

## RESOLUTION NO. 05 - \_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
COSTA MESA, CALIFORNIA, REVISING THE SALARY RANGES  
FOR JOB CLASSIFICATIONS WITHIN THE CONFIDENTIAL  
EMPLOYEES UNIT.

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

SECTION 1: Employer-Employee Organization Relations Resolution No. 95-63, as authorized under the California Government Code (Section 3500, et seq.), defines “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 said Resolution sets forth the “Policy and Standards for Determination of Appropriate Units”, including the provision that confidential responsibilities are determining factors in establishing appropriate units. Accordingly, 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 are included in this Confidential Employees Unit.

SECTION 2: CONFIDENTIAL UNIT SALARY SCHEDULE

The following positions of the Administrative Services Department and Finance Department, placed under the Confidential Employees Unit Salary Schedule, are hereby revised to reflect the salary ranges and monthly rates of pay specified, effective August 21, 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	1	2	3	4	5	6	7	
----------	-------------	---	---	---	---	---	---	---	--

ADMINISTRATIVE SERVICES DEPARTMENT

0013	Administrative	\$3,346	\$3,513	\$3,689	\$3,874	\$4,067	\$4,271	\$4,483	Monthly
	Secretary (Human Resources)	\$40,152	\$42,156	\$44,268	\$46,488	\$48,804	\$51,252	\$53,796	Annual
		\$19.30	\$20.27	\$21.28	\$22.35	\$23.46	\$24.64	\$25.86	Hourly
0018	Benefits Coordinator	\$3,380	\$3,549	\$3,726	\$3,912	\$4,108	\$4,313	\$4,529	Monthly
		\$40,560	\$42,588	\$44,712	\$46,944	\$49,296	\$51,756	\$54,348	Annual
		\$19.50	\$20.48	\$21.50	\$22.57	\$23.70	\$24.88	\$26.13	Hourly
0014	Executive Secretary (Administration)	\$3,678	\$3,863	\$4,055	\$4,258	\$4,471	\$4,695	\$4,929	Monthly
		\$44,136	\$46,356	\$48,660	\$51,096	\$53,652	\$56,340	\$59,148	Annual
		\$21.22	\$22.29	\$23.39	\$24.57	\$25.79	\$27.09	\$28.44	Hourly
0074	Management Analyst (Risk Management)	\$4,721	\$4,956	\$5,204	\$5,464	\$5,737	\$6,024	\$6,325	Monthly
		\$56,652	\$59,472	\$62,448	\$65,568	\$68,844	\$72,288	\$75,900	Annual
		\$27.24	\$28.59	\$30.02	\$31.52	\$33.10	\$34.75	\$36.49	Hourly
0005	Office Specialist II (Personnel/Risk Management)	\$2,881	\$3,024	\$3,177	\$3,335	\$3,501	\$3,677	\$3,861	Monthly
		\$34,572	\$36,288	\$38,124	\$40,020	\$42,012	\$44,124	\$46,332	Annual
		\$16.62	\$17.45	\$18.33	\$19.24	\$20.20	\$21.21	\$22.28	Hourly
0087	Personnel Administrator	\$5,705	\$5,990	\$6,290	\$6,605	\$6,935	\$7,282	\$7,646	Monthly
		\$68,460	\$71,880	\$75,480	\$79,260	\$83,220	\$87,384	\$91,752	Annual
		\$32.91	\$34.56	\$36.29	\$38.11	\$40.01	\$42.01	\$44.11	Hourly
0072	Personnel Technician	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,136	\$5,393	Monthly
		\$48,288	\$50,700	\$53,232	\$55,896	\$58,692	\$61,632	\$64,716	Annual
		\$23.22	\$24.38	\$25.59	\$26.87	\$28.22	\$29.63	\$31.11	Hourly
0078	Principal Personnel Analyst	\$4,962	\$5,210	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	Monthly
		\$59,544	\$62,520	\$65,640	\$68,926	\$72,360	\$75,984	\$79,788	Annual
		\$28.63	\$30.06	\$31.56	\$33.13	\$34.79	\$36.53	\$38.36	Hourly
0044	Programmer Analyst II (Payroll)	\$5,564	\$5,843	\$6,135	\$6,442	\$6,764	\$7,102	\$7,457	Monthly
		\$66,768	\$70,116	\$73,620	\$77,304	\$81,168	\$85,224	\$89,484	Annual
		\$32.10	\$33.71	\$35.39	\$37.17	\$39.02	\$40.97	\$43.02	Hourly
0086	Risk Administrator	\$5,705	\$5,990	\$6,290	\$6,605	\$6,935	\$7,282	\$7,646	Monthly
		\$68,460	\$71,880	\$75,480	\$79,260	\$83,220	\$87,384	\$91,752	Annual
		\$32.91	\$34.56	\$36.29	\$38.11	\$40.01	\$42.01	\$44.11	Hourly
0048	Sr Programmer Analyst (Payroll)	\$6,088	\$6,392	\$6,711	\$7,047	\$7,399	\$7,769	\$8,157	Monthly
		\$73,056	\$76,704	\$80,532	\$84,564	\$88,788	\$93,228	\$97,884	Annual
		\$35.12	\$36.88	\$38.72	\$40.66	\$42.69	\$44.82	\$47.06	Hourly

FINANCE DEPARTMENT

0060	Accounting Specialist II (Payroll)	\$3,623	\$3,805	\$3,996	\$4,195	\$4,404	\$4,625	\$4,857	Monthly
		\$43,476	\$45,660	\$47,952	\$50,340	\$52,848	\$55,500	\$58,284	Annual
		\$20.90	\$21.95	\$23.05	\$24.20	\$25.41	\$26.68	\$28.02	Hourly
0055	Payroll Coordinator	\$3,906	\$4,101	\$4,306	\$4,521	\$4,747	\$4,984	\$5,233	Monthly
		\$46,872	\$49,212	\$51,672	\$54,252	\$56,964	\$59,808	\$62,796	Annual
		\$22.53	\$23.66	\$24.84	\$26.08	\$27.39	\$28.75	\$30.19	Hourly

### SECTION 3: 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 4: 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 5: TOTAL COMPENSATION

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

### SECTION 6: COMPENSATORY TIME

A “confidential” unrepresented 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 7: 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" unrepresented employees unless specifically excluded. Any positions that may qualify to be part of this unrepresented unit shall be added as part of the process of adoption of salary schedules after consultation with the bargaining unit and employees.

SECTION 8. All resolutions and parts of resolutions in conflict herewith are hereby rescinded.

PASSED AND ADOPTED this 18<sup>th</sup> day of October, 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 18th day of October, 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 19th day of October, 2005.

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