

TO: Personnel Board  
FROM: Emaan Abdel-Halim, Human Resources  
DATE: 28 January 2025  
RE: Consultant (Hourly) – Update Pay Rate

The Human Resources Department is requesting the hourly classification of Consultant pay rate range be increased to reflect pay changes since 2018 when the classification was first created. This hourly classification provides agencies with flexibility when covering higher-level vacancies that are not accommodated by the existing hourly pay schedule. The HR Department gets occasional requests to have people fill vacancies at less than half-time to ensure work gets done while a position is being filled or during the transition to a new employee. In situations when the person is working less than half-time, then a provisional appointment would not be appropriate. When we have people who retired come back and provide support during critical times, the hourly Consultant classification is most appropriate as it offers a flexible pay rate which allows us to mirror the hourly rates of higher level professional CG18 classifications. An example of this is at Water Utility, when the retired Water Utility Finance Manager returned to assist with advanced training on year-end closeout procedures.

However, the hourly pay rate for Consultant classification remains at \$25-\$55/hour and has not been adjusted for cost of living adjustments (COLA) and other pay increases realized by other hourly and permanent classifications since 2018. Currently, the hourly salary schedule's highest-compensated classification is the Professional Assistant, which now makes \$28.03 (in 2018 was \$21.43/hour), or approximately \$56,480 annually. This rate now exceeds the low end of the Consultant range and is still significantly less than the entry-level professional salary in CG18/R06 which is about \$71,000 annually (the equivalent of \$35/hour). Additionally, our highest level CG18/R17 professional positions are now at an hourly rate ranging from \$57-68/hour. Updating the pay range to \$30-\$70 per hour for the Consultant classification would allow us to pay professional hourly help at a salary commensurate with the permanent rates for equivalent positions. Lastly, agencies are currently bringing people on as contracted employees to pay them a higher rate, when they really are our employees for the purposes of work assignment.

While this is a broad range for an hourly classification pay rate, the actual hourly rate would be determined with the hiring agency and HR Director (or designee) based on the work assignment and at the time of hire. The HR Director would have the final approval over the hourly rate that is paid. Finally, we request all hourly Consultant positions be eligible to receive the same cost of living adjustments as all other City hourly employees.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2025 Hourly Minimum	2025 Hourly Maximum
17/00	\$30.00	\$70.00

cc: Erin Hillson—HR Director