



CITY OF RANCHO CUCAMONGA

MEMORANDUM

Human Services Department

DATE: September 17, 2024

TO: John R. Gillison, City Manager

FROM: Robert Neiuber, Senior Human Resources Director

BY: Emily Nielsen, Senior Human Resources Business Partner

SUBJECT: Consideration to Approve a Resolution Adopting a Side Letter Agreement Between the City of Rancho Cucamonga and the Executive Management Group. **(RESOLUTION NO. 2024-094 AND RESOLUTION NO. 2024-095)**
(CITY)

REVISION:

Attached is a revised Staff Report for item D12 on the Consent Calendar that removes Resolution 2024-095 and highlights a change to reflect that the Animal Services Director salary range would increase by 3.5% per the compaction wording under the Salary Structure language in the Executive Management Group Memorandum of Understanding. The side letter agreement and the corresponding resolution that were previously part of this agenda item have been removed.

RECOMMENDATION:

Staff recommends that the City Council approve the attached resolution adopting an amendment to the Rancho Cucamonga Management Association salary schedule for Fiscal Year 2024-2025.

ATTACHMENTS:

Attachment 1 – Revised Staff Report



DATE: September 17, 2024

TO: Mayor and Members of the City Council

FROM: John R. Gillison, City Manager

INITIATED BY: Robert Neiuber, Senior Human Resources Director
Emily Nielsen, Senior Human Resources Business Partner

SUBJECT: Consideration Approve a Resolution Adopting an Amendment to the Rancho Cucamonga Management Association Salary Schedule for Fiscal Year 2024-2025. (**Resolution No. 2024-094**) (CITY)

RECOMMENDATION:

Staff recommends that the City Council approve the attached resolution adopting an amendment to the Rancho Cucamonga Management Association salary schedule for Fiscal Year 2024-2025.

BACKGROUND:

The City Council traditionally adopts salary resolutions biannually for classifications employed by the City of Rancho Cucamonga. These resolutions are updated to reflect changes in salaries, additions and deletions in classifications, changes in job titles, and other terms of employment.

Occasionally, off-cycle adjustments may be required to address other topics, including unusual market circumstances that impact external equity. Equity reviews and adjustments are warranted if significant discrepancies exist between a position's salary and the prevailing salaries of comparable positions in other organizations within the same geographic area. Difficulties in recruitment and retention support the need for equity adjustments.

ANALYSIS:

The Animal Services Department continues to be a leader in animal welfare and has a complex operation that cares for thousands of homeless pets received annually. As part of this welfare, the Department has a comprehensive veterinary program to serve animals housed at the Animal Center, which is experiencing an increase in their animal intake. The Veterinarian position plays a critical role in this program. Without this position, the staff is unable to perform the full scope of medical care and assistance needed to the animals at the Animal Center.

The Veterinarian position has previously struggled with recruitment and retention efforts due to competitive market pressures for this type of skilled worker. To ensure external equity with agencies competing for talent in the same labor market and to attract and retain a high-quality workforce, an updated salary survey with labor market cities was conducted. This comparison found that increasing the Veterinarian salary range by 15% would place this position below average of our survey cities and above average other agencies with a Veterinarian classification.

Staff recommends the Veterinarian classification receive a 15% salary increase. In addition, the

Executive Management Group (EMG) Memorandum of Understanding (MOU) states, "In order to prevent compaction issues, the top step of every Executive Management Covered employee's salary range should be a minimum of 5% above the top step of the available salary range of any subordinate employee..." The increase to the Veterinarian position would necessitate under the current EMG MOU a 3.5% increase to the Animal Services Director (ASD) salary range.

The Animal Services Director positions new salary range would be:

Minimum step 1611 - \$10,506 Control Point step 1661 - \$13,482 Maximum Step 1681 - \$14,896

All other salary schedules, classifications, job titles, and other terms of employment remain the same.

Staff recommends the City Council approve the attached resolution adopting an amendment to the Rancho Cucamonga Management Association salary schedule for the Veterinarian position, which also increases the Animal Services Director position by 3.5%.

FISCAL IMPACT:

Depending on where an employee is hired in the salary range, the fiscal impact of the equity adjustment to the Veterinarian classification could be up to \$23,676 annually. The increase to the Animal Services Director position would result in an additional \$3250 for FY 24-25, \$8,370 for FY 25-26 and \$9,200 for FY 26-27.

COUNCIL MISSION / VISION / GOAL(S) ADDRESSED:

This item addresses the City Council's Vision to create an equitable, sustainable, and vibrant city, rich in opportunity for all to thrive by building on our foundation and success as a world class community.

ATTACHMENTS:

Attachment 1 – Resolution No. 2024-094

Exhibit A – Rancho Cucamonga Management Association Salary Schedule