




TOWN OF FAIRFAX

STAFF REPORT

July 17, 2019

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager 

SUBJECT: Adopt a resolution establishing wages for the new job classifications for Recreation and Community Services staff

RECOMMENDATION

Adopt a resolution amending "Exhibit" A to Resolution 18-31 establishing wages and benefits for management positions, to include the job classifications for Recreation and Community Service Manager, the Events and Volunteer Coordinator, and Marketing and Communication Specialist.

DISCUSSION

Also on the agenda this evening, the Council is considering the creation of a three job classifications: the Recreation and Community Service Manager, the Volunteer and Events Coordinator, and the Marketing and Communications Specialist. The job classifications reflect the current job responsibilities and duties of the 3 part-time staff in the Recreation and Community Services Department. The positions also establish a management structure for the department for its future growth.

The classifications are for management positions which require an amendment to Resolution 18-31 which establishes the wages and benefits for management and confidential employees (Management Resolution). Specifically, "Exhibit A- Salary Range" to the Management Resolution will need be amended to reflect the salary range for the new classifications.

The salary range for the RCS Manager position is pegged at approximately 6% more than the management analyst class and is approximately 95% of the average salary for similar positions in Marin County. The salary range for the Volunteer and Events Coordinator position establishes the top step D based on the current hourly rate. The salary range for the Marketing and Communications Specialist position is the same as the Management Analyst classification.

FISCAL IMPACT

The proposed FY19-20 RCS budget includes the appointment of current staff into the new classifications and salary ranges.

ATTACHMENT

Resolution

RESOLUTION 19-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AMENDING "EXHIBIT A – SALARY RANGE" TO RESOLUTION 18-31**

WHEREAS, Resolution 18-31 of the Town Council of the Town of Fairfax establishes wages and benefits for management employees for the period of July 1, 2018 through June 30, 2021;

WHEREAS, the Fairfax Town Council has established three new job classifications for management positions, to include the Recreation and Community Service Manager, the Events and Volunteer Coordinator, and Marketing and Communication Specialist;

NOW, THEREFORE, BE IT HEREBY RESOLVED that Resolution 18-31, a Resolution of the Town Council of the Town of Fairfax establishing wages and benefits for management and confidential employees and part-time employees for the period of July 1, 2018 through June 30, 2021 is amended to replace "Exhibit A – Salary Range" with the attached Exhibit A.

The foregoing resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 17th day of July 2019, by the following vote, to wit:

AYES:

NOES:

ABSENT:

BARBARA COLER, Mayor

Attest: _____
Michele Gardner, Town Clerk

**EXHIBIT A- Salary Ranges/Schedule
revised 7/17/2019**

Management Employees As of June 30, 2018	Step A	Step B	Step C	Step D
Assistant to the Town Manager	\$ 6,664.09	\$ 6,997.29	\$ 7,347.16	\$ 7,714.52
Planning & Building Director	\$ 9,155.15	\$ 9,612.90	\$ 10,093.55	\$ 10,598.22
Finance Director	\$ 9,155.15	\$ 9,612.90	\$ 10,093.55	\$ 10,598.22
Public Works Director	\$ 9,155.15	\$ 9,612.90	\$ 10,093.55	\$ 10,598.22
Chief Building Official /Public Works Manager	\$ 8,229.83	\$ 8,641.32	\$ 9,073.38	\$ 9,527.05
Assistant Planner	\$ 5,343.78	\$ 5,610.97	\$ 5,891.52	\$ 6,186.09
Associate Planner	\$ 5,850.72	\$ 6,143.26	\$ 6,450.42	\$ 6,772.94
Senior Planner	\$ 7,034.20	\$ 7,385.90	\$ 7,755.20	\$ 8,142.96
Principal Planner	\$ 7,821.74	\$ 8,212.83	\$ 8,623.47	\$ 9,054.64
Management Analyst	\$ 5,816.66	\$ 6,107.50	\$ 6,412.87	\$ 6,733.51

Management Employees Effective July 1, 2018 (4% COLA)	Step A	Step B	Step C	Step D
Assistant to the Town Manager	\$ 7,294.65	\$ 7,659.39	\$ 8,042.35	\$ 8,444.47
Planning & Building Director	\$ 9,521.35	\$ 9,997.42	\$ 10,497.29	\$ 11,022.16
Finance Director	\$ 9,521.35	\$ 9,997.42	\$ 10,497.29	\$ 11,022.16
Public Works Director	\$ 9,521.35	\$ 9,997.42	\$ 10,497.29	\$ 11,022.16
Chief Building Official /Public Works Manager	\$ 8,559.02	\$ 8,986.97	\$ 9,436.32	\$ 9,908.14
Assistant Planner	\$ 5,343.78	\$ 5,610.97	\$ 5,891.52	\$ 6,186.09
Associate Planner	\$ 5,850.72	\$ 6,143.26	\$ 6,450.42	\$ 6,772.94
Senior Planner	\$ 7,315.56	\$ 7,681.34	\$ 8,065.41	\$ 8,468.68
Principal Planner	\$ 8,134.61	\$ 8,541.34	\$ 8,968.41	\$ 9,416.83
Management Analyst	\$ 6,413.33	\$ 6,733.99	\$ 7,070.69	\$ 7,424.23

Management Employees Effective July 1, 2019 (3% COLA)	Step A	Step B	Step C	Step D
Assistant to the Town Manager	\$ 7,513.49	\$ 7,889.17	\$ 8,283.63	\$ 8,697.81
Planning & Building Director	\$ 9,806.99	\$ 10,297.34	\$ 10,812.21	\$ 11,352.82
Finance Director	\$ 9,806.99	\$ 10,297.34	\$ 10,812.21	\$ 11,352.82
Public Works Director	\$ 9,806.99	\$ 10,297.34	\$ 10,812.21	\$ 11,352.82
Chief Building Official /Public Works Manager	\$ 8,815.79	\$ 9,256.58	\$ 9,719.41	\$ 10,205.38
Assistant Planner	\$ 5,504.09	\$ 5,779.30	\$ 6,068.26	\$ 6,371.68
Associate Planner	\$ 6,026.24	\$ 6,327.55	\$ 6,643.93	\$ 6,976.13
Senior Planner	\$ 7,535.03	\$ 7,911.78	\$ 8,307.37	\$ 8,722.74
Principal Planner	\$ 8,378.65	\$ 8,797.58	\$ 9,237.46	\$ 9,699.33
Marketing and Communications Specialist	\$ 6,605.73	\$ 6,936.01	\$ 7,282.81	\$ 7,646.96
Events & Volunteer Coordinator	\$ 4,972.55	\$ 5,234.26	\$ 5,509.75	\$ 5,799.73
Recreation and Community Services Manager	\$ 6,933.00	\$ 7,279.25	\$ 7,643.63	\$ 8,025.81
Management Analyst	\$ 6,605.73	\$ 6,936.01	\$ 7,282.81	\$ 7,646.96

Management Employees Effective July 1, 2020 (2% COLA)	Step A	Step B	Step C	Step D
Assistant to the Town Manager	\$ 7,663.76	\$ 8,046.95	\$ 8,449.30	\$ 8,871.76
Planning & Building Director	\$ 10,003.13	\$ 10,503.29	\$ 11,028.46	\$ 11,579.88
Finance Director	\$ 10,003.13	\$ 10,503.29	\$ 11,028.46	\$ 11,579.88
Public Works Director	\$ 10,003.13	\$ 10,503.29	\$ 11,028.46	\$ 11,579.88
Chief Building Official /Public Works Manager	\$ 8,992.11	\$ 9,441.71	\$ 9,913.80	\$ 10,409.49
Assistant Planner	\$ 5,614.18	\$ 5,894.88	\$ 6,189.63	\$ 6,499.11
Associate Planner	\$ 6,146.77	\$ 6,454.10	\$ 6,776.81	\$ 7,115.65
Senior Planner	\$ 7,685.73	\$ 8,070.02	\$ 8,473.52	\$ 8,897.19
Principal Planner	\$ 8,546.22	\$ 8,973.53	\$ 9,422.21	\$ 9,893.32
Marketing and Communications Specialist	\$ 6,737.84	\$ 7,074.73	\$ 7,428.47	\$ 7,799.89
Events & Volunteer Coordinator	\$ 5,072.00	\$ 5,338.94	\$ 5,619.94	\$ 5,915.73
Recreation and Community Services Manager	\$ 7,071.66	\$ 7,424.84	\$ 7,796.50	\$ 8,186.33
Management Analyst	\$ 6,737.84	\$ 7,074.73	\$ 7,428.47	\$ 7,799.89

Confidential Employees As of June 30, 2018	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk- Confidential	\$ 4,926.13	\$ 5,172.43	\$ 5,431.05	\$ 5,702.61	\$ 5,987.74	\$ 6,287.13

Confidential Employees Effective July 1, 2018 (4% COLA)	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk- Confidential	\$ 5,172.43	\$ 5,431.06	\$ 5,702.61	\$ 5,987.74	\$ 6,287.13	\$ 6,601.48

Confidential Employees Effective July 1, 2019 (3% COLA)	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk- Confidential	\$ 5,379.33	\$ 5,648.30	\$ 5,930.71	\$ 6,227.25	\$ 6,538.61	\$ 6,865.54

Confidential Employees Effective July 1, 2020 (2% COLA)	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk- Confidential	\$ 5,540.71	\$ 5,761.26	\$ 6,108.63	\$ 6,414.07	\$ 6,734.77	\$ 7,071.51

EXHIBIT A