



Proposed Resolution Establishing Classes of Regular Employment, Salary Ranges, and Benefits for Employees with the City

June 12, 2024



Annual Compensation Survey Pursuant to City Council Policy 3.2

Aliso Viejo, Dana Point, Lake Forest, Laguna Hills, Laguna Niguel, Mission Viejo, San Clemente, San Juan Capistrano.

Last Year (FY 23/24)

1. One time COLA of 3% for all job classifications
2. Salary range adjustment of 5% for all job classifications to allow for merit adjustments to be available during the annual evaluation process
3. Increase cafeteria plan allowance by \$125 per month from \$1,775 to \$1,900
4. One new part-time position

This Year (FY 24/25)

1. Salary range adjustments of 0 to 5% based on average top step salary of surveyed cities
2. Minor adjustments to four positions for organizational parity within classification types
3. Bottom range adjustments to establish a 35% range for all positions
4. Increase in cafeteria plan allowance by \$100 per month from \$1900 to \$2000
5. Proposed revision to Comprehensive Annual Leave Buy-Back Program on next agenda

Summary of Recommendation

SB 1436 Compliance



Executive Classifications (Exec. And Department Managers)	Proposed Monthly Cafeteria Plan Allowance	Current Top Step	Proposed Top Step
Assistant City Manager/Dev. Svcs. Dir.	\$2,000	\$19,642	\$20,129
City Clerk	\$2,000	\$13,219	\$13,219
City Manager	\$2,000	n/a	Per Contract*
Community Services Manager	\$2,000	\$11,470	\$12,044
Finance Director	\$2,000	\$18,073	\$18,299
Public Works Director/City Engineer	\$2,000	\$18,196	\$18,299
<p>SB 1436 requires reporting out of compensation or benefit changes to executive management positions, which are defined by CA Government Code Section 3511.1(d) as one of the following:</p> <p>(1) The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency. (2) The person is the head of a department of a local agency. (3) The person's position within the local agency is held by an employment contract between the local agency and that person.</p> <p>* Reported on May 10, 2023</p>			