



**DRAFT – Meeting Minutes Excerpt  
February 12, 2018  
4:00 p.m.**

**Committee Members Present:**

Council Member Teresa O'Neill (Chair)  
Vice Mayor Kathy Watanabe

**Staff:**

City Manager, Deanna J. Santana  
City Attorney, Brian Doyle  
Chief Operating Officer, Walter C. Rossmann  
Acting City Clerk, Jennifer Yamaguma  
Director of Human Resources, Liz Brown  
Office Specialist to the City Council, Genevieve Yip

**5. Approve Revisions to Sections in the Personnel & Salary Resolution, Eliminate the Control Point Salary Structure for Unclassified Employees and to Authorize the City Manager to Hire Candidates Above the Entry-Level Salary**

The Director of Human Resources presented a revised Personnel & Salary Resolution to the Committee. The Director of Human Resources reported that hires above Step 1 for classified employees or above 100% of Control Point for unclassified employees require Council approval and may result in hiring delays due to agenda processing and losing qualified candidates. Following the City Council's direction at the Council Operational and Strategic Priority Setting Retreat held on January 19-20, 2018, to streamline administrative processes and to promote efficient use of resources, the revised Personnel & Salary Resolution was updated to revise the term "Control Point" to "Salary Range" and to authorize the City Manager to hire employees above the entry-level salary. The Director of Human Resources noted that staff surveyed local jurisdictions and that the City Managers of those agencies have the authority to hire employees at top Steps for both classified and unclassified employees, thus resulting in quicker recruitments. The City Manager acknowledged that qualified candidates may have multiple offers and the City would need to streamline the process to bring in qualified candidates into the organization; the City Manager also noted that the revised Personnel & Salary Resolution is a streamlining opportunity that is in alignment with the City Charter and removes the City Council from an action that borders Councilmanic interference. The City Attorney noted that civil service systems work on the basis of merit and void any participation by elected officials. Deborah Bress made general comments regarding the history of the control point salary structure. It was moved by Chair O'Neill, seconded by Vice Mayor Watanabe, and unanimously carried, that the Committee approve (1) the amendment of Section 9 (b) of the Personnel and Salary Resolution to eliminate the control point salary structure and establish a salary range for Unclassified Employees and (2) the amendment of Section 12 of the Personnel and Salary Resolution to authorize the City Manager to hire Classified and Unclassified employees above the entry level salary.