



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 18, 2019
TO: Civil Service Commission
FROM: Douglas Edwards, Personnel Director
SUBJECT: Proposed Salary Review Process for Fiscal Year 2021

City Charter Section 130 provides: "It shall be the duty of the Civil Service Commission to prepare and furnish to the Council...a report identifying classifications of employees in the Classified Service which merit special salary consideration because of recruitment or retention problems, changes in duties or responsibilities, or other special factors the Commission deems appropriate."

Attached for your information is the Salary Review Schedule which outlines the key steps and dates to be followed in the upcoming salary review process for Fiscal Year 2021.

As outlined in Attachment 1, the process begins with a letter to departments and recognized employee organizations inviting them to submit salary proposals for the creation of new classifications, deletion of existing classifications, title changes, and special salary adjustments. In September 2019, the Commission will review the proposals submitted and either approve or deny staff's recommendations regarding which salary proposals merit further study. At the October 2019, November 2019, December 2019, February 2020, and March 2020 meetings, staff will report to the Commission their recommendations on those salary proposals approved for study.

So that staff may focus their efforts on those issues relevant to Charter Section 130, proposers will be reminded that they have the burden of proof. They must submit all facts and data in support of their requests. This includes identifying specific duties which have changed; additional knowledge, skills, and abilities required; and specific information and data regarding turnover or recruitment problems which have occurred.

It is imperative that information justifying each request be provided on the Salary Proposal Request Form (Attachment 2). Unless complete and accurate information is provided by proposers at the outset, the Commission will have an insufficient basis for their decisions regarding whether or not staff should study the proposals.