

RESOLUTION NO. 2019-073

**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 FOR THE 2018-2019 AND 2019-2020 FISCAL YEARS
AND RESCINDING RESOLUTION NO. 2019-033**

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 "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 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 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"

Effective September 22, 2018

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
S80	Aquatics Supervisor	S632	34.0214	45.5893
S17	Assistant Engineer	S632	34.0214	45.5893
S12	Associate Engineer	S636	37.5533	50.3219
Q03	Building Inspection Supervisor	S630	32.3822	43.3924
S89	Business Services Officer	S637	38.4921	51.5800
S97	Civil Engineer	S639	40.4409	54.1914
S51	Code Enforcement Supervisor	S630	32.3822	43.3924
S85	Construction Permits Supervisor	S643	44.6391	59.8171

S57	Crime Analyst	S626	29.3366	39.3113
S42	Digital Publishing Supervisor	S621	25.9294	34.7454
S96	Enterprise Applications Analyst	S639	40.4409	54.1914
S93	Enterprise Systems Development Supvsr.	S643	44.6391	59.8171
S95	Environmental Compliance Supervisor	S636	37.5533	50.3219
S88	Environmental Services Supervisor	S632	34.0214	45.5893
S82	Facilities Maintenance Supervisor	S630	32.3822	43.3924
S79	Fire Prevention Supervisor	S632	34.0214	45.5893
S71	Fleet and Facilities Project Supervisor	S630	32.3822	43.3924
S70	Fleet Services Supervisor	S630	32.3822	43.3924
S41	Graphics Supervisor	S626	29.3366	39.3113
S77	Information Technology Operations Supervisor	S643	44.6391	59.8171
S25	Laboratory Supervisor	S634	35.7437	47.8970
S54	Management Analyst I	S627	30.0701	40.2941
S09	Management Analyst II	S631	33.1917	44.4774
S91	Network Administrator	S639	40.4409	54.1914
S76	Parks Supervisor	S630	32.3822	43.3924
S45	Police Records Supervisor	S621	25.9294	34.7454
S11	Principal Planner	S637	38.4921	51.5800
S36	Public Works Supervisor	S630	32.3822	43.3924
S44	Purchasing Supervisor	S629	31.5924	42.3341
S52	Recreation & Community Partnerships Supervisor	S632	34.0214	45.5893
S52	Recreation & Community Partnerships Supervisor	S632 Y-Rated	52.7168	52.7168
S38	SCADA/Instrumentation & Systems Supvsr.	S634	35.7437	47.8970
Q04	Senior Accountant	S629	31.5924	42.3341
S47	Senior Buyer	S621	25.9294	34.7454
S98	Senior Civil Engineer	S643	44.6391	59.8171
S08	Senior Management Analyst	S635	36.6374	49.0945
S02	Senior Planner	S633	34.8721	46.7287
S29	Surveyor	S639	40.4409	54.1914
S07	Systems Specialist	S639	40.4409	54.1914
S35	Traffic Operations Supervisor	S630	32.3822	43.3924
S22	Wastewater Maintenance Supervisor	S636	37.5533	50.3219
S23	Wastewater Plant Supervisor	S636	37.5533	50.3219
S37	Water Distribution Supervisor	S634	35.7437	47.8970
S69	Water Resources Account Supervisor	S631	33.1917	44.4774
S39	Water Treatment/Production Supervisor	S636	37.5533	50.3219

Effective April 6, 2019

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
S80	Aquatics Supervisor	S632	34.0214	45.5893
S17	Assistant Engineer	S632	34.0214	45.5893
S12	Associate Engineer	S636	37.5533	50.3219
Q03	Building Inspection Supervisor	S630	32.3822	43.3924
S89	Business Services Officer	S637	38.4921	51.5800
S97	Civil Engineer	S639	40.4409	54.1914
S51	Code Enforcement Supervisor	S630	32.3822	43.3924
S85	Construction Permits Supervisor	S643	44.6391	59.8171
S57	Crime Analyst	S626	29.3366	39.3113
S42	Digital Publishing Supervisor	S621	25.9294	34.7454
S96	Enterprise Applications Analyst	S639	40.4409	54.1914
S93	Enterprise Systems Development Supvsr.	S643	44.6391	59.8171
S95	Environmental Compliance Supervisor	S636	37.5533	50.3219
S88	Environmental Services Supervisor	S632	34.0214	45.5893
S82	Facilities Maintenance Supervisor	S630	32.3822	43.3924
S79	Fire Prevention Supervisor	S632	34.0214	45.5893
S71	Fleet and Facilities Project Supervisor	S630	32.3822	43.3924
S70	Fleet Services Supervisor	S630	32.3822	43.3924
S41	Graphics Supervisor	S626	29.3366	39.3113
S77	Information Technology Operations Supervisor	S643	44.6391	59.8171
S25	Laboratory Supervisor	S636	37.5533	50.3219
S54	Management Analyst I	S627	30.0701	40.2941
S09	Management Analyst II	S631	33.1917	44.4774
S91	Network Administrator	S639	40.4409	54.1914
S76	Parks Supervisor	S630	32.3822	43.3924
S45	Police Records Supervisor	S621	25.9294	34.7454
S11	Principal Planner	S637	38.4921	51.5800
S36	Public Works Supervisor	S630	32.3822	43.3924
S44	Purchasing Supervisor	S635	36.6374	49.0945
S52	Recreation & Community Partnerships Supervisor	S632	34.0214	45.5893
S52	Recreation & Community Partnerships Supervisor	S632 Y-Rated	52.7168	52.7168
S38	SCADA/Instrumentation & Systems Supvsr.	S634	35.7437	47.8970
Q04	Senior Accountant	S635	36.6374	49.0945
S47	Senior Buyer	S621	25.9294	34.7454

S98	Senior Civil Engineer	S643	44.6391	59.8171
S08	Senior Management Analyst	S635	36.6374	49.0945
S02	Senior Planner	S633	34.8721	46.7287
S29	Surveyor	S639	40.4409	54.1914
S07	Systems Specialist	S639	40.4409	54.1914
S35	Traffic Operations Supervisor	S630	32.3822	43.3924
S84	Utility Billing Supervisor	S631	33.1917	44.4774
S22	Wastewater Maintenance Supervisor	S638	39.4544	52.8696
S23	Wastewater Plant Supervisor	S638	39.4544	52.8696
S37	Water Distribution Supervisor	S636	37.5533	50.3219
S39	Water Treatment/Production Supervisor	S638	39.4544	52.8696

Effective June 29, 2019

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
S80	Aquatics Supervisor	S632	34.0214	45.5893
S17	Assistant Engineer	S632	34.0214	45.5893
S12	Associate Engineer	S636	37.5533	50.3219
Q03	Building Inspection Supervisor	S630	32.3822	43.3924
S89	Business Services Officer	S637	38.4921	51.5800
S97	Civil Engineer	S639	40.4409	54.1914
S51	Code Enforcement Supervisor	S630	32.3822	43.3924
S85	Construction Permits Supervisor	S643	44.6391	59.8171
S57	Crime Analyst	S626	29.3366	39.3113
S42	Digital Publishing Supervisor	S621	25.9294	34.7454
S96	Enterprise Applications Analyst	S639	40.4409	54.1914
S93	Enterprise Systems Development Supvrsr.	S643	44.6391	59.8171
S95	Environmental Compliance Supervisor	S636	37.5533	50.3219
S88	Environmental Services Supervisor	S632	34.0214	45.5893
S82	Facilities Maintenance Supervisor	S630	32.3822	43.3924
S79	Fire Prevention Supervisor	S632	34.0214	45.5893
S71	Fleet and Facilities Project Supervisor	S630	32.3822	43.3924
S70	Fleet Services Supervisor	S630	32.3822	43.3924
S41	Graphics Supervisor	S626	29.3366	39.3113
S77	Information Technology Operations Supervisor	S643	44.6391	59.8171
S25	Laboratory Supervisor	S638	39.4544	52.8696
S54	Management Analyst I	S627	30.0701	40.2941
S09	Management Analyst II	S631	33.1917	44.4774

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
S91	Network Administrator	S639	40.4409	54.1914
S76	Parks Supervisor	S630	32.3822	43.3924
S45	Police Records Supervisor	S621	25.9294	34.7454
S11	Principal Planner	S637	38.4921	51.5800
S36	Public Works Supervisor	S630	32.3822	43.3924
S44	Purchasing Supervisor	S635	36.6374	49.0945
S52	Recreation & Community Partnerships Supervisor	S632	34.0214	45.5893
S52	Recreation & Community Partnerships Supervisor	S632 Y-Rated	52.7168	52.7168
S38	SCADA/Instrumentation & Systems Supvsr.	S634	35.7437	47.8970
Q04	Senior Accountant	S635	36.6374	49.0945
S47	Senior Buyer	S621	25.9294	34.7454
S98	Senior Civil Engineer	S643	44.6391	59.8171
S08	Senior Management Analyst	S635	36.6374	49.0945
S02	Senior Planner	S633	34.8721	46.7287
S29	Surveyor	S639	40.4409	54.1914
S07	Systems Specialist	S639	40.4409	54.1914
S35	Traffic Operations Supervisor	S630	32.3822	43.3924
S84	Utility Billing Supervisor	S631	33.1917	44.4774
S22	Wastewater Maintenance Supervisor	S638	39.4544	52.8696
S23	Wastewater Plant Supervisor	S638	39.4544	52.8696
S37	Water Distribution Supervisor	S638	39.4544	52.8696
S39	Water Treatment/Production Supervisor	S638	39.4544	52.8696

Effective July 13, 2019

Job Class Code	Classification Title	Pay Range	Hourly Low	Hourly High
S80	Aquatics Supervisor	S632	34.7869	46.6151
S17	Assistant Engineer	S632	34.7869	46.6151
S12	Associate Engineer	S636	38.3982	51.4541
Q03	Building Inspection Supervisor	S630	33.1108	44.3687
S89	Business Services Officer	S637	39.3582	52.7406
S97	Civil Engineer	S639	41.3508	55.4107
S51	Code Enforcement Supervisor	S630	33.1108	44.3687
S85	Construction Permits Supervisor	S643	45.6435	61.1630
S57	Crime Analyst	S626	29.9967	40.1958

S42	Digital Publishing Supervisor	S621	26.5128	35.5272
S96	Enterprise Applications Analyst	S639	41.3508	55.4107
S93	Enterprise Systems Development Supvsr.	S643	45.6435	61.1630
S95	Environmental Compliance Supervisor	S636	38.3982	51.4541
S88	Environmental Services Supervisor	S632	34.7869	46.6151
S82	Facilities Maintenance Supervisor	S630	33.1108	44.3687
S79	Fire Prevention Supervisor	S632	34.7869	46.6151
S71	Fleet and Facilities Project Supervisor	S630	33.1108	44.3687
S70	Fleet Services Supervisor	S630	33.1108	44.3687
S41	Graphics Supervisor	S626	29.9967	40.1958
S77	Information Technology Operations Supervisor	S643	45.6435	61.1630
S25	Laboratory Supervisor	S638	40.3421	54.0592
S54	Management Analyst I	S627	30.7467	41.2007
S09	Management Analyst II	S631	33.9385	45.4781
S91	Network Administrator	S639	41.3508	55.4107
S76	Parks Supervisor	S630	33.1108	44.3687
S45	Police Records Supervisor	S621	26.5128	35.5272
S11	Principal Planner	S637	39.3582	52.7406
S36	Public Works Supervisor	S630	33.1108	44.3687
S44	Purchasing Supervisor	S635	37.4617	50.1991
S52	Recreation & Community Partnerships Supervisor	S632	34.7869	46.6151
S52	Recreation & Community Partnerships Supervisor	S632 Y-Rated	52.7168	52.7168
S38	SCADA/Instrumentation & Systems Supvsr.	S634	36.5479	48.9747
Q04	Senior Accountant	S635	37.4617	50.1991
S47	Senior Buyer	S621	26.5128	35.5272
S98	Senior Civil Engineer	S643	45.6435	61.1630
S08	Senior Management Analyst	S635	37.4617	50.1991
S02	Senior Planner	S633	35.6567	47.7801
S29	Surveyor	S639	41.3508	55.4107
S07	Systems Specialist	S639	41.3508	55.4107
S35	Traffic Operations Supervisor	S630	33.1108	44.3687
S84	Utility Billing Supervisor	S631	33.9385	45.4781
S22	Wastewater Maintenance Supervisor	S638	40.3421	54.0592
S23	Wastewater Plant Supervisor	S638	40.3421	54.0592
S37	Water Distribution Supervisor	S638	40.3421	54.0592
S39	Water Treatment/Production Supervisor	S638	40.3421	54.0592

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 9th day of December 2019.



Matt LaVere, Mayor

ATTEST:



for Antoinette M. Mann, MMC, CRM
City Clerk

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

By:  11/20/19

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	SUPERVISORY - SALARY SCHEDULE "S"
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. 2019-073 which was duly and regularly passed and adopted by said City Council at a regular meeting held December 9, 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.



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

12-10-2019

Date Attested

