



## City Council Agenda Item

**City Council Meeting Date:** September 16, 2025

**TO:** Dean Albro, City Manager

**FROM:** Gabriel Garcia, Human Resources Director  
g\_garcia@ci.lompoc.ca.us

**SUBJECT:** Adoption of Resolution No. 6774(25) Amendment to the City Classification and Compensation Plans to Effect New and Revised Classifications and Salary Range Adjustments Included in the Biennial Budget Fiscal Years 2025-27

---

### **Recommendation:**

Staff recommends the City Council:

- 1) Adopt Resolution No. 6774(25) (attached), which will:
  - a. Approve the new or revised class specifications that were included in the Biennial Budget Fiscal Years (FYs) 2025-27, and amend and include them in the City's Classification Plan;
  - b. Approve the job descriptions for those new or revised classifications, including one position with a title change only (as shown in attachment A to the resolution);
  - c. Approve the new or revised salary ranges for the new or revised job classes, and amend and include them in the City's Compensation/Pay Plan;
  - d. Approve the proposed salary adjustments for various positions (as shown in attachment B to the resolution), and amend and include them in the City's Compensation/Pay Plan; and
  - e. Approve the deletion of position allocations for certain classifications, and amend the City's Classification and Compensation/Pay Plans.

**Background:**

On June 17, 2025, the City Council adopted the Biennial Budget FYs 2025-27. As part of that action, several new and revised job classifications and associated salary ranges were budgeted. Before these changes can take effect, the City Council must formally approve their incorporation into the City Classification and Compensation Plans, as well as into Personnel Rules and Regulations, specifically Rules III (Classification) and IV (Compensation).

The City Council previously provided conceptual approval for position changes for certain existing classifications and the establishment of new salary ranges for newly created classifications. Upon adoption of Resolution No. 6774(25), the new and revised salary ranges will take effect beginning September 6, 2025 (payroll period 9/06/25 – 9/19/2025).

During the September 6, 2022, City Council meeting, staff previously recommended that City Council adopt equity adjustments based on internal salary relationships within job families, among related job families, and supervisor/subordinate differentials, as well as external salary surveys from comparable cities to encourage the continued retention of the employees and attract talent to the City of Lompoc.

**Discussion:**

With the adoption of the Biennial Budget FYs 2025-27, the City Council budgeted for several new job classifications and associated salary ranges

Personnel Rule III, Classification, Section 2, Adoption, Amendment and Revision of Plan states:

"The classification plan shall be adopted and may be amended from time to time by resolution of City Council.... Amendments and revisions of the plan may be suggested to the City Council by any interested party and shall be submitted to the City Council through the Personnel Officer."

Personnel Rule IV, Compensation, Section 2, Adoption of Plan similarly provides:

"The pay plan shall be adopted and may be amended from time to time by action of the City Council. Amendments and revisions of the plan may be suggested to the City Council by any interested party and shall be submitted to the City Council through the Personnel Officer."

The following job classifications are proposed for addition to the City's Classification and Compensation Plans, in accordance with program changes in the Biennial Budget:

- Electric Receiving Station Supervisor
- Evidence and Property Specialist

- Information Security Analyst
- Lead Landfill Coordinator
- Solid Waste Regulatory Compliance Supervisor
- Wastewater Regulatory Compliance Supervisor
- Water Regulatory Compliance Specialist

The salary ranges for these classifications were primarily evaluated by Human Resources based on internal equity considerations, including alignment within and among job families, and appropriate supervisor/subordinate differentials.

Equity Adjustments and Urban Search and Rescue (USAR) Incentive Pay

In addition to classification and position changes, the City Council also approved the budget for equity salary adjustments and one incentive pay program to support the attraction and retention of skilled personnel and ensure the City’s pay structure remains competitive with comparable jurisdictions.

Equity Adjustments

Human Resources conducted a targeted compensation survey focusing on benchmark classifications. That analysis used salary data from comparable cities that share similar geographic characteristics, population size, organizational complexity, and service delivery models, including those that operate in-house utilities.

The results identified significant compensation gaps across several classifications, with salaries ranging from 8% to 40% below the market median. These below-market pay levels have directly impacted the City’s ability to attract qualified candidates, exacerbated internal salary compression, and increased the risk of employee turnover—particularly in technical, supervisory, and leadership roles where institutional knowledge and operational continuity are critical.

To address these disparities and support the City’s ability to retain and attract high-performing employees, staff recommends the following targeted equity salary adjustments. These proposed adjustments are based on how far each classification lags behind current market rates and are essential to ensuring fair compensation, supporting workforce stability, and strengthening internal alignment across job families and supervisory chains.

<u>Classification &amp; Job Class Number</u>	<u>Behind Market</u>	<u>Equity Adjustment</u>	<u>Financial Impact on City Costs</u>
• Assistant Public Works Director/ City Engineer (080)	-9.9%	3%	\$13,174
• Associate Planner (085)	-15%	3%	\$7,321
• Budget Analyst (095)	-40.8%	10%	\$20,894

<b><u>Classification &amp; Job Class Number</u></b>	<b><u>Behind Market</u></b>	<b><u>Equity Adjustment</u></b>	<b><u>Financial Impact on City Costs</u></b>
• Building & Safety Service Manager (111)*	-10.9%	10%	\$38,190
• Chemist (120)	-20.4%	7%	\$36,295
• Chief of Police (130)	-18.4%	3%	\$20,235
• Community Development Director (165)	-12.5%	2%	\$10,232
• Fire Chief (300)	-11.4%	3%	\$19,483
• Fleet & Equipment Technician I/II (268/269)	-9.4%	1%	\$13,996
• Landfill Attendant (355)*	no comparable	3%	\$4,839
• Landfill Coordinator (357)*	no comparable	3%	\$21,650
• Lead Fleet & Equipment Technician (381)*	no comparable	1%	\$2,453
• Permit Coordinator/Building Inspector*	no comparable	5%	10,195
• Planning Manager (532)	-19.5%	5%	\$18,401
• Plans Examiner/Building Inspector (109)*	-9.9%	7%	\$19,534
• Principal Planner (570)*	-36.2%	7%	\$20,682
• Recreation Supervisor (616)	-12.8%	3%	\$27,717
• Water Utility Manager (822)	-23%	3%	\$10,384

**Positions marked with an asterisk (\*) are designated as hard-to-fill roles.**

These adjustments ensure improved alignment with external market benchmarks while promoting internal equity across related classifications. All proposed equity adjustments are detailed in Exhibit B to Resolution No. 6774(25).

While the classifications above represent a critical step toward closing key salary gaps, the City recognizes that other classifications also remain below market levels. However, due to current budgetary constraints, only the classifications listed above could be addressed at this time.

Human Resources will continue to monitor market trends and maintain updated survey data to support future equity recommendations. It is essential that the City remain proactive in evaluating and adjusting compensation across the organization to stay competitive, retain institutional knowledge, and attract qualified candidates in an increasingly dynamic labor environment. Continued investment in salary equity will help ensure workforce stability and operational continuity across all departments.

### USAR Incentive Pay

The City Council also included in the budget a 2% USAR incentive pay for the Battalion Fire Chief classification. The USAR incentive pay is part of the MOU for the IAFF union workers. This incentive pay would be given to the Battalion Chiefs that are instructors and oversee training for the USAR program. This incentive pay recognizes the increased scope of responsibility and specialized readiness required to manage and support urban search and rescue operations. The incentive pay is designed to maintain readiness and encourage retention of skilled fire leadership personnel in critical emergency response roles.

This is the only incentive pay program in the FYs 2025-27 Biennial Budget. Details of the USAR Incentive Pay are also included in Exhibit B to Resolution No. 6774(25).

### Implementation of Approved Job Classification Changes

In accordance with the program changes in the Biennial Budget FYs 2025-27, the new or revised job classifications should be implemented as follows:

- **Management Services Department – Information Technology Division**

The adopted budget includes the establishment of one new position: Information Security Analyst. This position was created to address ongoing cybersecurity needs, with the classification and salary range reviewed and recommended accordingly.

To support increased customer service demands during high-volume periods, the department also requested for one additional position in the Treasury Clerk series, budgeted up to the Senior Treasury Clerk level in the Treasury/Utility Billing Division.

- **Police Department**

The department requested the establishment of a new Evidence and Property Specialist position in lieu of one Community Service Officer (CSO) allocation. This change addresses operational needs related to the control and maintenance of evidence and property. The new classification and salary range were reviewed and recommended in alignment with the position's job responsibilities.

- In the **Library Department**, one new Library Assistant I position was requested and included in the budget. This position will support increased bookmobile demands for school visits and community events. The bookmobile program is **fully funded by the Benton Trust**, and the addition of this position will not impact the General Fund, as all associated costs will be charged to the trust. Furthermore, in the event the Benton Trust is depleted or no longer provides sufficient funding, this position allocation will be eliminated. Under no circumstances will the City assume financial responsibility for this position.

- **Public Works Department**

The department requested the reestablishment of a Lead Custodian position in lieu of one Senior Custodian allocation. This change supports the operational needs of the Building and Facilities Division by ensuring adequate oversight of custodial staff and improving prioritization and response to service requests. The updated job description reflects current terminology and responsibilities, and the salary range has been adjusted accordingly.

- **Community Development Department**

A Park Maintenance Worker position was requested in lieu of one Building Maintenance Worker allocation. This reallocation aligns the classification with the actual job duties currently being performed. Because the salary ranges for the two positions are equivalent, this change has no budgetary impact.

- **Utility Department**

The department requested the establishment of a new Electric Receiving Station Supervisor position in lieu of both Electric Utility Manager and Electric Utility Engineer allocations included in the budget. The recommended job specification and salary range are consistent with the position's scope.

The department also requested multiple reallocations: a Lead Sanitation Worker in lieu of one Senior Sanitation Worker allocation; a Utility Conservation Representative in lieu of a Senior Environmental Coordinator; a GIS Analyst in lieu of one GIS Technician I/II allocation; and a Water Plant Operator I/II in lieu of a Water Resource Engineer allocation. These reallocations were included in the budget, and the salary ranges for these positions remain unchanged.

Furthermore, the department requested the establishment of the following positions: a Lead Landfill Coordinator in lieu of one Landfill Coordinator allocation; a Water Regulatory Compliance Specialist in lieu of one Customer Service Field Technician II allocation; a Wastewater Regulatory Compliance Supervisor in lieu of a Wastewater EMT III allocation; and a Solid Waste Regulatory Compliance Supervisor in lieu of a Solid Waste Compliance Coordinator allocation. These newly established positions, along with their recommended job descriptions and salary changes, are included in Exhibits A and B to Resolution No. 6774(25).

Furthermore, the request for changes in the above position allocations presents an opportunity to receive direction to delete obsolete or defunct job classifications from the City's master pay schedule or active job categories. In addition, several existing job descriptions have been updated to reflect current duties, terminology, and organizational structure. These include the Parks & Recreation Manager classification, which had not been revised since the late 1980s; the Public Works Director classification, last revised in 2007; and the Utility Director classification, last revised in 1993. (See Attachment 2 for the redlined changes to job descriptions.)

To help address ongoing staffing turnover among part-time, non-budgeted “at-will” lifeguard positions, staff also recommends revising the PT Recreation Lifeguard job description to lower the minimum age requirement from 16 to 15 years old (Attachment 2). This change aligns with American Red Cross guidelines, which allow lifeguard certification beginning at age 15.

These revisions are limited to job content and do not include any changes to the current salary ranges. Additional outdated classifications may be identified and brought forward for revision at a future date.

In addition, the job title for the Police Systems Administrator position is proposed to be changed to Public Safety Systems Administrator, consistent with the current terminology and the position’s existing responsibilities. This change does not impact the current salary range.

**Fiscal Impact:**

The changes to the Compensation and Classification Plans were included in the adopted Biennial Budget FYs 2025-27 for the new and reinstated position allocations as well as the deleted classifications, position allocations, and salary ranges.

**Conclusion:**

Adoption of Resolution No. 6774(25) implements the above-mentioned new and/or revised positions and salary ranges, and authorized new and/or revised class specifications (job descriptions) and salary ranges into the City’s Classification and Compensation Plans and deletion of the identified job classifications. The job descriptions for the proposed new and/or amended classifications are attached to the resolution.

Respectfully submitted,

---

Gabriel Garcia, Human Resources Director

**APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:**

---

Dean Albro, City Manager

Attachments: 1) Resolution No. 6774(25)  
2) Redlined Job Descriptions