

RESOLUTION NO. 2019 – 001

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA
PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A
STANDARDIZATION OF SALARIES OF FIRE MANAGEMENT UNIT EMPLOYEES OF
THE CITY FOR THE 2018-2019 AND 2019-2020 FISCAL YEARS**

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.

SECTION 2.0 - DESIGNATION AND EXPLANATION OF SALARY SCHEDULES. Salary schedule “B” is hereby established for the Fire Management Unit for the purpose of salary and benefit administration. Each Fire Management Unit classification is assigned to a specific salary range and effective date as specified within the schedule.

Fire Management Unit - (Salary Schedule “B”) shall apply to the classifications of Assistant Fire Chief and Fire Battalion Chief as specified in Section 4.0 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 “B” 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 “B” 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 and Technology 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 Fire Management Unit, a recognized bargaining unit, shall be as described in the approved Memorandum of Understanding (MOU) between the City and the Ventura Fire Management Association.

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 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 and holiday benefits shall earn at a rate proportionate to their regular work hours. 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 and vehicle allowance based on the salary schedule in which they are covered. For 80-hour employees: 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. At-will appointments shall be all officials, department heads and employees in other positions whose appointment, tenure or removal are exempted from the Personnel Merit System by municipal code, resolution, ordinance, or other MOU provision. At-will employees serve at the pleasure of the appointing authority and are subject to discharge without cause and without the right of appeal.

Employees in the Assistant Fire Chief classification are designated as at-will and thus exempt from the Personnel Merit System.

All other Fire Management classifications are within the Personnel Merit System, 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 - 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 3.1 - 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 3.2 - PAID ADMINISTRATIVE LEAVE. In special circumstances where there is doubt as to the applicability of existing leave time (e.g., disability leave, sick leave, vacation leave, holiday, annual leave), if any, and it is determined that paid administrative leave is appropriate and in the best interest of the City, the City Manager or his/her designated representative may grant paid administrative leave to City employees.

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. Notification of the granting of leave shall be made to the City Manager as soon as possible.

These provisions for paid administrative leave are in addition to any other administrative leave authorized.

SECTION 4.0 - FIRE MANAGEMENT UNIT - SALARY SCHEDULE "B"

Effective January 12, 2019

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
M11	Assistant Fire Chief	B002	68.4851	91.7700
N32	Fire Battalion Chief	B001	57.0709	76.4750

Above hourly rates are calculated based on a 40-hour work week.

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
M11	Assistant Fire Chief	B002	48.9179	65.5500
N32	Fire Battalion Chief	B001	40.7649	54.6250

Above hourly rates are calculated based on a 56-hour work week.

Effective January 11, 2020

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
M11	Assistant Fire Chief	B002	70.0260	93.8348
N32	Fire Battalion Chief	B001	58.3550	78.1957

Above hourly rates are calculated based on a 40-hour work week.

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
M11	Assistant Fire Chief	B002	50.0186	67.0249
N32	Fire Battalion Chief	B001	41.6821	55.8541

Above hourly rates are calculated based on a 56-hour work week.

SECTION 5.0 - 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 6.0 - 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.

PASSED AND ADOPTED this 14th day of January 2019.



Matt LaVere, Mayor

ATTEST:



Antoinette M. Mann, MMC, CRM
City Clerk

APPROVED AS TO FORM:
Gregory G. Diaz, City Attorney

By:  1/17/19

Andy H. Viets, Senior Assistant City Attorney

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF SAN BUENAVENTURA)

I, ANTOINETTE M. MANN, City Clerk of the City of San Buenaventura, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2019-001 which was duly and regularly passed and adopted by said City Council at a regular meeting held January 14, 2019, by the following vote:

AYES: Councilmembers Nasarenko, Brown, Friedman, Weir, Heitmann, Deputy Mayor Rubalcava and Mayor LaVere

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Buenaventura, California.

Antoinette M. Mann
Antoinette M. Mann, City Clerk
City of San Buenaventura, California

January 16, 2019
Date Attested

