

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ANA TO AMEND RESOLUTION NO. 2015-026 TO EFFECT CERTAIN CHANGES TO THE CITY'S BASIC CLASSIFICATION AND COMPENSATION PLAN.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA ANA AS FOLLOWS:

Section 1: The City Council hereby finds, determines and declares as follows:

- A. Section 1004, Article X of the City Charter of the City of Santa Ana requires the City Manager to prepare, install and maintain a position classification and pay plan subject to civil service rules and regulations and the approval of the City Council.
- B. On June 16, 2015, the City Council adopted Resolution No. 2015-026 amending and re-establishing the Basic Classification and Compensation Plan for all Full-Time and Part-Time Classifications of Officers and Employees of the City of Santa Ana.
- C. It is the City's practice to assign job titles that reflect the duties and responsibilities of the classification and are consistent with other classifications within the City's organizational structure as well as comparable job titles in the labor market, while maintaining internal pay equity relationships and attracting and retaining qualified candidates.
- D. The Human Resources Department has completed a review of the various departmental requests to make changes to the City's organizational structure, classification titles, and staffing which revealed the need to effect certain changes to the City's basic classification and compensation plans.
- E. The City Council has amended and reestablished the Basic Classification and Compensation Plan on numerous occasions since its adoption.
- F. It is now desired to amend Council Resolution No. 2015-026, as amended, in order to effect these changes, as shown below:

Section 2: The Santa Ana City Council amends Resolution No. 2015-026, Exhibit "A" as follows:

A. Deleting the following full time classification title at the monthly fifteen-step salary rate range indicated:

<u>15-Step Salary Rate Range Effective 02/18/20</u>		
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary Minimum-Maximum</u>
Special Assistant to the City Manager (EM)	EM-37	\$11273-\$15926

Section 3: The Santa Ana City Council amends Resolution No. 2015-026, Exhibit "B" as follows:

A. Deleting the following full time classification titles at the monthly six-step salary rate range indicated:

<u>6-Step Salary Rate Range Effective 02/18/20</u>		
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary Minimum-Maximum</u>
Human Resources Secretary (UC)	589	\$4150-\$5297
Human Resources Systems Analyst (UC)	708	\$7419-\$9467
Litigation Assistant (UC)	610	\$4594-\$5868
Police Human Resources Specialist (UC)	602	\$4419-\$5644
Senior Legal Office Assistant (UC)	571	\$3797-\$4848

Section 4: The Santa Ana City Council amends Resolution No. 2015-026, Exhibit "E" as follows:

A. Adding the following full time classification title at the monthly seventeen-step salary rate range indicated:

<u>17-Step Salary Rate Range Effective 02/18/20</u>		
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary Minimum-Maximum</u>
Park Services Superintendent	MM-18	\$8343-\$12383

B. Deleting the following full time classification title at the monthly seventeen-step salary rate range indicated:

<u>17-Step Salary Rate Range Effective 02/18/20</u>		
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary</u> <u>Minimum-Maximum</u>
Assistant Dir of Parks, Rec, and Community Services (MM)	MM-26	\$10165-\$15086

C. Changing the title for the following full time classification title at the monthly seventeen-step salary rate range indicated:

FROM:	<u>17-Step Salary Rate Range Effective 02/18/20</u>	
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary</u> <u>Minimum-Maximum</u>
Community Services Manager (MM)	MM-22	\$9209-\$13669

TO:
Recreation and Community Services Manager (MM) MM-22 \$9209-\$13669

Section 5: The Santa Ana City Council amends Resolution No. 2015-026, Exhibit "F" as follows:

A. Adding the following full time classification titles at the monthly seven-step salary rate range indicated:

<u>7-Step Salary Rate Range Effective 02/18/20</u>		
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary</u> <u>Minimum-Maximum</u>
Plans Examiner	726	\$7211-\$9673
Zoo Curator of Health	662	\$5278-\$7073

B. Deleting the title for the following full time classification titles at the monthly seven-step salary rate range indicated:

<u>7-Step Salary Rate Range Effective 02/18/20</u>		
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary</u> <u>Minimum-Maximum</u>
Asset Management Analyst	679	\$5734-\$7685
Assistant Plan Check Engineer I	726	\$7211-\$9673
Building Inspector	668	\$5434-\$7283
Buyer/Systems Technician	671	\$5515-\$7391
Community Development Technician	636	\$4648-\$6230

Computer Operator	632	\$4556-\$6110
Computer Programmer	675	\$5623-\$7535
Computer Systems Analyst/Programmer	695	\$6200-\$8309
Data Entry Operator	576	\$3467-\$4648
Data Entry Specialist	585	\$3622-\$4858
Economic Development Aide	642	\$4787-\$6415
Electrical Inspector	670	\$5488-\$7355
General Maintenance Aide	585	\$3622-\$4858
Housing Authority Aide	559	\$3192-\$4278
Library Aide	518	\$2613-\$3501
Micro Systems Programmer	702	\$6415-\$8599
Neighborhood Improvement Projects Specialist	687	\$5963-\$7989
Office Supervisor	629	\$4493-\$6021
Plumbing Inspector	668	\$5434-\$7283
Purchasing Assistant	597	\$3841-\$5151
Revenue and Contract Compliance Auditor	692	\$6110-\$8189
Revenue and Contract Compliance Examiner	688	\$5992-\$8029
Revenue Processing Assistant	578	\$3501-\$4694
Senior Building Inspector	693	\$6140-\$8229
Senior Electrical Inspector	693	\$6140-\$8229
Senior Plumbing Inspector	693	\$6140-\$8229
Senior Receptionist	604	\$3974-\$5330
Tenant Services Technician	603	\$3954-\$5304
Treasury Services Specialist	646	\$4882-\$6542
Youth Services Supervisor	692	\$6110-\$8189
Zoo Animal Registrar	608	\$4054-\$5434
Zoo Keeper Aide	518	\$2613-\$3501

C. Changing the title for the following full time classification titles at the monthly seven-step salary rate range indicated:

FROM:	<u>7-Step Salary Rate Range Effective 02/18/20</u>	
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary</u> <u>Minimum-Maximum</u>
Assistant Plan Check Engineer II	740	\$7723-\$10350
Community Events Supervisor	692	\$6110-\$8189
Community Services Supervisor	707	\$6574-\$8809
Senior Electrical Systems Specialist	687	\$5963-\$7989
TO:		
Assistant Plan Check Engineer	740	\$7723-\$10350
Recreation and Community Events Supervisor	692	\$6110-\$8189
Recreation and Community Services Supervisor	707	\$6574-\$8809
Senior Electrical Systems Specialist (T) (Terminal Classification)	687	\$5963-\$7989

Section 6: The Santa Ana City Council amends Resolution No. 2015-026, Exhibit "H" as follows:

A. Deleting the title for the following represented categories of non-civil service part-time classification titles at the hourly five-step salary rate range indicated:

<u>Classification Title</u>	<u>5-Step Salary Rate Range Effective 02/18/20</u>
	<u>Hourly Salary Minimum-Maximum</u>
Animal Keeper II	\$14.09-\$17.11
Assistant Special Employment Counselor	\$13.49-\$15.62
Associate Special Employment Counselor	\$14.47-\$17.59
Clerk Typist I	\$15.32-\$18.62
Graphics Aide	\$13.78-\$16.76
Housing Authority Asst.	\$21.75-\$26.46
Librarian (Part-Time)	\$22.53-\$27.39
Media Relations Specialist	\$19.56-\$23.77
Painter	\$18.36-\$22.30
Park Security Guard	\$19.65-\$23.91
Parking Meter Maintenance Aide	\$17.82-\$21.68
Police Records Clerk I	\$16.87-\$20.52
Program Leader I	\$13.00
Public Works Records Assistant	\$23.28-\$28.31
Senior Administrative Aide	\$27.21-\$33.08
Sr. Maintenance Aide I	\$13.30-\$14.66
Supervising Park Ranger (Part Time)	\$30.77-\$37.42

B. Changing the title for the following represented category of non-civil service part-time classification title at the hourly five-step salary rate range indicated:

FROM:	<u>5-Step Salary Rate Range Effective 02/18/20</u>
<u>Classification Title</u>	<u>Monthly Salary Minimum-Maximum</u>
Police Records Clerk II	\$18.36-\$22.30
TO:	
Police Records Clerk	\$18.36-\$22.30

C. Changing the title for the following represented categories of non-civil service part-time classification titles and changing the hourly five-step salary rate ranges as indicated:

FROM:	<u>5-Step Salary Rate Range Effective 02/18/20</u>	
		<u>Monthly Salary</u>
<u>Classification Title</u>		<u>Minimum-Maximum</u>
Animal Keeper I		\$13.39-\$14.75
Clerk Typist II		\$18.01-\$21.86
Program Leader II		\$13.37
Sr. Maintenance Aide II		\$13.69-\$16.67
TO:		
Animal Keeper		\$15.53-\$18.89
Clerk Typist		\$20.20-\$24.55
Program Leader		\$15.07-\$18.31
Sr. Maintenance Aide		\$15.12-\$18.38

D. Changing the following represented categories of non-civil service part-time classification hourly five-step salary rate ranges as indicated:

FROM:	<u>5-Step Salary Rate Range Effective 02/18/20</u>	
		<u>Monthly Salary</u>
<u>Classification Title</u>		<u>Minimum-Maximum</u>
Cashier		\$13.14-\$14.50
Clerical Aide		\$13.94-\$16.95
Community Center Aide		\$18.41-\$22.39
Information Desk Clerk		\$15.80-\$19.19
Maintenance Attendant		\$13.00
Page		\$13.00
Program Coordinator		\$15.95-\$19.41
Senior Clerical Aide		\$15.80-\$19.19
Senior Program Leader		\$13.04-\$15.82
Special Events Leader I		\$13.34-\$15.44
Special Events Leader II		\$15.49-\$18.84
Sr. Maintenance Worker		\$17.18-\$20.87
Sr. Tutor		\$15.25-\$18.56
Tutor		\$13.49-\$15.62
TO:		
Cashier		\$15.10-\$18.35
Clerical Aide		\$15.40-\$18.69
Community Center Aide		\$20.19-\$24.54
Information Desk Clerk		\$16.95-\$20.60

Maintenance Attendant	\$15.00-\$17.94
Page	\$15.00-\$17.94
Program Coordinator	\$18.31-\$22.26
Senior Clerical Aide	\$16.95-\$20.60
Senior Program Leader	\$15.82-\$19.23
Special Events Leader I	\$15.44-\$18.76
Special Events Leader II	\$18.84-\$22.90
Sr. Maintenance Worker	\$18.38-\$22.34
Sr. Tutor	\$18.08-\$21.92
Tutor	\$15.62-\$18.98

Section 7: The Santa Ana City Council amends Resolution No. 2015-026, Exhibit "I" as follows:

A. Deleting the title for the following seasonal and other unaffiliated categories of non-civil service part-time classification titles at the hourly five-step salary rate range indicated:

<u>Classification Title</u>	<u>5-Step Salary Rate Range Effective 02/18/20</u>
	<u>Hourly Salary Minimum-Maximum</u>
Police Reserve Sergeant	\$32.08
Police Special Events Offc.	\$18.51-\$22.53
Police Training Facilitator	\$22.21-\$27.00
Professional Standards Inv	\$28.45-\$34.60

B. Changing the following seasonal and other unaffiliated categories of non-civil service part-time classifications at the hourly five-step salary rate ranges as indicated:

FROM:

<u>Classification Title</u>	<u>5-Step Salary Rate Range Effective 02/18/20</u>
	<u>Hourly Salary Minimum-Maximum</u>
Administrative Intern	\$13.51-\$14.88
Budget Intern	\$16.18-\$19.66
Engineering Intern	\$16.18-\$19.66
Human Resources Clerical Aide	\$13.94-\$16.95
Management Intern	\$18.68-\$19.61
Police Cadet	\$13.00
Sr. Administrative Intern	\$14.72-\$17.89
Student Intern	\$13.00

TO:

Administrative Intern	\$16.28-\$17.09
Budget Intern	\$17.94-\$18.84
Engineering Intern	\$17.94-\$18.84
Human Resources Clerical Aide	\$15.40-\$18.69
Management Intern	\$20.77-\$21.81
Police Cadet	\$15.10-\$18.35
Sr. Administrative Intern	\$17.94-\$18.84
Student Intern	\$15.00-\$15.75

Section 8: All salary rate range classifications are set forth in the City's "Salary Schedule" as periodically updated.

Section 9: That except as amended by this Resolution, all other provisions of Resolution No. 2015-026 as amended shall remain in full force and effect

Section 10: This Resolution is operative from and after the date upon which it is adopted.

ADOPTED this 16th day of June, 2020.

Miguel A. Pulido
Mayor

APPROVED AS TO FORM:

Sonia R. Carvalho
City Attorney

By: Laura A. Rossini

Laura A. Rossini
Acting Chief Assistant City Attorney

AYES: Councilmembers _____

NOES: Councilmembers _____

ABSTAIN: Councilmembers _____

NOT PRESENT: Councilmembers _____

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Daisy Gomez, Clerk of the Council, do hereby attest to and certify the attached Resolution No. 2020-___ to be the original Resolution adopted by the City Council of the City of Santa Ana on June 16, 2020

Date: _____

Clerk of the Council
City of Santa Ana