

RESOLUTION NO. 18-06-13-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ESTABLISHING CLASSES OF REGULAR EMPLOYMENT, SALARY RANGES, AND BENEFITS FOR EMPLOYEES WITH THE CITY AND RESCINDING RESOLUTION NO. 17-06-14-09

WHEREAS, on June 14, 2017, the City Council adopted Resolution No. 17-06-14-09 in which it approved the employee position classification plan, salary ranges and health benefits for all classifications of City employment; and

WHEREAS, pursuant to Chapter 2.04 of the Rancho Santa Margarita Municipal Code, the City Manager is delegated with the authority to administer the City's personnel system and shall recommend to the City Council for approval prior to implementation all personnel policy issues that involve the commitment of financial resources, including pay rates and employee benefit programs, an employee position classification plan and revisions of the plan, as well as a plan of compensation and any revisions thereof covering all classification titles for authorized City positions, which shall become effective upon approval by the City Council; and

WHEREAS, upon recommendation of the City Manager, the City Council now desires to adjust employment classification salary ranges and benefits for employees, and to approve the proposed employee position classification plan, as set forth herein pursuant to City Council Policy No. 3.2; and

WHEREAS, it is the purpose and intent of the City Council to rescind Resolution No. 17-06-14-09 with the adoption of this Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. That the following employment classifications and salary ranges are established:

Executive and Management Classifications

<u>Classification</u>	<u>Monthly Salary Range</u>
Accounting & Budget Supervisor	\$6,407 - \$9,532
Assistant City Engineer	\$8,174 - \$10,939
City Clerk	\$7,415 - \$10,184
City Engineer	\$8,437 - \$11,588
City Manager	Per Contract
Community Services Supervisor	\$4,778 - \$7,170

Development Services Director	\$9,805 - \$14,668
Finance Director	\$10,113 - \$14,613
Human Resources/Risk Management Administrator	\$7,547 - \$10,802
Principal Planner	\$7,520 - \$9,699
Public Works Director/City Engineer	\$10,093 - \$14,585
Public Works Superintendent	\$6,833 - \$9,702

Professional, Technical and Administrative Classifications

<u>Classification</u>	<u>Monthly Salary Range</u>
Accountant	\$4,649 - \$6,577
Account Clerk	\$3,011 - \$4,205
Accounting Technician	\$3,514 - \$4,933
Administrative Assistant	\$3,806 - \$5,312
Associate Engineer	\$6,162 - \$8,765
Associate Planner	\$4,982 - \$7,089
Code Enforcement Officer	\$4,142 - \$5,898
Community Services Coordinator	\$3,815 - \$5,569
Community Services Specialist	\$2,566 - \$3,739
Deputy City Clerk	\$4,201 - \$6,045
Engineering Technician	\$4,552 - \$5,861
Executive Assistant	\$4,728 - \$6,259
Management Aide	\$4,598 - \$6,112
Management Analyst	\$4,905 - \$7,052
Permit Processing Technician	\$3,707 - \$5,349
Principal Engineer	\$7,280 - \$10,191
Records Assistant	\$2,591 - \$3,639
Senior Management Analyst	\$5,685 - \$7,741

Temporary & Seasonal Support Classifications

<u>Classification</u>	<u>Monthly Salary Range</u>
Intern	\$12.00 - \$19.47/hour
Clerk Typist	\$14.41 - \$20.89/hour
Recreation Leader	\$14.00 - \$18.59/hour

SECTION 2. Full-time City employees are provided a monthly allowance in the amount of \$1,571 for the purchase of health benefits through a cafeteria plan as set forth in Section 309 of the City's Personnel Policies and Procedures Manual.

SECTION 3. Authorized City employees are provided a monthly technology stipend in the amount of \$45, \$70, or \$90 as set forth in Administrative Regulation No. 300-4.

SECTION 4. Resolution No. 17-06-14-09 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED THIS 13th DAY OF JUNE, 2018.


MICHAEL VAUGHN, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 13th day of June 2018, by the following vote:

AYES: Council Members Beall, Gamble, McGirr and Mayor Vaughn (4)

NOES: None (0)

ABSTAIN: None (0)

ABSENT: Mayor Pro Tempore Holloway (1)


AMY DIAZ, CITY CLERK