs later, shall be as listed in Appendix A.

For the purposes of this section compensation shall be defined as all regular pay and any applicable retroactive payments relating to said regular pay.

For the purposes of this section regular pay shall be defined as the amount appearing in the regular pay line on the participant's pay stub.

All Executive Management personnel will participate in the City's payroll direct deposit program. Employees shall be paid biweekly in accordance with City-wide payroll procedures.

### **TERMINATION AND SEVERANCE PAY**

The Chiefs of Police and Fire, as well as all Directors and the Assistant City Manager shall be offered employment agreements which shall include an offer of severance pay. Said employment agreements will be required for newly hired or promoted employees in these classifications and optional for current employees in these classifications. The severance pay offered to the Chiefs of Police and Fire, Directors, and Assistant City Managers is a one-time lump sum equal to six (6) full months of monthly base salary plus the equivalent

of six (6) months of 401(a) contributions and City-sponsored health, dental and vision benefits premiums. Said employment agreements shall be approved as to form by the City Attorney and may be amended from time to time as necessary.

Nothing in this Summary of Benefits shall be interpreted to be in conflict with, or to eliminate or modify in any way, the at-will employment status of any employee. The at-will employment status of an employee may be modified only in a writing expressly so stating signed by the City Manager and approved by the City Council in open session at a public meeting.

Pursuant to California Government Code sections 3304, subdivision (c), and 3254, subdivision (c), Police and Fire Chiefs shall not be removed without written notice and the reason(s) therefor and an opportunity for an administrative appeal. Such administrative appeal must be filed in writing by the Police Chief with the City Manager or their designee within ten (10) work days from the date of termination; and unless so filed, the right of appeal is lost. "Work day" is defined as any day when City Hall is open for public business. The Fire Chief appeal process will follow the appeal process in the Chief Officers' Association (COA) MOU.

### **III. LEAVE**

- a. Vacation** – Vacation accruals will be set by the City Manager based on years of service with City and total public sector years or years in the industry.

Executive Management will accrue vacation based on years of service based on the following schedule:

- Date of Hire through the fourth year of service – 3.077 hours per pay period, yields 80 hours of vacation per year).
- Fifth through the ninth year of service – 4.615 hours per pay period, yields 120 hours of vacation per year.
- Tenth through the sixteenth<sup>th</sup> year of service – 6.154 hours per pay period, yields 160 hours of vacation per year.
- Seventeenth through the nineteenth year of service – 6.923 hour per pay period, yields 180 hours of vacation per year.
- Twentieth and subsequent years of service – 7.692 hour per pay period, yields 200 hours of vacation per year.

Vacation leave shall not be accumulated in excess of two (2) years' worth of

vacation accrual computed to the 31<sup>st</sup> of December, except upon written authorization of the City Manager. In certain unique circumstances, the City Manager may authorize a payout of excess vacation leave over the maximum accrual cap.

- **Illness During Vacation** - An employee who commences a scheduled vacation period and subsequently becomes ill before their vacation period has been completed shall be placed on sick leave.

When the employee's vacation leave is converted to sick leave, the appropriate vacation credit shall be restored to the employee's earned vacation balance, and a reasonable opportunity to utilize this vacation credit shall be provided within the City's existing practices in order to avoid loss of vacation credit.

- b. In-Lieu Hours** - In-Lieu Hours are established to recognize the inherent and distinctive terms and conditions of employment of Executive Management classifications. These positions are distinguished from all other merit system positions in that they serve solely at the pleasure of the City Manager or appointing authority in an exempt at will capacity, they may be removed without cause, and they are expected to work on call numerous hours beyond the regular work week without any additional form of compensation.

In partial recognition of the extra work hours expected of these positions, in-lieu hours are established. Executive Management employees are eligible to receive one hundred sixty (160) hours per calendar year of in-lieu hours. This leave may be taken as time off, or paid in cash for any portion of this leave remaining as of the payroll period which includes December 31 of the calendar year or may go into the employee's 401(a) account (where permitted by the plan document). Newly appointed Executive Management employees who have served less than one full calendar year may receive a prorated portion of this leave at the discretion of the City Manager.

- c. Holidays** - The following are recognized holidays:

New Year's Day  
Martin Luther King, Jr. Day (observed on the third Monday in January)  
President's Day (observed on the third Monday in February)  
Memorial Day (observed on the last Monday in May)  
Juneteenth (observed June 19)  
Independence Day  
Labor Day (observed on the first Monday in September)  
Veterans Day (observed November 11)  
Thanksgiving Day  
The Day After Thanksgiving

Christmas Eve  
Christmas Day  
New Year's Eve  
Two Administrative Holidays

- **Administrative Holiday** - At the option of the employee, an employee may receive pay at the employee's straight-time rate of pay in lieu of one or both of the administrative holidays at eight (8) hours per administrative holiday. In the event that one or both of the administrative holidays are not used by the last pay period paid in the year (based on the preceding twenty-six (26) pay periods), payment will be made no later than the first pay period in February.
- **Holiday During Vacation** - In the event any of the holidays above occur while an employee is on vacation or sick leave, the holiday shall not be charged as vacation or sick leave.

- d. **Sick Leave** - Sick leave with pay shall be granted to all regular employees except as hereinafter provided, at the rate of one (1) working day for each full calendar month of service (3.693 hours per pay period), credited on a biweekly basis.

Sick leave shall be defined as the non-job related absence from work due to illness, bodily injury, exposure to contagious disease, and caring of family members or domestic partner whose illness required the employee's care. Sick leave may also be utilized for specified circumstances as provided for by City Policy and State and Federal law, including use of up to one-half of sick leave accrued in any calendar year to obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Unused sick leave may be accumulated to maximum sick leave credits of 1200 hours.

In the event an employee has accumulated the maximum sick leave credits of 1200 hours and the employee becomes so severely ill that ~~hethey~~ exhausts ~~his/her~~~~their~~ sick leave, the City Manager may authorize additional sick leave to include any sick leave in excess of the 1200 hours maximum which may have been lost due to the maximum limitation; provided, however, that sick leave credits were not accumulated for a period of six (6) months or longer.

An employee may elect to receive compensation in lieu of sick leave credits for any calendar year (based on the first twenty-six (26) pay periods in the calendar year) by requesting payment of unused sick leave in writing to Finance no later than December 1 prior to the calendar year in which leave is earned. Payment shall be made at fifty percent (50%) of the unused sick leave hours accrued for that calendar year at the salary for the year the payment is being made and shall be made after December 31. There shall be no payment in lieu of accumulated sick leave benefits for years prior to such calendar year.

Accumulated sick leave credits shall be reduced by the value of the sick leave compensated as provided in the above paragraph and the remaining balance shall be accumulated to a maximum of 1200 hours.

If an employee terminates their employment, for reasons other than death, retirement or discharge, compensation in lieu of unused sick leave shall be paid in accordance with the terms provided for an employee who may elect to receive compensation in lieu of sick leave credits, prorated to the date of termination of service.

Employees who retire from City employment with benefits from PERS or who die while in the employ of the City shall be eligible to receive fifty percent (50%) of accrued unused sick leave. In the event of the death of an employee, such payments shall be made to the designated beneficiary filed with the Human Resources ~~Division~~~~Department~~, or, in the event no designated beneficiary has been chosen, the beneficiary listed in the employee's insurance policy will receive the payment of such unused sick leave as provided under the provisions for an employee who elects to receive compensation in lieu of sick leave credits.

Employees discharged shall not be eligible for payment of unused sick leave.

- **PERS Sick Leave Credit** - In the event the PERS sick leave credit contract option is provided to any employee organization in the miscellaneous group of employees, all Executive Management employees shall be granted this benefit.

e. **Absences Less Than One (1) Day** - Executive Management shall charge the appropriate leave balances (vacation, sick, administrative) only for absences of one (1) or more working days.

f. **Industrial Disability Leave**

Non-Safety employees hired on or after April 1, 1983, shall be entitled to industrial disability leave without loss of compensation for the period of such disability to a maximum of sixty (60) days or until retirement, whichever occurs first. In accordance with Labor Code 4850, public safety employees shall be entitled to industrial disability leave without loss of compensation for the period of such disability to a maximum of one (1) year, or until retirement, whichever occurs first. During the period the employee is paid by the City, the employee shall assign or endorse to the City any salary replacement benefit payments received as a result of workers' compensation insurance coverage. The City reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by workers' compensation.

g. **Bereavement Leave** – In the event of a death in the immediate family member of an employee in the Executive Management Group that employee, upon request, shall be granted such time off with pay as is necessary to make arrangements for and/or attend the funeral not to exceed three (3) regularly scheduled working days or four (4) days in the event the funeral is 300 or more miles from the City. For bereavement leave, immediate family shall be restricted to parent, sibling, spouse, domestic partner, child, half-sibling, stepsibling, parent-in-law, grandparent, grandchild, and stepparent, stepchild in those cases where direct child rearing-parental relationship may be demonstrated to have existed. An employee may request bereavement leave to attend the funeral of a close relation not listed herein, subject to the approval of the City Manager or designee. An employee may take additional unpaid bereavement leave for a total of five (5) regularly scheduled working days; however, employees may use accrued paid leave for the unpaid days. The five (5) days of bereavement leave may be taken intermittently, but must be completed within three (3) months of the family member's or close relation's date of death, subject to the approval of the City Manager or designee.

h. **Military Leave** - The provisions of the Military and Veterans Code of the State of California shall govern the granting of military leaves of absence and the rights of employees returning from such leaves.

i. **Parental Leave of Absence Without Pay** - Qualifying employees shall be granted upon request a leave of absence without pay for the purpose of parent-child bonding following the birth of a child or the placement of a child in the employee's family for adoption or foster care for a period of up to one (1) year.

The employee on leave shall be returned to their original position or if that position is not in existence, to an equivalent position within their classification.

A parental leave is granted without pay for the duration of leave. Where an employee has accrued paid vacation, NAVL, compensatory time, or sick leave, that paid leave may be substituted for all or part of any unpaid parental leave. The City may also require use of paid accrued leave during parental leave in accordance with City policy and Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) regulations.

The employee may elect to continue medical and dental insurance coverage for up to one (1) year during this leave. Medical and dental insurance coverage during any portion of parental leave that does not run concurrently with FMLA, CFRA or PDL shall be at the employee's own expense.

Parental Leave shall run concurrently with leave provisions provided under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), in accordance with State and Federal Law and City policy.

In any case in which two employees of the City are entitled to parental leave for the same child, the aggregate number of workweeks of parental leave to which both may be entitled shall be limited to fifty-two (52) workweeks during any twelve (12) month period.

- j. Leave for Pregnancy Disability** – In accordance with the California Fair Employment and Housing Act and City policy, employees are entitled to pregnancy disability leave.
- k. Family and Medical Leave**  
In accordance with the California Family Rights Act of 1991 and the Family and Medical Leave Act of 1993, and City policy, qualifying regular part-time and full-time employees are entitled to leave.
- l. Court Appearance Leave** - Leave for court appearance shall be granted by the City for court appearance on behalf of the City with no loss of salary.
- m. Jury Duty** - Any employee whose name shall be selected from the list of trial jurors to serve as a juror in a civil or criminal action pending in a Superior, Municipal, or Justice Court of the State of California, or any Federal court convening in the State of California, or any employee required to report for the selection of a jury in any of these courts shall receive pay for the time such service requires his absence from work; provided, however, that the City may require proof of the time such service was required and any moneys received from jury service shall be turned into the City; provided, further, that the employee shall

report to work whenever a reasonable portion of the workday or shift remains for completion. Any employee required to serve as a juror shall not have their regular starting or quitting time changed as a result of being called for jury service.

- n. **Leave of Absence** - Upon written request of an employee, the City Manager may grant a leave of absence without pay for a period not to exceed one (1) year. Any authorization for a leave of absence without pay shall be made in writing by the City Manager.

During an approved leave of absence, the employee shall not engage in gainful employment unless authorized to do so by written permission of the City. The City may cancel the leave of absence or terminate any employee who violates the terms and conditions of the written permission for the leave.

Unless required by law, employees shall not receive City contributions to benefits or accrue vacation, sick leave or other paid leave, during leave of absence without pay. Employees on unpaid leave of absence may continue group health insurance coverage provided the employee pays the entire cost of coverage for the option selected. Late payment may result in cancellation of health plan coverage with no-reinstatement allowed.

#### **IV. HEALTH BENEFITS**

**Medical Insurance/Cafeteria Plan** - The City agrees to contract with the California Public Employee's Retirement System (CalPERS) for participation under the Public Employees Medical and Hospital Care Act (Government Code Section 22750, et, seq.), for the purpose of providing medical insurance benefits for employees

The City's maximum contribution for each eligible, active employee for a Health Benefit Plan (as referenced in Government Code Section 22892) shall not exceed the CalPERS minimum contribution, adjusted annually by the CalPERS Board to reflect any change to the medical care component of the Consumer Price Index.

All costs incurred by the City to maintain the Group Health Benefits Plan in compliance with Government Code Section 22751, et. Seq., and all costs incurred by the City to maintain the Cafeteria Plan in compliance with IRS Code Section 125, shall be paid from the aforementioned monthly dollar caps. Such costs include, but are not limited to, premiums, surcharges, and/or administrative fees. In the event there are any costs not charged to the City due to delays by CalPERS and/or other administrative agencies in calculating, or reporting these costs, said costs shall be carried over and charged as administrative costs to the following plan year and deducted from the aforementioned monthly dollar caps accordingly.

The health plans offered shall be those of the California Public Employee's Retirement System (PERS) or any other reasonably comparable health plan options.

The City shall establish in accordance with Section 125 of the IRS Code a Cafeteria Plan establishing the following individual accounts for each active employee:

- A. Group Health Plan Medical Premiums
- B. Flexible Spending Account for Dependent Care
- C. Flexible Spending Account for Medical Expenses

Effective January 1, 2012, the City's monthly contribution for each eligible full-time employee for the aforementioned Cafeteria Plan shall be equal to ninety percent (90%) of the premium of the health plan and level of coverage selected by the employee, up to ninety percent (90%) of the CalPERS Bay Area Kaiser Family Premium per employee, minus applicable administration fees.

**Health Savings/Cash Option** – Effective January 1, 2012, if an employee elects no City-offered health insurance coverage and provides attestation of alternate "minimum essential coverage" for the employee and all individuals in their tax family, \$200 per month may be taken as cash. The employee may also elect to have such funds deposited in a Flexible Spending Account (FSA) or Dependent Care Reimbursement Account.

**Retiree Health** – For Executive Management employees hired before January 1, 2013 who have five (5) years of service, or hired on or after January 1, 2013 who have ten (10) years of service, and retire under the City's retirement plan within one hundred twenty (120) days of separation from City employment, the retirement stipend paid by the City shall be as follows:

- a. Retiree Health Tier 1: For retirees hired by the City before September 1, 2018, the City's stipend shall be the amount of the premium for single party coverage in the plan selected by the retiree, not to exceed the amount of the CalPERS Bay Area Kaiser Premium for family coverage. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in premium amount.

For Retiree Health Tier 1 retirees hired by the City before September 1, 2018, who reside in other higher priced regions, the City's stipend shall be the amount of the premium for single party coverage in the plan selected by the retiree, not to exceed the amount of the CalPERS Bay Area Kaiser Premium for family coverage based on the Bay Area Regional pricing schedule. The retiree will be required to pay the additional premium amount that is in excess of the Bay Area rates. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in the premium amount.

- b. Retiree Health Tier 2: For retirees hired by the City on or after September 1, 2018, the City's stipend shall not exceed ninety percent (90%) of the CalPERS Bay Area Kaiser Premium for single party coverage. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in the premium amount.

For Retiree Health Tier 2 retirees hired by the City on or after September 1, 2018, who reside in other higher priced regions, the City's stipend shall not exceed ninety percent (90%) of the CalPERS Bay Area Kaiser Premium for single party coverage. The retiree will be required to pay the additional premium amount that is in excess of the Bay Area rates. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in the premium amount.

For Retiree Health Tier 2 employees who separate employment via a service retirement during the term of this MOU, this benefit shall continue until the retiree becomes eligible for Medicare. Once the retiree becomes eligible for Medicare, the City's stipend shall not exceed the single party cost of the "Kaiser Permanente SR Advantage Plan." Should that plan be abolished, the City's stipend will not exceed the single party cost of the next most comparable plan. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in premium amount.

**Dental Insurance** - The City shall continue to provide to eligible employees and dependents, including domestic partners, dental insurance. Coverage to be as follows: \$2,100 annual cap for basic coverage and \$2,500 lifetime cap for orthodonture effective October 1, 2001. The City will pay ninety percent (90%) of the dental insurance premium for eligible employees and dependents.

**Vision Care** - The City shall continue to contract with Vision Service Plan (VSP) or a comparable vision care provider to provide vision care benefits for employees and their dependents including domestic partners. The Vision Service Plan B provides for an exam every twelve (12) months, lenses every twelve (12) months if needed, and frames every twenty-four (24) months if needed. There will be no deductible for employees, but a twenty dollar (\$20.00) per person deductible will apply to dependents each time benefits are available and will be paid by the employee. The City will pay ninety percent (90%) of the vision insurance premium for eligible employees and dependents.

**Savings Clause** – If, pursuant to any federal or state law which may become effective subsequent to the effective date of this policy, the City is required to pay contributions or taxes for hospital-medical-surgical, dental care, prescription drug or other health benefits to be provided its employees under such federal or state act, the City's obligation to furnish the same benefits under the hospital-medical programs shall be suspended and

the contributions agreed to be paid monthly hereunder by the City shall be reduced each month by the amounts which the city is required to expend during such month in the form of contributions or taxed to support said federal or state health plan.

If, as a result of such law, the level of benefits provided by such law for any group of employees, or their dependents, is lower in certain categories of services than that provided under the existing major plan, the City shall, to the extent practical, provide a plan of benefits supplementary to the federal or state benefits so as to make benefits in each category of coverage as nearly comparable as possible to the benefits provided under the existing major plan. The City need only expend for this purpose the actual amount required to achieve parity between the benefits provided under any federal or state plan as supplemented in the manner hereinabove described. In no event shall the City be required to expend for such purposes an amount which when added to the contributions or taxes required of the City under the federal or state act, shall exceed the amounts paid at the time such legislation becomes effective.

If the benefits provided under the federal or state act exceed the benefits provided hereunder in each category of coverage, the City shall be under no further obligation to make any contribution.

**Life Insurance** – The City shall provide “basic” life insurance coverage of three thousand dollars (\$3,000) to all members of the Executive Management Group. The City shall offer to eligible employee’s additional life insurance equal to one and one-half (1-1/2) times the employee's annual salary at a 60/40 premium contribution split between the City and the employee respectively.

**Long Term Disability** - The City will contract to provide Long Term Disability Insurance for Executive Management employees. The City will pay the full cost of the basic rate (basic rate provides for up to a three thousand dollars (\$3,000) maximum monthly payout). A buy-up option will be included to offer the employee the opportunity to increase their coverage, at their own expense, up to an additional three thousand dollars (\$3,000) monthly payout. The total maximum monthly payout available will be six thousand dollars (\$6,000).

**Social Security** - In the event the City and its employees are required to participate in the Federal Social Security Program, the contribution designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or "pick up" any portion thereof.

**COBRA** - The City may cause employees not entitled to the benefits set forth in this Article who are allowed to remain on a City health insurance plan following separation from employment pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) to be charged for such coverage at the maximum rate permissible by law (presently 102% of the premium for an active employee).

## V. RETIREMENT

### **Public Employees' Retirement System (PERS) -**

**Tier 1:** For employees hired before October 24, 2011, the City shall provide the Local Miscellaneous Members Section 21354.5 two and seven-tenths percent (2.7%) at age fifty-five (55) retirement formula, and the Public Safety members Section 21362.2 three percent (3%) at age fifty (50) retirement formula. Final compensation is calculated based on the single highest year in accordance with Government Code Section 20042.

**Tier 2:** - Retirement benefits for employees hired on or after October 24, 2011, and do not meet the definition of "new member" as set forth in Government Code Section 7522.02(f), shall be those established by the Public Employees' Retirement System (PERS) for Local Miscellaneous Members two percent (2%) at sixty (60) formula retirement plan in accordance with Government Code Section 21353, and for Safety Members three percent (3%) at Age Fifty-Five (55) formula retirement plan in accordance with Government Code Section 21363.1. Final compensation is calculated based on the average of three years of employment in accordance with Government Code Section 20037.

**Tier 3:** - For employees hired on or after January 1, 2013 and meet the definition of "new member" as set forth in Government Code Section 7522.02(f) the City will provide the CalPERS two percent (2%) at age sixty-two (62) formula retirement plan for Local Miscellaneous Members, and two and seven-tenths percent (2.7%) at age fifty-seven (57) formula retirement plan for Local Safety members in accordance with Government Code Section 7522.20. Final compensation is calculated based on the average of three years of employment, in accordance with Government Code Section 7522.32.

The City shall pay the rate prescribed by the Public Employees' Retirement System for employer contributions to the Public Employees' Retirement System in accordance with the rules and regulations governing such employer contributions, which consists of one-half of the total normal costs for pension. New members shall be subject to the provisions of the Public Employee Pension Reform Act (PEPRA), including provisions governing reportable compensation.

### **Employee Member Contribution**

Effective October 31, 2016 the employee shall pay the full required employee contribution in accordance with the established plan. The current required contribution rates as of July 1, 2023 are as follows:

	Miscellaneous Members	Public Safety Members
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Tier 1	8.00%	9.00%
Tier 2	7.00%	9.00%
Tier 3*	7.00%	13.25%

\*The mandatory contribution for Tier 3 Members is 50% of the normal cost of the benefit, subject to change each fiscal year.

**Employee Contribution to Employer Share of Pension** - The City shall pay the rate prescribed by the Public Employees’ Retirement System for employer contributions to the Public Employees’ Retirement System in accordance with the rules and regulations governing such employer contributions.

Effective July 10, 2017 in accordance with Section 20516(f) of the Government Code, Miscellaneous Member employees in Tier 1 and Tier 2 retirement formula plans shall pay a total of seven percent (7%) of salary toward the employer cost of retirement. Public Safety Member employees in Tier 1 and Tier 2 retirement formula plans shall continue to pay a total of nine percent (9%) of salary toward the employer cost of retirement. All employees in the Tier 3 retirement formula plans shall continue to pay a total of two percent (2%) of salary toward the employer cost of retirement. The current contribution rates as of July 1, 2023 are as follows:

	Miscellaneous Members	Public Safety Members
Tier 1	7%	9%
Tier 2	7%	9%
Tier 3*	2%	2%

The contributions to the employer share of pension shall not be credited to the employee account at CalPERS and shall not be reimbursed to the contributor by the City at any time for any reason.

**PERS Military Leave Credit Option** – Members who are qualified may apply to PERS for up to four- (4) year’s military credit. The individual employee would be responsible for payment of all the costs of this benefit except for the contractual option between the City of Redwood City and the Public Employees Retirement System.

## VI. REIMBURSEMENTS/ALLOWANCES

- a. **Educational Expense Reimbursement** - Executive Management employees shall be eligible for reimbursement of costs of tuition, registration fees, books and supplies, and other educational expenses incurred in connection with enrollment in and successful completion of courses of instruction and/or continuing education requirements related to the employee's position with the City or a higher position with the City.

An Executive Management employee shall be eligible to receive reimbursement not to exceed one thousand five hundred dollars (\$1,500.00) per fiscal year, provided that the courses of instruction require attendance at an accredited community college or university, are part of a curriculum leading to a degree, are approved in advance of enrollment by the Human Resources Department, and the employee successfully completes such course submitted for reimbursement with a grade of "C" or better. The Educational Expense Reimbursement Program may be used for professional development workshops or seminars, and with approval of both the Department Head and City Manager, for participation in leadership development programs.

- b. Professional Development Reimbursement** – Reimbursement for authorized personal development and improvements will be granted to Executive Management up to a maximum of seven hundred and fifty dollars (\$750.00) per fiscal year. The following items are examples: Civic, community and professional organizations; professional development costs such as purchase of personal computers and related devices, tuition for job-related seminars, conferences and educational work or other professional development membership costs not included in the departmental budget. With department head and City Manager approval, personal well-being activities such as fitness and gym membership fees can be applied to the \$750.00 per fiscal year.

Professional development requires approval by both the Department Head and City Manager.

Requests for educational, professional development, personal well-being and /or technology reimbursements must be approved and submitted to Finance by May 31<sup>st</sup> of each year.

Taxability of this benefit allowance is governed by the provisions of the Internal Revenue Code and State and local regulations. Upon separation of employment, the employee retains ownership of any devices purchased with Professional Development funds.

- c. Auto Allowance** - Executive Management employees who are required to keep available a privately-owned vehicle for use in traveling on City business during their working days as a condition of employment shall receive an amount equal to estimated actual costs, including costs of fuel, maintenance, repairs insurance and depreciation, which amount shall not exceed \$400.00 per month for Department Heads and \$300.00 for all other Executive Management employees.

Executive Management employees may receive additional compensation based on the current prescribed IRS mileage reimbursement rate per mile for work-related travel outside the Bay Area, where the total round-trip exceeds 150 miles from the

employee's regular work location. Mileage records shall be maintained for establishing such payment.

For travel where the total round-trip exceeds three hundred (300) miles, additional compensation shall not exceed actual coach air fare when such fare is less than the amount computed at the aforesaid rates. For the purposes of this subsection, the actual cost of fuel, maintenance, repairs, insurance and depreciation, shall be deemed equal to the maximum allowance provided.

Executive Management employees may be eligible to receive a city vehicle in-lieu of auto allowance upon authorization from the City Manager.

- d. **Uniform Allowance** – Effective July 1, 2018, Fire Chief, Police Chief, Deputy Police Chief and Police Captains shall be paid an annual uniform allowance of eight hundred dollars (\$800.00). Uniform allowance will be paid on a pay period basis at twenty eight dollars and forty-six cents (\$30.77) per pay period as part of their regular paychecks. For classic CalPERS members as defined by PEPRRA, the City will report to CalPERS the monetary value of this uniform allowance on a per pay period basis.
- e. **Cellular Phone Stipend** – Employees required to use a cell phone for City business shall receive a cellular phone stipend of thirty-four dollars and sixty-two cents (\$34.62) per pay period. Employees who are issued a City-owned cellular phone for City business are ineligible for the cellular phone stipend. The City Manager may authorize a cell phone stipend for certain employees in the Confidential Unit.
- f. **Other Expenses** - Upon approval of the City Manager and department head, the City will reimburse employees for expenses incurred in performance of their assigned job duties when such other expenses are other than, or in addition to, expenses based upon mileage transportation costs, in accordance with the City's travel policy.
- g. **Compensation for Vehicular Damage** - The existing City policy on Use of City Owned and Private Vehicles for City Business in effect currently and as subsequently amended, shall be followed.
- h. **Licenses and Certificates** - Employees who are required by State or Federal agencies to be licensed or certified shall be reimbursed for the fees for such license or certificate, excluding licenses required by the Department of Motor Vehicles.
- i. **Service Credit** - Executive Management employees shall have all years of service with the City of Redwood City credited toward accrual rates and benefit vesting privileges.

## **Appendix A**

### **401(a) Retirement Plan Employee Contributions**

Effective January 1, 2017, or upon Council approval of the amended 401(a) plan document, employee contributions shall be as follows:

Group 1: Executive members appointed prior to January 1, 2015 shall continue with the mandatory employee contribution designated at the time of appointment

Group 2: Executive members appointed on or after January 1, 2015 shall have mandatory employee contributions as follows:

City Manager and City Attorney	5% of Salary
<u>Department Heads:</u> <ul style="list-style-type: none"><li>• Public Safety</li><li>• Miscellaneous Tier 3 (PEPRA)</li></ul>	5% of Salary
All other Executive Members	No Employee Contribution

**Appendix B**  
**EXECUTIVE MANAGEMENT**  
**SALARY RANGES**  
**Effective January 22, 2024**

Department Heads	Minimum Monthly Salary	Maximum Monthly Salary
Assistant City Manager***	\$18,526.20	\$25,010.70
City Clerk	\$11,738	\$15,847
Community Development Director***	\$16,472	\$22,237
Deputy City Manager	\$15,221	\$20,547
Engineering and Transportation Director	\$16,472	\$22,237
Finance Director	\$16,021	\$21,627
Fire Chief	\$20,646	\$25,808
Human Resources Director	\$16,009	\$21,612
Information Technology Director****	\$16,009	\$21,612
Library Director***	\$16,009	\$21,612
Police Chief**	\$21,029.80	\$28,405.30
PRCS Director	\$16,842	\$22,737
PWS Director	\$16,472	\$22,237

Division Heads, Deputy/Assistant Director, and Other Executives	Minimum Monthly Salary	Maximum Monthly Salary
Assistant City Attorney	\$13,946	\$18,828
Assistant Community Development Director	\$13,525	\$18,259
Assistant Director of Administrative Services	\$14,915	\$20,138
Assistant Engineering and Transportation Director	\$13,525	\$18,259
Assistant PRCS Director	\$13,525	\$18,259
Assistant Public Works Director/Chief Sustainability Officer	\$13,525	\$18,259
CD Manager – Building**	\$13,046	\$17,612
CD Manager - Planning	\$13,046	\$17,612
Communications Manager	\$11,738	\$15,847
Deputy City Attorney	\$10,812	\$14,596
Economic Development Manager	\$13,557	\$18,301
Equity and Inclusion Officer	\$11,738	\$15,847
Financial Services Manager	\$13,557	\$18,301
Human Resources Manager	\$12,383	\$16,716
Information Technology Manager	\$13,557	\$18,301

Police Captain**	\$19,128	\$25,823
Senior Assistant City Attorney	\$15,342	\$20,710

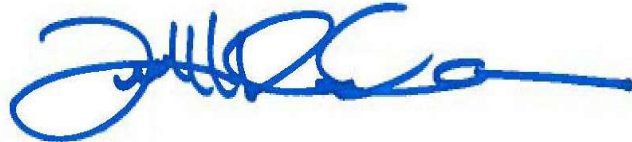
\*\*Police Chief, Police Captain and Community Development Manager - Building salary ranges effective 09-11-2023.

\*\*\*Assistant City Manager, Community Development Director and Library Director salary ranges effective 1-29-2024.

\*\*\*\* New classification of Information Technology Director effective 07-01-2024.

Passed and adopted by the Council of the City of Redwood City at a  
Joint City Council/Successor Agency Board/Public Financing Authority Meeting  
thereof held on the 24<sup>th</sup> day of June 2024 by the following votes:

AYES: Aguirre, Eakin, Howard, Martinez Saballos, Sturken, and  
Mayor Gee  
NOES: Espinoza Garnica  
ABSENT: None  
ABSTAINED: None  
RECUSED: None



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Jeff Gee  
Mayor of the City of Redwood City

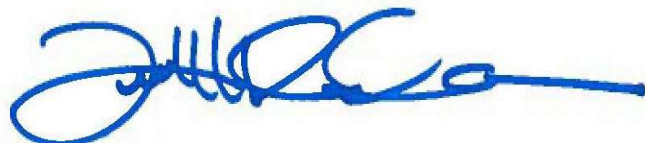
Attest:



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Yessika Castro, CMC, CPMC  
City Clerk of Redwood City

I hereby approve the foregoing resolution this  
25<sup>th</sup> day of June 2024.



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Jeff Gee  
Mayor of the City of Redwood City