

**RESOLUTION NO. 2022-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, REVISING THE PAY RANGES FOR CLASSIFICATIONS IN THE CONFIDENTIAL UNIT**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, on March 7, 2017, the City Council adopted Resolution No. 17-18, revising the pay ranges for job classifications in the Confidential Unit, effective July 7, 2019; and

WHEREAS, on June 25, 2020, the City Council approved a furlough equivalent to a five percent reduction in pay to address economic concerns during the COVID-19 Pandemic in exchange for a guarantee of no layoffs in Fiscal Year 2020-21, elimination of Tier 2 vacation accrual plan, no vacation cash out FY 2020-21, a parity clause for negotiated salary and benefit increases, elimination of Tier 2 salary ranges, an increase in flex benefit contributions by \$100 per month commencing in June 2022, other benefit changes, and a one-time payment equivalent to furlough hours or reduction taken should the City receive stimulus funds in excess of \$40.5 million; and

WHEREAS, on May 4, 2021, the City Council approved to cease the furlough and provide staff with a one-time reimbursement for the pay reductions due to the furlough; and

WHEREAS, on March 15, 2022 , the City Council approved classification and pay range changes for various positions in the Confidential Unit to address recruitment and retention challenges; and

WHEREAS, the City Council desires to repeal and replace Resolution Nos. 17-18, 19-71, 2020-39, 2020-53, 2021-05, 2021-14, 2022-15 to revise the pay ranges for the classifications specified herein; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa 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 Unit Salary Schedule, are hereby revised to reflect the salary ranges and monthly rates of pay specified, effective June 19, 2022. 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	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
0171	Accountant (Confidential) <i>*Effective March 27, 2022</i>	CON	620	\$6,479	\$6,803	\$7,143	\$7,500	\$7,875	\$8,269	\$8,682	Monthly
				\$77,748	\$81,636	\$85,716	\$90,000	\$94,500	\$99,228	\$104,184	Annual
				\$37.38	\$39.25	\$41.21	\$43.27	\$45.43	\$47.71	\$50.09	Hourly
0171	Accountant (Confidential) <i>*Effective June 19, 2022</i>	CON	620	\$6,609	\$6,939	\$7,286	\$7,650	\$8,032	\$8,434	\$8,856	Monthly
				\$79,308	\$83,268	\$87,432	\$91,800	\$96,384	\$101,208	\$106,272	Annual
				\$38.13	\$40.03	\$42.03	\$44.13	\$46.34	\$48.66	\$51.09	Hourly
0026	Administrative Assistant (Confidential)	CON	593	\$4,905	\$5,150	\$5,408	\$5,678	\$5,962	\$6,260	\$6,573	Monthly
				\$58,860	\$61,800	\$64,896	\$68,136	\$71,544	\$75,120	\$78,876	Annual
				\$28.30	\$29.71	\$31.20	\$32.76	\$34.40	\$36.12	\$37.92	Hourly
0018	Benefits Coordinator	CON	592	\$4,796	\$5,036	\$5,288	\$5,552	\$5,830	\$6,121	\$6,427	Monthly
				\$57,552	\$60,432	\$63,456	\$66,624	\$69,960	\$73,452	\$77,124	Annual
				\$27.67	\$29.05	\$30.51	\$32.03	\$33.63	\$35.31	\$37.08	Hourly
0063	Budget Analyst	CON	679	\$7,052	\$7,405	\$7,775	\$8,164	\$8,572	\$9,001	\$9,451	Monthly
				\$84,624	\$88,860	\$93,300	\$97,968	\$102,864	\$108,012	\$113,412	Annual
				\$40.68	\$42.72	\$44.86	\$47.10	\$49.45	\$51.93	\$54.53	Hourly
0809	Budget Specialist	CON	891	\$5,863	\$6,156	\$6,464	\$6,787	\$7,126	\$7,482	\$7,856	Monthly
				\$70,356	\$73,872	\$77,568	\$81,444	\$85,512	\$89,784	\$94,272	Annual
				\$33.83	\$35.52	\$37.29	\$39.16	\$41.11	\$43.17	\$45.32	Hourly

**Attachment 8g**

0040	Computer Operations/ Networking Supervisor	CON	689	\$8,273	\$8,687	\$9,121	\$9,577	\$10,056	\$10,559	\$11,087	Monthly
				\$99,276	\$104,244	\$109,452	\$114,924	\$120,672	\$126,708	\$133,044	Annual
				\$47.73	\$50.12	\$52.62	\$55.25	\$58.02	\$60.92	\$63.96	Hourly
0021	Deputy City Clerk	CON	656	\$5,605	\$5,885	\$6,179	\$6,488	\$6,812	\$7,153	\$7,511	Monthly
				\$67,260	\$70,620	\$74,148	\$77,856	\$81,744	\$85,836	\$90,132	Annual
				\$32.34	\$33.95	\$35.65	\$37.43	\$39.30	\$41.27	\$43.33	Hourly
0016	Executive Assistant to the City Manager	CON	648	\$6,582	\$6,911	\$7,257	\$7,620	\$8,001	\$8,401	\$8,821	Monthly
				\$78,984	\$82,932	\$87,084	\$91,440	\$96,012	\$100,812	\$105,852	Annual
				\$37.97	\$39.87	\$41.87	\$43.96	\$46.16	\$48.47	\$50.89	Hourly
0019	Executive Assistant <i>(Confidential)</i>	CON	609	\$5,397	\$5,667	\$5,950	\$6,247	\$6,559	\$6,887	\$7,231	Monthly
				\$64,764	\$68,004	\$71,400	\$74,964	\$78,708	\$82,644	\$86,772	Annual
				\$31.14	\$32.69	\$34.33	\$36.04	\$37.84	\$39.73	\$41.72	Hourly
0007	Human Resources Offices Specialist II	CON	560	\$3,941	\$4,138	\$4,345	\$4,562	\$4,790	\$5,029	\$5,280	Monthly
				\$47,292	\$49,656	\$52,140	\$54,744	\$57,480	\$60,348	\$63,360	Annual
				\$22.74	\$23.87	\$25.07	\$26.32	\$27.63	\$29.01	\$30.46	Hourly
0087	Human Resources Administrator	CON	697	\$8,095	\$8,500	\$8,925	\$9,371	\$9,840	\$10,332	\$10,849	Monthly
				\$97,140	\$102,000	\$107,100	\$112,452	\$118,080	\$123,984	\$130,188	Annual
				\$46.70	\$49.04	\$51.49	\$54.06	\$56.77	\$59.61	\$62.59	Hourly
0079	Human Resources Analyst	CON	659	\$6,695	\$7,030	\$7,382	\$7,751	\$8,139	\$8,546	\$8,973	Monthly
				\$80,340	\$84,360	\$88,584	\$93,012	\$97,668	\$102,552	\$107,676	Annual
				\$38.63	\$40.56	\$42.59	\$44.72	\$46.96	\$49.30	\$51.77	Hourly
0017	Human Resources Assistant	CON	590	\$4,905	\$5,150	\$5,408	\$5,678	\$5,962	\$6,260	\$6,573	Monthly
				\$58,860	\$61,800	\$64,896	\$68,136	\$71,544	\$75,120	\$78,876	Annual
				\$28.30	\$29.71	\$31.20	\$32.76	\$34.40	\$36.12	\$37.92	Hourly
0072	Human Resources Technician	CON	627	\$5,710	\$5,995	\$6,295	\$6,610	\$6,941	\$7,288	\$7,652	Monthly
				\$68,520	\$71,940	\$75,540	\$79,320	\$83,292	\$87,456	\$91,824	Annual
				\$32.94	\$34.59	\$36.32	\$38.13	\$40.04	\$42.05	\$44.15	Hourly
0245	Management Aide <i>(Confidential)</i>	CON	892	\$5,550	\$5,828	\$6,119	\$6,425	\$6,746	\$7,083	\$7,437	Monthly
				\$66,600	\$69,936	\$73,428	\$77,100	\$80,952	\$84,996	\$89,244	Annual
				\$32.02	\$33.62	\$35.30	\$37.07	\$38.92	\$40.86	\$42.91	Hourly
0084	Management Analyst <i>(Confidential)</i>	CON	872	\$6,383	\$6,702	\$7,037	\$7,389	\$7,758	\$8,146	\$8,553	Monthly
				\$76,596	\$80,424	\$84,444	\$88,668	\$93,096	\$97,752	\$102,636	Annual
				\$36.83	\$38.67	\$40.60	\$42.63	\$44.76	\$47.00	\$49.34	Hourly

**Attachment 8g**

0008	Office Specialist II <i>(Confidential)</i>	CON	561	\$3,941	\$4,138	\$4,345	\$4,562	\$4,790	\$5,029	\$5,280	Monthly
				\$47,292	\$49,656	\$52,140	\$54,744	\$57,480	\$60,348	\$63,360	Annual
				\$22.74	\$23.87	\$25.07	\$26.32	\$27.63	\$29.01	\$30.46	Hourly
0055	Payroll Coordinator	CON	621	\$5,860	\$6,153	\$6,461	\$6,784	\$7,123	\$7,479	\$7,853	Monthly
				\$70,320	\$73,836	\$77,532	\$81,408	\$85,476	\$89,748	\$94,236	Annual
				\$33.81	\$35.50	\$37.28	\$39.14	\$41.09	\$43.15	\$45.31	Hourly
0056	Payroll Supervisor	CON	896	\$7,715	\$8,101	\$8,506	\$8,931	\$9,378	\$9,847	\$10,339	Monthly
				\$92,580	\$97,212	\$102,072	\$107,172	\$112,536	\$118,164	\$124,068	Annual
				\$44.51	\$46.74	\$49.07	\$51.53	\$54.10	\$56.81	\$59.65	Hourly
0078	Principal Human Resources Analyst	CON	669	\$7,040	\$7,392	\$7,762	\$8,150	\$8,558	\$8,986	\$9,435	Monthly
				\$84,480	\$88,704	\$93,144	\$97,800	\$102,696	\$107,832	\$113,220	Annual
				\$40.62	\$42.65	\$44.78	\$47.02	\$49.37	\$51.84	\$54.43	Hourly
0170	Senior Accountant <i>(Confidential)</i> <i>*Effective March 27, 2022</i>	CON	620	\$7,127	\$7,483	\$7,857	\$8,250	\$8,662	\$9,095	\$9,550	Monthly
				\$85,524	\$89,796	\$94,284	\$99,000	\$103,944	\$109,140	\$114,600	Annual
				\$41.12	\$43.17	\$45.33	\$47.60	\$49.97	\$52.47	\$55.10	Hourly
0170	Senior Accountant <i>(Confidential)</i> <i>*Effective June 19, 2022</i>	CON	620	\$7,268	\$7,631	\$8,013	\$8,414	\$8,835	\$9,277	\$9,741	Monthly
				\$87,216	\$91,572	\$96,156	\$100,968	\$106,020	\$111,324	\$116,892	Annual
				\$41.93	\$44.03	\$46.23	\$48.54	\$50.97	\$53.52	\$56.20	Hourly
0054	Senior Budget Analyst <i>(Confidential)</i>	CON	680	\$7,758	\$8,146	\$8,553	\$8,981	\$9,430	\$9,901	\$10,396	Monthly
				\$93,096	\$97,752	\$102,636	\$107,772	\$113,160	\$118,812	\$124,752	Annual
				\$44.76	\$47.00	\$49.34	\$51.81	\$54.40	\$57.12	\$59.98	Hourly
0246	Senior Management Analyst <i>(Confidential)</i>	CON	895	\$6,701	\$7,036	\$7,388	\$7,757	\$8,145	\$8,552	\$8,980	Monthly
				\$80,412	\$84,432	\$88,656	\$93,084	\$97,740	\$102,624	\$107,760	Annual
				\$38.66	\$40.59	\$42.62	\$44.75	\$46.99	\$49.34	\$51.81	Hourly
0052	Senior Programmer Analyst <i>(Confidential)</i> <i>*Effective March 27, 2022</i>	CON	710	\$8,977	\$9,426	\$9,897	\$10,392	\$10,912	\$11,458	\$12,031	Monthly
				\$107,724	\$113,112	\$118,764	\$124,704	\$130,944	\$137,496	\$144,372	Annual
				\$51.79	\$54.38	\$57.10	\$59.95	\$62.95	\$66.10	\$69.41	Hourly
0052	Senior Programmer Analyst <i>(Confidential)</i> <i>*Effective June 19, 2022</i>	CON	710	\$9,157	\$9,615	\$10,096	\$10,601	\$11,131	\$11,688	\$12,272	Monthly
				\$109,884	\$115,380	\$121,152	\$127,212	\$133,572	\$140,256	\$147,264	Annual
				\$52.83	\$55.47	\$58.25	\$61.16	\$64.22	\$67.43	\$70.80	Hourly
0046	Systems & Programming Supervisor <i>*Effective March 27, 2022</i>	CON	730	\$9,921	\$10,417	\$10,938	\$11,485	\$12,059	\$12,662	\$13,295	Monthly
				\$119,052	\$125,004	\$131,256	\$137,820	\$144,708	\$151,944	\$159,540	Annual
				\$57.24	\$60.10	\$63.10	\$66.26	\$69.57	\$73.05	\$76.70	Hourly

0046	Systems & Programming	CON	730	\$10,119	\$10,625	\$11,156	\$11,714	\$12,300	\$12,915	\$13,561	Monthly
	Supervisor			\$121,428	\$127,500	\$133,872	\$140,568	\$147,600	\$154,980	\$162,732	Annual
	<i>*Effective June 19, 2022</i>			\$58.38	\$61.30	\$64.36	\$67.58	\$70.96	\$74.51	\$78.24	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.** Amendments made pertaining to the salary for the fiscal year 2023-24 for employees represented by the Costa Mesa City Employees Association shall also apply to “Confidential” unrepresented employees.

**SECTION 7.** All resolutions and parts of resolutions in conflict herewith are hereby rescinded.

**PASSED AND ADOPTED this 7<sup>th</sup> day of June, 2022.**

\_\_\_\_\_  
John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, 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. 2022-XX 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 June, 2022, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

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 June, 2022.

\_\_\_\_\_  
Brenda Green, City Clerk