

RESOLUTION NO. 22-06-08-08

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. 21-06-09-09

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

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 and replace Resolution No. 21-06-09-09, which the City Council had previously adopted on June 9, 2021, and which approved the prior employee position classification plan, salary ranges and health benefits for all classifications of City employment; and

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 Manager	\$14,942	\$18,162
Assistant to the City Manager	\$7,914	\$10,606
City Clerk	\$9,121	\$12,223
City Engineer	\$9,080	\$12,167
City Manager		Per Contract
Community Services Manager	\$7,914	\$10,606

Community Services Supervisor	\$6,544	\$8,770
Development Services Director	\$12,426	\$16,652
Finance Director	\$12,470	\$16,711
Human Resources Manager	\$7,914	\$10,606
Human Resources/Risk Management Administrator	\$9,192	\$12,319
Principal Planner	\$7,914	\$10,606
Public Works Director/City Engineer	\$11,279	\$16,825
Public Works Superintendent	\$8,686	\$11,640

Professional, Technical and Administrative Classifications

Monthly Salary Range

Accountant	\$5,503	\$7,375
Accounting Technician	\$4,204	\$5,634
Administrative Assistant	\$4,537	\$6,080
Associate Engineer	\$7,040	\$9,434
Associate Planner	\$6,225	\$8,342
Code Enforcement Officer	\$5,273	\$7,066
Community Services Coordinator	\$4,646	\$6,226
Community Services Specialist	\$3,322	\$4,452
Deputy City Clerk	\$5,486	\$7,352
Engineering Technician	\$4,933	\$6,610
Environmental Programs Coordinator	\$6,489	\$8,696
Executive Assistant	\$5,489	\$7,356
Facilities Maintenance Worker	\$3,695	\$4,727
Management Analyst	\$5,951	\$7,975
Permit Processing Technician	\$4,702	\$6,301
Principal Engineer	\$8,403	\$11,824
Senior Accountant	\$6,543	\$8,768
Senior Management Analyst	\$6,935	\$9,294
Senior Planner	\$6,935	\$9,294

Temporary & Seasonal Support Classifications

Hourly Range

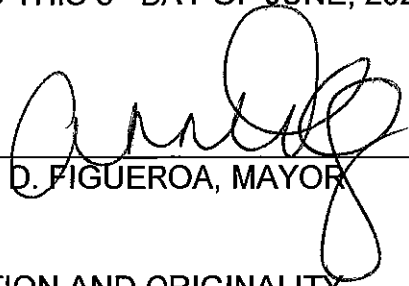
Intern	\$15.70	\$19.08
Office Assistant	\$19.19	\$25.72
Recreation Leader	\$15.00	\$18.45

SECTION 2. Full-time City employees are provided a monthly allowance in the amount of \$1,775 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. 21-06-09-09 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED THIS 8th DAY OF JUNE, 2022.



ANNE D. FIGUEROA, 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 8th day of June 2022, by the following vote:

- AYES: Council Members Beall, Gamble, McGirr, Mayor Pro Tempore Holloway and Mayor Figueroa (5)
- NOES: None (0)
- ABSTAIN: None (0)
- ABSENT: None (0)



AMY DIAZ, CITY CLERK