

**RESOLUTION NO. 17-18**

**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 Office of the City Manager, Finance Department and Information Technology Department, placed under the Confidential Employees Unit Salary Schedule, are hereby revised to reflect the salary ranges and monthly rates of pay specified, effective July 7, 2019. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0026	Administrative Secretary (Confidential) <i>Tier 1</i>	CON	593	\$4,425	\$4,646	\$4,878	\$5,122	\$5,378	\$5,647	\$5,929	Monthly
				\$53,100	\$55,752	\$58,536	\$61,464	\$64,536	\$67,764	\$71,148	Annual
				\$25.53	\$26.80	\$28.14	\$29.55	\$31.03	\$32.58	\$34.21	Hourly
5026	Administrative Secretary (Confidential) <i>Tier 2</i>	CO2	593	\$4,013	\$4,214	\$4,425	\$4,646	\$4,878	\$5,122	\$5,378	Monthly
				\$48,156	\$50,568	\$53,100	\$55,752	\$58,536	\$61,464	\$64,536	Annual
				\$23.15	\$24.31	\$25.53	\$26.80	\$28.14	\$29.55	\$31.03	Hourly
0018	Benefits Coordinator  <i>Tier 1</i>	CON	592	\$4,702	\$4,937	\$5,184	\$5,443	\$5,715	\$6,001	\$6,301	Monthly
				\$56,424	\$59,244	\$62,208	\$65,316	\$68,580	\$72,012	\$75,612	Annual
				\$27.13	\$28.48	\$29.91	\$31.40	\$32.97	\$34.62	\$36.35	Hourly
5018	Benefits Coordinator  <i>Tier 2</i>	CO2	592	\$4,265	\$4,478	\$4,702	\$4,937	\$5,184	\$5,443	\$5,715	Monthly
				\$51,180	\$53,736	\$56,424	\$59,244	\$62,208	\$65,316	\$68,580	Annual
				\$24.61	\$25.83	\$27.13	\$28.48	\$29.91	\$31.40	\$32.97	Hourly

0063	Budget Analyst	CON	679	\$6,915	\$7,261	\$7,624	\$8,005	\$8,405	\$8,825	\$9,266	Monthly
				\$82,980	\$87,132	\$91,488	\$96,060	\$100,860	\$105,900	\$111,192	Annual
				\$39.89	\$41.89	\$43.98	\$46.18	\$48.49	\$50.91	\$53.46	Hourly
5063	Budget Analyst	CO2	679	\$6,272	\$6,586	\$6,915	\$7,261	\$7,624	\$8,005	\$8,405	Monthly
				\$75,264	\$79,032	\$82,980	\$87,132	\$91,488	\$96,060	\$100,860	Annual
				\$36.18	\$38.00	\$39.89	\$41.89	\$43.98	\$46.18	\$48.49	Hourly
0809	Budget Specialist	CON	891	\$5,747	\$6,034	\$6,336	\$6,653	\$6,986	\$7,335	\$7,702	Monthly
				\$68,964	\$72,408	\$76,032	\$79,836	\$83,832	\$88,020	\$92,424	Annual
				\$33.16	\$34.81	\$36.55	\$38.38	\$40.30	\$42.32	\$44.43	Hourly
5809	Budget Specialist	CO2	891	\$5,212	\$5,473	\$5,747	\$6,034	\$6,336	\$6,653	\$6,986	Monthly
				\$62,544	\$65,676	\$68,964	\$72,408	\$76,032	\$79,836	\$83,832	Annual
				\$30.07	\$31.58	\$33.16	\$34.81	\$36.55	\$38.38	\$40.30	Hourly
0040	Computer Operations/ Networking Supervisor	CON	689	\$7,138	\$7,495	\$7,870	\$8,263	\$8,676	\$9,110	\$9,566	Monthly
				\$85,656	\$89,940	\$94,440	\$99,156	\$104,112	\$109,320	\$114,792	Annual
				\$41.18	\$43.24	\$45.40	\$47.67	\$50.05	\$52.56	\$55.19	Hourly
5040	Computer Operations/ Networking Supervisor	CO2	689	\$6,474	\$6,798	\$7,138	\$7,495	\$7,870	\$8,263	\$8,676	Monthly
				\$77,688	\$81,576	\$85,656	\$89,940	\$94,440	\$99,156	\$104,112	Annual
				\$37.35	\$39.22	\$41.18	\$43.24	\$45.40	\$47.67	\$50.05	Hourly
0021	Deputy City Clerk	CON	656	\$5,495	\$5,770	\$6,058	\$6,361	\$6,679	\$7,013	\$7,364	Monthly
				\$65,940	\$69,240	\$72,696	\$76,332	\$80,148	\$84,156	\$88,368	Annual
				\$31.70	\$33.29	\$34.95	\$36.70	\$38.53	\$40.46	\$42.48	Hourly
5021	Deputy City Clerk	CO2	656	\$4,984	\$5,233	\$5,495	\$5,770	\$6,058	\$6,361	\$6,679	Monthly
				\$59,808	\$62,796	\$65,940	\$69,240	\$72,696	\$76,332	\$80,148	Annual
				\$28.75	\$30.19	\$31.70	\$33.29	\$34.95	\$36.70	\$38.53	Hourly
0016	Executive Assistant to the City Manager	CON	648	\$5,909	\$6,204	\$6,514	\$6,840	\$7,182	\$7,541	\$7,918	Monthly
				\$70,908	\$74,448	\$78,168	\$82,080	\$86,184	\$90,492	\$95,016	Annual
				\$34.09	\$35.79	\$37.58	\$39.46	\$41.43	\$43.51	\$45.68	Hourly
5016	Executive Assistant to the City Manager	CO2	648	\$5,360	\$5,628	\$5,909	\$6,204	\$6,514	\$6,840	\$7,182	Monthly
				\$64,320	\$67,536	\$70,908	\$74,448	\$78,168	\$82,080	\$86,184	Annual
				\$30.92	\$32.47	\$34.09	\$35.79	\$37.58	\$39.46	\$41.43	Hourly
0019	Executive Secretary (Administration)	CON	609	\$4,865	\$5,108	\$5,363	\$5,631	\$5,913	\$6,209	\$6,519	Monthly
				\$58,380	\$61,296	\$64,356	\$67,572	\$70,956	\$74,508	\$78,228	Annual
				\$28.07	\$29.47	\$30.94	\$32.49	\$34.11	\$35.82	\$37.61	Hourly
5019	Executive Secretary (Administration)	CO2	609	\$4,412	\$4,633	\$4,865	\$5,108	\$5,363	\$5,631	\$5,913	Monthly
				\$52,944	\$55,596	\$58,380	\$61,296	\$64,356	\$67,572	\$70,956	Annual
				\$25.45	\$26.73	\$28.07	\$29.47	\$30.94	\$32.49	\$34.11	Hourly

0007	Human Resources Office Specialist II <i>Tier 1</i>	CON	560	\$3,862	\$4,055	\$4,258	\$4,471	\$4,695	\$4,930	\$5,176	Monthly
				\$46,344	\$48,660	\$51,096	\$53,652	\$56,340	\$59,160	\$62,112	Annual
				\$22.28	\$23.39	\$24.57	\$25.79	\$27.09	\$28.44	\$29.86	Hourly
5007	Human Resources Office Specialist II <i>Tier 2</i>	CO2	560	\$3,503	\$3,678	\$3,862	\$4,055	\$4,258	\$4,471	\$4,695	Monthly
				\$42,036	\$44,136	\$46,344	\$48,660	\$51,096	\$53,652	\$56,340	Annual
				\$20.21	\$21.22	\$22.28	\$23.39	\$24.57	\$25.79	\$27.09	Hourly
0087	Human Resources Administrator <i>Tier 1</i>	CON	697	\$7,937	\$8,334	\$8,751	\$9,189	\$9,648	\$10,130	\$10,636	Monthly
				\$95,244	\$100,008	\$105,012	\$110,268	\$115,776	\$121,560	\$127,632	Annual
				\$45.79	\$48.08	\$50.49	\$53.01	\$55.66	\$58.44	\$61.36	Hourly
5087	Human Resources Administrator <i>Tier 2</i>	CO2	697	\$7,199	\$7,559	\$7,937	\$8,334	\$8,751	\$9,189	\$9,648	Monthly
				\$86,388	\$90,708	\$95,244	\$100,008	\$105,012	\$110,268	\$115,776	Annual
				\$41.53	\$43.61	\$45.79	\$48.08	\$50.49	\$53.01	\$55.66	Hourly
0079	Human Resources Analyst  <i>Tier 1</i>	CON	659	\$6,564	\$6,892	\$7,237	\$7,599	\$7,979	\$8,378	\$8,797	Monthly
				\$78,768	\$82,704	\$86,844	\$91,188	\$95,748	\$100,536	\$105,564	Annual
				\$37.87	\$39.76	\$41.75	\$43.84	\$46.03	\$48.33	\$50.75	Hourly
5079	Human Resources Analyst  <i>Tier 2</i>	CO2	659	\$5,953	\$6,251	\$6,564	\$6,892	\$7,237	\$7,599	\$7,979	Monthly
				\$71,436	\$75,012	\$78,768	\$82,704	\$86,844	\$91,188	\$95,748	Annual
				\$34.34	\$36.06	\$37.87	\$39.76	\$41.75	\$43.84	\$46.03	Hourly
0017	Human Resources Secretary <i>Tier 1</i>	CON	590	\$4,425	\$4,646	\$4,878	\$5,122	\$5,378	\$5,647	\$5,929	Monthly
				\$53,100	\$55,752	\$58,536	\$61,464	\$64,536	\$67,764	\$71,148	Annual
				\$25.53	\$26.80	\$28.14	\$29.55	\$31.03	\$32.58	\$34.21	Hourly
5017	Human Resources Secretary <i>Tier 2</i>	CO2	590	\$4,013	\$4,214	\$4,425	\$4,646	\$4,878	\$5,122	\$5,378	Monthly
				\$48,156	\$50,568	\$53,100	\$55,752	\$58,536	\$61,464	\$64,536	Annual
				\$23.15	\$24.31	\$25.53	\$26.80	\$28.14	\$29.55	\$31.03	Hourly
0072	Human Resources Technician <i>Tier 1</i>	CON	627	\$5,598	\$5,878	\$6,172	\$6,481	\$6,805	\$7,145	\$7,502	Monthly
				\$67,176	\$70,536	\$74,064	\$77,772	\$81,660	\$85,740	\$90,024	Annual
				\$32.30	\$33.91	\$35.61	\$37.39	\$39.26	\$41.22	\$43.28	Hourly
5072	Human Resources Technician <i>Tier 2</i>	CO2	627	\$5,077	\$5,331	\$5,598	\$5,878	\$6,172	\$6,481	\$6,805	Monthly
				\$60,924	\$63,972	\$67,176	\$70,536	\$74,064	\$77,772	\$81,660	Annual
				\$29.29	\$30.76	\$32.30	\$33.91	\$35.61	\$37.39	\$39.26	Hourly
0245	Management Aide (Confidential) <i>Tier 1</i>	CON	892	\$5,440	\$5,712	\$5,998	\$6,298	\$6,613	\$6,944	\$7,291	Monthly
				\$65,280	\$68,544	\$71,976	\$75,576	\$79,356	\$83,328	\$87,492	Annual
				\$31.38	\$32.95	\$34.60	\$36.33	\$38.15	\$40.06	\$42.06	Hourly
5245	Management Aide (Confidential) <i>Tier 2</i>	CO2	892	\$4,934	\$5,181	\$5,440	\$5,712	\$5,998	\$6,298	\$6,613	Monthly
				\$59,208	\$62,172	\$65,280	\$68,544	\$71,976	\$75,576	\$79,356	Annual
				\$28.47	\$29.89	\$31.38	\$32.95	\$34.60	\$36.33	\$38.15	Hourly

0084	Management Analyst (Confidential) <i>Tier 1</i>	CON	872	\$6,257	\$6,570	\$6,899	\$7,244	\$7,606	\$7,986	\$8,385	Monthly
				\$75,084	\$78,840	\$82,788	\$86,928	\$91,272	\$95,832	\$100,620	Annual
				\$36.10	\$37.90	\$39.80	\$41.79	\$43.88	\$46.07	\$48.38	Hourly
5084	Management Analyst (Confidential) <i>Tier 2</i>	CO2	872	\$5,675	\$5,959	\$6,257	\$6,570	\$6,899	\$7,244	\$7,606	Monthly
				\$68,100	\$71,508	\$75,084	\$78,840	\$82,788	\$86,928	\$91,272	Annual
				\$32.74	\$34.38	\$36.10	\$37.90	\$39.80	\$41.79	\$43.88	Hourly
0008	Office Specialist II (Confidential) <i>Tier 1</i>	CON	561	\$3,862	\$4,055	\$4,258	\$4,471	\$4,695	\$4,930	\$5,176	Monthly
				\$46,344	\$48,660	\$51,096	\$53,652	\$56,340	\$59,160	\$62,112	Annual
				\$22.28	\$23.39	\$24.57	\$25.79	\$27.09	\$28.44	\$29.86	Hourly
5008	Office Specialist II (Confidential) <i>Tier 2</i>	CO2	561	\$3,503	\$3,678	\$3,862	\$4,055	\$4,258	\$4,471	\$4,695	Monthly
				\$42,036	\$44,136	\$46,344	\$48,660	\$51,096	\$53,652	\$56,340	Annual
				\$20.21	\$21.22	\$22.28	\$23.39	\$24.57	\$25.79	\$27.09	Hourly
0055	Payroll Coordinator  <i>Tier 1</i>	CON	621	\$5,744	\$6,031	\$6,333	\$6,650	\$6,983	\$7,332	\$7,699	Monthly
				\$68,928	\$72,372	\$75,996	\$79,800	\$83,796	\$87,984	\$92,388	Annual
				\$33.14	\$34.79	\$36.54	\$38.37	\$40.29	\$42.30	\$44.42	Hourly
5055	Payroll Coordinator  <i>Tier 2</i>	CO2	621	\$5,210	\$5,470	\$5,744	\$6,031	\$6,333	\$6,650	\$6,983	Monthly
				\$62,520	\$65,640	\$68,928	\$72,372	\$75,996	\$79,800	\$83,796	Annual
				\$30.06	\$31.56	\$33.14	\$34.79	\$36.54	\$38.37	\$40.29	Hourly
0078	Principal Human Resources Analyst <i>Tier 1</i>	CON	669	\$6,903	\$7,248	\$7,610	\$7,990	\$8,390	\$8,810	\$9,250	Monthly
				\$82,836	\$86,976	\$91,320	\$95,880	\$100,680	\$105,720	\$111,000	Annual
				\$39.83	\$41.82	\$43.90	\$46.10	\$48.40	\$50.83	\$53.37	Hourly
5078	Principal Human Resources Analyst <i>Tier 2</i>	CO2	669	\$6,261	\$6,574	\$6,903	\$7,248	\$7,610	\$7,990	\$8,390	Monthly
				\$75,132	\$78,888	\$82,836	\$86,976	\$91,320	\$95,880	\$100,680	Annual
				\$36.12	\$37.93	\$39.83	\$41.82	\$43.90	\$46.10	\$48.40	Hourly
0246	Senior Management Analyst (Confidential) <i>Tier 1</i>	CON	895	\$6,570	\$6,899	\$7,244	\$7,606	\$7,986	\$8,385	\$8,804	Monthly
				\$78,840	\$82,788	\$86,928	\$91,272	\$95,832	\$100,620	\$105,648	Annual
				\$37.90	\$39.80	\$41.79	\$43.88	\$46.07	\$48.38	\$50.79	Hourly
5246	Senior Management Analyst (Confidential) <i>Tier 2</i>	CO2	895	\$5,959	\$6,257	\$6,570	\$6,899	\$7,244	\$7,606	\$7,986	Monthly
				\$71,508	\$75,084	\$78,840	\$82,788	\$86,928	\$91,272	\$95,832	Annual
				\$34.38	\$36.10	\$37.90	\$39.80	\$41.79	\$43.88	\$46.07	Hourly
0052	Senior Programmer Analyst (Confidential) <i>Tier 1</i>	CON	710	\$8,161	\$8,569	\$8,997	\$9,447	\$9,919	\$10,415	\$10,936	Monthly
				\$97,932	\$102,828	\$107,964	\$113,364	\$119,028	\$124,980	\$131,232	Annual
				\$47.08	\$49.44	\$51.91	\$54.50	\$57.23	\$60.09	\$63.09	Hourly
5052	Senior Programmer Analyst (Confidential) <i>Tier 2</i>	CO2	710	\$7,402	\$7,772	\$8,161	\$8,569	\$8,997	\$9,447	\$9,919	Monthly
				\$88,824	\$93,264	\$97,932	\$102,828	\$107,964	\$113,364	\$119,028	Annual
				\$42.70	\$44.84	\$47.08	\$49.44	\$51.91	\$54.50	\$57.23	Hourly

0046	Systems & Programming Supervisor Tier 1	CON	730	\$9,017 \$108,204 \$52.02	\$9,468 \$113,616 \$54.62	\$9,941 \$119,292 \$57.35	\$10,438 \$125,256 \$60.22	\$10,960 \$131,520 \$63.23	\$11,508 \$138,096 \$66.39	\$12,083 \$144,996 \$69.71	Monthly Annual Hourly
5046	Systems & Programming Supervisor Tier 2	CO2	730	\$8,179 \$98,148 \$47.19	\$8,588 \$103,056 \$49.55	\$9,017 \$108,204 \$52.02	\$9,468 \$113,616 \$54.62	\$9,941 \$119,292 \$57.35	\$10,438 \$125,256 \$60.22	\$10,960 \$131,520 \$63.23	Monthly Annual 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. Employees will contribute towards the employee and employer contribution as stipulated in the Memorandum of Understanding (MOU) with the Costa Mesa City Employees Association. There will be no Employer Paid Member Contribution (EPMC).

**SECTION 5:** 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 6.** All resolutions and parts of resolutions in conflict herewith are hereby rescinded.

**PASSED AND ADOPTED this 7<sup>th</sup> day of March, 2017.**



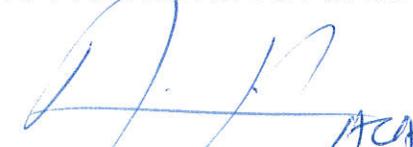
Katrina Foley, Mayor

ATTEST:



Brenda Green, City Clerk

APPROVED AS TO FORM:



Thomas Duarte, City Attorney

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

I, Brenda Green, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 17-18 and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 7<sup>th</sup> day of March, 2017, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS: STEPHENS, GENIS, AND FOLEY

NOES: COUNCIL MEMBERS: MANSOOR AND RIGHEIMER

ABSENT: COUNCIL MEMBERS: NONE

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 8<sup>th</sup> day of March, 2017.

  
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BRENDA GREEN, CITY CLERK

(SEAL)