

**RESOLUTION NO. 2023-047**

**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 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 "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	7/8/2023	Aquatics Supervisor	S632	38.4685	51.5485
	7/6/2024		S632	39.2379	52.5795
	7/5/2025		S632	40.4150	54.1569
S17	7/8/2023	Assistant Engineer	S634	40.4159	54.1578
	7/6/2024		S635	42.2549	56.6221
	7/5/2025		S635	43.5225	58.3208
S12	7/8/2023	Associate Engineer	S638	44.6117	59.7805
	7/6/2024		S639	46.6417	62.5005
	7/5/2025		S639	48.0410	64.3755
S103	7/8/2023	Building Division Supervisor	S643	50.4741	67.6362
	7/6/2024		S643	51.4836	68.9889
	7/5/2025		S643	53.0281	71.0586
S55	7/8/2023	Business Intelligence Supervisor	S645	53.0294	71.0603
	7/6/2024		S646	55.4422	74.2935
	7/5/2025		S646	57.1055	76.5223

<b>Job Class Code</b>	<b>Effective Date</b>	<b>Classification Title</b>	<b>Pay Range</b>	<b>Hourly Low</b>	<b>Hourly High</b>
S49	7/8/2023	Business Systems Supervisor	S645	53.0294	71.0603
	7/6/2024		S646	55.4422	74.2935
	7/5/2025		S646	57.1055	76.5223
S97	7/8/2023	Civil Engineer	S641	48.0420	64.3768
	7/6/2024		S642	50.2280	67.3059
	7/5/2025		S642	51.7348	69.3251
S51	7/8/2023	Code Enforcement Supervisor	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
S42	7/8/2023	Digital Publishing Supervisor	S625	32.3623	43.3658
	7/6/2024		S626	33.8348	45.3389
	7/5/2025		S626	34.8498	46.6991
S96	7/8/2023	Enterprise Applications Analyst	S641	48.0420	64.3768
	7/6/2024		S642	50.2280	67.3059
	7/5/2025		S642	51.7348	69.3251
S95	7/8/2023	Environmental Compliance Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S88	7/8/2023	Environmental Services Supervisor	S637	43.5237	58.3224
	7/6/2024		S638	45.5039	60.9761
	7/5/2025		S638	46.8690	62.8054
S82	7/8/2023	Facilities Maintenance Supervisor	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
S79	7/8/2023	Fire Prevention Supervisor	S635	41.4264	55.5119
	7/6/2024		S636	43.3113	58.0377
	7/5/2025		S636	44.6106	59.7788
S105	7/8/2023	Fleet & Equipment Services Supervisor	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
S71	7/8/2023	Fleet and Facilities Project Supervisor	S633	39.4305	52.8369
	7/6/2024		S634	41.2242	55.2410
	7/5/2025		S634	42.4609	56.8982
S41	7/8/2023	Graphics Supervisor	S628	34.8507	46.7003
	7/6/2024		S628	35.5477	47.6343
	7/5/2025		S628	36.6141	49.0633
S50	7/8/2023	Information Technology Customer Support Supervisor	S645	53.0294	71.0603
	7/6/2024		S646	55.4422	74.2935
	7/5/2025		S646	57.1055	76.5223

<b>Job Class Code</b>	<b>Effective Date</b>	<b>Classification Title</b>	<b>Pay Range</b>	<b>Hourly Low</b>	<b>Hourly High</b>
M53	7/8/2023	Information Technology Project Manager	S645	53.0294	71.0603
	7/6/2024		S646	55.4422	74.2935
	7/5/2025		S646	57.1055	76.5223
S25	7/8/2023	Laboratory Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S54	7/8/2023	Management Analyst I	S629	35.7219	47.8677
	7/6/2024		S629	36.4363	48.8251
	7/5/2025		S629	37.5294	50.2899
S09	7/8/2023	Management Analyst II	S633	39.4305	52.8369
	7/6/2024		S633	40.2191	53.8936
	7/5/2025		S633	41.4257	55.5104
S104	7/8/2023	Parking and Mobility Program Analyst	S637	43.5237	58.3224
	7/6/2024		S637	44.3942	59.4888
	7/5/2025		S637	45.7260	61.2735
S76	7/8/2023	Parks Supervisor	S632	38.4685	51.5485
	7/6/2024		S632	39.2379	52.5795
	7/5/2025		S632	40.4150	54.1569
S101	7/8/2023	Permit Services Supervisor	S643	50.4741	67.6362
	7/6/2024		S643	51.4836	68.9889
	7/5/2025		S643	53.0281	71.0586
S45	7/8/2023	Police Records Supervisor	S624	31.5731	42.3080
	7/6/2024		S625	33.0095	44.2331
	7/5/2025		S625	33.9998	45.5601
S11	7/8/2023	Principal Planner	S641	48.0420	64.3768
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S36	7/8/2023	Public Works Supervisor	S632	38.4685	51.5485
	7/6/2024		S632	39.2379	52.5795
	7/5/2025		S632	40.4150	54.1569
S44	7/8/2023	Purchasing Supervisor	S637	43.5237	58.3224
	7/6/2024		S637	44.3942	59.4888
	7/5/2025		S637	45.7260	61.2735
S52	11/10/2012	Recreation Supervisor	S632 Y-Rated	52.7168	52.7168
S53	7/8/2023	Recreation Supervisor	S632	38.4685	51.5485
	7/6/2024		S632	39.2379	52.5795
	7/5/2025		S632	40.4150	54.1569
S38	7/8/2023	SCADA/Instrumentation & Systems Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643

<b>Job Class Code</b>	<b>Effective Date</b>	<b>Classification Title</b>	<b>Pay Range</b>	<b>Hourly Low</b>	<b>Hourly High</b>
	7/5/2025		S641	50.4729	67.6342
Q04	7/8/2023	Senior Accountant	S637	43.5237	58.3224
	7/6/2024		S637	44.3942	59.4888
	7/5/2025		S637	45.7260	61.2735
S98	7/8/2023	Senior Civil Engineer	S645	53.0294	71.0603
	7/6/2024		S646	55.4422	74.2935
	7/5/2025		S646	57.1055	76.5223
S08	7/8/2023	Senior Management Analyst	S637	43.5237	58.3224
	7/6/2024		S637	44.3942	59.4888
	7/5/2025		S637	45.7260	61.2735
S29	7/8/2023	Surveyor	S643	50.4741	67.6362
	7/6/2024		S644	52.7707	70.7136
	7/5/2025		S644	54.3538	72.8350
S35	7/8/2023	Traffic Operations Supervisor	S634	40.4159	54.1578
	7/6/2024		S635	42.2549	56.6221
	7/5/2025		S635	43.5225	58.3208
S84	7/8/2023	Utility Billing Supervisor	S633	39.4305	52.8369
	7/6/2024		S633	40.2191	53.8936
	7/5/2025		S633	41.4257	55.5104
S100	7/8/2023	Wastewater Collection System Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S22	7/8/2023	Wastewater Maintenance Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S23	7/8/2023	Wastewater Plant Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S37	7/8/2023	Water Distribution Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S31	7/8/2023	Water Production Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342
S40	7/8/2023	Water Treatment Supervisor	S640	46.8703	62.8066
	7/6/2024		S641	49.0028	65.6643
	7/5/2025		S641	50.4729	67.6342




**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:   
Andy H. Viets, Senior Assistant City Attorney

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