

**RESOLUTION NO. 2025-25****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 November 15, 2022 the City Council adopted Resolution No. 2022-74, 2023-46, and 2024-11, revising the pay ranges for job classifications in the Confidential Unit, effective the pay period that includes September 24, 2023, and July 1, 2024; and

WHEREAS, the City Council desires to repeal and replace Resolutions No. 2023-46 and 2024-11 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 pay ranges and monthly rates of pay for the identified classifications are hereby established and placed under the Confidential Unit Salary Schedule effective the pay period that includes July 1, 2025. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay steps.

Class Code	Class Title	Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
0171	Accountant (Confidential)	CON	620	\$7,294	\$7,659	\$8,042	\$8,444	\$8,866	\$9,309	\$9,775	Monthly
				\$87,528	\$91,908	\$96,504	\$101,328	\$106,392	\$111,708	\$117,296	Annual
				\$42.08	\$44.19	\$46.40	\$48.72	\$51.15	\$53.71	\$56.39	Hourly
0026	Administrative Assistant (Confidential)	CON	593	\$5,414	\$5,685	\$5,969	\$6,267	\$6,580	\$6,909	\$7,254	Monthly
				\$64,968	\$68,220	\$71,628	\$75,204	\$78,960	\$82,908	\$87,048	Annual
				\$31.23	\$32.80	\$34.44	\$36.16	\$37.96	\$39.86	\$41.85	Hourly

**Attachment 9**

Class Code	Class Title	Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
0018	Benefits Coordinator	CON	592	\$5,294	\$5,559	\$5,837	\$6,129	\$6,435	\$6,757	\$7,095	Monthly
				\$63,528	\$66,708	\$70,044	\$73,548	\$77,220	\$81,084	\$85,140	Annual
				\$30.54	\$32.07	\$33.68	\$35.36	\$37.13	\$38.98	\$40.93	Hourly
0063	Budget Analyst	CON	679	\$8,717	\$9,153	\$9,611	\$10,092	\$10,597	\$11,127	\$11,683	Monthly
				\$104,604	\$109,836	\$115,332	\$121,104	\$127,164	\$133,524	\$140,196	Annual
				\$50.29	\$52.81	\$55.45	\$58.22	\$61.14	\$64.19	\$67.40	Hourly
0809	Budget Specialist	CON	891	\$6,470	\$6,793	\$7,133	\$7,490	\$7,865	\$8,258	\$8,671	Monthly
				\$77,640	\$81,516	\$85,596	\$89,880	\$94,380	\$99,096	\$104,052	Annual
				\$37.33	\$39.19	\$41.15	\$43.21	\$45.38	\$47.64	\$50.03	Hourly
0040	Computer Operations/ Networking Supervisor	CON	689	\$9,131	\$9,588	\$10,067	\$10,570	\$11,099	\$11,654	\$12,237	Monthly
				\$109,572	\$115,056	\$120,804	\$126,840	\$133,188	\$139,848	\$146,844	Annual
				\$52.68	\$55.32	\$58.08	\$60.98	\$64.03	\$67.23	\$70.60	Hourly
0021	Deputy City Clerk	CON	656	\$6,187	\$6,496	\$6,821	\$7,162	\$7,520	\$7,896	\$8,291	Monthly
				\$74,244	\$77,952	\$81,852	\$85,944	\$90,240	\$94,752	\$99,492	Annual
				\$35.69	\$37.48	\$39.35	\$41.32	\$43.38	\$45.55	\$47.83	Hourly
0016	Executive Assistant to the City Manager	CON	648	\$7,266	\$7,629	\$8,010	\$8,410	\$8,830	\$9,272	\$9,736	Monthly
				\$87,192	\$91,548	\$96,120	\$100,920	\$105,960	\$111,264	\$116,832	Annual
				\$41.92	\$44.01	\$46.21	\$48.52	\$50.94	\$53.49	\$56.17	Hourly
0019	Executive Assistant (Confidential)	CON	609	\$5,956	\$6,254	\$6,567	\$6,895	\$7,240	\$7,602	\$7,982	Monthly
				\$71,472	\$75,048	\$78,804	\$82,740	\$86,880	\$91,224	\$95,784	Annual
				\$34.36	\$36.08	\$37.89	\$39.78	\$41.77	\$43.86	\$46.05	Hourly
0173	Finance Officer (Confidential)	CON	896	\$8,516	\$8,942	\$9,389	\$9,858	\$10,351	\$10,869	\$11,412	Monthly
				\$102,192	\$107,304	\$112,668	\$118,296	\$124,212	\$130,428	\$136,944	Annual
				\$49.13	\$51.59	\$54.17	\$56.87	\$59.72	\$62.71	\$65.84	Hourly
0007	Human Resources Office Specialist II	CON	560	\$4,349	\$4,566	\$4,794	\$5,034	\$5,286	\$5,550	\$5,828	Monthly
				\$52,188	\$54,792	\$57,528	\$60,408	\$63,432	\$66,600	\$69,936	Annual
				\$25.09	\$26.34	\$27.66	\$29.04	\$30.50	\$32.02	\$33.62	Hourly
0087	Human Resources Administrator	CON	697	\$10,024	\$10,525	\$11,051	\$11,604	\$12,184	\$12,793	\$13,433	Monthly
				\$120,288	\$126,300	\$132,612	\$139,248	\$146,208	\$153,516	\$161,196	Annual
				\$57.83	\$60.72	\$63.76	\$66.95	\$70.29	\$73.81	\$77.50	Hourly
0079	Human Resources Analyst	CON	659	\$7,760	\$8,148	\$8,555	\$8,983	\$9,432	\$9,904	\$10,399	Monthly
				\$93,120	\$97,776	\$102,660	\$107,796	\$113,184	\$118,848	\$124,788	Annual
				\$44.77	\$47.01	\$49.36	\$51.83	\$54.42	\$57.14	\$59.99	Hourly
0017	Human Resources Assistant	CON	590	\$5,414	\$5,685	\$5,969	\$6,267	\$6,580	\$6,909	\$7,254	Monthly
				\$64,968	\$68,220	\$71,628	\$75,204	\$78,960	\$82,908	\$87,048	Annual
				\$31.23	\$32.80	\$34.44	\$36.16	\$37.96	\$39.86	\$41.85	Hourly

## Attachment 9

Class Code	Class Title	Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
0072	Human Resources Technician	CON	627	\$6,807	\$7,147	\$7,504	\$7,879	\$8,273	\$8,687	\$9,121	Monthly
				\$81,684	\$85,764	\$90,048	\$94,548	\$99,276	\$104,244	\$109,452	Annual
				\$39.27	\$41.23	\$43.29	\$45.46	\$47.73	\$50.12	\$52.62	Hourly
0245	Management Aide (Confidential)	CON	892	\$6,616	\$6,947	\$7,294	\$7,659	\$8,042	\$8,444	\$8,866	Monthly
				\$79,392	\$83,364	\$87,528	\$91,908	\$96,504	\$101,328	\$106,392	Annual
				\$38.17	\$40.08	\$42.08	\$44.19	\$46.40	\$48.72	\$51.15	Hourly
0084	Management Analyst (Confidential)	CON	872	\$7,610	\$7,990	\$8,389	\$8,808	\$9,248	\$9,710	\$10,196	Monthly
				\$91,320	\$95,880	\$100,668	\$105,696	\$110,976	\$116,520	\$122,352	Annual
				\$43.90	\$46.10	\$48.40	\$50.82	\$53.35	\$56.02	\$58.82	Hourly
0055	Payroll Coordinator	CON	621	\$6,468	\$6,791	\$7,131	\$7,488	\$7,862	\$8,255	\$8,668	Monthly
				\$77,616	\$81,492	\$85,572	\$89,856	\$94,344	\$99,060	\$104,016	Annual
				\$37.32	\$39.18	\$41.14	\$43.20	\$45.36	\$47.63	\$50.01	Hourly
0078	Principal Human Resources Analyst	CON	669	\$8,717	\$9,153	\$9,611	\$10,092	\$10,597	\$11,127	\$11,683	Monthly
				\$104,604	\$109,836	\$115,332	\$121,104	\$127,164	\$133,524	\$140,196	Annual
				\$50.29	\$52.81	\$55.45	\$58.22	\$61.14	\$64.19	\$67.40	Hourly
0170	Senior Accountant (Confidential)	CON	622	\$8,024	\$8,425	\$8,846	\$9,288	\$9,752	\$10,240	\$10,752	Monthly
				\$96,288	\$101,100	\$106,152	\$111,456	\$117,024	\$122,880	\$129,024	Annual
				\$46.29	\$48.61	\$51.03	\$53.58	\$56.26	\$59.08	\$62.03	Hourly
0054	Senior Budget Analyst (Confidential)	CON	680	\$9,590	\$10,070	\$10,573	\$11,102	\$11,657	\$12,240	\$12,852	Monthly
				\$115,080	\$120,840	\$126,876	\$133,224	\$139,884	\$146,880	\$154,224	Annual
				\$55.33	\$58.10	\$61.00	\$64.05	\$67.25	\$70.62	\$74.15	Hourly
0052	Senior Programmer Analyst (Confidential)	CON	710	\$10,109	\$10,614	\$11,145	\$11,702	\$12,287	\$12,901	\$13,546	Monthly
				\$121,308	\$127,368	\$133,740	\$140,424	\$147,444	\$154,812	\$162,552	Annual
				\$58.32	\$61.23	\$64.30	\$67.51	\$70.89	\$74.43	\$78.15	Hourly
0246	Senior Management Analyst (Confidential)	CON	895	\$8,507	\$8,932	\$9,379	\$9,848	\$10,340	\$10,857	\$11,400	Monthly
				\$102,084	\$107,184	\$112,548	\$118,176	\$124,080	\$130,284	\$136,800	Annual
				\$49.08	\$51.53	\$54.11	\$56.82	\$59.65	\$62.64	\$65.77	Hourly
0046	Systems & Programming Supervisor	CON	730	\$11,169	\$11,727	\$12,313	\$12,929	\$13,575	\$14,254	\$14,967	Monthly
				\$134,028	\$140,724	\$147,756	\$155,148	\$162,900	\$171,048	\$179,604	Annual
				\$64.44	\$67.66	\$71.04	\$74.59	\$78.32	\$82.23	\$86.35	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.

**A. Classic Members - Employees Subject to the 2.5% @ 55 formula:**

These employees will pay the full CalPERS member contribution equal to eight percent (8%) of compensation earnable towards their CalPERS member contribution. As a result, the City pays and reports zero percent (0%) of compensation earnable as an Employer Paid Member Contribution (EPMC) under Government Code section 20636(c)(4) pursuant to section 20691.

Classic member employees subject to the 2.5%@55 formula pay 1% of compensation earnable pursuant to Government Code section 20516(a).

**B. Classic Members - Employees Subject to the 2%@60 formula:**

These employees will pay the full CalPERS member contribution equal to seven percent (7%) of compensation earnable towards their CalPERS member contribution. As a result, the City pays and reports zero percent (0%) of compensation earnable as an Employer Paid Member Contribution (EPMC) under Government Code section 20636(c)(4) pursuant to section 20691.

Classic member employees subject to the 2%@60 formula pay 2% of compensation earnable pursuant to Government Code section 20516(a).

**C. New Members - Employees Subject to the 2%@62 formula:**

These employees are responsible for paying the employee contribution of one-half of the total normal cost of the plan (rounded to the nearest quarter of one-percent), as defined by CalPERS in their annual valuation, through a payroll deduction. This amount is determined by CalPERS each year.

New member employees will cost share (pursuant to Government Code section 20516(f), a percentage of pensionable compensation that when combined with the payment of their employee/member contribution will equal nine percent (9%) of pensionable compensation.

**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 17<sup>th</sup> day of June, 2025.**

\_\_\_\_\_  
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. 2025-26 and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 17<sup>th</sup> day of June, 2025, 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 18<sup>th</sup> day of June, 2025.

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Brenda Green, City Clerk