

RESOLUTION NO. 14-07-23-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, RESCINDING RESOLUTION NO. 14-07-09-01, AND ADOPTING AN AMENDED AND RESTATED RESOLUTION ESTABLISHING CLASSES OF REGULAR EMPLOYMENT WITH THE CITY AND SALARY RANGES

WHEREAS, in July 2014, the City Council of the City of Rancho Santa Margarita ("City Council") adopted Resolution No. 14-07-09-01 in which it approved the employee position classification plan and salary ranges 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 staff compensation and to approve an amended and restated employee position classification plan, as set forth herein; and

WHEREAS, it is the purpose and intent of the City Council to amend and restate Resolution No. 14-07-09-01 with the adoption of this Resolution.

NOW, THEREFORE, the City Council of the City of Rancho Santa Margarita, California, does hereby resolve as follows:

Section 1. The following employment classifications and salary ranges are established:

Executive and Management Classifications

<u>Classification</u>	<u>Monthly Salary Range</u>
Accounting & Budget Supervisor	\$6,220 - \$8,542
Assistant City Engineer	\$7,975 - \$10,614
City Clerk	\$7,415 - \$10,184
City Engineer	\$8,437 - \$11,588
City Manager	\$13,402 - \$17,869
Community Services Supervisor	\$4,684 - \$6,432
Development Services Director	\$9,519 - \$13,072

Finance Director	\$9,964 - \$13,351
Human Resources/Risk Management Administrator	\$6,517 - \$8,793
Principal Planner	\$7,301 - \$9,340
Public Works Director/City Engineer	\$9,895 - \$13,589

Professional, Technical and Administrative Classifications

<u>Classification</u>	<u>Monthly Salary Range</u>
Accountant	\$4,514 - \$6,199
Account Clerk	\$2,923 - \$4,014
Accounting Technician	\$3,412 - \$4,685
Administrative Assistant	\$3,806 - \$5,028
Administrative Secretary	\$3,299 - \$4,531
Associate Planner	\$4,837 - \$6,519
Code Enforcement Officer	\$4,101 - \$5,632
Community Services Coordinator	\$3,722 - \$5,112
Community Services Specialist	\$2,491 - \$3,524
Deputy City Clerk	\$4,079 - \$5,601
Engineering Technician	\$4,552 - \$5,690
Executive Assistant	\$4,728 - \$6,027
Executive Secretary	\$4,209 - \$5,671
Management Aide	\$4,598 - \$6,112
Management Analyst	\$4,762 - \$6,311
Permit Processing Technician	\$3,599 - \$4,942
Principal Engineer	\$7,068 - \$9,706
Receptionist/Secretary	\$3,121 - \$3,929
Records Assistant	\$2,591 - \$3,430
Senior Management Analyst	\$5,519 - \$7,297


Temporary & Seasonal Support Classifications

<u>Classification</u>	<u>Monthly Salary Range</u>
Intern	\$12.00 - \$21.63/hour
Clerk Typist	\$13.99 - \$19.78/hour
Recreation Leader	\$14.00 - \$19.57/hour

Section 2: Full-time City employees are provided a monthly allowance in the amount of \$1,471.00 for the purchase of health benefits.

Section 3. Resolution No. 14-07-09-01 is hereby rescinded.

PASSED, APPROVED AND ADOPTED THIS 23rd DAY OF JULY, 2014.



CAROL A. GAMBLE, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Pat Healy, Interim City Clerk of the City of Rancho Santa Margarita, 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 23rd day of July, 2014 by the following vote:

- AYES: Council Members Baric, Beall, Mayor Pro Tempore McGirr and Mayor Gamble (4)
- NOES: None (0)
- ABSTAIN: None (0)
- ABSENT: Council Member Petrilla (1)



Pat Healy, Interim City Clerk