



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 5, 2020

TO: Distribution

FROM: Douglas Edwards, Personnel Director, Personnel Department

SUBJECT: Salary Review Schedule for Fiscal Year 2022

City Charter Section 130 requires the Civil Service Commission to submit an annual report to the City Council identifying classifications in the Classified Service which merit special salary consideration because of significant changes in duties and responsibilities, significant recruitment or retention problems, or other special factors the Commission deems appropriate. The Commission also has the responsibility for the creation of new classifications, deletion of unnecessary classifications, or changes in classification titles.

Please assist in this review process by distributing copies of this memo to all individuals who may be submitting salary proposals on behalf of your department or for classifications you represent. Proposals may be submitted on the following salary-related issues: creation of new classifications; deletion of classifications; changes in classification titles; and special salary adjustments for classifications because of significant changes in duties and responsibilities, inappropriate salary differentials between classifications, or situations where you have experienced operational difficulties because of major recruitment or retention problems.

As in past years, we are requesting your help in screening requests to ensure they have merit. A separate "Salary Proposal Request Form" (attached) must be completed for each proposal. **Proposers have the burden of proof; therefore, each proposal should include as much detailed and specific documentation as possible to ensure that the issues raised are addressed, and the request is adequately supported.**

Also attached is a schedule of the key steps and dates in the Commission's salary review process for Fiscal Year 2022. The Commission is scheduled to provide departments and employee organizations an opportunity to present information in support of their proposals on Thursday, September 3, 2020. This information will be used as the basis upon which the Commission will determine whether staff should be directed to study the issue and make recommendations on the proposal. Salary proposals not reviewed and approved for study by the Commission at this meeting will not be considered for Fiscal Year 2022.

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To ensure that your salary proposals are placed on the agenda for the September meeting, they must be received by the Personnel Department no later than **Monday, July 13, 2020**. However, all proposals from Mayoral departments must be submitted to the Human Resources Department, no later than Monday, July 6, 2020.

Thank you for your assistance.



Douglas Edwards
Personnel Director

Attachments: 1. Salary Review Schedule
2. Salary Proposal Request Form

Distribution:

All Department Heads
American Federation of State, County and Municipal Employees (AFSME) Local 127
International Association of Fire Fighters (IAFF) Local 145
San Diego Municipal Employees Association (MEA)
San Diego Police Officer's Association (SDPOA)
California Teamsters Local 911

cc: Assistant Department Heads