



STAFF REPORT – CITY COUNCIL MEETING

TO: Honorable Mayor and City Council Members

FROM: Keira Vink, Human Resources and Administrative Services Director

PREPARER: Keira Vink, Human Resources and Administrative Services Director

DATE: August 6, 2025

TITLE: **Adopt Resolution No. 256-06 Amending Class and Pay for International Union of Operating Engineers Local No. 3 Represented Employees Including a Salary Band Increase for Geographic Information Systems Coordinator; and Authorize Mayor to Execute Documents.**

RECOMMENDATION:

It is recommended that the Council adopt Resolution No. 256-06 amending the classification and pay for employees represented by Operating Engineers Local 3 (OE3) to include a five (5%) percent increase in the salary band for the Geographic Information System (GIS) Coordinator; and authorize the Mayor to execute all applicable documents.

INTRODUCTION:

While the City of Arcata Personnel Rules and Regulations (PR&R) grant authority to the City Manager to adopt changes to the City's Classification Plan (i.e. job descriptions), Chapter IV, Section 2, of the PR&R requires amendments or revisions to the Compensation Plan be adopted by resolution of the City Council.

DISCUSSION:

On June 18, 2025, the position of Geographic Information Systems (GIS) Specialist was added to the Environmental Services Department with the purpose of focusing on the mapping and inventory of the City's utility assets and infrastructure. The City Council of the City of Arcata approved the salary of the GIS Specialist position on June 30, 2025, at a City Council meeting. It was decided by Environmental Services and Information Technology management that the Geographic Information Systems (GIS) Coordinator position would serve as the best supervisor for the new GIS Specialist position. As such, the salaries of both positions were reviewed in a salary comparison with like positions from like jurisdictions. Based on the analysis of the survey it was determined that the GIS Coordinator position warranted a five percent salary increase to place the position on the salary scale ten percent above the GIS Specialist salary band.

BUDGET/FISCAL IMPACT:

The 2025/2026 Approved Budget for the Environmental Services Department will absorb the salary increase with no additional funding needed for this request.

RECOMMENDED COUNCIL ACTION

Motion to adopt Resolution No. 256-06, A Resolution of the City Council of the City of Arcata amending the Class and Pay for employees represented by International Union of Operating Engineers Local No. 3 [Reflecting a five percent (5%) increase to the GIS Coordinator salary band, effective the first full pay period after Council approval]; and authorize the Mayor to execute all applicable documents. Consent Calendar vote.

ATTACHMENTS:

- A. Resolution No. 256-06 Class and Pay for OE3 Represented Employees