



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 26-1511

Agenda Date: 5/20/2026

Agenda #: 15.

DATE: May 20, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Human Resources Department

TITLE: RECLASSIFICATION OF CITY POSITIONS AND AN UPDATE TO THE CITY OF OCEANSIDE'S SALARY SCHEDULE.

RECOMMENDATION

Staff recommends that the City Council approve the reclassification of the positions of Coastal Zone Administrator, Senior Management Analyst, Housing Program Specialist, and Human Resources Management Analyst and update the City of Oceanside's Salary Schedule accordingly.

BACKGROUND AND ANALYSIS

From time to time, the Human Resources Department is tasked with undertaking classification and compensation studies. At the direction of the City Manager's Office, the following positions have undergone classification and compensation review:

City Manager's Office

Coastal Zone Administrator to Coastal Program Manager

After review of core duties of the Coastal Zone Administrator position in consideration of the significant expansion of duties and supervisory responsibilities that have occurred with the position over the last several years, the City Manager's Office is requesting to reclassify the position to a Coastal Program Manager. This change will be effective upon the adoption and implementation of the FY 26/27 Budget.

Coastal Program Manager							
	Union	WC					
	UMGMT	9410					
SALARY STEP							
	A	B	C	D	E	F	G
Hourly	\$62.32	\$65.44	\$68.72	\$72.15	\$75.76	\$79.54	\$83.52
Monthly	\$10801.27	\$11342.93	\$11910.60	\$12505.13	\$13131.73	\$13786.07	\$14475.93
Annually	\$129615.20	\$136115.20	\$142927.20	\$150061.60	\$157580.80	\$165432.80	\$173711.20

Senior Management Analyst to Communication & Engagement Manager

The core duties of the Senior Management Analyst position assigned to the City Manager’s office have evolved over time. The position has experienced an increased focus on external communications, including the management of the City’s multiple social media channels, newsletters, etc., and legislative advocacy. Due to this change in the position’s focus, the City Manager’s Office is requesting to reclassify the position to Communication & Engagement Manager. This change will be effective upon the adoption and implementation of the FY 26/27 Budget. The pay range is listed below.

Communication & Engagement Manager							
	Union	WC					
	UMGMT	9410					
SALARY STEP							
	A	B	C	D	E	F	G
Hourly	\$54.11	\$56.78	\$59.62	\$62.61	\$65.74	\$69.03	\$72.48
Monthly	\$9379.07	\$9841.87	\$10334.13	\$10852.40	\$11394.93	\$11965.20	\$12563.20
Annually	\$112548.80	\$118102.40	\$124009.60	\$130228.80	\$136739.20	\$143582.40	\$150758.40

Housing & Neighborhood Services

Program Specialist to Community Programs Supervisor

An organizational assessment of the Housing & Neighborhood Services Division was recently conducted by the Matrix Consulting Group. One of the key components noted within the study was the need to restructure management and oversight of the City’s Community Resource Centers. In accordance with the recommendations contained within the study, the City reviewed comparable job classifications. Staff recommends reclassification of the existing Program Specialist position to Community Programs Supervisor. This position would be tasked with supervising the day to day operations of the City’s four Neighborhood Resource Centers, including assigned staff. The change would be effective the first of the pay period following adoption and approval of this item.

Community Programs Supervisor							
	Union	WC					
	MECO	9410					
SALARY STEP							
	A	B	C	D	E	F	G
Hourly	\$34.69	\$36.41	\$38.21	\$40.14	\$42.16	\$44.27	\$46.48
Monthly	\$6012.93	\$6311.07	\$6623.07	\$6957.60	\$7307.73	\$7673.47	\$8056.53
Annually	\$72155.20	\$75732.80	\$79476.80	\$83491.20	\$87692.80	\$92081.60	\$96678.40

Human Resources & Risk Management

Management Analyst to Senior Employee Relations Analyst

In October 2025, a request for a classification study was submitted by an incumbent employee consistent with City policy. The position requested for study was the Management Analyst position allocated to the Human Resources & Risk Management Department. Because the position was internal to the department regularly conducting the compensation studies, an outside firm was hired to conduct the study of the Management Analyst position.

As a result of the study, the position was recommended for reclassification to Senior Employee Relations Analyst. Therefore, the Human Resources Department is requesting to reclassify the Management Analyst position to Senior Employee Relations Analyst effective the first of the pay period following adoption and approval of this item.

Senior Employee Relations Analyst							
	Union	WC					
	UMGMT	9410					
SALARY STEP							
	A	B	C	D	E	F	G
Hourly	\$48.87	\$51.27	\$53.87	\$56.54	\$59.35	\$62.35	\$65.47
Monthly	\$8470.80	\$8886.80	\$9337.47	\$9800.27	\$10287.33	\$10807.33	\$11348.13
Annually	\$101649.60	\$106641.60	\$112049.60	\$117603.20	\$123448.00	\$129688.00	\$136177.60

Position descriptions have been added as attachments to this report.

FISCAL IMPACT

The difference in salary and benefits costs resulting from the reclassified positions is included in the FY 2026-27 and is as follows:

- Coastal Program Manager - \$20,886;*
- Communications & Engagement Manager - \$9,359;*
- Community Programs Supervisor - \$7,743; and,*
- Senior Employee Relations Analyst - \$20,856.*

The total impact of all four reclassifications in ongoing costs to the internal service and general fund accounts is \$58,844 and can be absorbed in the existing budget. These increased costs were included in the budget that was presented at the April budget workshop and are part of the final budget to be adopted in June.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

Does not apply.

Prepared by: Chelsea D. Phebus, Director of Human Resources & Risk Management
Reviewed by: Jill Moya, Financial Services Director
Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Coastal Program Manager
2. Communication & Engagement Manager
3. Communication and Engagement Manager
4. Senior Employee Relations Analyst