

RESOLUTION NO. 19-06-12-07

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. 18-06-13-10

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

WHEREAS, on June 13, 2018, the City Council adopted Resolution No. 18-06-13-10 in which it approved the employee position classification plan, salary ranges and health benefits for all classifications of City employment; and

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 and benefits 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 Resolution No. 18-06-13-10 with the adoption of this Resolution.

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:

<b>Executive and Management Classifications</b>	<b>Monthly Salary Range</b>	
Accounting & Budget Supervisor	\$7,641	\$10,240
Assistant City Engineer	\$8,174	\$10,939
City Clerk	\$8,112	\$10,871
City Engineer	\$8,647	\$11,588
City Manager		Per Contract

Community Services Supervisor	\$5,664	\$7,590
Development Services Director	\$11,283	\$15,120
Finance Director	\$11,259	\$15,088
Human Resources/Risk Management Administrator	\$8,676	\$11,627
Principal Planner	\$7,520	\$9,942
Public Works Director/City Engineer	\$10,396	\$15,579
Public Works Superintendent	\$7,631	\$10,226

**Professional, Technical and Administrative Classifications Monthly Salary Range**

Accountant	\$5,241	\$7,024
Accounting Technician	\$3,795	\$5,086
Administrative Assistant	\$4,122	\$5,524
Associate Engineer	\$6,705	\$8,985
Associate Planner	\$5,681	\$7,614
Code Enforcement Officer	\$4,463	\$6,280
Community Services Coordinator	\$4,271	\$5,723
Community Services Specialist	\$2,790	\$3,739
Deputy City Clerk	\$4,855	\$6,507
Engineering Technician	\$4,552	\$6,041
Executive Assistant	\$4,981	\$6,675
Management Aide	\$4,598	\$6,112
Management Analyst	\$5,439	\$7,289
Permit Processing Technician	\$4,259	\$5,707
Principal Engineer	\$7,414	\$10,953
Records Assistant	\$2,784	\$3,730
Senior Accountant	\$5,881	\$7,881
Senior Management Analyst	\$6,099	\$8,173

**Temporary & Seasonal Support Classifications Hourly Range**

Intern	\$14.24	\$19.08
Office Assistant	\$16.85	\$22.58
Recreation Leader	\$14.00	\$18.03

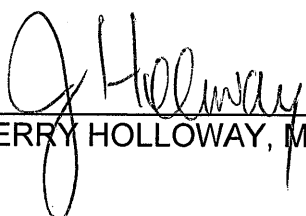
SECTION 2. Full-time City employees are provided a monthly allowance in the amount of \$1,625 for the purchase of health benefits through a cafeteria plan as set forth in Section 309 of the City's Personnel Policies and Procedures Manual.

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. 18-06-13-10 is hereby rescinded.

SECTION 5. A 2.51% cost of living adjustment to salaries is hereby approved for eligible employees, effective July 1, 2019.

PASSED, APPROVED, AND ADOPTED THIS 12<sup>th</sup> DAY OF JUNE, 2019.

  
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JERRY HOLLOWAY, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

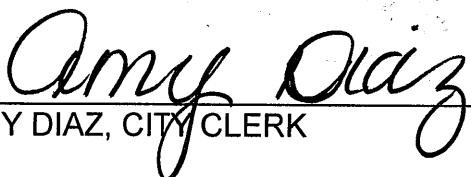
I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 12<sup>th</sup> day of June 2019, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

  
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AMY DIAZ, CITY CLERK