

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