

**RESOLUTION NO. 2021-033**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A STANDARDIZATION OF SALARIES OF PROFESSIONAL UNIT EMPLOYEES OF THE CITY OF SAN BUENAVENTURA AS OF MAY 29, 2021**

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 May 29, 2021.

**SECTION 2.0 - DESIGNATION AND EXPLANATION OF SALARY SCHEDULES.** Salary schedule "Q" is hereby established for the Professional Unit for the purpose of salary and benefit administration. Each Professional Unit classification is assigned to a specific salary grade or pay rate, and effective date as specified within that schedule.

**Professional Unit - (Salary Schedule "Q")** shall apply to all classifications designated as professional 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 "Q" 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 "Q" 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 Professional Unit, a recognized bargaining unit, shall be as described in the approved Memorandum of Understanding (MOU) between the City and the Professional 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.** Professional 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 - PROFESSIONAL - SALARY SCHEDULE "Q"**

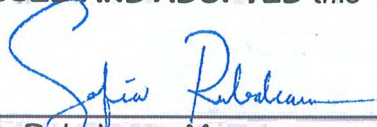
Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
S65	5/29/2021	Accountant I	S627	31.4385	42.1277
S67	5/29/2021	Accountant II	S631	34.7021	46.5014
S13	5/29/2021	Active Transportation Specialist	S628	32.2244	43.1810
S18	5/29/2021	Assistant Planner	S625	29.9235	40.0978
S10	5/29/2021	Associate Planner	S629	33.0300	44.2605
S63	5/29/2021	Buyer	S617	24.5598	32.9103
S74	5/29/2021	Community Outreach Specialist	S630	33.8558	45.3670
S57	5/29/2021	Crime Analyst	S626	30.6716	41.1002
S90	5/29/2021	Emergency Medical Svcs. Coordinator	S637	40.2438	53.9273
Q11	5/29/2021	Environmental Biologist	S628	32.2244	43.1810
S75	5/29/2021	Environmental Services Specialist	S626	30.6716	41.1002
S20	5/29/2021	Financial Analyst I	S631	34.7021	46.5014
S26	5/29/2021	Financial Analyst II	S635	38.3046	51.3286
S73	5/29/2021	Geographic Information Systems Coordinator	S639	42.2812	56.6574
S03	5/29/2021	Plans Examiner	S630	33.8558	45.3670
Q09	5/29/2021	Property Management Specialist	S630	33.8558	45.3670
Q05	5/29/2021	Senior Community Outreach Specialist	S634	37.3702	50.0766
S05	5/29/2021	Senior Financial Analyst	S639	42.2812	56.6574
S27	5/29/2021	Senior Plans Examiner	S634	37.3702	50.0766
S87	5/29/2021	Systems Analyst I	S631	34.7021	46.5014
S21	5/29/2021	Systems Analyst II	S635	38.3046	51.3286
Q07	5/29/2021	Systems Support Analyst I	S627	31.4385	42.1277
Q08	5/29/2021	Systems Support Analyst II	S631	34.7021	46.5014
S86	5/29/2021	Telecommunications Specialist	S631	34.7021	46.5014
Q31	5/29/2021	Utility Asset Management System Specialist	S631	34.7021	46.5014

**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 10<sup>th</sup> day of May 2021.

  
\_\_\_\_\_  
Sofia Rubalcava, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Antoinette M. Mann, MMC, CRM  
City Clerk

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

By:  4/22/21  
\_\_\_\_\_  
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	PROFESSIONAL - SALARY SCHEDULE "Q"
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. 2021-033 which was duly and regularly passed and adopted by said City Council at a regular meeting held May 10, 2021, by the following vote:

AYES:           Councilmembers Sanchez-Palacios, Brown, Johnson, Halter, Friedman, Deputy Mayor Schroeder, and Mayor Rubalcava

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

May 13, 2021  
Date Attested

