



Agenda Report

Fullerton City Council

MEETING DATE: NOVEMBER 18, 2025

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: LAURA GIANNETTI-MERCER, ACTING HUMAN
RESOURCES DIRECTOR

PREPARED BY: LAURA GIANNETTI-MERCER, ACTING HUMAN
RESOURCES DIRECTOR
APRIL THOMPSON, HUMAN RESOURCES/RISK
MANAGEMENT ANALYST II

SUBJECT: CLASSIFICATION PLAN UPDATE RELATING TO
CERTAIN NON-REGULAR POSITIONS AND THE 2026
MINIMUM WAGE INCREASE

SUMMARY

Proposed amendment to the City of Fullerton's Personnel Classification Plan revising the classification specifications for Community Services Leader Series, Community Services Specialist Series, Administrative Intern Series, Parks Planning Intern Series, Planning/Engineering Intern Series and Library Page.

In addition, this item will also update hourly rates for non-regular employees in compliance with minimum wage requirements under State Labor Code, Division 2, Part 4, Chapter 1, Section 1182.12(c).

PROPOSED MOTION

Adopt Resolution No. 2025-XXX.

RESOLUTION NO. 2025-XXX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING, UPDATING AND DELETING CERTAIN CLASSIFICATION SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2025-049 APPENDIX A, NON-REGULAR EMPLOYEE SCHEDULE OF HOURLY PAY RATES AND ALLOCATION OF CLASSES TO SALARY RANGES

ALTERNATIVE OPTIONS

- Approve the Proposed Motion
- Do not approve the Proposed Motion

- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

None.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

The estimated cost of proposed changes due to the mandated minimum wage increase totals \$12,236 for the remainder of Fiscal Year (FY) 2025-26. This amount includes the adjustment to wages, as well as any applicable contributions to benefits. The projected impacts by department are:

Parks and Recreation	\$10,157
Library	\$ 1,182
Public Works	\$ 897

Staff factored in minimum wage increases and expenditures are anticipated to remain within the FY 2025-26 Adopted Budget for the affected departments.

BACKGROUND AND DISCUSSION

Non-Regular Classifications

The classifications of Community Services Leader (CSL) Series, Community Services Specialist (CSS) Series, Administrative Intern Series, Parks Planning Intern Series, Planning/Engineering Intern Series and Library Page Series are non-regular (hourly, unbenefited, at-will) classifications assigned to various City departments. Currently, to provide an employee a pay increase they must be advanced to the next level within a series which requires a change in title. For example, a CSL I must become a CSL II to receive an increase of \$0.25.

For ease of administration, Staff proposes altering the structure of each classification from a series to the singular title with pay steps, rather than multiple levels/titles within a series. The number of pay steps will be equal to the number of levels in the series. This proposed structure will reduce the system changes needed within the Human Resources Information System when an employee receives a pay increase, which then reduces the risk for entry errors or payroll issues. Departments will continue to have discretion to make appointments at the appropriate hourly rate based on education and experience as well as advance employees within the pay steps of the classification as appropriate.

In addition to the above changes, for the various intern series, Staff recommends consolidating the three series into one title of Intern. The revised classification

specification continues to reflect the different duties performed based on area of assignment. Departments will continue to have discretion to appoint an intern at the appropriate hourly rate based on education and experience. The differences among the three series have been incorporated into the revised classification specification.

Outdated language has been updated throughout all of the classification specifications.

The classification specification updates will take place and become effective with the minimum wage update in this report.

Minimum Wage

Following the State minimum wage increase to \$15.00 per hour in January of 2022, Labor Code section 1182.12(c) requires that on or before August 1 of each year, the Director of Finance shall calculate the adjusted minimum wage to the lesser of 3.5% or the rate of change, as specified, for the United States Bureau of Labor Statistics non-seasonally adjusted United States Consumer Price Index for Urban Wage Earners and Clerical Workers (U.S. CPI-W). Under this section, the increase effective January 1, 2025, raised the minimum wage to \$16.50 per hour.

This year the Director of Finance has found that the U.S. CPI-W for the 12-month period from July 1, 2024, to June 30, 2025, increased by 2.49% (Attachment 6). This will increase the minimum wage by 2.49% to \$16.90 per hour effective January 1, 2026.

To address the mandated increase, maintain an appropriate differential between specified classifications in the group, and incorporate the classification specification changes in this report, staff recommends the following:

Group A: CalPERS Exempt			
Classification	Current	Proposed	Classification (eff 12/20/25)
CS Leader			
CS Leader I	\$16.50	\$16.90	Step 1
CS Leader II	\$16.75	\$17.15	Step 2
CS Leader-Sr.	\$17.00	\$17.40	Step 3
Library Page			
Library Page I	\$16.50	\$16.90	Step 1
Library Page II	\$17.00	\$17.40	Step 2
CS Specialist			
CS Specialist I	\$17.50	\$17.90	Step 1
CS Specialist II	\$18.00	\$18.40	Step 2
CS Specialist III	\$18.50	\$18.90	Step 3
Intern			
Intern I	\$16.75	\$17.15	Step 1
Intern II	\$18.25	\$18.65	Step 2
Intern III	\$19.75	\$20.15	Step 3

Classification	Current	Proposed	Classification
Laborer	\$16.50	\$16.90	Laborer
Police Cadet	\$16.75	\$17.15	Police Cadet
Sr. Police Cadet	\$18.00	\$18.40	Sr. Police Cadet
Group B: CalPERS			
Classification	Current	Proposed	Classification
Fire Support Aide-Prevent	\$16.75	\$17.15	Fire Support Aide-Prevent
Fire Support Aide-Ops	\$17.75	No change	Fire Support Aide-Ops
Ambulance Operator	\$20.00	No change	Ambulance Operator
Sr. P&R Specialist I		Sr. P&R Specialist I	
Step 1	\$18.75	\$19.15	Step 1
Step 2	\$19.25	\$19.65	Step 2
Step 3	\$19.75	\$20.15	Step 3
Sr. P&R Specialist II		Sr. P&R Specialist II	
Step 1	\$20.25	\$20.65	Step 1
Step 2	\$20.75	\$21.15	Step 2
Step 3	\$21.25	\$21.65	Step 3
Parking Control Aide	\$18.25	\$18.65	Parking Control Aide
Police Comm Aide	\$19.75	\$20.15	Police Comm Aide

Based on current staffing, the estimated fiscal impact for the remainder of FY 2025-26 is \$12,236. Staff factored in minimum wage increases in the FY 2025-26 Adopted Budget and there is no additional fiscal impact to the City. All changes related to this proposed resolution will be effective on December 20, 2025, the beginning of the pay period that covers January 1.

Attachments:

- Attachment 1 – Draft Resolution No. 2025-XXX (Class Plan Update)
- Attachment 2 – Community Services Leader Redline Draft
- Attachment 3 – Community Services Specialist Redline Draft
- Attachment 4 – Library Page Redline Draft
- Attachment 5 – Director of Finance Determination and Certification

cc: Interim City Manager Eddie Manfro