

ATTACHMENT I

SUMMARY OF 2023 COMPREHENSIVE EQUITY STUDY

REASON DESCRIPTIONS

Reasons for recommended adjustment to salary range:

1) External Equity

Based upon a survey of comparable classifications with the City's comparator cities, a change in salary allocation is recommended to bring Garden Grove's salary closer to the market median. Salary ranges 10% (or more) below the median are considered to be falling below market. A recommendation to change the salary range would bring the classification closer to the median salary.

2) Internal Alignment (within Job Series)

Classifications are part of a job series and need to maintain appropriate internal alignment, or distance between each classification. In cases of when a benchmark classification was adjusted due to external equity, the whole job series was also studied to maintain salary structure and address compaction issues.

3) Internal Alignment (Comparison Across Series/Departments)

Classifications at a similar level of complexity, responsibility, and supervisory controls, such as senior-level, supervisor, or manager classifications are analyzed to maintain equity between classifications for an agency as a whole. The classification system compares all classifications within a City to maintain organizational balance and equity.

4) Legal Mandate

Under the Fair Labor Standards Act, overtime exempt positions are required to be paid at least a minimum salary amount, which is based upon the State's current minimum wage or California Consumer Price Index. Some classifications require an adjustment to be in compliance with the exemption salary requirements.

5) Industry Standard

It is industry best practice to maintain a certain structure within each job series. There should be a specific range difference between entry, journey, advanced journey, supervisor, manager, and director classifications. Best practice maintains 10% between entry, journey, and advanced-journey level classes; 15% between supervisor and highest-level position supervised; 15%-20% between manager and highest-level position supervised; and 20%-25% between director and highest-level position supervised. Classifications were reviewed using these industry guidelines to correct compaction issues within a job series.

6) Recruitment and Retention

It is important to consider the salary of a classification relative to the difficulty of recruitment and retention. Obviously, salaries significantly lower than the market create serious challenges for recruiting. Some classifications need to be equitable with the private sector, beyond a comparison with the public sector. This is particularly true for full-time classifications that are filled on a part-time basis. Classifications were reviewed in light of the difficulty in recruiting, and what may be necessary to attract candidates and distinguish the City from competitors for entry-level positions.

NC – No Change

ADMINISTRATIVE SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Administrative Aide	E135	NC		
Senior Administrative Aide	E150	NC		
Program Specialist	E150	E160	2, 3	1
Administrative Analyst	M150	M162	1, 4	3
Senior Administrative Analyst	M166	M171	1, 2, 5	6
Senior Program Specialist	M166	M171	2, 5	8
Public Safety Fiscal Analyst	M171	M176	2, 5	1
Principal Administrative Analyst	M186	M191	1, 2, 5	3

All classifications in the Administrative Series were studied, with the following classifications determined to need a range adjustment: Administrative Analyst, Program Specialist, Senior Administrative Analyst, Senior Program Specialist, Public Safety Fiscal Analyst, and Principal Administrative Analyst.

ANIMAL CARE SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Animal Control Officer	E153	NC		
Senior Animal Control Officer	E164	NC		

The benchmark classification of Animal Control Officer was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Animal Care Series.

BUILDING SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Permit Technician	E140	NC		
Code Enforcement Officer	E153	NC		
Senior Code Enforcement Officer	E160	NC		
Plans Examiner	E160	NC		
Building Inspector	E160	NC		
Construction Inspector	E161	NC		
Senior Building Inspector	E170	NC		
Permit Center Supervisor	M174	NC		
Code Enforcement Supervisor	M179	NC		
Supervising Building Inspector	M179	NC		
Plan Check Engineer	E190	NC		

The benchmark classifications of Code Enforcement Officer, Building Inspector, and Building Official were found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Building Series.

CITY MANAGER SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Assistant to City Manager	M186	NC		
Deputy City Manager	C240	NC		
Assistant City Manager	C255	NC		
City Manager	C900	NC		

The benchmark classification of Deputy City Manager was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the City Manager Series.

CLERICAL SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Clerical Assistant	E108	NC		
Office Assistant	E113	NC		
Senior Office Assistant	E123	NC		
Principal Office Assistant	E133	NC		
Department. Secretary	E143	NC		
Administrative Secretary	M162	NC		
Deputy City Clerk	M157	NC		
City Clerk	M199	M204	1, 3	1

The benchmark classifications of Office Assistant and Department Secretary were found to be within an appropriate range of the median of Garden Grove's comparator cities.

The City Clerk classification is well below the median and was determined to need a range adjustment.

COMMUNITY SERVICES SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Sr. Recreation Specialist	E101	NC		
Community Service Coordinator	E130	NC		
Assist. Community Svc. Supervisor	E150	NC		
Cable Production Coordinator	E150	NC		
Cable Production Supervisor	M166	NC		
Community Services Supervisor	M176	NC		

The benchmark classification of Community Services Coordinator was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Community Services Series.

The Cable Production classifications do not have any comparable classifications.

CUSTODIAL & BUILDING MAINTENANCE SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Custodian	U108	NC		
Maintenance Repair Helper	U122	NC		
Maintenance Repair Worker	U138	NC		
Public Works Foreman	M155	NC		
Custodial Supervisor	M160	NC		
Public Works Supervisor	M176	NC		

The benchmark classifications of Custodian and Maintenance Repair Worker were found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Custodial & Building Maintenance Series.

ECONOMIC DEVELOPMENT SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Economic Development Specialist	E150	NC		
Senior Economic Development Specialist	E162	NC		
Real Property Agent	E162	NC		
Senior Real Property Agent	M173	NC		
Project Planner	M186	NC		
Senior Project Planner	M194	NC		
Real Property Manager	M199	NC		
Economic Development Manager	M215	NC		
Economic Development Director	C245	NC		

The benchmark classifications of Economic Development Specialist, Senior Real Property Agent, Project Planner, and Economic Development Manager were found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Economic Development Series.

ENGINEERING SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Traffic Signal Electrician	U143	U149	1	1
Senior Traffic Signal Electrician	U163	NC		
Engineering Technician	E149	NC		
Senior Engineering Technician	E159	NC		
Principal Engineering Technician	E169	NC		
Assistant Engineer	E175	NC		
Associate Engineer	E195	NC		
Project Engineer	M204	NC		
Traffic Engineer	M211	NC		
Senior Civil Engineer	M211	NC		

Both classifications in the Traffic Signal Series were studied, with the Traffic Signal Electrician classification determined to need a range adjustment.

The benchmark classifications of Associate Engineer, Traffic Engineer, and Senior Civil Engineer were found to be within an appropriate range of the median of Garden Grove's comparator cities. No range adjustments are recommended for the Engineering Series.

ENVIRONMENTAL SERVICES SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Environmental Services Specialist	E143	NC		
Senior Environmental Services Specialist	E153	NC		
Environmental Services Manager	M204	NC		

The benchmark classification of Environmental Services Specialist was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Environmental Services Series.

FINANCE SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Account Specialist	E112	NC		
Sr. Account Specialist	E122	NC		
Prin. Account Specialist	E132	NC		
Business Tax Inspector	E143	NC		
Insurance Program Coordinator	E150	NC		
Accounting Technician	E152	NC		
Accountant	E160	NC		
Business Tax Supervisor	M166	NC		
Utilities Revenue Supervisor	M166	NC		
Chief of Collections	M171	NC		
Risk Management Supervisor	M171	NC		
Payroll Supervisor	M171	NC		
Sr. Accountant	E171	NC		
Accounting Supervisor	M176	NC		
Principal Accountant	M186	NC		

The benchmark classifications of Senior Account Specialist, Accountant, and Principal Accountant were found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Finance Series.

HOUSING SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Eligibility Technician	E128	NC		
Housing Assistant	E135	NC		
Housing Specialist	E140	NC		
Senior Housing Specialist	E150	NC		
Housing Supervisor	M171	NC		

The benchmark classification of Housing Specialist was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Housing Series.

HUMAN RESOURCES SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Human Resources Analyst	M150	M162	1, 3, 4	2
Senior Human Resources Analyst	M166	M171	1, 2, 3, 5	1
Benefits Supervisor	M171	M176	2, 5	0
Principal Human Resources Analyst	M186	M191	1, 2, 3, 5	2
Human Resources Manager	M199	M204	1, 2, 5	0

Classifications in the Human Resources Series were studied, with the following classifications determined to need a range adjustment: Human Resources Analyst, Senior Human Resources Analyst, Benefits Supervisor, Principal Human Resources Analyst, and Human Resources Manager.

The Benefits Supervisor classification does not have any comparable classifications.

INFORMATION TECHNOLOGY SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Information Technology Technician	E149	NC		
Senior Information Technology Technician	E159	NC		
GIS Coordinator	E174	NC		
Webmaster	E174	NC		
Information Technology Programmer	E179	NC		
Network Administrator	E179	NC		
Senior Information Technology Analyst	M194	NC		

The benchmark classifications of Information Technology Technician, Network Administrator, and Senior Information Technology Analyst were found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Information Technology Series.

PARK MAINTENANCE SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Public Works Trainee	U089	U106	6	5
Utility Worker	U112	NC		
Park Maintenance Worker	U127	NC		
Senior Park Maintenance Worker	U137	NC		
Public Works Technician	E145	NC		
Public Works Foreman	M155	NC		
Public Works Supervisor	M076	NC		

The benchmark classification of Park Maintenance Worker was studied and found to be within an appropriate range of the median of Garden Grove's comparator cities.

The classification of Public Works Trainee is recommended for a range adjustment for recruitment and retention purposes.

PLANNING SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Assistant Planner	E150	NC		
Associate Planner	E161	NC		
Planner	E174	NC		
Senior Planner	M194	NC		

The benchmark classification of Planner was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Planner Series.

POLICE - SWORN

POA and Police Management have full equity studies on all classifications done regularly with negotiation process for their MOUs with the City. It is not necessary to include Sworn in this current study.

POLICE – NON-SWORN SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Police Records Specialist	E125	NC		
Community Service Officer	E131	NC		
Sr. Community Service Officer	E136	NC		
Police Records Shift Supervisor	E140	NC		
Public Safety Dispatcher	E150	NC		
Special Officer	E157	NC		
Communications Shift Supervisor	E160	NC		
Police Services Supervisor	M166	NC		
Public Safety Fiscal Analyst	M171	M176	2, 5	N/A
Jailer/Fleet Supervisor	M171	NC		
Police Records Manager	M186	M191	3	1
Police Communications Manager	M186	M191	3	1
Emergency Operations Coordinator	M186	NC		
Emergency Operations Manager	M194	NC		

The benchmark classifications of Records Specialist, Community Service Officer, and Public Safety Dispatcher were found to be within an appropriate range of the median of Garden Grove’s comparator cities.

The classifications of Public Safety Fiscal Analyst, Police Records Manager, and Police Communications Manager were found to need a range adjustment.

Emergency Operations Coordinator and Manager are new classifications and an appropriate range was determined at creation.

PURCHASING SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Stock Clerk	E112	NC		
Storekeeper	E135	NC		
Assistant Buyer	E134	NC		
Buyer	E154	NC		
Purchasing Agent	M191	NC		

The benchmark classification of Buyer was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Purchasing Series.

REPROGRAPHICS SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Reprographics Equipment Operator	E109	NC		
Word Processing Operator	E113	NC		
Graphics Assistant	E115	NC		
Senior Word Processing Operator	E123	NC		
Senior Reprographics Equipment Operator	E135	NC		
Graphics Designer	E135	NC		

The benchmark classification of Reprographics Equipment Operator was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Reprographics Series.

SEWER MAINTENANCE SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Utility Worker	U112	NC		
Sewer Maintenance Worker	U132	NC		
Senior Sewer Maintenance Worker	U137	NC		
Sewer Pump Station Electrician	U146	NC		
Public Works Foreman	M155	NC		
Public Works Supervisor	M176	NC		

The benchmark classification of Sewer Maintenance Worker was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Sewer Maintenance Series.

STREET MAINTENANCE SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Public Works Trainee	U089	U106	6	1
Utility Worker	U112	NC		
Street Maintenance Worker	U132	NC		
Senior Street Maintenance Worker	U137	NC		
Heavy Equipment Operator	U141	NC		
Public Works Technician	E145	NC		
Public Works Foreman	M155	NC		
Public Works Supervisor	M176	NC		

The benchmark classification of Street Maintenance Worker was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Street Maintenance Series.

The classification of Public Works Trainee is recommended for a range adjustment for recruitment and retention purposes.

PARKING CONTROL SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Parking Control Specialist	U111.8	U103	5, 6	7

The classification of Parking Control Specialist was found to need a range adjustment.

VEHICLE MAINTENANCE SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Public Works Trainee	U089	U106	6	1
Equipment Service Worker	U117	NC		
Small Engines Mechanic	U127	NC		
Equipment Mechanic	U141	NC		
Public Works Supervisor	M176	NC		

The benchmark classification of Equipment Mechanic was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Vehicle Maintenance Series.

The classification of Public Works Trainee is recommended for a range adjustment for recruitment and retention purposes.

WATER SERVICES SERIES

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Public Works Trainee	U089	U106	6	0
Utility Worker	U112	NC		
Water Service Worker	U132	NC		
Water Customer Service Worker	U138	NC		
Water Production Operator	U142	NC		
Public Works Technician	E145	NC		
Water Production Mechanic	U147	NC		
Senior Water Service Worker	U146	NC		
Water Quality Technician	E150	NC		
Senior Water Production Operator	U157	NC		
Water Production Electrician	U163	NC		
Senior Water Quality Technician	E165	NC		
Public Works Foreman	M155	NC		
Public Works Supervisor	M176	NC		

The benchmark classification of Water Service Worker was found to be within an appropriate range of the median of Garden Grove's comparator cities.

No range adjustments are recommended for the Water Services Series.

The classification of Public Works Trainee is recommended for a range adjustment for recruitment and retention purposes.

MANAGERS

Class Title	Current Range	Proposed Range	Reason	# of Incumbents
Accounting Manager	M194	NC		
Budget Manager	M194	NC		
Revenue Manager	M194	NC		
Real Property Manager	M199	NC		
City Clerk	M199	M204	1, 3	N/A
Human Resources Manager	M199	M204	1	0
Environmental Services Manager	M204	NC		
Finance Manager	M204	NC		
Division Manager	M204	NC		
Building Official	M215	NC		
Economic Development Manager	M215	NC		
Planning Services Manager	M215	NC		
Water Services Manager	M215	NC		
Information Technology Manager	M220	NC		
City Engineer	M224	NC		
Deputy Director	M215	M225	2, 3, 5	0

All classifications in the Managers Series were studied, with the City Clerk, Human Resources Manager, and Deputy Director classifications determined to need a range adjustment.