

RESOLUTION NO. 23-06-14-09

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. 22-06-08-08

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. 22-06-08-08, which the City Council had previously adopted on June 8, 2022, 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	\$ 11,075
Assistant City Manager	\$ 14,942	\$ 19,642
Assistant to the City Manager	\$ 7,914	\$ 11,470
City Clerk	\$ 9,121	\$ 13,219

City Engineer	\$ 9,080	\$ 13,159
City Manager	Per Contract	
Community Services Manager	\$ 7,914	\$ 11,470
Community Services Supervisor	\$ 6,544	\$ 9,485
Development Services Director	\$ 12,426	\$ 18,009
Finance Director	\$ 12,470	\$ 18,073
Human Resources Manager	\$ 7,914	\$ 11,470
Principal Planner	\$ 7,914	\$ 11,470
Public Works Director/City Engineer	\$ 11,279	\$ 18,196
Public Works Superintendent	\$ 8,686	\$ 12,589
Professional, Technical and Administrative Classifications	Monthly Salary Range	
Accountant	\$ 5,503	\$ 7,976
Accounting Technician	\$ 4,204	\$ 6,093
Administrative Assistant	\$ 4,537	\$ 6,576
Associate Engineer	\$ 7,040	\$ 10,203
Associate Planner	\$ 6,225	\$ 9,022
Code Enforcement Officer/Permit Technician	\$ 5,273	\$ 7,642
Community Services Coordinator	\$ 4,646	\$ 6,733
Community Services Specialist	\$ 3,322	\$ 4,815
Deputy City Clerk	\$ 5,486	\$ 7,951
Engineering Technician	\$ 4,933	\$ 7,149
Environmental Programs Coordinator	\$ 6,489	\$ 9,405
Executive Assistant	\$ 5,489	\$ 7,956
Management Analyst	\$ 5,951	\$ 8,625
Permit Processing Technician	\$ 4,702	\$ 6,815
Principal Engineer	\$ 8,403	\$ 12,788
Senior Accountant	\$ 6,543	\$ 9,483
Senior Management Analyst	\$ 6,935	\$ 10,051
Senior Planner	\$ 6,935	\$ 10,051
Temporary & Seasonal Support Classifications	Monthly Salary Range	
Intern	\$ 15.70	\$ 20.64
Facilities Maintenance Worker	\$ 21.32	\$ 29.49
Office Assistant	\$ 20.75	\$ 27.82
Recreation Leader	\$ 15.50	\$ 19.95
Planning Technician	\$ 27.82	\$ 36.32

SECTION 2. Full-time City employees are provided a monthly allowance in the amount of \$1,900 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. 22-06-08-08 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF JUNE, 2023.



JERRY HOLLOWAY, 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 14th day of June 2023, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)



AMY DIAZ, CITY CLERK