

RESOLUTION NO. 20-06-10-04

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. 19-06-12-07

The City Council of the City of Rancho Santa Margarita, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, on June 12, 2019, the City Council adopted Resolution No. 19-06-12-07 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 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. 19-06-12-07 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	Monthly Salary Range	
Accounting & Budget Supervisor	\$7,641	\$10,240
Assistant City Engineer	\$8,163	\$10,939
City Clerk	\$8,518	\$11,415
City Engineer	\$8,647	\$11,588
City Manager	Per Contract	

Community Services Supervisor	\$5,947	\$7,970
Development Services Director	\$11,847	\$15,876
Finance Director	\$11,822	\$15,842
Human Resources/Risk Management Administrator	\$8,939	\$11,979
Principal Planner	\$7,662	\$10,268
Public Works Director/City Engineer	\$11,072	\$16,358
Public Works Superintendent	\$8,012	\$10,737

Professional, Technical and Administrative Classifications	Monthly Salary Range	
Accountant	\$5,241	\$7,024
Accounting Technician	\$3,985	\$5,340
Administrative Assistant	\$4,328	\$5,800
Associate Engineer	\$6,705	\$8,985
Associate Planner	\$5,966	\$7,995
Code Enforcement Officer	\$4,913	\$6,584
Community Services Coordinator	\$4,480	\$6,003
Community Services Specialist	\$3,013	\$4,038
Deputy City Clerk	\$5,098	\$6,832
Engineering Technician	\$4,733	\$6,343
Executive Assistant	\$5,230	\$7,009
Management Aide	\$4,561	\$6,112
Management Analyst	\$5,711	\$7,653
Permit Processing Technician	\$4,471	\$5,992
Principal Engineer	\$7,784	\$11,501
Records Assistant	\$2,783	\$3,730
Senior Accountant	\$6,175	\$8,275
Senior Management Analyst	\$6,404	\$8,582

Temporary & Seasonal Support Classifications	Hourly Range	
Intern	\$14.24	\$19.08
Office Assistant	\$17.69	\$23.71
Recreation Leader	\$14.00	\$18.03

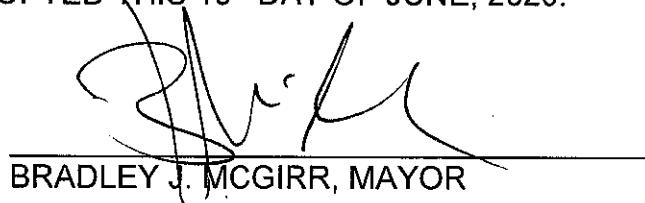
SECTION 2. Full-time City employees are provided a monthly allowance in the amount of \$1,625 for the purchase of health benefits through a cafeteria plan as set forth in Section 309 of the City's Personnel Policies and Procedures Manual.

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. A freeze on merit increases is hereby implemented for all employees, effective July 1, 2020 and shall remain in effect until, June 30, 2021 ("Freeze Period") unless otherwise modified by Resolution of the City Council. After June 30, 2021, no retroactive merit increases will be provided for the Freeze Period, unless otherwise authorized by Resolution of the City Council.

SECTION 5. Resolution No. 19-06-12-07 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED THIS 10th DAY OF JUNE, 2020.



BRADLEY J. MCGIRR, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

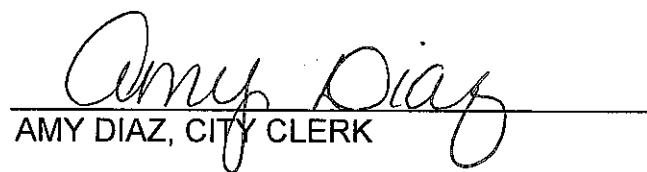
I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 10th day of June 2020, by the following vote:

AYES: Council Members Figueroa, Gamble, Holloway, Mayor Pro Tempore Beall and Mayor McGirr (5)

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)



AMY DIAZ, CITY CLERK