

## RESOLUTION NO. 07 - \_\_\_\_

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 20, 2006. 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	
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ADMINISTRATIVE SERVICES DEPARTMENT

0013	Human Resources Secretary	\$3,528	\$3,704	\$3,889	\$4,084	\$4,288	\$4,503	\$4,726	Monthly
		\$42,332	\$44,445	\$46,672	\$49,012	\$51,454	\$54,035	\$56,717	Annual
		\$20.35	\$21.37	\$22.44	\$23.56	\$24.74	\$25.98	\$27.27	Hourly
0018	Benefits Coordinator	\$3,547	\$3,725	\$3,910	\$4,106	\$4,311	\$4,526	\$4,753	Monthly
		\$42,568	\$44,696	\$46,925	\$49,268	\$51,736	\$54,318	\$57,038	Annual
		\$20.47	\$21.49	\$22.56	\$23.69	\$24.87	\$26.11	\$27.42	Hourly
0014	Executive Secretary (Administration)	\$3,878	\$4,073	\$4,275	\$4,489	\$4,714	\$4,950	\$5,197	Monthly
		\$46,533	\$48,873	\$51,302	\$53,871	\$56,565	\$59,399	\$62,360	Annual
		\$22.37	\$23.50	\$24.66	\$25.90	\$27.19	\$28.56	\$29.98	Hourly
0079	Human Resources Analyst	\$4,955	\$5,201	\$5,462	\$5,734	\$6,021	\$6,322	\$6,638	Monthly
		\$59,456	\$62,416	\$65,539	\$68,814	\$72,252	\$75,866	\$79,657	Annual
		\$28.58	\$30.01	\$31.51	\$33.08	\$34.74	\$36.47	\$38.30	Hourly
0005	Human Resources - Office Specialist II	\$3,030	\$3,181	\$3,342	\$3,508	\$3,682	\$3,867	\$4,061	Monthly
		\$36,363	\$38,168	\$40,099	\$42,093	\$44,188	\$46,410	\$48,732	Annual
		\$17.48	\$18.35	\$19.28	\$20.24	\$21.24	\$22.31	\$23.43	Hourly
0087	Human Resources Administrator	\$5,987	\$6,287	\$6,601	\$6,932	\$7,278	\$7,642	\$8,024	Monthly
		\$71,849	\$75,438	\$79,216	\$83,183	\$87,339	\$91,710	\$96,294	Annual
		\$34.54	\$36.27	\$38.08	\$39.99	\$41.99	\$44.09	\$46.30	Hourly
0072	Human Resources Technician	\$4,223	\$4,434	\$4,656	\$4,889	\$5,133	\$5,390	\$5,660	Monthly
		\$50,678	\$53,210	\$55,867	\$58,663	\$61,597	\$64,683	\$67,919	Annual
		\$24.36	\$25.58	\$26.86	\$28.20	\$29.61	\$31.10	\$32.65	Hourly
0078	Principal Human Resources Analyst	\$5,208	\$5,468	\$5,741	\$6,027	\$6,328	\$6,645	\$6,978	Monthly
		\$62,491	\$65,615	\$68,889	\$72,327	\$75,942	\$79,745	\$83,738	Annual
		\$30.04	\$31.55	\$33.12	\$34.77	\$36.51	\$38.34	\$40.26	Hourly
0048	Senior Programmer Analyst (Confidential)	\$6,394	\$6,714	\$7,049	\$7,401	\$7,771	\$8,160	\$8,567	Monthly
		\$76,731	\$80,562	\$84,583	\$88,818	\$93,254	\$97,917	\$102,808	Annual
		\$36.89	\$38.73	\$40.66	\$42.70	\$44.83	\$47.08	\$49.43	Hourly

CITY MANAGER'S OFFICE

0016	Secretary to the City Manager	\$4,710	\$4,945	\$5,192	\$5,452	\$5,725	\$6,011	\$6,312	Monthly
		\$56,520	\$59,340	\$62,304	\$65,424	\$68,700	\$72,132	\$75,744	Annual
		\$27.17	\$28.53	\$29.95	\$31.45	\$33.03	\$34.68	\$36.42	Hourly

FINANCE DEPARTMENT

0055	Payroll Coordinator (Confidential)	\$4,139	\$4,346	\$4,563	\$4,791	\$5,030	\$5,282	\$5,545	Monthly
		\$49,670	\$52,150	\$54,757	\$57,491	\$60,365	\$63,379	\$66,545	Annual
		\$23.88	\$25.07	\$26.33	\$27.64	\$29.02	\$30.47	\$31.99	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) as a continued guideline and for establishing recommendations to the City Council.

### 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 6<sup>th</sup> day of March, 2007.

ATTEST:

\_\_\_\_\_  
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, City Clerk of the City of Costa Mesa, do hereby certify that foregoing is the original of Resolution No. 07-\_\_\_\_\_ was duly and regularly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 6th day of March, 2007, 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 7th day of March, 2007.

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City Clerk of the City of Costa Mesa