



TOWN OF FAIRFAX

STAFF REPORT

February 3, 2021

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager

SUBJECT: Adopt a Resolution establishing salary range for the Deputy Town Clerk/Assistant to the Town Manager job classification and special administrative leave for the Marketing and Communications Specialist position

RECOMMENDATION

Adopt a resolution amending “Exhibit A” to Resolution 18-31 establishing wages and benefits for management positions for the Deputy Town Clerk/Assistant to the Town Manager classification and special administrative leave for the Marketing and Communication Specialist position.

DISCUSSION

On the agenda this evening, the Council is also considering the creation of the Town Clerk/Assistant to the Town Manager job classification (Item #3) to reflect the current responsibilities and duties of the incumbent Assistant to the Town Manager position in Town Hall. As the position operates and functions at the department head level, we proposed a salary range to match other Town department heads such as the Finance Director and Planning and Building Services Director.

The classification is a management position which requires 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 to be amended to reflect the salary range for the new classification. The salary range is the same range as for department heads (\$10,003 to \$11,580/month).

The other proposed amendment is offering 60 administrative leave hours to the Marketing and Communications Specialist (“Specialist”) in recognition for the work performed and the workload demands associated with the assigned duties conducted outside the normal working hours. The Specialist position is responsible for design, maintenance, and updates on the Town’s website; preparation and distribution of the Town’s newsletter, posting of agenda/agenda packet on the Town website, managing the Town’s social media presence; creating a variety of communications materials; and providing graphics design support to all Departments. The position is currently filled on a part-time basis.

Because of the nature of the duties of the position, the requirement to work outside of normal business hours tends to be a more common and regular occurrence and as such, it is vital to address this working condition to ensure employee retention and avoid any employee relations issues in the future. The Town did retain an HR professional to evaluate similar positions in other Marin communities and the approach for addressing this specific issue. We determined that the best approach was to adjust the compensation of the Specialist position by offering a special pay

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option by providing administrative leave hours to reflect the ¾ time position. This administrative leave could be used or cashed out annually. The leave would be administered per the Management resolution. This approach would achieve the goal of offering additional compensation to a classification unique in its role and responsibility to the Town of Fairfax. Specifically, the Communications Specialist is required to meet the on-going, almost on-call workload demands of the position based on the nature of the duties and assignments, and such work frequently performed during outside normal working hours.

FISCAL IMPACT

The incumbent Assistant to the Town Manager would be appointed to Step A of new position retroactive to January 1, 2021. Step A is approximately \$1,200 per month more than the top step of the Assistant to the Town Manager salary range. The six-month impact is approximately \$9,000. The impact of administrative leave is less than \$2,600 per year. The budget adjustment would be made during the mid-year budget review in March.

ATTACHMENT

Resolution with amended “Exhibit A- Salary Range”

RESOLUTION 21-__

**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; and

WHEREAS, the Fairfax Town Council has established the new job classification for the Deputy Town Clerk/Assistant to the Town Manager position; and

WHEREAS, the Fairfax Town Council wants to recognize that the Marketing and Communications Specialist classification/position is unique in its role and responsibility to the Town of Fairfax.

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,” as previously amended, with the attached Exhibit A.

BE IT FURTHER RESOLVED that Section VI. ADMINISTRATIVE LEAVE of Resolution 18-31 is amended to add the following paragraph:

In recognition that the Marketing and Communications Specialist is required to meet the on-going, almost on-call workload demands of the position based on the nature of the duties and assignments, and that the position requires work to be performed outside of normal business hours as a common and regular occurrence, the position shall be granted 60 hours of paid annual Administrative Leave. This is based on $\frac{3}{4}$ time part-time status. This Administrative Leave is subject to the other provisions of this MOU with the exception that this Administrative Leave granted to this position may be cashed out annually.

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 3rd day of February 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

BRUCE ACKERMAN, Mayor

Attest: _____
Michele Gardner, Town Clerk

EXHIBIT A

EXHIBIT A- Salary Ranges/Schedule						
Revised 2/3/2021						
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*	\$ 5,117.13	\$ 5,386.45	\$ 5,669.95	\$ 5,968.37		
Recreation and Community Services Manager	\$ 6,933.00	\$ 7,279.25	\$ 7,643.63	\$ 8,025.81		
Accountant I	\$ 5,704.67	\$ 5,989.91	\$ 6,289.40	\$ 6,603.87		
Accountant II	\$ 6,603.87	\$ 6,934.93	\$ 7,281.59	\$ 7,645.59		
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		
Deputy Town Clerk/Assistant to the Town Manager	\$ 10,003.13	\$ 10,503.29	\$ 11,028.46	\$ 11,579.88		
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	\$ 5,219.47	\$ 5,494.18	\$ 5,783.35	\$ 6,087.74		
Accountant I	\$ 5,818.76	\$ 6,109.71	\$ 6,415.19	\$ 6,735.95		
Accountant II	\$ 6,735.95	\$ 7,073.63	\$ 7,427.22	\$ 7,798.50		
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