



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 01/19/2021

ITEM NO: 2

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DATE: January 13, 2021  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve an Amendment to the Temporary Classification Plan to Comply with the California Minimum Wage Increase Effective January 1, 2021 and Add the Confidential Classification of Legal Administrative Assistant

**RECOMMENDATION:**

Approve an amendment to the Temporary classification plan (Attachment 1) to comply with the California minimum wage increase effective January 1, 2021 and add the Confidential classification of Legal Administrative Assistant (Attachment 2).

**BACKGROUND:**

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) require that amendments and revisions to the classification plan are effective upon approval by Town Council. The Town's classification plan is represented in each of the six separate employee group salary schedules. The California Public Employees' Retirement System that administers the Town's employee pension plan and health plan benefits, also require that salary schedule changes be formally adopted by an agency's governing body. In most cases, changes are typically presented to Council for approval as part of the formal budget adoption or through the labor negotiations process.

In 2016, the California Governor amended the State's minimum wage orders to increase the minimum wage rate one dollar each year beginning on January 1, 2017 and continuing through January 1, 2022 until reaching the minimum wage rate goal of \$15.00 per hour. The new minimum wage rate effective January 1, 2021 is \$14.00 per hour. The Town currently has several temporary/hourly classifications listed on the Salary Schedule for Temporary Classifications that have minimum rates of pay below \$14.00 per hour.

**PREPARED BY:** Lisa Velasco  
Human Resources Director

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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BACKGROUND (continued):

The Deputy Town Attorney classification became vacant in December 2020. As a result of the vacancy, the Town Attorney's Office reassessed the body of work within the Department to determine if a Deputy Town Attorney classification is the best suited to complete the various projects and tasks that are not an efficient use of the Town Attorney's time or expertise.

DISCUSSION:

The Salary Schedule for Temporary Classifications contains four classifications that have a minimum rate of pay that is less than \$14.00 per hour: Clerical Aide Temp/Hourly, Facility Attendant Temp/Hourly, Library Page Temp/Hourly, and Ticket Booth Attendant. One employee is assigned to the Facility Attendant classification and nine employees are assigned to the Library Page classification. Currently, there are not any employees assigned to the Clerical Aide or Ticket Booth Attendant classifications. To remain in compliance with the State's minimum wage order, staff recommends increasing the Step 1 rate for the four classifications to \$14.00 per hour and maintaining the five percent (5%) differential between steps one through six.

The outcome of the recent evaluation of duties in the Town Attorney's Office determined that reinstating the classification of Legal Administrative Assistant is appropriate to address the current and anticipated future needs within the Department. The Town previously used the structure of a Town Attorney and Legal Administrative Assistant prior to the creation of the Deputy Town Attorney classification in 2013. If approved, the Confidential classification of Legal Administrative Assistant will be placed in a lower salary range than the current Management Deputy Town Attorney classification. The salary savings resulting from the change would allow the replacement of the vacant part-time Deputy Town Attorney position with a full-time Legal Administrative Assistant position.

CONCLUSION:

As a result of the State's hourly minimum wage increase to \$14.00 effective January 1, 2021, staff recommends an amendment to the temporary classification plan for those classifications that have a minimum hourly rate of pay less than \$14.00. Staff also recommends that the Confidential classification plan be amended to add Legal Administrative Assistant and the Management classification plan be amended to remove Deputy Town Clerk (Attachment 3).

FISCAL IMPACT:

The annual fiscal impact related to the minimum wage increase is anticipated to be minimal (less than \$3,500) and will be absorbed in the FY 2020/21 operating budget.

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SUBJECT: Approve Amendments to the Classification Plans

DATE: January 13, 2021

FISCAL IMPACT (continued):

The annual fiscal impact related to the addition of a full-time Legal Administrative Assistant and the deletion of a part-time Deputy Town Clerk classification results in an anticipated budget savings of \$17,790.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Temporary Classifications Salary Schedule
2. Confidential Classifications Salary Schedule
3. Town Council and Management Classifications Salary Schedule