

RESOLUTION NO. 2023-046

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A STANDARDIZATION OF SALARIES OF PROFESSIONAL UNIT EMPLOYEES OF THE CITY OF SAN BUENAVENTURA AS OF JULY 8, 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 July 8, 2023.

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

Professional Unit - (Salary Schedule "Q") shall apply to all classifications designated as professional 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 "Q" 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 "Q" 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 Professional Unit, a recognized bargaining unit, shall be as described in the approved Memorandum of Understanding (MOU) between the City and the Professional 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. Professional 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 - PROFESSIONAL - SALARY SCHEDULE "Q"

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
S65	7/8/2023	Accountant I	S629	35.7219	47.8677
	7/6/2024		S629	36.4363	48.8251
	7/5/2025		S629	37.5294	50.2899
S67	7/8/2023	Accountant II	S633	39.4305	52.8369
	7/6/2024		S633	40.2191	53.8936
	7/5/2025		S633	41.4257	55.5104
S13	7/8/2023	Active Transportation Specialist	S629	35.7219	47.8677
	7/6/2024		S629	36.4363	48.8251
	7/5/2025		S629	37.5294	50.2899
S18	7/8/2023	Assistant Planner	S629	35.7219	47.8677
	7/6/2024		S629	36.4363	48.8251
	7/5/2025		S629	37.5294	50.2899

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
S10	7/8/2023	Associate Planner	S633	39.4305	52.8369
	7/6/2024		S633	40.2191	53.8936
	7/5/2025		S633	41.4257	55.5104
Q14	7/8/2023	Business Process Analyst I	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
Q15	7/8/2023	Business Process Analyst II	S637	43.5237	58.3224
	7/6/2024		S638	45.5039	60.9761
	7/5/2025		S638	46.8690	62.8054
S89	7/8/2023	Business Services Officer	S639	45.7272	61.2750
	7/6/2024		S639	46.6417	62.5005
	7/5/2025		S639	48.0410	64.3755
S63	7/8/2023	Buyer	S619	27.9061	37.3943
	7/6/2024		S620	29.1759	39.0958
	7/5/2025		S620	30.0512	40.2687
Q17	7/8/2023	Communications Specialist	S630	36.6151	49.0645
	7/6/2024		S630	37.3474	50.0458
	7/5/2025		S630	38.4678	51.5472
S57	7/8/2023	Crime Analyst	S628	34.8507	46.7003
	7/6/2024		S628	35.5477	47.6343
	7/5/2025		S628	36.6141	49.0633
Q12	7/8/2023	Environmental Biologist	S630	36.6151	49.0645
	7/6/2024		S631	38.2809	51.2971
	7/5/2025		S631	39.4293	52.8360
S75	7/8/2023	Environmental Services Specialist	S631	37.5303	50.2913
	7/6/2024		S632	39.2379	52.5795
	7/5/2025		S632	40.4150	54.1569
S20	7/8/2023	Financial Analyst I	S633	39.4305	52.8369
	7/6/2024		S633	40.2191	53.8936
	7/5/2025		S633	41.4257	55.5104
S26	7/8/2023	Financial Analyst II	S637	43.5237	58.3224
	7/6/2024		S637	44.3942	59.4888
	7/5/2025		S637	45.7260	61.2735
S91	7/8/2023	Network Administrator	S641	48.0420	64.3768
	7/6/2024		S642	50.2280	67.3059
	7/5/2025		S642	51.7348	69.3251
S03	7/8/2023	Plans Examiner	S630	36.6151	49.0645
	7/6/2024		S630	37.3474	50.0458
	7/5/2025		S630	38.4678	51.5472

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
Q09	7/8/2023	Property Management Specialist	S632	38.4685	51.5485
	7/6/2024		S633	40.2191	53.8936
	7/5/2025		S633	41.4257	55.5104
S47	7/8/2023	Senior Buyer	S625	32.3623	43.3658
	7/6/2024		S626	33.8348	45.3389
	7/5/2025		S626	34.8498	46.6991
Q18	7/8/2023	Senior Communications Specialist	S634	40.4159	54.1578
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
S05	7/8/2023	Senior Financial Analyst	S641	48.0420	64.3768
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S02	7/8/2023	Senior Planner	S637	43.5237	58.3224
	7/6/2024		S637	44.3942	59.4888
	7/5/2025		S637	45.7260	61.2735
S27	7/8/2023	Senior Plans Examiner	S634	40.4159	54.1578
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
S87	7/8/2023	Systems Analyst I	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
S21	7/8/2023	Systems Analyst II	S637	43.5237	58.3224
	7/6/2024		S638	45.5039	60.9761
	7/5/2025		S638	46.8690	62.8054
S07	7/8/2023	Systems Specialist	S641	48.0420	64.3768
	7/6/2024		S642	50.2280	67.3059
	7/5/2025		S642	51.7348	69.3251
Q07	7/8/2023	Systems Support Analyst I	S629	35.7219	47.8677
	7/6/2024		S630	37.3474	50.0458
	7/5/2025		S630	38.4678	51.5472
Q08	7/8/2023	Systems Support Analyst II	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
S86	7/8/2023	Telecommunications Specialist	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
Q31	7/8/2023	Utility Asset Management System Specialist	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982

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.

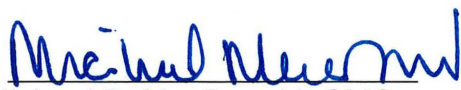
The foregoing Resolution was adopted by the City Council of San Buenaventura on June 12, 2023, by the following vote:

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



Joe Schroeder
Mayor

ATTEST:

BY: 
Michael B. MacDonald, CMC
City Clerk



APPROVED AS TO FORM:
Andrew Heglund, City Attorney

By:  6/11/23

Andy H. Viets, Senior Assistant City Attorney

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