RESOLUTION NO. 08 - ___

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.

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: The following positions of the City Manager's Office, 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 19, 2007. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Grade	Step 1	2	3	4	5	6	7	
					ADMINISTRATIVE SERVICES DEPARTMENT					
0018	Benefits Coordinator	592	$3,884	$4,078	$4,282	$4,496	$4,721	$4,957	$5,205	Monthly
			$46,608	$48,936	$51,384	$53,952	$56,652	$59,484	$62,460	Annual
			$22.41	$23.53	$24.70	$25.94	$27.24	$28.60	$30.03	Hourly
0019	Executive Secretary -	609	$4,081	$4,285	$4,500	$4,725	$4,961	$5,209	$5,469	Monthly
	Administration		$48,972	$51,420	$54,000	$56,700	$59,532	$62,508	$65,628	Annual
			$23.54	$24.72	$25.96	$27.26	$28.62	$30.05	$31.55	Hourly
0007	Human Resources	560	$3,162	$3,320	$3,486	$3,661	$3,844	$4,036	$4,238	Monthly
	Office Specialist II		$37,944	$39,840	$41,832	$43,932	$46,128	$48,432	$50,856	Annual
			$18.24	$19.15	$20.11	$21.12	$22.18	$23.28	$24.45	Hourly
0087	Human Resources	697	$6,556	$6,884	$7,228	$7,590	$7,969	$8,368	$8,786	Monthly
	Administrator		$78,672	$82,608	$86,736	$91,080	$95,628	$100,416	$105,432	Annual
			$37.82	$39.72	$41.70	$43.79	$45.98	$48.28	$50.69	Hourly
0079	Human Resources	659	$5,424	$5,695	$5,980	$6,279	$6,593	$6,922	$7,269	Monthly
	Analyst		$65,088	$68,340	$71,760	$75,348	$79,116	$83,064	$87,228	Annual
			$31.29	$32.86	$34.50	$36.23	$38.04	$39.93	$41.94	Hourly
0017	Human Resources	590	$3,711	$3,897	$4,092	$4,296	$4,511	$4,737	$4,974	Monthly
	Secretary		$44,532	$46,764	$49,104	$51,552	$54,132	$56,844	$59,688	Annual
			$21.41	$22.48	$23.61	$24.78	$26.03	$27.33	$28.70	Hourly
0072	Human Resources	627	$4,625	$4,856	$5,099	$5,354	$5,621	$5,903	$6,198	Monthly
	Technician		$55,500	$58,272	$61,188	$64,248	$67,452	$70,836	$74,376	Annual
			$26.68	$28.02	$29.42	$30.89	$32.43	$34.06	$35.76	Hourly
0078	Principal Human	669	$5,702	$5,987	$6,286	$6,601	$6,931	$7,277	$7,641	Monthly
	Resources Analyst		$68,424	$71,844	$75,432	$79,212	$83,172	$87,324	$91,692	Annual
			$32.90	$34.54	$36.27	$38.08	$39.99	$41.98	$44.08	Hourly
0052	Senior Programmer	710	$6,550	$6,878	$7,221	$7,583	$7,962	$8,360	$8,778	Monthly
	Analyst - Confidential		$78,600	$82,536	$86,652	$90,996	$95,544	$100,320	$105,336	Annual
			$37.79	$39.68	$41.66	$43.75	$45.93	$48.23	$50.64	Hourly
					CITY MANAGER'S OFFICE					
0016	Executive Assistant	648	$4,957	$5,205	$5,465	$5,738	$6,025	$6,326	$6,643	Monthly
	to the City Manager		$59,484	$62,460	$65,580	$68,856	$72,300	$75,912	$79,716	Annual
			$28.60	$30.03	$31.53	$33.10	$34.76	$36.50	$38.33	Hourly
					FINANCE DEPARTMENT					
0055	Payroll Coordinator	621	$4,531	$4,757	$4,995	$5,245	$5,507	$5,783	$6,072	Monthly
			$54,372	$57,084	$59,940	$62,940	$66,084	$69,396	$72,864	Annual
			$26.14	$27.44	$28.82	$30.26	$31.77	$33.36	$35.03	Hourly

SECTION 3: 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: 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 pays 7% of the employees' retirement contribution to CalPERS. 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.

The City agrees to implement procedures to amend the CalPERS Miscellaneous Plan to provide Government Code §21354.4 (2.5@55) retirement benefits to be effective on or about October 1, 2008. Pursuant to CalPERS regulations, this new formula will apply to all employees that are in active status on the date this amendment takes effect. This new formula will apply to each year of eligible service credited with the City of Costa Mesa.

In conjunction with the salary adjustments, employees covered by this resolution shall contribute 1% of their salary toward the cost of the 2.5% at 55 CalPERS retirement benefit. To the extent permitted by CalPERS and the IRS regulations, this 1% contribution shall be implemented through payroll deduction on a pre-tax basis.

Effective the pay period that includes September 1, 2008 the City will adjust the monthly base salary for employees covered by this agreement by the average fair wage increase. In conjunction with the salary adjustments, employees in non-sworn classifications shall contribute an additional 2.6% of their salary toward the cost of the 2.5% at 55 CalPERS retirement benefit for a total cost of 3.6% (both employer and employee rate based on CalPERS actuarial data on September 1, 2007 and subject to update in 2008). If the total cost exceeds 4%, the parties agree to meet and discuss the payment for the excess amount over 4%. To the extent permitted by CalPERS and the IRS regulations, this 2.6% or greater contribution shall be implemented through payroll deduction on a pre-tax basis.

SECTION 5: Employees hired after January 1, 2004 will participate in the mandatory Retirement Health Savings defined contribution plan and are not eligible for the Retired Employees' Medical Program. The purpose of the Defined Contribution Retirement Health Savings Plan (RHS Plan) is to establish a tax protected savings program for every full-time employee that will:

- Provide a retiree medical benefit for employees hired after January 1, 2004 who will not be eligible for the health insurance contribution under the Council Policy 300-1.
- Provide a supplemental benefit to the City contribution under Council Policy 300-1 for current employees (hired before January 1, 2004).

The program will require mandatory participation by all full-time employees. Employees will make a monthly contribution to the plan equal to 1% of their base monthly salary, which will be matched by a 1% salary monthly contribution from the City into employees' accounts. The account assets that accumulate, plus investment earnings, will be used in retirement to pay health insurance premiums and other eligible out-of-pocket medical expenses such as deductibles, co-payments, vision care or dental care. Employee contributions plus vested employer contributions will be portable if an employee should leave employment with Costa Mesa prior to retirement.

SECTION 6: 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 7: 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 8: 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 9. All resolutions and parts of resolutions in conflict herewith are hereby rescinded.

PASSED AND ADOPTED this 1st day of April, 2008.

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Eric R. Bever, Mayor

ATTEST:

APPROVED AS TO FORM

_____
Julie Folcik, City Clerk

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Kimberly Hall Barlow, 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 the above and foregoing is the original of Resolution No. 08-_____ and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 1st day of April, 2008, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Costa Mesa this 2nd day of April, 2008.

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JULIE FOLCIK, CITY CLERK