

CITY OF SAN CARLOS

MANAGEMENT GROUP

Salary and Benefit Resolution

July 1, 2023

To

June 30, 2026

MANAGEMENT GROUP

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CITY OF SAN CARLOS
MANAGEMENT GROUP
Salary and Benefit Resolution

This RESOLUTION modifies the existing terms of employment for the Management Group. The Management Group is comprised of at-will employees and is not formally recognized by the City as an organized employee unit. The members of the Management Group have been consulted in the development of these terms, and it is the Council’s desire to adopt the revised terms as documented below.

1. SALARIES

Salaries are paid bi-weekly. The salary rates for all classifications listed on Appendix A, attached hereto.

1.1 Salary Rates

The salary range for each classification shall be as specified in the attached Appendix “A” and shall take effect the first pay period in July 2023, July 2024 and July 2025.

The salary rates for all classifications are set forth in Appendix “A”. For the pay period beginning July 3, 2023, the applicable base wage rate increases for a cost-of-living adjustment are:

<u>Classification</u>	<u>Percentage Increase</u>
All Classifications	5%

For the pay period beginning July1, 2024, the applicable base wage rate increases for a cost-of-living adjustment are:

<u>Classification</u>	<u>Percentage Increase</u>
All Classifications	3%

For the pay period beginning July 14, 2025, the applicable base wage rate increases for a cost-of-living adjustment are:

<u>Classification</u>	<u>Percentage Increase</u>
All Classifications	3%

All increases or decreases in compensation shall take effect at the start of the first pay period following the date of the increase or decrease.

1.2 **Equity Adjustments**

Effective each year beginning on the first pay period of July 2023 – July 2025, some positions are eligible for equity adjustments based on a market comparables in the following agencies:

Burlingame, Cupertino, Foster City, Fremont, Hayward, Menlo Park, Milpitas, Mountain View, Palo Alto, Redwood City, San Mateo, Santa Clara, Sunnyvale, and Union City.

All adjustments have been incorporated into the monthly Salary Schedule as shown in Appendix A.

2. **OVERTIME**

Members of the Management Group are exempt from overtime compensation. When a member of the Management Group has an absence from work for less than a full day, this time shall not be charged to their leave balances.

3. **PAY FOR TEMPORARY APPOINTMENT TO A HIGHER CLASSIFICATION**

When an employee has been appointed temporarily to perform the work of a position having a different classification either within or outside of the employee group and being paid at a higher rate, and if he/she has worked in such classification for five (5), but less than thirty (30) consecutive workdays, he/she shall be entitled to payment at five percent (5%) above his/her regular pay. For temporary assignments greater than 30 days, the City Manager can approve the salary rate within existing range of the new classification. Payment shall commence with the first (1st) workday of the temporary assignment and shall continue, including holidays, during the period of temporary assignment. Such appointment shall be in writing by the Department Head and approved by the City Manager or his designated representative.

4. **ADMINISTRATIVE LEAVE**

Members of the Management Group receive eighty (80) hours of Administrative Leave each January 1. Administrative Leave shall be prorated for new hires based on the date of hire during a calendar year. Administrative leave must be used within the calendar year or else it is lost.

5. **HOLIDAYS**

Regular full-time employees in established positions shall be entitled to take all authorized holidays at full pay, not to exceed eight (8) hours for any one (1) day, provided they are in a pay status on both their regularly scheduled workdays immediately preceding and following the holiday.

(1)	January 1	(New Year's Day)
(2)	Third Monday in January	(Martin Luther King, Jr. Day)
(3)	Third Monday in February	(President's Day)
(4)	Last Monday in May	(Memorial Day)
(5)	June 19	(Juneteenth)
(6)	July 4	(Independence Day)

(7)	First Monday in September	(Labor Day)
(8)	November 11	(Veterans Day)
(9)	Fourth Thursday in November	(Thanksgiving Day)
(10)	Fourth Friday in November	(Day after Thanksgiving)
(11)	December 25	(Christmas Day)

6. VACATION

6.1 Entitlement

All employees who hold full-time positions are entitled to twelve (12) working days' vacation pay upon successful completion of their first year of continuous service. In addition, the vacation accrual rate for employees in the Management Group will be based on prior service in CalPERS agencies. Employees who have related public service experience with non-CalPERS member agencies (e.g., STRS, or equivalent) which have reciprocal agreements with CalPERS may be considered for this benefit. Employees may take accrued vacation after the completion of six (6) months' service. After the first year, employees shall accrue vacation according to the following schedule:

<u>Length of Service</u>	<u>Vacation Accrual Rate</u>
1st year to 4 years	12 days (96 working hours/3.694 hours bi-weekly)
After 4 years to 11 years	16 days (128 working hours/4.924 hours bi-weekly)
After 11 years	17 days (136 working hours/5.231 hours bi-weekly)
After 12 years	18 days (144 working hours/5.54 hours bi-weekly)
After 13 years	19 days (152 working hours/5.847 hours bi-weekly)
After 14 years to 16 years	21 days (168 working hours/6.462 hours bi-weekly)
After 16 years	22 days (176 working hours/6.77 hours bi-weekly)
After 17 years	23 days (184 working hours/7.077 hours/bi-weekly)
After 18 years	24 days (192 working hours/7.385 hours/bi-weekly)
After 19 years	25 days (200 working hours/7.70 hours/bi-weekly)

In addition to the above, Management Group employees shall be granted twenty-four (24) hours of float time each year at a time agreeable to the Department Head or City Manager. Such time shall be arranged at least two (2) weeks in advance of the day(s) desired by mutual agreement with the Department Head or City Manager. This amount will be pro-rated for new employees hired during the year. Float time must be used within the calendar year or else it is lost.

6.2 Vacation Accrual

No Management Group employee shall be allowed to have an accumulation of more than two (2) years' vacation accrual to his or her credit at any one time. The City Manager may grant an exception to this policy. Effective July 1, 2021, the applicable accumulation ceiling will be lifted, and any vacation accrued in excess of the maximum allowed on or after that date shall be liquidated by monetary payment every year through payroll during the month of October. With the City Manager approval, employees may request the liquidation of their vacation accrued in excess of two (2) years prior to October.

6.3 Vacation Cash Out

An employee may make an irrevocable election to sell back to the City forty (40) hours in a calendar year of accumulated vacation at the employee's base rate of pay.

Sell back requests must be received by Payroll no later than December 31 for the following calendar year's elections. Elected hours not requested for distribution (sell back) by December 1 will be automatically distributed in the next pay period (sell back cannot be more than the hours available at time of distribution).

6.4 Holiday Closures

The City Manager may designate up to five (5) specific work days in each calendar year between Christmas Eve and New Year's Day during which employees may be required to take time off, charged to leave without pay, the employee's accumulated vacation, administrative leave, or a combination thereof, as determined by the affected employee. The days must be consecutive for the employee but may differ between employees. Employees who do not have sufficient accumulated time off in their account to cover the required time off may request, and will be granted, sufficient advance on their vacation accrual to cover the uncovered balance. This advance will be recovered with the next vacation accruals earned by the employee. Time off work under this provision shall not be deemed a layoff.

7. SICK LEAVE

7.1 Accrual

Employees shall accrue sick leave credit at the rate of eight (8) hours per month. Unused sick leave may be accrued without limit. The City's PERS contract provides the option of allowing employees service credit for accrued sick leave for employees who retire with a PERS retirement benefit.

7.2 Sick Leave Reinstatement

In accordance with State law, if an employee is rehired within one year from the date of separation, the previously accrued and unused sick hours shall be reinstated. The City will not reinstate any accrued paid time off that was paid out at the time of termination, resignation, or retirement.

7.3 Family Sick Leave

The care of the employee's ill or injured immediate family member as defined in Bereavement Leave) to a maximum of half of the employee's annual sick leave accrual (48 hours a year). Such leave is charged against an employee's accrued sick credit.

7.4 Bereavement Leave

In case of death within the immediate family of an employee, such employee shall be entitled to remain absent from duty with pay in order to attend the funeral or memorial service for a maximum 3 workdays.

If the funeral or memorial services are outside the state of California, the employee will be allowed up to two (2) additional workdays of leave with pay.

Employees who qualify for three (3) paid workdays above may request up to an additional two (2) workdays for bereavement purposes. The additional time may be paid utilizing available vacation, sick or compensatory time or taken unpaid at the employee's discretion.

All paid and unpaid bereavement leave must be taken within three calendar months of the date of death.

For the purpose of this Section, immediate family is defined as husband, wife, domestic partner as defined by the State of California, father, mother, grandfather, grandmother, sister, brother, son, daughter, grandchild, mother-in-law, father-in-law, stepchild, stepmother, stepfather, or such person who has served in the place of the employee's parent. Such leave shall not be charged against the employee's sick leave accrual.

7.5 Family Care Leave and Pregnancy Disability Leave

Family Care Leave and Pregnancy Disability Leave are granted to an employee in accordance with the Federal and State law as adopted in the City's Family Care Leave Policy and Pregnancy Disability Leave Policy.

8. JURY DUTY

A Management Group employee summoned to jury duty may be absent from duty with full pay; provided, however, the employee must remit to the City, through the City Manager, within fifteen (15) days after receipt, all fees received except those specifically allowed for mileage and expenses.

9. BENEFITS

9.1 Health Plan Contributions for Active Employees

The City shall contribute the CalPERS (PEMHCA) minimum amount required by law for each active employee enrolled in a CalPERS health plan. Any remaining premium shall be paid by the employee either through the section 125 Plan (described below) or payroll deduction or a combination thereof.

9.2 Section 125 Flex Plan Contribution

- A. The City will continue to provide a Flexible Benefits plan, subject to the requirements and availability of Internal Revenue Code Section 125, allowing employees to use pre-tax compensation for PEMHCA medical premiums, eligible dependent care expenses, eligible uninsured medical expenses, or a combination thereof.
- B. Effective January 1, 2023, the City contributes each month up to the amounts listed below, based on the employee's level of medical plan enrollment, to each active employee's Section 125 Plan account.

Level of Medical Plan Enrollment	Amount of Monthly City Contribution
No Plan (opt out) *	\$1,011.51
Employee Only	\$1,011.51
Employee + One	\$1,721.99
Employee + Two or more	\$2,080.64

*An employee may elect to opt out of medical insurance coverage only in accordance with sub-Section 9.3 below. The amount shown in this table is the amount resulting from such election.

- C. Any amount remaining after the employee has designated the portions of his or her Section 125 plan contribution amount for the purposes described in paragraph A above will be deemed forfeited.
- D. Procedures for the administration of the Section 125 Plan shall be determined by the City. The City shall assume the administrative cost for the Plan.
- E. Effective January 1, 2024, the City's Section 125 contribution amounts will reflect a percentage portion of the average January 1, 2023 combined percentage premium increase at all levels of plan enrollment for the City's current miscellaneous employee PEMHCA plans (offered within San Mateo County) that exceeds two percent (2%).
- F. Effective January 1, 2025, the City's Section 125 contribution amounts will reflect a percentage portion of the average January 1, 2024 combined percentage premium increase at all levels of plan enrollment for the City's current miscellaneous employee PEMHCA plans (offered within San Mateo County) that exceeds two percent (2%).
- G. Effective January 1, 2026, the City's Section 125 contribution amounts will reflect a percentage portion of the average January 1, 2025, combined percentage premium increase at all levels of plan enrollment for the City's current miscellaneous employee PEMHCA plans (offered within San Mateo County) that exceeds two percent (2%).

9.3 Alternate Medical Benefit Program

Eligible employees who are covered by health insurance through their spouse or other source with benefits comparable to those provided through City sponsored plans may waive coverage under the City sponsored plans. The employee shall sign a waiver form provided by the Human Resources Department. The City will pay such employee(s) an amount equal to the monthly employee only contribution to the Section 125 plan pursuant to section 9.2 above each month thereafter that the employee continues to receive health insurance through their spouse or other source.

The employee must understand that re-enrollment in the City sponsored CalPERS Plan is subject to the limitations/exclusions/time period instituted by CalPERS. Employees are

eligible to re-enroll during the CalPERS open enrollment period. Upon the effective date of the re-enrollment, payments pursuant to this subsection 9.3 cease.

9.4 Retiree Health Plan Contributions

The City shall contribute the minimum amount required by law toward the monthly premium for hospital and medical care under the CalPERS (PEMHCA) Health Plan for individuals who retire from the City through CalPERS.

If a full-time Management Employee has worked for the City of San Carlos a minimum of ten (10) years of total continuous city service and retires with a PERS retirement, the City will allow the retiree only to stay on the City's dental and vision insurance plans provided the employee pays the full premium(s) plus a two percent (2%) administration fee. This option must be exercised at the time of retirement.

9.5 Longevity Recognition Program

- A. Employees hired by the City before January 1, 2009, who retire from the City through CalPERS who have completed at least ten (10) years of total continuous City service immediately preceding such retirement shall be eligible for a monthly payment in the amount equal to the monthly employee only contribution to the Section 125 plan pursuant to section 9.2 following retirement and continuing until the employee's death. This amount shall increase by the same percentages and at the same times as the City's Section 125 Plan contribution increases for active employees selecting employee-only medical coverage.
- B. Employees hired on or after January 1, 2009, will not be eligible for longevity pay.

9.6 Dental Plan

The City shall provide a Dental Plan for eligible employees and their dependents and shall pay a maximum monthly amount of up to one hundred seventy-five Dollars (\$175.00). Effective July 1, 2015, the annual maximum reimbursement for dental expenses per fiscal year per covered participant will increase from \$1,500 to \$2,000. During the life of this agreement the City may select and implement a substitute plan(s). Any cost for the current or a substitute plan not paid by the City will be paid by the employee through payroll deduction.

9.7 Vision Care Plan

The City agrees to contribute up to thirty dollars (\$30.00) per month per employee in the Management Unit towards the cost of a vision plan covering the employee only. Such plan shall include annual frames, lenses, and examinations.

Effective January 1, 2016, employees will be permitted to enroll their dependents in the Vision Care Plan. The entire premium for the dependent coverage will be paid by the employee by payroll deduction at their own expense at the applicable two-party or family rate then in effect minus the City's contribution for the employee's coverage.

9.8 Long-Term Disability

The City shall continue to provide long-term disability insurance for employees in the Management Unit; the waiting period for long-term disability benefits shall be forty-five (45) days. The Long-Term Disability premium is taxed to allow the long-term disability payment to be issued on a tax-free basis.

9.9 Life Insurance

The City shall provide for each eligible employee life insurance in the amount of Two Hundred Thousand Dollars (\$200,000). The premium for the amount over \$50,000 is subject to Federal and State taxes.

9.10 California State Disability Insurance & Paid Family Leave

The Management Group participates in the California State Disability Insurance and Paid Family Leave programs. All costs for this program are paid by the employee. The City deducts the premiums from the paychecks of employees and forward payment to the State.

9.11 State Paid Leave Integration:

- A. State Disability Insurance (SDI) and Paid Family Leave (PFL) integration will be made only when the employee is off work and meets the State's eligibility requirements.
- B. Integration will be made with accrued and unused sick leave first, and then, after exhaustion of all accrued sick leave or eligible family sick, at the employee's request, accrued and unused vacation leave, float, and/or accumulated Compensatory Time Off (CTO) will be used.
- C. The City will project the amount of SDI/PFL benefit to be received by an eligible employee for the purpose of integration, and the employee will provide the City with evidence of the SDI/PFL benefit received.
- D. An employee who does not wish to file for SDI/PFL, however, shall notify payroll and no such integration shall be made.

9.12 Commuter Benefits

Employees can elect to designate a portion of salary before taxes (pretax income) to pay for qualified transit, vanpooling, or parking expenses (up to the IRS allowable monthly maximum). The City will also contribute up to \$225 per year per employee toward a commuter benefit program which would also be subject to the IRS allowable maximums. Such program for qualifying commuter expenses will be established by the City after the adoption of this Salary and Benefit Resolution.

10. RETIREMENT

For employees hired before March 16, 2009, the City provides the PERS 2.7 % @ 55 retirement benefit formula with the PERS single highest year final compensation average, conversation of unused sick leave to PERS service credit and Industrial Disability.

For employees hired on March 16, 2009, through April 22, 2012, the City provides the PERS 2.5% @ 55 retirement benefit formula with the PERS single highest year final compensation average, conversion of unused sick leave to PERS service credit and Industrial Disability.

For employees hired on April 23, 2012, through December 31, 2012, or “classic” CalPERS members, as defined by CalPERS, the City provides the PERS 2.0% @ 55 retirement benefit formula with the average of the three highest year’s compensation as the basis for calculating the pension, conversion of unused sick leave to PERS credit and Industrial Disability.

For employees hired on or after January 1, 2013, and are “new” CalPERS members, as defined by CalPERS, the City will provide the PERS 2.0% @ 62 retirement benefit formula with the average of the three highest years compensation as the basis for calculating the pension, conversion of unused sick leave to PERS credit and Industrial Disability.

The City will continue to offer the voluntary salary reduction option offered by Section 414(h)(2) of the Internal Revenue Service Code and the Public Employees Retirement System.

10.1 Retirement Notice

Employees shall submit a notice of retirement in writing as far in advance as possible. Employees should submit a written letter to the City Manager at least 180 days before their anticipated last day of work. If less than 180 days’ notice is given and no extenuating circumstances prevented the employees from give the required notice, employees will not be allowed to run out their accrued vacation time prior to retirement.

10.2 Deferred Compensation 457 Plan Match

The City shall provide a contribution to an employee's deferred compensation account in an amount equal to the employee's contribution at a ratio of 1:1, to a maximum of four hundred dollars (\$400.00) per month. This shall not imply any City endorsement or responsibility for the performance of any deferred compensation account or instrument selected by the employee.

11. MILEAGE REIMBURSEMENT

For employees who do not receive an auto allowance, the City agrees to reimburse employees for mileage driven in their personal vehicles while conducting City business at the rate specified by the Internal Revenue Service. Claims for such reimbursement must be submitted monthly on the proper City form and approved by the City before payment can be made.

12. FLEXIBLE BENEFIT PLAN

The City will continue to implement the provisions of the Internal Revenue Code Section 125 Plan, allowing employees to use pre-tax compensation for dependent care expenses, medical premiums and excess medical expenses subject to the provisions of the Internal Revenue Code. Participation is through the Direct Reimbursement Plan.

13. TUITION REIMBURSEMENT

In accordance with the City's policy, Management employees are eligible to participate in the City's tuition reimbursement program which provides for reimbursement of up to Three Thousand Dollars (\$3,000) per employee per year of expenses incurred in job-related educational programs which are approved by the City Manager.

14. MONTHLY AUTO ALLOWANCE

The following Management Group employees shall receive monthly auto allowances of Two Hundred Fifty Dollars (\$250):

Administrative Services Director
Assistant City Manager
Building Official
City Engineer
Community Development Director
Director of Community Relations/City Clerk
Economic Development & Housing Manager
Parks and Recreation Director
Public Works Director

15. SEVERANCE PAY FOR MANAGEMENT GROUP

Under City Ordinance 1460 all employees of the Management Group are at-will employees. Where termination of a Management Group employee is not for cause, the Management Group employee shall receive a severance benefit, subject to the conditions below:

1. The severance benefit shall consist of six (6) months' salary of the Management Group employee's base salary.
2. The severance benefit shall be payable in full by the City to the Management Group employee after seven (7) calendar days of employee signing a full general release of all claims to include a mutual non-disparagement clause.
3. The severance benefit shall be applicable to the Management Unit employee only after one (1) year of employment with the City.

16. VOLUNTARY REDUCTION IN TIME/SALARY (RIT) PROGRAM

An employee may, upon the approval of the City Manager, reduce his or her work hours on a temporary basis with a corresponding reduction in salary while maintaining benefits at the full-time rate. Any impact to PERS service credit is determined by PERS. An employee may reinstate to full-time status if approved by the City Manager.

It is mutually recommended that the provisions shown above be made applicable on the dates indicated for those employees represented by the Management Group.

CITY OF SAN CARLOS

Dated: September 14, 2023 _____

By:  _____
Jeff Maltbie, City Manager

CITY OF SAN CARLOS
MANAGEMENT GROUP
Monthly Salary Schedule

APPENDIX A

Effective July 3, 2023

Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Services Director	\$17,576	\$18,456	\$19,380	\$20,348	\$21,368
Assistant City Manager	\$18,740	\$19,678	\$20,663	\$21,694	\$22,780
Assistant Community Development Director	\$14,970	\$15,718	\$16,504	\$17,329	\$18,196
Assistant Building Official	\$11,709	\$12,294	\$12,909	\$13,554	\$14,232
Building Official	\$13,207	\$13,868	\$14,560	\$15,290	\$16,054
Community Relations Director/City Clerk	\$12,028	\$12,629	\$13,263	\$13,924	\$14,620
City Engineer	\$15,216	\$15,977	\$16,777	\$17,615	\$18,496
Communications Manager	\$11,036	\$11,588	\$12,167	\$12,775	\$13,414
Community Development Director	\$17,772	\$18,661	\$19,595	\$20,572	\$21,602
Economic Development & Housing Manager	\$12,777	\$13,415	\$14,084	\$14,790	\$15,528
Economic Development Coordinator	\$10,036	\$10,537	\$11,063	\$11,616	\$12,198
Financial Services Manager	\$13,464	\$14,138	\$14,844	\$15,586	\$16,367
Human Resources Manager	\$13,369	\$14,037	\$14,738	\$15,474	\$16,249
Information Technology Manager	\$13,087	\$13,741	\$14,426	\$15,149	\$15,906
Parks & Recreation Director	\$17,114	\$17,970	\$18,868	\$19,810	\$20,801
Planning Manager	\$13,477	\$14,143	\$14,842	\$15,575	\$16,346
Principal Engineer	\$13,005	\$13,654	\$14,337	\$15,055	\$15,808
Principal Planner	\$12,215	\$12,825	\$13,468	\$14,142	\$14,850
Public Works Director	\$18,435	\$19,359	\$20,326	\$21,342	\$22,410
Public Works Superintendent	\$12,809	\$13,449	\$14,121	\$14,827	\$15,568
Recreation Manager	\$11,716	\$12,302	\$12,917	\$13,563	\$14,241
Senior Accountant	\$10,161	\$10,670	\$11,203	\$11,761	\$12,350
Senior Building Inspector	\$9,929	\$10,426	\$10,947	\$11,494	\$12,069
Senior Engineer	\$13,005	\$13,654	\$14,337	\$15,055	\$15,808
Senior Management Analyst	\$10,184	\$10,693	\$11,227	\$11,790	\$12,377
Senior Planner	\$10,394	\$10,912	\$11,459	\$12,032	\$12,633
Senior Sustainability Analyst	\$9,972	\$10,471	\$10,994	\$11,545	\$12,120
Senior Traffic Engineer	\$13,005	\$13,654	\$14,337	\$15,055	\$15,808

*Actual salary may be at or below this maximum at the discretion of the City Manager

CITY OF SAN CARLOS
MANAGEMENT GROUP
Monthly Salary Schedule

APPENDIX A

Effective July 1, 2024

Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Services Director	\$19,282	\$20,248	\$21,262	\$22,324	\$23,442
Assistant Building Official	\$12,060	\$12,663	\$13,296	\$13,961	\$14,659
Assistant City Manager	\$20,582	\$21,612	\$22,694	\$23,826	\$25,019
Assistant Community Development Director	\$16,108	\$16,913	\$17,759	\$18,647	\$19,580
Building Official	\$14,374	\$15,093	\$15,846	\$16,640	\$17,472
City Engineer	\$16,125	\$16,931	\$17,779	\$18,667	\$19,601
Communications Manager	\$11,812	\$12,403	\$13,023	\$13,673	\$14,358
Community Development Director	\$19,171	\$20,130	\$21,137	\$22,192	\$23,303
Director of Community Relations/City Clerk	\$13,169	\$13,827	\$14,521	\$15,244	\$16,007
Economic Development & Housing Manager	\$13,697	\$14,382	\$15,099	\$15,856	\$16,646
Economic Development Coordinator	\$10,411	\$10,930	\$11,476	\$12,050	\$12,654
Financial Services Manager	\$14,307	\$15,023	\$15,774	\$16,562	\$17,392
Human Resources Manager	\$14,264	\$14,977	\$15,724	\$16,510	\$17,337
Information Technology Manager	\$13,958	\$14,655	\$15,386	\$16,157	\$16,964
Parks & Recreation Director	\$18,165	\$19,073	\$20,027	\$21,026	\$22,079
Planning Manager	\$14,254	\$14,958	\$15,698	\$16,473	\$17,289
Principal Engineer	\$13,441	\$14,112	\$14,818	\$15,560	\$16,339
Principal Planner	\$12,730	\$13,365	\$14,035	\$14,738	\$15,476
Public Works Director	\$19,500	\$20,477	\$21,501	\$22,575	\$23,704
Public Works Superintendent	\$13,466	\$14,139	\$14,845	\$15,588	\$16,367
Recreation Manager	\$12,122	\$12,728	\$13,364	\$14,033	\$14,735
Senior Accountant	\$10,619	\$11,150	\$11,708	\$12,291	\$12,907
Senior Building Inspector	\$10,542	\$11,069	\$11,622	\$12,204	\$12,814
Senior Engineer	\$13,441	\$14,112	\$14,818	\$15,560	\$16,339
Senior Management Analyst	\$11,063	\$11,616	\$12,197	\$12,808	\$13,446
Senior Planner	\$10,975	\$11,522	\$12,100	\$12,704	\$13,339
Senior Sustainability Analyst	\$10,608	\$11,138	\$11,695	\$12,281	\$12,893
Senior Traffic Engineer	\$13,441	\$14,112	\$14,818	\$15,560	\$16,339

*Actual salary may be at or below this maximum at the discretion of the City Manager

CITY OF SAN CARLOS
MANAGEMENT GROUP
Monthly Salary Schedule

APPENDIX A

Effective July 14, 2025

Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Services Director	\$21,154	\$22,214	\$23,326	\$24,491	\$25,718
Assistant Building Official	\$12,422	\$13,043	\$13,695	\$14,380	\$15,098
Assistant City Manager	\$22,605	\$23,737	\$24,924	\$26,168	\$27,478
Assistant Community Development Director	\$17,333	\$18,199	\$19,110	\$20,065	\$21,068
Building Official	\$15,644	\$16,426	\$17,246	\$18,110	\$19,015
City Engineer	\$17,087	\$17,942	\$18,840	\$19,781	\$20,771
Communications Manager	\$12,643	\$13,275	\$13,939	\$14,635	\$15,368
Community Development Director	\$20,680	\$21,715	\$22,801	\$23,938	\$25,137
Director of Community Relations/City Clerk	\$14,418	\$15,139	\$15,898	\$16,690	\$17,525
Economic Development & Housing Manager	\$14,683	\$15,417	\$16,186	\$16,998	\$17,845
Economic Development Coordinator	\$10,800	\$11,339	\$11,905	\$12,500	\$13,126
Financial Services Manager	\$15,203	\$15,964	\$16,762	\$17,599	\$18,481
Human Resources Manager	\$15,219	\$15,979	\$16,777	\$17,615	\$18,498
Information Technology Manager	\$14,886	\$15,630	\$16,410	\$17,232	\$18,093
Parks & Recreation Director	\$19,281	\$20,245	\$21,257	\$22,318	\$23,435
Planning Manager	\$15,076	\$15,821	\$16,603	\$17,423	\$18,286
Principal Engineer	\$13,892	\$14,586	\$15,316	\$16,082	\$16,887
Principal Planner	\$13,266	\$13,929	\$14,627	\$15,359	\$16,128
Public Works Director	\$20,627	\$21,660	\$22,743	\$23,880	\$25,074
Public Works Superintendent	\$14,157	\$14,864	\$15,607	\$16,387	\$17,206
Recreation Manager	\$12,543	\$13,169	\$13,828	\$14,520	\$15,246
Senior Accountant	\$11,097	\$11,653	\$12,236	\$12,845	\$13,489
Senior Building Inspector	\$11,192	\$11,752	\$12,339	\$12,956	\$13,604
Senior Engineer	\$13,892	\$14,586	\$15,316	\$16,082	\$16,887
Senior Management Analyst	\$12,018	\$12,619	\$13,250	\$13,914	\$14,607
Senior Planner	\$11,588	\$12,166	\$12,776	\$13,414	\$14,085
Senior Sustainability Analyst	\$11,285	\$11,849	\$12,441	\$13,065	\$13,716
Senior Traffic Engineer	\$13,892	\$14,586	\$15,316	\$16,082	\$16,887

*Actual salary may be at or below this maximum at the discretion of the City Manager