

# City of Hercules Part-time Salary Schedule

January 15, 2020

# The Issue

- California law will raise the minimum wage significantly over the next three years (highest increases in state history)
- In context, public agency across-the-board increases have averaged in the 2.5% to 3.5% range the last few years; prior to that many agencies made no changes due to impacts of the recession
- CPI-W has average 1.6% since 2009
- Changes in the minimum wage are not intended to “ripple” through an entire pay plan; employers only need to ensure that the lowest starting wage meets the requirements of the law.
- Compliance with changes in the minimum wage does not require using the same pay range structures, mechanisms, and salary alignments; creativity and “re-thinking” is appropriate
- Implementation of minimum wage changes should be considered each year in terms of potential impacts on current job classifications, class levels, and salary steps.

Year	Min Wage	% Change
2019	\$12.00	
2020	\$13.00	8.3%
2021	\$14.00	7.7%
2022	\$15.00	7.1%

2023+ CPI-W; 3.5% cap

CPI-W

Year	% Change
2009	-0.5%
2010	3.3%
2011	1.8%
2012	3.1%
2013	1.5%
2014	1.6%
2015	-0.8%
2016	1.2%
2017	2.5%
2018	2.1%
2019	1.3%
Average	1.6%

# Costs Management Strategies

Employers should balance compliance with minimum wage changes with cost management strategies:

- Historical differentials for part-time jobs may compact (vertical relationship between job classes) and compress (horizontal range spread)
  - Differentials from class lower to higher jobs may reduce to 5% instead of historical 10%
  - Ranges may change from 6 step ranges to 4 or 5 step ranges
- Lower level ranges may have fewer steps
  - Many agencies are complying with minimum wage changes by eliminating lower steps in ranges (i.e., a 5-step range becomes a 3-step range)
- The number of class levels may need to be modified (i.e., Office Assistant I, II may simply become Office Assistant)
  - This recognizes the fact that changes in the minimum wage intentionally raise the cost of untrained, unskilled labor
- Job classifications may change salary range assignments each year until 2023 when indexing (CPI-W) will be used to adjust ranges (capped to 3.5%)

# Sample Range Structure

- Reduces % between ranges from 8% to 3% which allows for more flexibility in rounding job classes into ranges
- Reassigns range grades each year (a job assigned to range PT4 in one year moves to range PT2 in following year)

## Range Rounding Each Year

3.0% Between Ranges		2019 Ranges				2020 Ranges				2021 Ranges				2022 Ranges			
Job Title	Range	Range #	Step 1	Step 6	% Chg.	Range #	Step 1	Step 6	% Chg.	Range #	Step 1	Step 6	% Chg.	Range #	Step 1	Step 6	% Chg.
Children's Program Aide	PT2	1	\$12.0000	\$15.3154	4.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Facility Attendant	PT2	1	\$12.0000	\$15.3154	4.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Sports Coach/Referee	PT2	1	\$12.0000	\$15.3154	4.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Lifeguard/Swim Instructor I	PT3	1	\$12.0000	\$15.3154	7.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Office Assistant I	PT3	1	\$12.0000	\$15.3154	7.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Senior Recreation Leader	PT4	2	\$12.3600	\$15.7748	2.4%	1	\$13.0000	\$16.5917	5.2%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Children's Program Leader I	PT5	4	\$13.1127	\$16.7355	0.6%	2	\$13.3900	\$17.0894	2.1%	1	\$14.0000	\$17.8679	4.6%	1	\$15.0000	\$19.1442	7.1%
Lifeguard/Swim Instructor II	PT5	4	\$13.1127	\$16.7355	0.6%	2	\$13.3900	\$17.0894	2.1%	2	\$14.4200	\$18.4040	7.7%	2	\$15.4500	\$19.7186	7.1%
Office Assistant II	PT5	4	\$13.1127	\$16.7355	0.6%	2	\$13.3900	\$17.0894	2.1%	2	\$14.4200	\$18.4040	7.7%	2	\$15.4500	\$19.7186	7.1%
Recreation Specialist	PT6	7	\$14.3286	\$18.2873	1.8%	5	\$14.6317	\$18.6742	2.1%	3	\$14.8526	\$18.9561	1.5%	2	\$15.4500	\$19.7186	4.0%
Senior Lifeguard	PT6	7	\$14.3286	\$18.2873	1.8%	5	\$14.6317	\$18.6742	2.1%	3	\$14.8526	\$18.9561	1.5%	3	\$15.9135	\$20.3101	7.1%
Children's Program Leader II	PT7	10	\$15.6573	\$19.9831	3.0%	8	\$15.9885	\$20.4058	2.1%	6	\$16.2298	\$20.7138	1.5%	4	\$16.3909	\$20.9194	1.0%
Swim Coach	PT7	10	\$15.6573	\$19.9831	3.0%	8	\$15.9885	\$20.4058	2.1%	6	\$16.2298	\$20.7138	1.5%	4	\$16.3909	\$20.9194	1.0%
Children's Program Leader III	PT8	12	\$16.6108	\$21.2001	1.1%	10	\$16.9622	\$21.6485	2.1%	8	\$17.2182	\$21.9753	1.5%	6	\$17.3891	\$22.1934	1.0%
Aquatics Pool Manager	PT9	12	\$16.6108	\$21.2001	1.1%	10	\$16.9622	\$21.6485	2.1%	8	\$17.2182	\$21.9753	1.5%	6	\$17.3891	\$22.1934	1.0%
Recreation Leader III	PT9	15	\$18.1511	\$23.1659	2.3%	13	\$18.5351	\$23.6560	2.1%	11	\$18.8147	\$24.0129	1.5%	9	\$19.0015	\$24.2513	1.0%
Parking Enforcement Officer	PT11	20	\$21.0421	\$26.8556	1.7%	18	\$21.4872	\$27.4237	2.1%	16	\$21.8114	\$27.8375	1.5%	14	\$22.0279	\$28.1138	1.0%
Administrative Secretary	PT12	23	\$22.9933	\$29.3459	2.9%	21	\$23.4797	\$29.9667	2.1%	19	\$23.8339	\$30.4188	1.5%	17	\$24.0705	\$30.7207	1.0%

# Additional Options

- Reduce all ranges from 6 steps to 4 or 5 steps
- Reduce number of steps for lower ranges to reduce impact of 7-8% change in minimum wage (see example below)

## Range Rounding Each Year

### 3.0% Between Ranges

Job Title	Range	2019 Ranges			2020 Ranges				2021 Ranges				2022 Ranges			
		Range #	Step 1	Step 6	Range #	Step 1	Max*	% Chg.	Range #	Step 1	Max*	% Chg.	Range #	Step 1	Max*	% Chg.
Children's Program Aide	PT2	2	\$11.8973	\$15.1844	1	\$13.0000	\$15.8016	4.1%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Facility Attendant	PT2	2	\$11.8973	\$15.1844	1	\$13.0000	\$15.8016	4.1%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Sports Coach/Referee	PT2	2	\$11.8973	\$15.1844	1	\$13.0000	\$15.8016	4.1%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Lifeguard/Swim Instructor I	PT3	3	\$12.0901	\$15.4305	1	\$13.0000	\$15.8016	2.4%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Office Assistant I	PT3	3	\$12.0901	\$15.4305	1	\$13.0000	\$15.8016	2.4%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Senior Recreation Leader	PT4	4	\$13.0575	\$16.6652	2	\$13.3900	\$17.0894	2.5%	2	\$14.4200	\$17.5276	2.6%	2	\$15.4500	\$17.8854	2.0%
Children's Program Leader I	PT5	5	\$14.1019	\$17.9982	5	\$14.6317	\$18.6742	3.8%	3	\$14.8526	\$18.9561	1.5%	3	\$15.9135	\$19.3430	2.0%
Lifeguard/Swim Instructor II	PT5	5	\$14.1019	\$17.9982	4	\$14.2055	\$18.1302	0.7%	3	\$14.8526	\$18.9561	4.6%	3	\$15.9135	\$19.3430	2.0%
Office Assistant II	PT5	5	\$14.1019	\$17.9982	5	\$14.6317	\$18.6742	3.8%	3	\$14.8526	\$18.9561	1.5%	3	\$15.9135	\$19.3430	2.0%
Recreation Specialist	PT6	6	\$15.2302	\$19.4378	7	\$15.5228	\$19.8115	1.9%	5	\$15.7571	\$20.1105	1.5%	3	\$15.9135	\$20.3101	1.0%
Senior Lifeguard	PT6	6	\$15.2302	\$19.4378	7	\$15.5228	\$19.8115	1.9%	5	\$15.7571	\$20.1105	1.5%	3	\$15.9135	\$20.3101	1.0%
Children's Program Leader II	PT7	7	\$16.4486	\$20.9931	10	\$16.9622	\$21.6485	3.1%	8	\$17.2182	\$21.9753	1.5%	7	\$17.9108	\$22.8592	4.0%
Swim Coach	PT7	7	\$16.4486	\$20.9931	9	\$16.4682	\$21.0181	0.1%	7	\$16.7167	\$21.3352	1.5%	5	\$16.8826	\$21.5470	1.0%
Children's Program Leader III	PT8	8	\$17.7645	\$22.6726	13	\$18.5351	\$23.6560	4.3%	11	\$18.8147	\$24.0129	1.5%	9	\$19.0015	\$24.2513	1.0%
Aquatics Pool Manager	PT9	9	\$19.1857	\$24.4865	15	\$19.6639	\$25.0967	2.5%	13	\$19.9605	\$25.4752	1.5%	11	\$20.1586	\$25.7280	1.0%
Recreation Leader III	PT9	9	\$19.1857	\$24.4865	15	\$19.6639	\$25.0967	2.5%	13	\$19.9605	\$25.4752	1.5%	11	\$20.1586	\$25.7280	1.0%
Parking Enforcement Officer	PT11	11	\$22.3783	\$28.5608	21	\$23.4797	\$29.9667	4.9%	19	\$23.8339	\$30.4188	1.5%	17	\$24.0705	\$30.7207	1.0%
Administrative Secretary	PT12	12	\$24.6518	\$31.4628	23	\$24.9096	\$31.7917	1.0%	21	\$25.2854	\$32.2713	1.5%	19	\$25.5364	\$32.5916	1.0%

\* Number of range steps reduced for cells shaded in green