

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING RESOLUTION NO. 17-18 TO REVISE THE PAY RANGES FOR VARIOUS CLASSIFICATIONS IN THE CONFIDENTIAL EMPLOYEES 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 within the Confidential Employees Unit, effective July 7, 2019; and

WHEREAS, the City Council desires to amend Resolution No. 17-18 to revise the pay ranges for the Executive Assistant to the City Manager classification; and

WHEREAS, the City Council further desires to rename the existing “Administrative Secretary (Confidential)” job classification as the “Administrative Assistant (Confidential)” classification, rename the “Human Resources Secretary” job classification as the “Human Resources Assistant” classification and rename the existing “Executive Secretary - Administration” job classification as “Executive Assistant (Confidential)” and to revise the pay ranges for said classifications; and

WHEREAS, the City Council further desires to add a new classification of Senior Accountant (Confidential) and Senior Budget Analyst.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

SECTION 1. Section 2 of Resolution No. 17-18 is hereby amended to reflect the revised salary ranges and monthly rates of pay specified below for the Executive Assistant to the City Manager, effective March 27, 2022.

0016	Executive Assistant to the City Manager	CON	648	\$6,452	\$6,775	\$7,114	\$7,470	\$7,844	\$8,236	\$8,648	Monthly
				\$77,424	\$81,300	\$85,368	\$89,640	\$94,128	\$98,832	\$103,776	Annual
				\$37.22	\$39.09	\$41.04	\$43.10	\$45.25	\$47.52	\$49.89	Hourly

SECTION 2. The existing “Administrative Secretary (Confidential)” classification is hereby renamed as the “Administrative Assistant (Confidential)” classification, the existing “Human Resources Secretary” is hereby renamed as the “Human Resources Assistant” classification and the existing “Executive Secretary - Administration” classification is hereby renamed as the “Executive Assistant (Confidential)” classification.

SECTION 3. Section 2 of Resolution No. 17-18 is hereby amended to reflect the renamed title classifications and to revise salary ranges and monthly rates of pay specified below for Administrative Assistant (Confidential), Human Resources Assistant and Executive Assistant (Confidential), effective March 27, 2022.

Class Code	Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0026	Administrative Assistant (Confidential)	CON	593	\$4,810	\$5,050	\$5,302	\$5,567	\$5,845	\$6,137	\$6,444	Monthly
				\$57,720	\$60,600	\$63,624	\$66,804	\$70,140	\$73,644	\$77,328	Annual
				\$27.75	\$29.13	\$30.59	\$32.12	\$33.72	\$35.41	\$37.18	Hourly
0019	Executive Assistant (Confidential)	CON	609	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089	Monthly
				\$63,480	\$66,648	\$69,984	\$73,488	\$77,160	\$81,012	\$85,068	Annual
				\$30.52	\$32.04	\$33.65	\$35.33	\$37.10	\$38.95	\$40.90	Hourly
0017	Human Resources Assistant	CON	590	\$4,810	\$5,050	\$5,302	\$5,567	\$5,845	\$6,137	\$6,444	Monthly
				\$57,720	\$60,600	\$63,624	\$66,804	\$70,140	\$73,644	\$77,328	Annual
				\$27.75	\$29.13	\$30.59	\$32.12	\$33.72	\$35.41	\$37.18	Hourly

SECTION 4. The Costa Mesa City Council hereby amends Resolution No. 17-18 to establish the new job classifications of Senior Accountant (Confidential) and Senior Budget Analyst and to establish the pay ranges for the new job classifications as set forth herein.

SECTION 5. Section 1 of Resolution No. 17-18 is hereby amended to add the Senior Accountant (Confidential) and Senior Budget Analyst job classifications at the salary ranges and monthly rates of pay specified below effective March 27, 2022.

Class Code	Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0170	Senior Accountant (Confidential)	CON	622	\$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

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0054	Senior Budget Analyst	CON	680	\$7,607	\$7,987	\$8,386	\$8,805	\$9,245	\$9,707	\$10,192	Monthly
				\$91,284	\$95,844	\$100,632	\$105,660	\$110,940	\$116,484	\$122,304	Annual
				\$43.89	\$46.08	\$48.38	\$50.80	\$53.34	\$56.00	\$58.80	Hourly

SECTION 4. Except as expressly provided herein, Resolution No. 17-18 as modified by Resolutions No. 19-71, 2020-53, 2020-39, 2021-05, 2021-14 shall remain in full force and effect as provided therein.

PASSED AND ADOPTED this 15th day of March, 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 15th day of March, 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 16th day of March, 2022.

Brenda Green, City Clerk

(SEAL)

