

RESOLUTION NO. 2020-066

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA
PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A
STANDARDIZATION OF SALARIES OF CERTAIN PAID OFFICERS AND EMPLOYEES
OF THE CITY OF SAN BUENAVENTURA AS OF DECEMBER 7, 2020**

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 December 7, 2020.

SECTION 2.0 - DESIGNATION AND EXPLANATION OF SALARY SCHEDULES. Seven separate salary schedules are hereby established for the purpose of salary and benefit administration. Each City classification is assigned to a specific salary schedule and a specific grade, range or rate, and effective date as specified within that schedule.

Council - (Salary Schedule "L") shall apply to Members of the City Council and City Boards and Commissions as specified in Section 5.0 of this Resolution.

Executives - (Salary Schedule "E") shall apply to all classifications designated as executive and as specified in Section 6.0 of this Resolution.

Management - (Salary Schedule "M") shall apply to all classifications designated as management and as specified in Section 7.0 of this Resolution.

Confidential - (Salary Schedule "C") shall apply to all classifications designated as confidential and as specified in Section 8.0 of this Resolution.

Police & Fire Recruits - (Salary Schedule "D") shall apply to the classifications of Police Officer Trainee, Firefighter-Paramedic Recruit and Firefighter Recruit and as specified in Section 10.0 of this Resolution.

Temporary Recreation Support Staff - (Salary Schedule "R") shall apply to all temporary recreation classifications and as specified in Section 11.0 of this Resolution.

Temporary Support Staff - (Salary Schedule "X") shall apply to all temporary classifications and as specified in Section 12.0 of this Resolution.

SECTION 2.1 - EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES. Each classification listed in Salary Schedules "E", "M", and "C" 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 Schedules "E", "M", and "C" shall be set anywhere within the minimum and maximum limits for the range applicable to their classification. Specific steps do not apply.

Each classification listed in Salary Schedules "D" or "R" or "X" shall be paid on a per hour basis within the pay range assigned to the classification.

SECTION 2.2 - SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT.

Members of the City Council shall be compensated on a bi-weekly basis. All employees shall be compensated on a biweekly 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 and members of the City Council 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. Fringe benefits or additional compensation provided to Executives (Salary Schedule "E"), Management (Salary Schedule "M"), Confidential (Salary Schedule "C"), and Police and Fire Recruits (Salary Schedule "D") shall be as described in the "Resolution of the Council of the City of San Buenaventura Providing for Benefits and Additional Compensation for Unrepresented Employees in Salary Schedules "E", "M", "C" and "D" of the Salary Resolution.

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.

Non-Employees: Members of the City Council and members of appointive boards, commissions and committees, independent contractors and volunteers are not employees. Reimbursement for travel and other expenses and participation in the City's group health and dental insurance plans for members of the City Council shall be as authorized in Section 5.0 of this Resolution.

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 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.

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 following classifications are designated as at will and thus exempt from the Personnel Merit System:

- City Manager
- City Attorney
- All positions in Salary Schedule "E"
- All positions in Salary Schedule "M" (excluding Principal Human Resources Analysts hired prior to May 21, 2016)
- All positions in the City Manager's Office (excluding Management Analyst I/II and Safe and Clean Groundskeeper)
- All Legal Litigation Assistants, Administrative Assistants, and Paralegals

All other classifications not listed above 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 - 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 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 5.0 - COUNCIL - SALARY SCHEDULE "L"

Job Class Code	Effective Date	Classification Title	Pay Range	Monthly Compensation
L02	7/1/2015	Councilmember	L000	\$600.00
L01	7/1/2015	Mayor	L001	\$700.00

SECTION 5.1 - REIMBURSEMENT. Each member of the Council is authorized to incur and shall receive reimbursement in the amount of \$200.00, \$300.00 for the Mayor, in any one calendar month for traveling and other expenses incurred in the performance of their Council duties within the City or its environs. The Council has found and determined these amounts to be the usual amounts of travel and other expenses actually incurred each month by each Councilmember or the Mayor in the performance of his or her Council duties within the City and its environs. Reimbursement for expenses in excess of said sums must be authorized by the Council.

SECTION 5.2 - HEALTH, DENTAL, AND VISION INSURANCE. Each member of the City Council shall be eligible to participate in the City's group health, dental, and vision insurance plans at the member's own expense.

SECTION 5.3 - RETIREMENT. Each member of the City Council, with the exception of CalPERS Retired Annuitants, shall be eligible to elect to participate in either the California Public Employees' Retirement System (CalPERS) or Social Security with the member paying the full employee contribution and the City paying the required employer contribution. City Council members who are CalPERS Retired Annuitants will pay Medicare tax, but will not be eligible to elect to participate in either the California Public Employees' Retirement System (CalPERS) or Social Security.

SECTION 5.4 - DEFERRED COMPENSATION. Each member of the City Council shall be eligible to participate in the deferred compensation plan offered through the City. The City will not provide a matching contribution.

SECTION 6.0 - EXECUTIVES - SALARY SCHEDULE "E"

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
E11	7/13/2019	Assistant City Manager	E006	75.7934	101.5640
E03	10/7/2019	City Attorney	E011	80.7869	112.4641
N30	3/21/2020	City Clerk	M849	53.1881	71.2730
E01	7/13/2019	City Manager	E013	129.1152	129.1152
E05	7/13/2019	Community Development Director	E004	72.1414	96.6701
E10	7/13/2019	Deputy City Manager	M856	63.2240	84.7209
E16	7/13/2019	Finance & Technology Director	E004	72.1414	96.6701
E06	7/13/2019	Fire Chief	E008	81.1693	108.7677
E13	7/13/2019	Human Resources Director	E001	66.9903	89.7677
E14	6/27/2020	Parks and Recreation Director	E003	70.3817	94.3124
E07	7/13/2019	Police Chief	E012	89.5955	120.0590
E08	7/13/2019	Public Works Director	E004	72.1414	96.6701
E09	7/13/2019	Ventura Water General Manager	E004	72.1414	96.6701

SECTION 7.0 – MANAGEMENT – SALARY SCHEDULE “M”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
M48	7/13/2019	Accounting Manager	M843	45.8640	61.4585
N02	7/13/2019	Assistant City Attorney I	M848	51.8912	69.5346
M02	7/13/2019	Assistant City Attorney II	M852	57.2778	76.7532
M14	7/13/2019	Assistant Community Development Director	M854	60.1776	80.6385
M37	8/4/2020	Assistant Finance Director/Treasurer	M854	60.1776	80.6385
M22	7/13/2019	Assistant General Manager-Water	M855	61.6820	82.6545
M01	7/13/2019	Assistant Human Resources Director	M851	55.8810	74.8808
M07	7/13/2019	Chief Building Official	M850	54.5178	73.0546
M08	7/13/2019	Code Enforcement Manager	M840	42.5895	57.0702
M49	1/11/2020	Communications Manager/Public Information Officer	M846	49.3903	66.1839
M15	7/13/2019	Deputy Public Works Director	M854	60.1776	80.6385
M39	7/13/2019	Economic Development Manager	M846	49.3903	66.1839
M52	7/13/2019	Emergency Services Manager	M843	45.8640	61.4585
N10	7/13/2019	Environmental Services Manager	M840	42.5895	57.0702
S81	7/13/2019	Fire Marshal	M844	47.0108	62.9948
N25	7/13/2019	Fleet and Facilities Manager	M844	47.0108	62.9948
M33	7/13/2019	Information Technology Manager	M854	60.1776	80.6385
M53	9/24/2019	Information Technology Project Manager	S643	45.6435	61.1630
M47	7/13/2019	Parks Manager	M844	47.0108	62.9948
M06	9/12/2019	Planning Manager	M849	53.1881	71.2730
M50	7/13/2019	Police Records Manager	M836	38.5836	51.7028
S01	7/13/2019	Principal Civil Engineer	M849	53.1881	71.2730
Q02	7/13/2019	Financial Services Manager *	S643	45.6435	61.1630
S30	7/13/2019	Principal Human Resources Analyst *	S638	40.3421	54.0592
S66	6/27/2020	Recreation Manager	M844	47.0108	62.9948
M40	7/13/2019	Risk Manager	M843	45.8640	61.4585
M09	7/13/2019	Safe and Clean Program Manager	M841	43.6539	58.4969
M04	7/13/2019	Senior Assistant City Attorney	M858	66.4251	89.0098
M51	7/13/2019	Treasury Manager	M843	45.8640	61.4585
M56	9/28/2020	Ventura Water Pure Program Director	M856	63.2240	84.7209
M21	7/13/2019	Wastewater Utility Manager	M848	51.8912	69.5346
M20	7/13/2019	Water Utility Manager	M848	51.8912	69.5346

*CONFIDENTIAL

SECTION 8.0 – CONFIDENTIAL - SALARY SCHEDULE “C”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
C05	7/13/2019	Administrative Assistant	C012	26.5762	32.2971
S78	7/13/2019	Assistant City Clerk	S628	31.5153	42.2308
C04	7/13/2019	Deputy City Clerk	C012	26.5762	32.2971
C03	7/13/2019	Executive Assistant	C020	32.3806	39.3507
S06	7/13/2019	Human Resources Analyst I	S628	31.5153	42.2308
S24	7/13/2019	Human Resources Analyst II	S632	34.7869	46.6150
C11	7/13/2019	Human Resources Assistant	C001	20.2549	24.6151
C13	7/13/2019	Human Resources Technician I	C009	24.6786	29.9911
C14	7/13/2019	Human Resources Technician II	C013	27.2408	33.1045
C16	7/13/2019	Legal Litigation Assistant	C014	27.9216	33.9320
C18	7/13/2019	Paralegal	C020	32.3806	39.3507
U08	7/13/2019	Senior Management Analyst (City Manager's Office)	S635	37.4617	50.1991

SECTION 9.0 – POLICE & FIRE RECRUITS - SALARY SCHEDULE “D”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
K61	7/13/2019	Firefighter Recruit	D002	26.1212	26.1212
K62	7/13/2019	Firefighter-Paramedic Recruit	D003	30.2387	30.2387
K19	7/13/2019	Police Officer Trainee	D001	34.6211	34.6211

These classifications are non-sworn, at-will training positions while employees are in the Police/Fire Academy receiving instruction to prepare them for appointment to the sworn positions of Police Officer or Firefighter-Paramedic Trainee. Such appointment is contingent upon successful completion of the Academy's curriculum. An employee who fails to successfully complete the Academy or is not sworn in shall be terminated from City employment.

SECTION 10.0 – TEMPORARY RECREATION SUPPORT STAFF - SALARY
SCHEDULE “R”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
R36	12/26/2020	Aquatics Specialist	R224	14.0000	20.0000
R24	12/26/2020	Head Lifeguard	R013	16.5000	19.2500
R23	12/26/2020	Lifeguard I	R005	14.0000	16.500
R25	12/26/2020	Lifeguard II-Swimming Instructor	R011	15.000	17.8500
R21	12/26/2020	Recreation Leader I	R005	14.0000	16.500
R22	12/26/2020	Recreation Leader II	R011	15.0000	17.8500
R32	12/26/2020	Recreation/Interpret/Cultural Spec	R224	14.0000	20.0000

SECTION 11.0 – TEMPORARY SUPPORT STAFF - SALARY SCHEDULE “X”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
K54	12/26/2020	Administrative Aide	X005	14.0000	16.5000
K31	12/26/2020	Ambassador I	X005	14.0000	16.5000
K34	12/26/2020	Ambassador II	X010	14.8700	18.3600
S99	12/29/2018	EMS Medical Director	X226	150.0000	150.0000
G10	12/26/2020	Engineering Aide	X015	15.2600	18.1100
K63	12/26/2020	Environmental Services Assistant	X015	15.2600	18.1100
K60	12/26/2020	Fire Cadet	X005	14.0000	16.5000
A00	12/26/2020	Maintenance Trainee	X010	14.8700	18.3600
K50	12/29/2018	Management Intern	X019	16.0000	20.0000
K25	12/26/2020	Office Aide	X005	14.0000	16.5000
K15	12/26/2020	Police Cadet	X005	14.0000	16.5000
X10	12/29/2018	Project Manager	X225	35.0000	120.0000

Employees assigned to work over 1,000 hours in a Fiscal Year shall be paid at the applicable living wage in accordance with Municipal Code Sec. 2.525.150. Effective July 1, 2020 the living wage without medical benefits is \$16.88 per hour.

SECTION 12.0 - 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. In addition, where there is a written employment agreement between the City and a City employee, the provisions of the employment agreement shall govern the classification, title, compensation and benefits of the employee to the extent there is any inconsistency between this Salary Resolution and the provisions of the employment agreement. All references made herein to the City Manager shall also apply to the City Attorney in cases of City Attorney classifications or City Attorney staff.

SECTION 13.0 - 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 7th day of December 2020.


for Matt LaVere, Mayor

ATTEST:


Antoinette M. Mann, MMC, CRM
City Clerk

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

By:  12/2/20
Andy H. Viets, Senior Assistant City Attorney

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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: 2020-066 which was duly and regularly passed and adopted by said City Council at a regular meeting held December 7, 2020, by the following vote:

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

NOES: None

ABSENT: None

*Mayor position vacant.

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

December 10, 2020
Date Attested

