

RESOLUTION NO. 2019 – 006

**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 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 “F” is hereby established for the Fire Unit for the purpose of salary and benefit administration. Each Fire Unit classification is assigned to a specific salary schedule and a specific grade or rate, and effective date as specified within that schedule

Fire Unit - (Salary Schedule “F”) shall apply to all classifications of Firefighter Trainee, Firefighter Trainee–Paramedic, Firefighter, Firefighter-Paramedic, and Fire Engineer (Basic Unit) and Fire Captain (Fire Captain’s Unit) 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 “F” of this Resolution shall be assigned a specific salary grade or pay rate. In the salary tables, the columns labeled “Steps” contain hourly rates, which reflect 5% increments beginning with the “A” Step. The hourly rates for classifications in Salary Schedule “F” shall be set at a specified step within the applicable salary grade.

SECTION 2.2 - SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT. All employees shall be compensated on a biweekly basis using a fixed hourly rate to calculate the pay period salary. The Biweekly 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 Unit, a recognized bargaining unit, shall be as described in the approved Memorandum of Understanding (MOU) between the City and the Ventura City Firefighters’ Association, International Association of Fire Fighters, Local 3431, with the following clarifications:

Article 19 – Specialty Pay, Section B.1., of the Memorandum of Understanding: The term “attained either USAR and/or Truck Certification” is clarified to mean “initiated the truck task book”.

Sick Leave Conversion: Unit members who have at least 800 hours of accrued sick leave as of November 1 of the prior year may convert up to 48 hours of their unused sick leave to vacation leave each year. The employee must have room in his/her vacation bank to allow conversion. If the vacation bank is at the maximum allowable, no conversion will take place.

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 biweekly 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 and vehicle allowance based on the salary schedule in which they are covered. 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. For Fire Unit employees working 112 hours per pay period, regular hours for part-time employees will be proportionately calculated to determine prorated contributions.

SECTION 2.5 – AT-WILL APPOINTMENTS Fire 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. An exception may be made for Recreation/Interpret/Cultural Specialist and Project Manager job classifications if work assignments change.

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

SECTION 5.0 - FIRE UNIT - SALARY SCHEDULE "F"

Effective March 23, 2019

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
F03	Fire Captain	F06	41.9065	53.4849
F02	Fire Engineer	F05	36.2007	46.2022
F01	Firefighter	F02	29.7826	38.0109
F05	Firefighter Trainee	F01	28.3640	34.4768
F04	Firefighter-Paramedic	F04	34.4768	44.0020
F00	Firefighter-Paramedic Trainee	F03	32.8351	39.9111

Pay Range	A	B	C	D	E	F
1	28.3640	29.7826	31.2714	32.8351	34.4768	
2	29.7826	31.2714	32.8351	34.4768	36.2007	38.0109
3	32.8351	34.4768	36.2007	38.0109	39.9111	
4	34.4768	36.2007	38.0109	39.9111	41.9065	44.0020
5	36.2007	38.0108	39.9112	41.9065	44.0020	46.2022
6	41.9065	44.0020	46.2022	48.5126	50.9377	53.4849

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

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
F03	Fire Captain	F06	29.9332	38.2035
F02	Fire Engineer	F05	25.8577	33.0016
F01	Firefighter	F02	21.2733	27.1507
F05	Firefighter Trainee	F01	20.2600	24.6263
F04	Firefighter-Paramedic	F04	24.6263	31.4300
F00	Firefighter-Paramedic Trainee	F03	23.4536	28.5079

Pay Range	A	B	C	D	E	F
1	20.2600	21.2733	22.3367	23.4536	24.6263	
2	21.2733	22.3367	23.4536	24.6263	25.8577	27.1507
3	23.4536	24.6263	25.8577	27.1507	28.5079	
4	24.6263	25.8577	27.1507	28.5079	29.9332	31.4300
5	25.8577	27.1506	28.5080	29.9332	31.4300	33.0016
6	29.9332	31.4300	33.0016	34.6518	36.3841	38.2035

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
F03	Fire Captain	F06	42.8494	54.6883
F02	Fire Engineer	F05	37.0152	47.2417
F01	Firefighter	F02	30.4527	38.8661
F05	Firefighter Trainee	F01	29.0022	35.2525
F04	Firefighter-Paramedic	F04	35.2525	44.9920
F00	Firefighter-Paramedic Trainee	F03	33.5739	40.8091

Pay Range	A	B	C	D	E	F
1	29.0022	30.4527	31.9750	33.5739	35.2525	
2	30.4527	31.9750	33.5739	35.2525	37.0152	38.8661
3	33.5739	35.2525	37.0152	38.8661	40.8091	
4	35.2525	37.0152	38.8661	40.8091	42.8494	44.9920
5	37.0152	38.8660	40.8092	42.8494	44.9920	47.2417
6	42.8494	44.9920	47.2417	49.6041	52.0838	54.6883

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

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
F03	Fire Captain	F06	30.6067	39.0631
F02	Fire Engineer	F05	26.4395	33.7441
F01	Firefighter	F02	21.7519	27.7616
F05	Firefighter Trainee	F01	20.7159	25.1804
F04	Firefighter-Paramedic	F04	25.1804	32.1372
F00	Firefighter-Paramedic Trainee	F03	23.9813	29.1493

Pay Range	A	B	C	D	E	F
1	20.7159	21.7519	22.8393	23.9813	25.1804	
2	21.7519	22.8393	23.9813	25.1804	26.4395	27.7616
3	23.9813	25.1804	26.4395	27.7616	29.1493	
4	25.1804	26.4395	27.7616	29.1493	30.6067	32.1372
5	26.4395	27.7615	29.1494	30.6067	32.1372	33.7441
6	30.6067	32.1372	33.7441	35.4315	37.2027	39.0631

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

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.

PASSED AND ADOPTED this 18th day of March 2019.



Matt LaVerre, Mayor

ATTEST:



Antoinette M. Mann, MMC, CRM
City Clerk

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

By:  3/12/19

Andy H. Viets, Senior Assistant City Attorney

EXHIBIT A
SALARY RESOLUTION
INDEX

SECTION 1.0	AUTHORITY
SECTION 2.0	DESIGNATION AND EXPLANATION OF SALARY SCHEDULES
SECTION 2.1	EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES
SECTION 2.2	SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT
SECTION 2.3	FRINGE BENEFITS AND ADDITIONAL COMPENSATION
SECTION 2.4	EFFECT OF REGULAR PART-TIME APPOINTMENTS
SECTION 2.5	AT-WILL APPOINTMENTS
SECTION 2.6	DELEGATION OF AUTHORITY
SECTION 3.0	TEMPORARY SUPPORT STAFF APPOINTMENTS
SECTION 4.0	INCENTIVE AWARDS
SECTION 4.1	RECRUITMENT INCENTIVES
SECTION 4.2	PAID ADMINISTRATIVE LEAVE
SECTION 5.0	FIRE UNIT - SALARY SCHEDULE "F"
SECTION 6.0	APPROVAL
SECTION 7.0	SEVERABILITY
EXHIBIT A	INDEX

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. 2019-006 which was duly and regularly passed and adopted by said City Council at a regular meeting held March 18, 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.

fr 

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

MARCH 20, 2019

Date Attested

