

RESOLUTION NO. 2023-027

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA
PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A
STANDARDIZATION OF SALARIES OF SUPERVISORY UNIT EMPLOYEES OF THE
CITY OF SAN BUENAVENTURA AS OF APRIL 10, 2023**

BE IT RESOLVED by the City Council of the City of San Buenaventura as follows:

SECTION 1.0 - AUTHORITY. In accordance with the Charter of the City of San Buenaventura, Section 1002, the Council hereby provides for a systematic classification of positions and a standardization of salaries of officers and employees of the City of San Buenaventura as of April 10, 2023.

SECTION 2.0 - DESIGNATION AND EXPLANATION OF SALARY SCHEDULES. Salary schedule "S" is hereby established for the Supervisory Unit for the purpose of salary and benefit administration. Each Supervisory Unit classification is assigned to a specific salary grade or pay rate, and effective date as specified within the schedule.

Supervisory Unit - (Salary Schedule "S") shall apply to all classifications designated as supervisory and as specified in Section 5.0 of this Resolution. This salary schedule is subject to change depending on continuing negotiations between the City and this Unit.

SECTION 2.1 - EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES. Each classification listed in Salary Schedule "S" of this Resolution shall be assigned a specific salary range. Salary ranges are stated in terms of hourly pay rate. The hourly pay rate for employees in classifications specified in Schedule "S" shall be set anywhere within the minimum and maximum limits for the range applicable to their particular classification. Specific steps do not apply.

SECTION 2.2 - SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT. All employees shall be compensated on a bi-weekly basis using a fixed hourly rate to calculate the pay period salary. The Bi-weekly Pay Schedule shall be published each fiscal year by the Finance Department, Payroll Division. All City employees should provide and maintain an account for direct deposit of all payroll checks issued by the City.

SECTION 2.3 - FRINGE BENEFITS AND ADDITIONAL COMPENSATION. The specific type and amount of fringe benefits or additional compensation provided to employees in the Supervisory Unit, a recognized bargaining unit, shall be as described in the approved Memorandum of Understanding (MOU) between the City and the Supervisory Unit of Service Employees International Union (SEIU) Local 721, CTW, CLC.

Grant Funded Positions: Only employees (except employees in temporary appointments as listed in the Personnel Rules and Regulations, Rule VI(c)) are entitled to fringe benefits and additional compensation. Employees in Temporary Limited Term or Temporary-Extended Term appointments funded by grants may be eligible for vacation leave, sick leave, holiday leave, City contribution towards medical, dental, life and vision insurance premiums, and optional benefit accruals if the terms of the grant allow for provision of such benefits and to the extent that funds are available in the grant to cover the full City cost of providing such benefits. The amount of such contribution and accruals shall be determined by the Salary Schedule to which the temporary grant-funded position is assigned. No other terms, conditions or benefits shall accrue to such grant-funded employees and the provision of any benefits shall not change their employment appointment from a temporary status.

SECTION 2.4 - EFFECT OF REGULAR PART-TIME APPOINTMENTS ON WAGES, BENEFITS OR ADDITIONAL COMPENSATION. Regular part-time employees are defined as those with a regular work schedule less than 72 hours per bi-weekly pay period and shall be compensated on an hourly basis at the salary grade or range of regular full-time employees in the same classification based on hours worked or at the rate recommended by the Human Resources Director if no such classification exists.

Regular part-time employees who are eligible for vacation, sick leave, personal leave, and holiday benefits shall earn at a rate proportionate to their regular work hours and based upon the salary schedule in which they are covered. All regular part-time employees hired, or who transitioned to a regular part-time appointment after December 1, 1993, shall receive prorated City contribution towards optional benefit and insurance amounts. If an employee's regular work hours are between 40 and 59 hours per bi-weekly pay period, the City's contribution will be one-half of the full-time contribution. If an employee's regular work hours are between 60 and 71 hours per bi-weekly pay period, the City's contribution will be three-quarters of the full-time contribution.

SECTION 2.5 – AT-WILL APPOINTMENTS. Supervisory Unit classifications are within the Personnel Merit System and are not designated as at-will unless exempted by ordinance, MOU provision, or resolution creating the classification.

SECTION 2.6 - DELEGATION OF AUTHORITY. When the term City Manager is used in the Salary Resolution or the Personnel Rules and Regulations, it includes a delegate thereof, if the delegation is in writing and on file with the Human Resources Department.

SECTION 3.0 - TEMPORARY SUPPORT STAFF APPOINTMENTS AND PAY RATE ADJUSTMENTS. Employees whose appointment is temporary shall be compensated on an hourly basis at the salary grade or range assigned to their specific classification or at a rate recommended by the Human Resources Director if no such classification exists. Temporary employees shall be paid at any rate within the salary grade or range. Eligibility for pay rate increases for all temporary support staff employees may be considered after completing each full year of employment. Each increase shall not exceed five (5) percent without written authorization from the Human Resources Director.

Employees whose appointment is temporary-limited term or temporary-extended term shall be enrolled in the California Public Employees' Retirement System (CalPERS) in accordance with the contract provisions between the City and CalPERS. Employees whose appointment is temporary-extra help (support staff) shall be enrolled in a deferred compensation plan established for temporary support staff, in lieu of Social Security, at a rate of 7.5% paid by the employee.

The City will comply with the requirements of the Paid Sick Leave Law in accordance with California Labor Code Sections 245 through 249, enacting the Healthy Workplaces, Healthy Families Act of 2014. Additionally, the City will comply with the requirements of the Affordable Care Act and will offer group health coverage to those who qualify.

SECTION 4.0 - INCENTIVE AWARDS. City employees may be eligible for cash awards and/or plaques or other items of recognition as established by the City Manager and set forth in the Administrative Policy and Procedure on file in City Clerk's Office and available from the Human Resources Department, in amounts as may be budgeted by the City Council as part of the annual budget adoption. Examples of such awards include retirement and years of service recognition, employee suggestions, and superior performance.

SECTION 4.1 - RECRUITMENT INCENTIVES. City employees may be eligible for a bonus as described in the City's Recruitment Incentive Program as established by the City Manager and set forth in the Administrative Policy and Procedure on file in the City Clerk's Office or available from the Human Resources Department.

SECTION 4.2 - PAID ADMINISTRATIVE LEAVE. In an instance where disciplinary action is being investigated or considered, and if it is determined that paid administrative leave is appropriate and in the best interest of the City, the appointing authority may place an employee on paid administrative leave.

SECTION 5.0 - SUPERVISORY - SALARY SCHEDULE "S"

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
S80	7/9/2022	Aquatics Supervisor	S632	37.3481	50.0471
S17	7/9/2022	Assistant Engineer	S632	37.3481	50.0471
S12	7/9/2022	Associate Engineer	S636	41.2253	55.2424
S103	1/9/2023	Building Division Supervisor	S643	49.0040	65.6662
Q03	7/9/2022	Building Inspection Supervisor	S630	35.5486	47.6354
S55	8/6/2022	Business Intelligence Supervisor	S643	49.0040	65.6662
S89	7/9/2022	Business Services Officer	S637	42.2560	56.6237
S49	7/9/2022	Business Systems Supervisor	S643	49.0040	65.6662
S97	7/9/2022	Civil Engineer	S639	44.3953	59.4903
S51	7/9/2022	Code Enforcement Supervisor	S630	35.5486	47.6354
S42	7/9/2022	Digital Publishing Supervisor	S621	28.4648	38.1429
S96	7/9/2022	Enterprise Applications Analyst	S639	44.3953	59.4903
S95	7/9/2022	Environmental Compliance Supervisor	S636	41.2253	55.2424

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
S88	7/9/2022	Environmental Services Supervisor	S632	37.3481	50.0471
S82	7/9/2022	Facilities Maintenance Supervisor	S630	35.5486	47.6354
S79	7/9/2022	Fire Prevention Supervisor	S632	37.3481	50.0471
S71	7/9/2022	Fleet and Facilities Project Supervisor	S630	35.5486	47.6354
S70	7/9/2022	Fleet Services Supervisor	S630	35.5486	47.6354
S41	7/9/2022	Graphics Supervisor	S626	32.2052	43.1552
S50	7/9/2022	Information Technology Customer Support Supervisor	S643	49.0040	65.6662
M53	4/10/23	Information Technology Project Manager	S643	49.0040	65.6662
S25	7/9/2022	Laboratory Supervisor	S638	43.3123	58.0393
S54	7/9/2022	Management Analyst I	S627	33.0104	44.2341
S09	7/9/2022	Management Analyst II	S631	36.4372	48.8265
S91	7/9/2022	Network Administrator	S639	44.3953	59.4903
S104	1/9/2023	Parking and Mobility Program Analyst	S635	40.2198	53.8950
S76	7/9/2022	Parks Supervisor	S630	35.5486	47.6354
S101	7/9/2022	Permit Services Supervisor	S643	49.0040	65.6662
S45	7/9/2022	Police Records Supervisor	S621	28.4648	38.1429
S11	7/9/2022	Principal Planner	S640	45.5051	60.9773
S36	7/9/2022	Public Works Supervisor	S630	35.5486	47.6354
S44	7/9/2022	Purchasing Supervisor	S635	40.2198	53.8950
S53	7/9/2022	Recreation Supervisor	S632	37.3481	50.0471
S52	11/10/2012	Recreation Supervisor	S632 Y-Rated	52.7168	52.7168
S38	7/9/2022	SCADA/Instrumentation & Systems Supervisor	S634	39.2387	52.5804
Q04	7/9/2022	Senior Accountant	S635	40.2198	53.8950
S47	7/9/2022	Senior Buyer	S621	28.4648	38.1429
S98	7/9/2022	Senior Civil Engineer	S643	49.0040	65.6662
S08	7/9/2022	Senior Management Analyst	S635	40.2198	53.8950
S29	7/9/2022	Surveyor	S639	44.3953	59.4903
S07	7/9/2022	Systems Specialist	S639	44.3953	59.4903
S35	7/9/2022	Traffic Operations Supervisor	S630	35.5486	47.6354
S84	7/9/2022	Utility Billing Supervisor	S631	36.4372	48.8265
S100	7/9/2022	Wastewater Collection System Supervisor	S638	43.3123	58.0393
S22	7/9/2022	Wastewater Maintenance Supervisor	S638	43.3123	58.0393
S23	7/9/2022	Wastewater Plant Supervisor	S638	43.3123	58.0393
S37	7/9/2022	Water Distribution Supervisor	S638	43.3123	58.0393
S31	7/9/2022	Water Production Supervisor	S638	43.3123	58.0393
S40	7/9/2022	Water Treatment Supervisor	S638	43.3123	58.0393

SECTION 6.0 - APPROVAL. By adoption of this Salary Resolution, the Council approves the classifications, titles and compensation schedules set forth in this Resolution and further approves the qualifications, powers and duties for the classifications approved by this Resolution, as set forth in updated classification descriptions on file in the Human Resources Department. Interim changes in positions, classifications, titles, compensation and benefits made by the City Manager, if they are or were within budgeted funds, and if deemed necessary by the City Manager, shall have interim approval until such time as a new Salary Resolution is approved by the City Council.

The City Manager is authorized to make minor adjustments to an employee's benefit accruals to correct an administrative error caused through no fault of the employee when deemed necessary and reasonable by the City Manager. Approval of renewals and amendments to existing benefit contracts shall be delegated to the City Manager if they are within budgeted funds.

SECTION 7.0 - SEVERABILITY. If any portion of this Resolution is declared invalid, the remaining sections or portions are to be considered valid and unaffected by the determination of invalidity.

The foregoing Resolution was adopted by the City Council of San Buenaventura on April 10, 2023, by the following vote:

Ayes: Councilmembers Duran, McReynolds, Johnson, Halter, Campos, Deputy Mayor Sanchez-Palacios, and Mayor Schroeder
Noes: None
Absent: None

Joe Schroeder, Mayor

ATTEST:

Michael B. MacDonald, CMC
City Clerk

APPROVED AS TO FORM:
Andrew Heglund, City Attorney

By:  _____ 2/28/23
Andy H. Viets, Senior Assistant City Attorney



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