

RESOLUTION NO. 14-02-12-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, RESCINDING RESOLUTION NO. 13-06-12-01, AND ADOPTING AN AMENDED AND RESTATED RESOLUTION ESTABLISHING CLASSES OF REGULAR EMPLOYMENT WITH THE CITY AND SALARY RANGES

WHEREAS, in June 2013, the City Council of the City of Rancho Santa Margarita ("City Council") adopted Resolution No. 13-06-12-01 in which it approved the employee position classification plan and salary ranges 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 staff compensation, to add the Engineering Technician classification, to add the Principal Planner classification, as well as to delete the Planner classification, and to approve an amended and restated employee position classification plan, as set forth herein; and

WHEREAS, it is the purpose and intent of the City Council to amend and restate Resolution No. 13-06-12-01 with the adoption of this Resolution.

NOW, THEREFORE, the City Council of the City of Rancho Santa Margarita, California, does hereby resolve as follows:

Section 1. The following employment classifications and salary ranges are established:

Executive and Management Classifications

| <u>Classification</u> | <u>Monthly Salary Range</u> |
|--------------------------------|-----------------------------|
| Accounting & Budget Supervisor | \$6,220 - \$8,542 |
| Assistant City Engineer | \$7,504 - \$10,305 |
| City Clerk | \$6,719 - \$9,228 |

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|---|---------------------|
| City Engineer | \$8,437 - \$11,588 |
| City Manager | \$13,402 - \$17,869 |
| Community Services Supervisor | \$4,630 - \$6,358 |
| Development Services Director | \$9,321 - \$12,801 |
| Finance Director | \$9,964 - \$13,351 |
| Human Resources/Risk Management Administrator | \$6,216 - \$8,537 |
| Principal Planner | \$6,964 - \$9,068 |
| Public Works Director/City Engineer | \$9,895 - \$13,589 |

Professional, Technical and Administrative Classifications

| <u>Classification</u> | <u>Monthly Salary Range</u> |
|--------------------------------|-----------------------------|
| Accountant | \$4,469 - \$6,137 |
| Account Clerk | \$2,912 - \$3,999 |
| Accounting Technician | \$3,362 - \$4,617 |
| Administrative Secretary | \$3,299 - \$4,531 |
| Associate Planner | \$4,609 - \$6,329 |
| Code Enforcement Officer | \$4,049 - \$5,560 |
| Community Services Coordinator | \$3,722 - \$5,112 |
| Community Services Specialist | \$2,491 - \$3,421 |
| Deputy City Clerk | \$3,994 - \$5,485 |
| Engineering Technician | \$4,552 - \$5,690 |
| Executive Secretary | \$4,010 - \$5,506 |
| Management Analyst | \$4,462 - \$6,127 |
| Permit Processing Technician | \$3,497 - \$4,802 |
| Principal Engineer | \$6,926 - \$9,511 |
| Receptionist/Secretary | \$2,778 - \$3,815 |
| Records Assistant | \$2,425 - \$3,330 |
| Senior Management Analyst | \$5,159 - \$7,084 |

Temporary & Seasonal Support Classifications

| <u>Classification</u> | <u>Monthly Salary Range</u> |
|-----------------------|-----------------------------|
| Intern | \$12.00 - \$21.63/hour |
| Clerk Typist | \$13.99 - \$19.21/hour |
| Recreation Leader | \$14.00 - \$19.57/hour |

Section 2: Full-time City employees are provided a monthly allowance in the amount of \$1321.00 for the purchase of health benefits.

Section 3. Resolution No. 13-06-12-01 is hereby rescinded.

PASSED, APPROVED AND ADOPTED THIS 12TH DAY OF FEBRUARY, 2014.



CAROL A. GAMBLE, MAYOR

ATTEST:



MOLLY McLAUGHLIN, CITY CLERK
STATE OF CALIFORNIA)
COUNTY OF ORANGE)ss.
CITY OF RANCHO SANTA MARGARITA

I, Molly McLaughlin, City Clerk of the City of Rancho Santa Margarita, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 14-02-12-01 adopted by the City Council of the City of Rancho Santa Margarita, California, at a regular meeting thereof, held on the 12th day of February 2014, by the following vote:

| | | | |
|----------|---|---------------------|---|
| AYES: | 4 | COUNCIL MEMBERS: | Beall, Petrilla, Mayor Pro Tempore McGirr and Mayor Gamble |
| NOES: | 0 | COUNCIL MEMBERS: | None |
| ABSTAIN: | 0 | COUNCIL MEMBERS: | None |
| ABSENT: | 1 | COUNCIL MEMBERS: | Baric |



MOLLY McLAUGHLIN
CITY CLERK