

RESOLUTION NO. 25-06-11-06

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. 24-
06-12-10

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. 24-06-12-10, which the City Council had previously adopted on June 12, 2024, 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. The following employment classifications and salary ranges are established:

Executive and Management Classifications	Monthly Salary Range		
Accounting & Budget Supervisor	\$8,937		\$12,065
Assistant City Engineer	\$10,674		\$14,410
Assistant City Manager/Development Services Director	\$15,469		\$20,884
Assistant to the City Manager	\$9,256		\$12,496
City Clerk	\$10,159		\$13,715
City Engineer	\$10,619		\$14,335

City Manager	Per Contract		
Community Services Manager	\$9,256		\$12,496
Community Services Supervisor	\$7,289		\$9,841
Development Services Director	\$14,063		\$18,985
Finance Director	\$14,063		\$18,985
Human Resources Manager	\$9,256		\$12,496
Principal Planner	\$9,256		\$12,496
Public Works Director/City Engineer	\$14,063		\$18,985
Public Works Superintendent	\$9,675		\$13,061
Professional, Technical and Administrative Classifications	Monthly Salary Range		
Accountant	\$6,332		\$8,548
Accounting Technician	\$4,917		\$6,638
Administrative Assistant	\$5,054		\$6,823
Associate Engineer	\$8,234		\$11,115
Associate Planner	\$6,934		\$9,360
Code Enforcement Officer/Permit Technician	\$5,873		\$7,929
Community Services Coordinator	\$5,197		\$7,017
Community Services Specialist	\$3,885		\$5,246
Deputy City Clerk	\$6,254		\$8,442
Engineering Technician	\$5,608		\$7,570
Environmental Programs Coordinator	\$7,228		\$9,758
Executive Assistant	\$6,114		\$8,254
Management Analyst	\$6,645		\$8,970
Permit Processing Technician	\$5,237		\$7,071
Principal Engineer	\$10,088		\$13,618
Senior Accountant	\$7,653		\$10,330
Senior Management Analyst	\$7,855		\$10,604
Senior Permit Processing Technician	\$5,660		\$7,640
Senior Planner	\$8,106		\$10,944
Temporary, Seasonal and Support Classifications	Hourly Salary Range		
Intern	\$16.65		\$22.48
Facilities Maintenance Worker	\$23.80		\$32.12
Office Assistant	\$22.62		\$29.52
Planning Technician	\$29.31		\$39.57
Recreation Leader	\$16.50		\$20.70
Recreation Leader II	\$18.95		\$23.05

SECTION 2. Full-time City employees are provided a monthly allowance in the amount of \$2,000 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. 24-06-12-10 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED THIS 11TH DAY OF JUNE, 2025.



L ANTHONY BEALL, 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 11th day of June 2025, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)



AMY DIAZ, CITY CLERK