



## Office of the City Administrator

Michael Jordan, City Administrator



Date: October 4, 2024

To: Tracy Warren, Interim Human Resource Director  
Lori Bocker, Council Operations Manager  
Risa Williams, Classification, Compensation and Pay Equity Manager  
Kim Epling, Senior HR Project Analyst, Charter Transition

Cc: Sara Morrissey, Deputy City Administrator, City Operations  
Ron Zito, Interim Human Resources Deputy Director  
Tate White, Strategic Project Manager, Charter Transition  
Benjamin Smith, Business Operations Manager

From: Michael Jordan, City Administrator

Subject: Pay Determination for Council and Mayor staff

This memo is in response to Classification and Compensations recommendation for equitable pay practices for elected support positions under the new mayor-council form of government. Class Comp considered two different options that will mitigate the City's risk by remaining compliant with Pay Equity requirements.

The first option was to provide a single rate of pay for all incumbents in a specific classification. A **flat rate** would be determined in advance to offer anyone who occupies a position in the respective classification.

The second option considered was a **review of pay equity** which requires Class Comp to evaluate the experience of each candidate to determine a rate of pay that is comparable to others in the same classification with similar levels of experience. This approach would require Class Comp to receive a candidate's resume and then perform an experience analysis to determine a rate of pay in accordance with pay equity for each job offer.

### Final Decision

After thoughtful consideration of the recommendations presented by Class Comp, effective December 1, 2024, elected staff will be presented a flat rate of pay at the top of the Compensation Scale for the classifications listed below. No adjustments will be made for those with tenure or experience in the role. While at the top of the pay range, incumbents assigned the positions will not be eligible for Merit Increases however, will receive a yearly Cost of Living Adjustment effective the first of July.

Mayor's Aide - 30004200

Senior Mayor's Aide - 30004103

Mayor's Admin Support Specialist - 30000006 (this is the current Commissioner's Admin Support Specialist classification that will need a name update. Please use the current pay range associated with this position)

Mayor's Chief of Staff - 30000008

Mayor's Deputy Chief of Staff - 30000007 (not part of initial staffing for Fiscal Year 2024-2025)

Council Aide – 30004201 (not part of initial staffing for Fiscal Year 2024-2025)

Senior Council Aide - 30004202