



STAFF REPORT

AGENDA NO: 9f

MEETING DATE: July 7, 2025

To: Honorable Mayor and City Council

Date: July 7, 2025

From: Maria Saguisag-Sid, Human Resources Director – (650) 558-7209

Subject: Adoption of a Resolution Authorizing New Job Classifications and Approving the City of Burlingame Pay Rates and Ranges (Salary Schedule)

RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving the new job classifications and salary ranges for the Building Division Supervisor, Deputy City Manager, Geographic Information Systems Coordinator, and Information Technology Manager positions, and approve the City of Burlingame pay rates and ranges for merit employees (salary schedule).

BACKGROUND

At the May 21, 2025, Budget Study Session, staff presented recommendations for position adjustments and changes. Included in these recommendations were four new job classifications.

1. Building Division Supervisor: The new Community Development Director has evaluated the makeup of the department and sees the need to create more organizational structure in the Building Division with the creation of the Building Division Supervisor.
2. Deputy City Manager: This job classification was recommended to more appropriately define the position's responsibilities and authority of the existing Assistant to the City Manager, whose duties have grown and will develop into more project and program oversight, such as the City Hall project, grant opportunities, City communications, webmaster, and department budget support.
3. Geographic Information Systems (GIS) Coordinator: Over the past year, the Public Works Department has had failed attempts to recruit a Management Analyst with experience in GIS, which is a key skill needed in the division. The department is requesting this new job classification to be able to recruit for the more specialized expertise of a GIS expert.
4. Information Technology (IT) Manager: The IT Manager will oversee monitoring and evaluating the quality of service received from Eaton and other contractors, maintain the inventory of hardware and software currently in use, manage those assets on a citywide basis to reduce duplication in purchasing across the organization, and keep the organization up to date on technology to promote better efficiency across the organization.

On June 16, 2025, the City Council approved the City's budget for Fiscal Year 2025-2026, which included these new job classifications (Resolution No. 067-2025).

DISCUSSION

Staff is proposing the following amendments to the classification plan.

1. Adoption of the new Building Division Supervisor job classification. This position will be assigned to the Burlingame Association of Middle Managers Unit. The proposed salary is below.

BUILDING DIVISION SUPERVISOR	ANNUAL	\$135,217.61	\$141,898.09	\$148,615.28	\$156,500.52	\$164,385.78
	MONTHLY	\$11,268.13	\$11,824.84	\$12,384.61	\$13,041.71	\$13,698.82
	BI-WEEKLY	\$5,200.68	\$5,457.62	\$5,715.97	\$6,019.25	\$6,322.53
	HOURLY RATE	\$65.0085	\$68.2203	\$71.4496	\$75.2406	\$79.0316

2. Adoption of the new Deputy City Manager job classification. This will be an unrepresented position and will be included with the Compensation and Benefits plan for Department Heads and Unrepresented Employees. The proposed salary is listed below.

DEPUTY CITY MANAGER	ANNUAL	\$150,710.48	\$158,257.17	\$166,173.60	\$174,422.84	\$183,190.56
	MONTHLY	\$12,559.21	\$13,188.10	\$13,847.80	\$14,535.24	\$15,265.88
	BI-WEEKLY	\$5,796.56	\$6,086.81	\$6,391.29	\$6,708.57	\$7,045.79
	HOURLY RATE	\$72.4570	\$76.0851	\$79.8911	\$83.8571	\$88.0724

3. Adoption of the new Geographic Information Systems Coordinator job classification. This position will be assigned to the AFSCME Local 829 Administrative Unit. The proposed salary is listed below.

GIS COORDINATOR	ANNUAL	\$102,566.78	\$107,964.79	\$113,647.25	\$119,628.66	\$125,924.91
	MONTHLY	\$8,547.23	\$8,997.07	\$9,470.60	\$9,969.06	\$10,493.74
	BI-WEEKLY	\$3,944.88	\$4,152.49	\$4,371.05	\$4,601.10	\$4,843.27
	HOURLY RATE	\$49.3110	\$51.9061	\$54.6381	\$57.5138	\$60.5409

4. Adoption of the new Information Technology (IT) Manager job classification. This will be an unrepresented position and will be included with the Compensation and Benefits plan for Department Heads and Unrepresented Employees. The proposed salary is listed below.

INFORMATION TECHNOLOGY MANAGER	ANNUAL	\$164,540.49	\$172,767.52	\$181,405.90	\$190,476.19	\$200,000.00
	MONTHLY	\$13,711.71	\$14,397.29	\$15,117.16	\$15,873.02	\$16,666.67
	BI-WEEKLY	\$6,328.48	\$6,644.90	\$6,977.15	\$7,326.01	\$7,692.31
	HOURLY RATE	\$79.1060	\$83.0613	\$87.2144	\$91.5751	\$96.1539

These new job classifications require the City Council to authorize a new salary schedule that, once approved, will be made available to the public via the City of Burlingame website. The recommended new salary schedule that includes the proposed salaries is attached. Upon adoption of these job classifications and the revised salary schedule, staff will move forward to fill these positions.

FISCAL IMPACT

Salary and related benefit costs were included in the budget approved at the June 16, 2025, City Council meeting, so there is no additional fiscal impact.

Exhibits:

- Resolution
- Salary Schedule
- Building Division Supervisor Job Classification
- Deputy City Manager Job Classification
- Geographic Information Systems Coordinator Job Classification
- Information Technology Manager Job Classification