



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 25-962

Agenda Date: 9/3/2025

Agenda #: 14.

DATE: September 3, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Human Resources Department

TITLE: **UPDATE TO CITY OF OCEANSIDE SALARY SCHEDULE**

RECOMMENDATION

Staff recommends that the City Council approve and adopt the revised City of Oceanside Salary Schedule and Executive and Senior Management Salary Schedule with the effective dates contained herein.

BACKGROUND AND ANALYSIS

The salary schedule presented for adoption reflects changes that were previously approved by the City Council for various bargaining units and positions within the City, including but not limited to the following:

- Establishing pay bands for the Information Technologies Director position and Assistant Water Director position (approved with the 25/26 Fiscal Year Budget and effective retroactively to July 6, 2025)

Executive and Senior			
Management Salary Schedule			
Effective July 6, 2025			
Ranges Adopted September 03, 2025			
Classification	Monthly Salary Range (not all classifications have a range)		Monthly Auto Allowance
	Low	High	
Information Technologies Director	\$14,870	\$20,822	\$400
Assistant Water Director	\$13,870	\$17,959	\$400

- Reclassification of the Fire Safety Specialist and Fire Plans Examiner classifications to Deputy Fire Marshal I/II (approved August 6, 2025 and effective retroactively to August 31, 2025).

- The establishment of the Compliance Specialist I/II/Senior Series and accompanying pay bands (approved August 6, 2025 and effective retroactively to August 31, 2025).

Additionally, the salary schedule presented for adoption reflects a market-level compensation adjustment for the position of Economic Development Manager effective retroactively to August 31, 2025.

During the City's 2024/2025 annual reclassification request review, the Economic Development Manager position was studied for correctness in both title and pay. Although the results of the study indicated the title was correctly aligned with the job duties, the position was identified as one significantly under market-level compensation for the San Diego County area. The proposed change brings this position into a competitive balance with similarly situated positions in San Diego County; and in alignment with other Division Manager positions within the City of Oceanside. It is as follows and effective August 31, 2025:

Lastly, the updated salary schedule reflects the removal of the Development Services Deputy Director from the Executive Management Salary Schedule effective July 6, 2025.

The Development Services Deputy Director position was reclassified to Development Services Director in 2024 and subsequently remains unutilized and unfunded. Removal of the position from the salary schedule ensures the schedule is accurate and up to date.

The California Code of Regulations (CCR) Section 570.5, outlines the required elements necessary to meet the definition for a publicly available pay schedule as follows:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- (6) Indicates an effective date and date of any revisions;

(7) Is retained by the employer and available for public inspection for not less than five years; and

(8) Does not reference another document in lieu of disclosing the pay rate.

The most recent update to the City of Oceanside Salary Schedule was approved by the City Council during the meeting of June 18, 2025, and retroactively effective as of April 13, 2025.

Updates to the salary schedules may require a separate approval from the Memorandum of Understanding (MOU) and/or Compensation Plan actions taken by the City Council. In addition to complying with the requirements of CCR 570.5, the salary schedules are utilized by CalPERS for the purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1.

FISCAL IMPACT

The adjustment to the Economic Development manager salary will result in an approximate annual increase of \$21,621 to the General Fund personnel costs. Staff recommends City Council approve reallocating \$21,621 from the Professional Services account 310332101.5305 to Personnel account 310332101.5105 to cover this increase on an ongoing basis. This reallocation will offset the cost without increasing the overall General Fund budget. The aforementioned Professional Services account has sufficient funding to cover the increased cost to the General Fund while maintaining all currently planned Professional Services agreements.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

Does not apply.

Prepared by: Chelsea Phebus, Director of Human Resources & Risk Management

Reviewed by: Rob O'Brien, Deputy City Manager

Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Staff Report
2. Salary Schedule - Effective 7/6/2025
3. Salary Schedule - Effective 8/31/2025
4. Executive Management Salary Schedule - Effective 7/6/2025

