

RESOLUTION NO. 05 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COSTA MESA, CALIFORNIA, ESTABLISHING THE
CONFIDENTIAL EMPLOYEES UNIT.

WHEREAS, Employer-Employee Organization Relations Resolution No. 95-63, as authorized under the California Government Code (Section 3500, et seq.), sets forth the definition of "Employee, Confidential" as any employee whose normal duties would give the employee access to decisions or the decision-making processes of the City concerning any matters relating to employer-employee relations; and

WHEREAS, Resolution No. 95-63 sets forth the "Policy and Standards for Determination of Appropriate Units", including the provision that confidential responsibilities are determining factors in establishing appropriate units; and

WHEREAS, specific positions have been determined by the City Manager (Employee Relations Officer) as having access to or preparing confidential materials and/or information and/or recommendations on behalf of the City in matters relating to employer-employee relations; and

WHEREAS, the City Manager has determined the need to reallocate these positions from the Costa Mesa City Employees Association (CMCEA) to a new non-represented Confidential Employees Unit in accordance with these policies and procedures; and

WHEREAS, the affected employee association was notified on December 27, 2004 of the decision to establish the new Confidential Employees Unit and present it to the City Council in February 2005; and

WHEREAS, the affected employee association and the individuals affected have indicated their concurrence in January 2005.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: CONFIDENTIAL UNIT SALARY SCHEDULE

The following positions of the Administrative Services Department and Finance Department are hereby placed under the Confidential Employees Unit Salary Schedule at the salary ranges and monthly rates of pay specified, effective April 3, 2005. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step. In addition, the City pays the employees' 7% retirement contribution to the California Public Employees' Retirement System (CalPERS).

JOB CODE	CLASS TITLE	RANGE	1	2	3	4	5	6	7	
ADMINISTRATIVE SERVICES DEPARTMENT										
0018	Benefits Coordinator	610	\$3,426 \$41,112 \$19.77	\$3,597 \$43,164 \$20.75	\$3,777 \$45,324 \$21.79	\$3,966 \$47,592 \$22.88	\$4,164 \$49,968 \$24.03	\$4,373 \$52,476 \$25.23	\$4,591 \$55,092 \$26.49	Monthly Annual Hourly
0014	Executive Secretary (Administration)	609	\$3,409 \$40,908 \$19.67	\$3,580 \$42,960 \$20.65	\$3,758 \$45,096 \$21.68	\$3,946 \$47,352 \$22.77	\$4,144 \$49,728 \$23.91	\$4,351 \$52,212 \$25.10	\$4,568 \$54,816 \$26.36	Monthly Annual Hourly
0074	Management Analyst (Risk Management)	659	\$4,375 \$52,500 \$25.24	\$4,593 \$55,116 \$26.50	\$4,823 \$57,876 \$27.83	\$5,064 \$60,768 \$29.22	\$5,317 \$63,804 \$30.68	\$5,583 \$66,996 \$32.21	\$5,862 \$70,344 \$33.82	Monthly Annual Hourly
0005	Office Specialist II (Personnel/Risk Management)	560	\$2,670 \$32,040 \$15.40	\$2,803 \$33,636 \$16.17	\$2,944 \$35,328 \$16.98	\$3,091 \$37,092 \$17.83	\$3,245 \$38,940 \$18.72	\$3,408 \$40,896 \$19.66	\$3,578 \$42,936 \$20.64	Monthly Annual Hourly
0072	Personnel Technician	627	\$3,729 \$44,748 \$21.52	\$3,916 \$46,992 \$22.59	\$4,112 \$49,344 \$23.72	\$4,317 \$51,804 \$24.91	\$4,533 \$54,396 \$26.15	\$4,760 \$57,120 \$27.46	\$4,998 \$59,976 \$28.83	Monthly Annual Hourly
0078	Principal Personnel Analyst	669	\$4,598 \$55,176 \$26.53	\$4,828 \$57,936 \$27.86	\$5,070 \$60,840 \$29.25	\$5,323 \$63,876 \$30.71	\$5,589 \$67,068 \$32.25	\$5,869 \$70,428 \$33.86	\$6,162 \$73,944 \$35.55	Monthly Annual Hourly
0044	Programmer Analyst II (Payroll)	692	\$5,157 \$61,884 \$29.75	\$5,415 \$64,980 \$31.24	\$5,686 \$68,232 \$32.80	\$5,970 \$71,640 \$34.44	\$6,269 \$75,228 \$36.17	\$6,582 \$78,984 \$37.97	\$6,911 \$82,932 \$39.87	Monthly Annual Hourly
0048	Sr Programmer Analyst (Payroll)	710	\$5,642 \$67,704 \$32.55	\$5,924 \$71,088 \$34.18	\$6,220 \$74,640 \$35.88	\$6,531 \$78,372 \$37.68	\$6,857 \$82,284 \$39.56	\$7,200 \$86,400 \$41.54	\$7,560 \$90,720 \$43.62	Monthly Annual Hourly
FINANCE DEPARTMENT										
0060	Accounting Specialist II (Payroll)	606	\$3,358 \$40,296 \$19.38	\$3,526 \$42,312 \$20.34	\$3,703 \$44,436 \$21.36	\$3,888 \$46,656 \$22.43	\$4,082 \$48,984 \$23.55	\$4,286 \$51,432 \$24.73	\$4,501 \$54,012 \$25.97	Monthly Annual Hourly
0055	Payroll Coordinator	621	\$3,619 \$43,428 \$20.88	\$3,800 \$45,600 \$21.93	\$3,990 \$47,880 \$23.02	\$4,190 \$50,280 \$24.17	\$4,399 \$52,788 \$25.38	\$4,619 \$55,428 \$26.65	\$4,850 \$58,200 \$27.98	Monthly Annual Hourly

SECTION 2: MAINTENANCE OF EXISTING BENEFITS

Except as provided herein, all compensation, hours and other terms and conditions of employment presently enjoyed by Confidential employees shall remain in full force and effect unless changed subsequent to meetings between the City and representatives of the “Confidential” employees.

SECTION 3: RETIREMENT

The City of Costa Mesa has contracted with the California Public Employees Retirement System (CalPERS) to provide retirement benefits to eligible City employees under the 2% at 55 formula. The City shall pay each affected employee’s CalPERS normal member contribution (as defined in §20677 of the California Government Code) into an individual employee account with CalPERS, pursuant to §20615 of the California Government Code, and will include this payment in the employee’s compensation earnable that is reported to CalPERS, pursuant to §20023(c)(4) of the California Government Code.

SECTION 4: TOTAL COMPENSATION

In determining what is adequate compensation for “Confidential” non-represented employees, the City will utilize the provisions of City Council Policy 300-7 (Adjustments to Employee Compensation).

SECTION 5: COMPENSATORY TIME

A “confidential” non-represented employee may, with the Department Director’s approval, accumulate compensatory time to be taken during subsequent pay periods, with departmental approval, to a maximum accumulation of sixty (60) hours.

SECTION 6: OTHER BENEFITS

Amendments made pertaining to the fringe benefits, City Rules and Regulations and other employment conditions for employees represented by the Costa Mesa City Employees Association shall also apply to "Confidential" non-represented employees unless specifically excluded. Any positions that may qualify to be part of this non-represented unit shall be added as part of the process of adoption of salary schedules after consultation with the bargaining unit and employees.

SECTION 7. All resolutions and parts of resolutions in conflict herewith are hereby rescinded.

PASSED AND ADOPTED this 5th day of April, 2005.

ATTEST:

Deputy City Clerk of the City of Costa Mesa

Mayor of the City of Costa Mesa

APPROVED AS TO FORM

City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, JULIE FOLICK, Deputy City Clerk and ex-officio Clerk of the City Council of the City of Costa Mesa, hereby certify that the above and fore-going Resolution No. 05-_____ was duly and regularly passed and adopted by the said City Council at a regular meeting thereof, held on the 5th day of April, 2005, by the following roll call vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Costa Mesa this 6th day of April, 2005.

Deputy City Clerk and ex-officio Clerk of the City
Council of the City of Costa Mesa