

RESOLUTION NO. 13-06-12-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, RESCINDING RESOLUTION NO. 11-09-28-01, AND ADOPTING AN AMENDED AND RESTATED RESOLUTION ESTABLISHING CLASSES OF REGULAR EMPLOYMENT WITH THE CITY AND SALARY RANGES

WHEREAS, in September 2011, the City Council of the City of Rancho Santa Margarita ("City Council") adopted Resolution No. 11-09-28-01 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 and to re-establish the Finance Director classification, as well as to delete the Administrative Services Director 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. 11-09-28-01 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
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
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
Executive Secretary	\$4,010 - \$5,506
Management Analyst	\$4,462 - \$6,127
Permit Processing Technician	\$3,497 - \$4,802
Planner	\$5,559 - \$7,634
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. 11-09-28-01 is hereby rescinded.

PASSED, APPROVED AND ADOPTED THIS 12th DAY OF JUNE, 2013.


L. ANTHONY BEALL, MAYOR

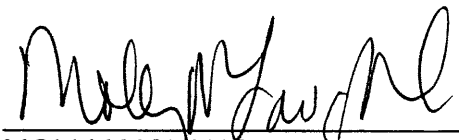
ATTEST:


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. 13-06-12-01 adopted by the City Council of the City of Rancho Santa Margarita, California, at a regular meeting thereof, held on the 12th day of June 2013, by the following vote:

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


MOLLY MCLAUGHLIN
CITY CLERK