

RESOLUTION NO. 07-11-14-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, REPEALING RESOLUTION NO. 07-08-22-01, AND ADOPTING A RESOLUTION ESTABLISHING CLASSES OF REGULAR EMPLOYMENT WITH THE CITY AND SALARY RANGES

WHEREAS, the City Council previously approved salary ranges for various positions by Resolution and has otherwise authorized the City Manager to hire employees as needed; and

WHEREAS, the City Council previously adopted Resolution No. 07-08-22-01 to establish City classifications and salary ranges; and

WHEREAS, as a result of the City Manager's performance evaluation, a new Resolution establishing all classes of employment with the City of Rancho Santa Margarita and defining appropriate salary ranges is now necessary.

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

Section 1. Resolution 07-08-22-01 is hereby repealed.

The following employment classifications and salary ranges are established:

Executive and Management Classifications

<u>Classification</u>	<u>Monthly Salary Range</u>
Administrative Services Director	\$8,839 - \$11,785
Assistant City Engineer	\$7,359 - \$9,812
City Clerk	\$6,476 - \$8,635
City Manager	\$13,012 - \$17,349
Community Services Supervisor	\$4,258 - \$5,677
Development Services Director	\$8,913 - \$11,884
Human Resources/Risk Management Administrator	\$5,803 - \$7,737
Public Works Director/City Engineer	\$9,224 - \$12,299

Professional, Technical and Administrative Classifications

<u>Classification</u>	<u>Monthly Salary Range</u>
Accountant	\$4,323 - \$5,764
Account Clerk	\$2,830 - \$3,773
Accounting Technician	\$3,315 - \$4,420
Administrative Secretary	\$3,207 - \$4,276
Associate Planner	\$4,483 - \$5,978
Code Enforcement Officer	\$3,897 - \$5,196
Community Services Coordinator	\$3,710 - \$4,947
Community Services Specialist	\$2,491 - \$3,321
Deputy City Clerk	\$3,961 - \$5,281
Executive Secretary	\$3,606 - \$4,808
Management Analyst	\$4,255 - \$5,674
Permit Processing Technician	\$3,167 - \$4,223
Planner	\$5,359 - \$7,145
Receptionist/Secretary	\$2,754 - \$3,672
Records Assistant	\$2,283 - \$3,044
Senior Management Analyst	\$4,816 - \$6,421

Temporary & Seasonal Support Classifications


<u>Classification</u>	<u>Monthly Salary Range</u>
Intern	\$12.00 - \$21.00/hour
Clerk Typist	\$13.17 - \$17.56/hour
Recreation Leader	\$14.00 - \$19.00/hour

Section 2: Full-time City employees are provided a monthly allowance  
In the amount of \$1321.00 for the purchase of health benefits.

PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of November 2007.

  
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L. ANTHONY BEALL, MAYOR

ATTEST:

  
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MOLLY MCLAUGHLIN, CITY CLERK  
STATE OF CALIFORNIA                     )  
COUNTY OF ORANGE                    )  
CITY OF RANCHO SANTA MARGARITA)

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I, Molly McLaughlin, City Clerk of the City of Rancho Santa Margarita, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 07-11-14-03 adopted by the City Council of the City of Rancho Santa Margarita, California, at a regular meeting thereof, held on the 14<sup>th</sup> day of November 2007, by the following vote:

AYES: Council Member Blais, Holloway and Thor, and Mayor Pro Tempore Thompson and Mayor Beall

NOES: None

ABSENT: None

ABSTAIN: None

A handwritten signature in cursive script, appearing to read "Molly McLaughlin", written over a horizontal line.

MOLLY MCLAUGHLIN  
CITY CLERK