



CITY COUNCIL

**Darryl Moore**  
Councilmember District 2

CONSENT CALENDAR  
April 18, 2006

To: Honorable Mayor and  
Members of the City Council

From: Darryl Moore, Councilmember District 2

Subject: Salary Equity Study for Legislative Assistants

RECOMMENDATION

Adopt a Resolution to direct the City Manager to conduct a salary equity study for the City Council Legislative Assistants and report the findings to the Council.

FISCAL IMPACTS OF RECOMMENDATION

Unknown at this time. The long-standing City Council policy is to pay employees at the median salary of similar positions in comparable jurisdiction in the metropolitan Bay Area. Typically, City salaries are found to be commensurate with those of other regional jurisdictions; but it is important to conduct periodic review of all classifications in order to verify comparative information.

CURRENT SITUATION AND ITS EFFECTS

It has been some time since the City has evaluated the Legislative Assistant classification. Like all City staff, the Legislative Assistants provide a critical service to the organization and their efforts must be appropriately compensated in comparison with their peers in neighboring jurisdictions. Staff should examine the salary range, qualifications and responsibilities for this job class.

BACKGROUND

The Mayor and Council's Legislative Assistants perform a wide range of staff support, constituent service and analytic activities. Because they are crucial to the effective functioning of the City's elected officials, we must ensure these qualified, diligent staff members are adequately compensated in comparison with their peers in other Bay Area cities.

Currently, the Legislative Assistants work 20 to 40 hours per week within a deep salary range without steps of \$1,964 to \$4,710 per month. Some of the Legislative Assistants receive full fringe benefits and some do not receive fringe benefits.

RATIONALE FOR RECOMMENDATION

It is the City's customary practice to accomplish such studies for all classifications on a regular basis. This job classification has not had a review in some time; therefore, it is wise to proceed as recommended in order to provide equity to those in this position. This study should be reviewed by the Personnel Board once the study is completed.

ALTERNATIVE ACTIONS CONSIDERED

No other options appear appropriate at this time.

CONTACT PERSON

Darryl Moore, Councilmember District 2, 981-7120

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

Salary Equity Study for Legislative Assistants

WHEREAS, Legislative Assistants provide a wide range of staff support, constituent service and analytic activities; and

WHEREAS, because Legislative Assistant are crucial to the effective functioning of the City's elected officials, we must ensure these qualified, diligent staff members are adequately compensated in comparison with their peers in other Bay Area cities.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley directs the City Manager to conduct a salary equity study of the Legislative Assistant classification and report the results of the study to the Personnel Board and the City Council.