



STAFF REPORT

AGENDA NO: 9b

MEETING DATE: July 6, 2026

To: Honorable Mayor and City Council

Date: July 6, 2026

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

Subject: Adoption of a Resolution Authorizing New and Amended 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: 1) the new job classifications and salary ranges for the Assistant Community Development Director, Assistant Public Works Director - Operations, Deputy Recreation Director, Police Evidence and Property Clerk, and Senior Information Technology (IT) Analyst positions; 2) the amended job classification of Human Resources Analyst; and 3) the City of Burlingame pay rates and ranges for merit employees (salary schedule).

BACKGROUND

New Classifications

At its June 15, 2026, meeting, the City Council adopted resolutions approving personnel and classification changes (Resolution No. 090-2026) and the 2026-2027 operating budget (Resolution No. 091-2026) Included in those resolutions were the following position adjustment and changes, including new positions.

1. Assistant Community Development Director: With the recent retirement of the Planning Manager, the Community Development Director has recommended creating an Assistant Community Development Director position to provide essential leadership support to manage key initiatives, particularly in long-range planning, housing, and economic development. This new position will assume oversight of the Planning Division and support the Housing and Economic Development projects as needed.
2. Assistant Public Works Director - Operations: The reclassification of the Deputy Public Works Director to Assistant Public Works Director will more accurately reflect the position's newly added responsibilities and accountability. In addition to overseeing core operational divisions, the incumbent will assume expanded responsibility for oversight of the City's wastewater treatment plant contract operator. This added responsibility increases both the technical complexity, staff oversight, and organizational risk profile of the position.

3. Deputy Recreation Director: This is a staffing recommendation to provide equity within the Parks and Recreation Department staff. The duties of the current Recreation Manager have grown to be more in line with those of the Parks Superintendent in terms of responsibilities, day-to-day operations, and personnel oversight. The title of Deputy Recreation Director will more accurately reflect the role’s responsibilities.

4. Police Property & Evidence Clerk: This position is key to properly handling and managing property and evidence within the Police Department, as well as training new employees with the proper chain-of-custody protocol. This position will also continue to perform essential Police Clerk I/II duties to assist the public with requests and inquiries on a regular basis to maintain the service level expected of the division.

5. Senior IT Analyst: During FY 2025-26, the Council approved a full-time IT Manager position to improve on-site support, oversee the quality of services provided by the current IT Managed Services Provider and other contractors, and keep the City updated on technology to promote greater efficiency across the organization. As part of the City’s long-term IT initiative, the Finance/IT Department is creating a Senior IT Analyst to continue internal IT support and promote better internal oversight of the City’s systems.

Revised Classification

The Human Resources Department is composed of four positions: the Human Resources Director, the Senior Human Resources Analyst, the Human Resources Analyst II, and the Human Resources Technician. The Senior Human Resources Analyst, which was created in 2023, is commonly recognized as the journey-level position with similar Human Resources departments across comparable public agencies. Recently, the Human Resources Analyst II departed the organization for a promotional opportunity with a neighboring agency. As the Human Resources Analyst II is considered the entry-level position within the current structure, staff is recommending dropping the “II” suffix, making the job classification title Human Resources Analyst. The job classification has also been updated to represent current responsibilities expected of the position.

DISCUSSION

Staff is proposing the following amendments to the classification plan and salary schedule.

1. Adoption of the new Assistant Community Development Director: This position will be an unrepresented management position and will be included with the Compensation and Benefits Plan for Department Heads and Unrepresented Employees. The proposed salary is below.

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR	ANNUAL	\$176,169.55	\$185,016.56	\$194,227.48	\$204,002.97	\$214,102.02
	MONTHLY	\$14,680.80	\$15,418.05	\$16,185.62	\$17,000.25	\$17,841.84
	BI-WEEKLY	\$6,775.75	\$7,116.02	\$7,470.29	\$7,846.27	\$8,234.69
	HOURLY RATE	\$84.6969	\$88.9503	\$93.3786	\$98.0784	\$102.9336

2. Adoption of the new Assistant Public Works Director – Operations: This position will be an unrepresented management position and will be included with the Compensation and Benefits Plan for Department Heads and Unrepresented Employees. The proposed salary is below.

ASST. DIRECTOR OF PUBLIC WORKS OPERATIONS	ANNUAL	\$192,441.59	\$202,136.96	\$211,870.63	\$222,719.99	\$233,877.19
	MONTHLY	\$16,036.80	\$16,844.75	\$17,655.89	\$18,560.00	\$19,489.77
	BI-WEEKLY	\$7,401.60	\$7,774.50	\$8,148.87	\$8,566.15	\$8,995.28
	HOURLY RATE	\$92.5200	\$97.1813	\$101.8609	\$107.0769	\$112.4410

3. Adoption of the new Deputy Recreation Director job classification: This position will be an unrepresented management position and will be included with the Compensation and Benefits Plan for Department Heads and Unrepresented Employees. The proposed salary is below.

DEPUTY RECREATION DIRECTOR	ANNUAL	\$145,581.76	\$153,122.23	\$160,586.31	\$168,703.98	\$177,437.33
	MONTHLY	\$12,131.81	\$12,760.19	\$13,382.19	\$14,058.67	\$14,786.44
	BI-WEEKLY	\$5,599.30	\$5,889.32	\$6,176.40	\$6,488.61	\$6,824.51
	HOURLY RATE	\$69.9913	\$73.6165	\$77.2050	\$81.1076	\$85.3064

4. Adoption of the new Police Property & Evidence Clerk job classification: This position will be assigned to the AFSCME Local 829 Administrative Unit. The proposed salary is below.

POLICE PROPERTY AND EVIDENCE CLERK	ANNUAL	\$81,485.29	\$85,559.55	\$89,837.53	\$94,329.41	\$99,045.88
	MONTHLY	\$6,790.44	\$7,129.96	\$7,486.46	\$7,860.78	\$8,253.82
	BI-WEEKLY	\$3,134.05	\$3,290.75	\$3,455.29	\$3,628.05	\$3,809.46
	HOURLY RATE	\$39.1756	\$41.1344	\$43.1911	\$45.3507	\$47.6182

5. Adoption of the new Senior Information Technology Analyst job classification: This position will be an unrepresented management position and will be included with the Compensation and Benefits Plan for Department Heads and Unrepresented Employees. The proposed salary is below.

SENIOR INFORMATION TECHNOLOGY ANALYST	ANNUAL	\$127,919.79	\$134,315.79	\$141,031.49	\$148,083.10	\$155,487.28
	MONTHLY	\$10,659.98	\$11,192.98	\$11,752.62	\$12,340.26	\$12,957.27
	BI-WEEKLY	\$4,919.99	\$5,165.99	\$5,424.29	\$5,695.50	\$5,980.28
	HOURLY RATE	\$61.4999	\$64.5749	\$67.8036	\$71.1938	\$74.7535

6. Adoption of the amended Human Resources Analyst II position, retitled as Human Resources Analyst: The position is currently included in the Compensation and Benefits Plan for Department Heads and Unrepresented Employees. There is no change to the salary for this position.

HUMAN RESOURCES ANALYST	ANNUAL	\$115,611.04	\$121,420.77	\$127,230.18	\$133,731.98	\$140,464.96
	MONTHLY	\$9,634.25	\$10,118.40	\$10,602.52	\$11,144.33	\$11,705.41
	BI-WEEKLY	\$4,446.58	\$4,670.03	\$4,893.47	\$5,143.54	\$5,402.50
	HOURLY RATE	\$55.5823	\$58.3754	\$61.1684	\$64.2943	\$67.5313

Approval of these new job classifications also requires 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 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 15, 2026, City Council meeting, so there is no additional fiscal impact.

Exhibits:

- Resolution
- Salary Schedule – Merit Classifications
- Assistant Community Development Director Job Classification
- Assistant Public Works Director Operations Job Classification
- Deputy Recreation Director Job Classification
- Police Property & Evidence Clerk Job Classification
- Senior Information Technology Analyst Job Classification
- Human Resources Analyst Job Classification