



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Human Resources

**Prepared by: Nadine Atieh Hade,
Administrative Services Director**

City Manager Approval: _____ 

TOPIC: UPDATE TO ASSISTANT CITY ATTORNEY COMPENSATION

SUBJECT: RESOLUTION APPROVING THE ADJUSTMENT OF THE COMPENSATION SCHEDULE FOR THE ASSISTANT CITY ATTORNEY TO ALIGN WITH EXECUTIVE MANAGEMENT SALARIES.

RECOMMENDATION:

Adopt the Resolution approving the adjustment of the compensation schedule for the Assistant City Attorney to align with executive management salaries.

BACKGROUND:

The City of San Rafael has a part-time elected City Attorney who serves as the legal advisor and representative for the City. The Assistant City Attorney functions as the day-to-day head of the City's legal operations in areas including City litigation, labor negotiations and contract review.

ANALYSIS:

The Assistant City Attorney is currently the lowest-paid executive management position. Based on the extensive duties of the Assistant City Attorney position, the specialized and certified skillset, and the position's role in the legal intricacies of City government, staff recommends an increase to the Assistant City Attorney position salary to align with its Executive Management counterparts, including the positions of Digital Services Director, Economic Development Director, Human Resources Director, and Finance Director. This alignment will also support the current recruitment process to find a top-tier candidate to fill the position.

	PROPOSED CHANGES				
	A	B	C	D	E
Assistant City Attorney - Proposed	\$12,646	\$13,278	\$13,942	\$14,639	\$15,371
Assistant City Attorney - Current	\$12,035	\$12,637	\$13,268	\$13,932	\$14,628

FOR CITY CLERK ONLY

Council Meeting: _____

Disposition: _____

FISCAL IMPACT:

The Assistant City Attorney total compensation (base salary and benefits) would increase by approximately \$13,552 per year and will be absorbed through the Department's current and ongoing general fund budget.

OPTIONS:

The City Council has the following options to consider in this matter:

- Approve the Resolution as presented.
- Request changes to the recommendations.
- Direct staff to develop alternatives to the recommendation.

RECOMMENDED ACTION: Staff recommends that the City Council adopt the Resolution as presented.

ATTACHMENTS:

1. Resolution
2. Updated Executive Management Salary Schedule

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL APPROVING THE ADJUSTMENT OF THE COMPENSATION SCHEDULE FOR THE ASSISTANT CITY ATTORNEY TO ALIGN WITH EXECUTIVE MANAGEMENT SALARIES.

WHEREAS, the Assistant City Attorney provides crucial and valued legal expertise and support to citywide operations; and

WHEREAS, the City currently has an Assistant City Attorney salary schedule that is lower than other Executive Management roles of similar responsibility;

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of San Rafael hereby approves the recommended personnel compensation changes listed below:

AS PROPOSED					
	A	B	C	D	E
Assistant City Attorney	\$12,646	\$13,278	\$13,942	\$14,639	\$15,371

I, Lindsay Lara, Clerk of the City of San Rafael, hereby certify foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Monday, the 21st day of March 2022, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

**SAN RAFAEL UNREPRESENTED EXECUTIVE MANAGEMENT
SALARY SCHEDULE**
Effective March 21, 2022

Grade	Position	A	B	C	D	E
2142	Administrative Services Director	\$ 13,303	\$ 13,968	\$ 14,667	\$ 15,400	\$ 16,170
2501	Assistant City Attorney	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2001	Assistant City Manager	\$ 14,305	\$ 15,020	\$ 15,771	\$ 16,560	\$ 17,387
2300	Community Development Director	\$ 13,888	\$ 14,583	\$ 15,312	\$ 16,078	\$ 16,881
4205	Director of Digital Service & Open Government	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2801	Director of Economic Development & Innovation	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2205	District Manager/Engineer (SRSD)	\$ 12,585	\$ 13,214	\$ 13,875	\$ 14,568	\$ 15,297
2140	Finance Director	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
7101	Fire Chief	\$ 14,235	\$ 14,946	\$ 15,694	\$ 16,478	\$ 17,302
1106	Human Resources Director	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2406	Library and Recreation Director	\$ 13,283	\$ 13,947	\$ 14,644	\$ 15,376	\$ 16,145
6101	Police Chief	\$ 14,235	\$ 14,946	\$ 15,694	\$ 16,478	\$ 17,302
2201	Public Works Director	\$ 13,956	\$ 14,653	\$ 15,386	\$ 16,155	\$ 16,963

Position	Monthly Salary
City Manager (Appointed)	\$ 20,987

**SAN RAFAEL UNREPRESENTED EXECUTIVE MANAGEMENT
SALARY SCHEDULE
Effective July 1, 2022**

Grade	Position	A	B	C	D	E
2142	Administrative Services Director	\$ 13,835	\$ 14,527	\$ 15,253	\$ 16,016	\$ 16,817
2501	Assistant City Attorney	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2001	Assistant City Manager	\$ 14,877	\$ 15,621	\$ 16,402	\$ 17,222	\$ 18,083
2300	Community Development Director	\$ 14,375	\$ 15,093	\$ 15,848	\$ 16,640	\$ 17,472
4205	Director of Digital Service & Open Government	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2801	Director of Economic Development & Innovation	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2205	District Manager/Engineer (SRSD)	\$ 13,025	\$ 13,676	\$ 14,360	\$ 15,078	\$ 15,832
2140	Finance Director	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
7101	Fire Chief	\$ 14,804	\$ 15,544	\$ 16,321	\$ 17,137	\$ 17,994
1106	Human Resources Director	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2406	Library and Recreation Director	\$ 13,814	\$ 14,505	\$ 15,230	\$ 15,991	\$ 16,791
6101	Police Chief	\$ 14,804	\$ 15,544	\$ 16,321	\$ 17,137	\$ 17,994
2201	Public Works Director	\$ 14,514	\$ 15,239	\$ 16,001	\$ 16,801	\$ 17,642

Position	Monthly Salary
City Manager (Appointed)	\$ 21,721

**SAN RAFAEL UNREPRESENTED EXECUTIVE MANAGEMENT
SALARY SCHEDULE
Effective July 1, 2023**

Grade	Position	A	B	C	D	E
2142	Administrative Services Director	\$ 14,389	\$ 15,108	\$ 15,863	\$ 16,657	\$ 17,489
2501	Assistant City Attorney	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2001	Assistant City Manager	\$ 15,472	\$ 16,246	\$ 17,058	\$ 17,911	\$ 18,806
2300	Community Development Director	\$ 14,878	\$ 15,621	\$ 16,403	\$ 17,223	\$ 18,084
4205	Director of Digital Service & Open Government	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2801	Director of Economic Development & Innovation	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2205	District Manager/Engineer (SRSD)	\$ 13,481	\$ 14,155	\$ 14,863	\$ 15,606	\$ 16,386
2140	Finance Director	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
7101	Fire Chief	\$ 15,396	\$ 16,166	\$ 16,974	\$ 17,823	\$ 18,714
1106	Human Resources Director	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2406	Library and Recreation Director	\$ 14,366	\$ 15,085	\$ 15,839	\$ 16,631	\$ 17,462
6101	Police Chief	\$ 15,396	\$ 16,166	\$ 16,974	\$ 17,823	\$ 18,714
2201	Public Works Director	\$ 15,094	\$ 15,849	\$ 16,641	\$ 17,474	\$ 18,347

Position	Monthly Salary
City Manager (Appointed)	\$ 22,482