

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Deborah S. Traffenstedt, Deputy City Manager *DST*

**DATE:** June 12, 2013 (CC Meeting of 6/19/13)

**SUBJECT:** Consider Resolution Amending the Salary Plan for Competitive Service, Non-Competitive Service, and Hourly Employees and Rescinding Resolution No. 2010-2963

**BACKGROUND AND DISCUSSION**

Attached to this report is a draft resolution amending the Salary Plan. The amendment is proposed to revise the Salary Range for the non-competitive service (management) position of Parks and Recreation Director from Range 85 to 83, consistent with the direction received at the March 20, 2013, regular City Council meeting, agenda item 9.C. In addition, the position title for management position of Code Compliance Supervisor has been removed from the Salary Plan, because the corresponding job description was not created (after the Code Compliance Supervisor position was added to the Salary Plan, one management position was subsequently cut from the Community Development Department budget as a cost savings measure). A Principal Planner is currently assigned as the supervisor for code compliance responsibilities.

The attached draft resolution incorporates the revisions described in this report. Salary and benefit negotiations with the union (SEIU Local 721) have not been concluded and a revised Memorandum of Understanding with the union is pending; therefore, no cost-of-living adjustment is proposed with this amendment to the Salary Plan. Agenda item 9.C. for the March 20, 2013, regular meeting also discussed adding a Maintenance Specialist position, which is not proposed to be added to the Salary Plan at this time, but will be scheduled when the job description has been completed and can then be considered concurrently.

Exhibit A (Salary Schedules) of the Salary Plan Resolution will not be revised with the exception of the effective date; therefore, Exhibit A is not included with the attached draft resolution, but will be attached to the final resolution.

**FISCAL IMPACT**

None.

Honorable City Council  
June 19, 2013, Regular Meeting  
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**STAFF RECOMMENDATION**

Adopt Resolution No. 2013-\_\_\_\_\_.

Attachment: Draft Salary Plan Resolution (not including Exhibit A, Salary Schedules, which will be attached to the final resolution)

RESOLUTION NO. 2013-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE SALARY PLAN FOR COMPETITIVE SERVICE, NON-COMPETITIVE SERVICE AND HOURLY EMPLOYEES, AND RESCINDING RESOLUTION NO. 2010-2963

WHEREAS, the City Council at its meeting on June \_\_, 2013, adopted a revised Salary Plan to change the salary range for the non-competitive service (management) position of Parks and Recreation Director from Range 85 to Range 83 and to delete the non-competitive service position of Code Compliance Supervisor at Range 62.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Salary Plan of hourly rates is hereby adopted for all of the positions herein listed:

<b><u>Non-Competitive Service Positions*</u></b>	<b><u>Salary Range</u></b>
City Manager	99
Assistant City Manager	91
Deputy City Manager	89
Administrative Services Director	87
City Engineer/Public Works Director	87
Community Development Director	87
Public Works Director	87
Parks and Recreation Director	85 <del>3</del>
Assistant to City Manager/City Clerk	83
Finance Director	83
Planning Director	83
Assistant City Engineer	77
Parks and Landscape Manager	77
Planning Manager	77
Redevelopment Manager	77
Senior Civil Engineer	77
Budget and Finance Manager	75
Administrative Services Manager	71
Assistant to City Manager	71
Finance/Accounting Manager	71
Information Systems Manager	71
Recreation/Community Services Manager	71
Accountant II	67
Associate Civil Engineer	67
City Clerk	67
Landscape/Parks Maintenance Superintendent	67
Principal Planner	67

\* All Non-Competitive Service Positions are exempt from payment of overtime.

<b><u>Non-Competitive Service Positions*</u></b>	<b><u>Salary Range</u></b>
Public Works Superintendent/Inspector	67
Recreation Superintendent	67
Senior Information Systems Analyst	67
Senior Management Analyst	67
Accountant I	62
Active Adult Center Supervisor	62
Assistant City Clerk	62
Assistant Engineer	62
Code Compliance Supervisor	62
Human Resources Analyst	62
Information Systems Analyst	62
Management Analyst	62
Parks and Facilities Supervisor	62
Public Works Supervisor	62
Recreation Supervisor	62

<b><u>Competitive Service Positions</u></b>	<b><u>Salary Range</u></b>
Associate Planner	59
Human Resources Specialist	59
Recreation Specialist	59
Vector/Animal Control Specialist	59
Assistant Planner II	56
Administrative Specialist	53
Executive Secretary	53
Human Resources Assistant	53
Recreation Coordinator III	53
Senior Account Technician	53
Code Compliance Technician II	51
Account Technician II	51
Active Adult Center Coordinator	51
Assistant Planner I	51
Deputy City Clerk II	51
Information Systems Technician II	51
Facilities Technician	49
Administrative Assistant	48
Community Services Technician	48
Deputy City Clerk I	48
Vector/Animal Control Technician	48
Recreation Coordinator II	47
Senior Maintenance Worker	47
Account Technician I	46
Information Systems Technician I	46
Administrative Secretary	45
Community Development Technician	45
Code Compliance Technician I	43
Maintenance Worker III	43

\* All Non-Competitive Service Positions are exempt from payment of overtime.

<b><u>Competitive Service Positions</u></b>	<b><u>Salary Range</u></b>
Crossing Guard Supervisor	41
Records Clerk	41
Secretary II	41
Maintenance Worker II	39
Recreation Coordinator I	39
Teen Coordinator	39
Account Clerk II	38
Account Clerk I	34
Laborer/Custodian IV	34
Recreation Leader IV	34
Secretary I	33
Recreation Assistant	32
Maintenance Worker I	31
Receptionist	31
Office Assistant III	29
Office Assistant II	24
<b><u>Hourly Positions**</u></b>	<b><u>Salary Range</u></b>
Program Director	32
Recreation Leader III	32
Senior Nutrition Coordinator	32
Intern	30
Laborer/Custodian III	28
Recreation Leader II	22
Office Assistant I	20
Laborer/Custodian II	18
Clerical Aide/Crossing Guard	18
Crossing Guard	18
Box Office Cashier	14
Clerical Aide II	14
Recreation Leader I	14
Laborer/Custodian I	10
Clerical Aide I	6
Recreation Aide	6

**SECTION 2.** The corresponding salaries for the ranges established in Section 1 of this resolution are attached hereto and incorporated herein as the “Hourly Salary Schedule” Table. The Bi-Weekly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twenty six (26) pay periods. The Monthly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twelve (12) months. The Annual Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours. The “Bi-Weekly Salary Schedule” and

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\*\* An employee in a designated hourly position may be hired as regular part-time, consistent with the definition in the City’s Personnel Rules.

“Monthly Salary Schedule” attached to this resolution are for information purposes, only, since calculations are approximate due to rounding differences.

SECTION 3. The Salary Plan is based on ranges of two and one-half percent (2.5%) and step increases of two and one-half percent (2.5%) with a total of thirteen (13) steps.

SECTION 4. City shall continue to pay a deferred compensation contribution into a City approved deferred compensation program, for enrolled regular full-time and regular part-time employees, and the contribution amount shall be as follows: City Manager - Three percent (3.0%) of gross base salary, Department Head positions – two and one-half percent (2.5%) of gross base salary, and all other Management and Competitive Service regular full-time and regular part-time positions – Two percent (2.0%) of gross base salary. Gross base salary is defined as wages paid as described in the Salary Plan Schedule (reference Section 2, herein) and including longevity pay; and excluding bilingual pay, in-lieu insurance payment, uniform cleaning allowance, leave cash-out, overtime pay, car and cellular telephone allowances, and deferred compensation payment.

SECTION 5. Bilingual pay compensation for Spanish language bilingual skills shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Understanding between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721, and to qualified non-competitive service employees consistent with a City Council adopted management benefits resolution. Qualification for bilingual pay shall be determined by the City Manager at his or her sole discretion. The current rates per an approved MOU and management benefits resolution are: forty cents (\$.40) per hour for verbal bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week; and fifty cents (\$.50) per hour for combined verbal/written bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week.

SECTION 6. Longevity pay compensation shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Agreement between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721 as follows:

- 121 to 180 Months of service – one-percent (1%),
- 181 to 240 Months of service – one and one-half percent (1.5%),
- 241 to 300 Months of service – two percent (2.0%)
- 301 or more Months of service – two and one-half percent (2.5%); and

Longevity pay compensation shall be paid to qualified Non-Competitive Service employees consistent with the qualification requirements approved in a City Council adopted management benefits resolution as follows:

Department Heads and City Manager

61 to 120 Months of service – one percent (1.0%)  
121 to 180 Months of service – one and one-half percent (1.5%)  
241 to 300 Months of service – two and one-half percent (2.5%)  
301 or more Months of service – three percent (3.0%)

Management Employees

121 to 180 Months of service – one percent (1.0%)  
181 to 240 Months of service – one and one-half percent (1.5%)  
241 to 300 Months of service – two percent (2.0%)  
301 or more Months of service – two and one-half percent (2.5%).

SECTION 7. Implementation of salary adjustments for positions noted in Section 1, herein, shall be limited by the performance review system. Employees shall be evaluated prior to their anniversary date, and salary adjustments shall be effective as of the first day of the pay period in which the anniversary date occurs.

SECTION 8. The implementation of this Salary Plan shall be effective beginning with the paycheck dated July 19, 2013.

SECTION 9. Resolution No. 2010-2963 is hereby rescinded in its entirety upon the effective pay period for this revised Salary Plan (paycheck dated July 19, 2013).

SECTION 10. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this \_\_\_\_ day of June, 2013.

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Janice S. Parvin, Mayor

ATTEST:

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Maureen Benson, Assistant City Clerk

Exhibit A: Salary Schedules  
(Hourly, Bi-weekly, and Monthly)