

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIALTO, CALIFORNIA, UPDATING THE CITYWIDE CLASSIFICATION AND COMPENSATION TABLE FOR FULL-TIME AND PART-TIME EMPLOYEES, EFFECTIVE FEBRUARY 26, 2020 (PAY PERIOD STARTING FEBRUARY 16, 2020 TO FEBRUARY 29, 2020 ASSOCIATED WITH THE MARCH 6TH PAY DATE)

WHEREAS, the City of Rialto (“City”) contracts with the California Public Employees’ Retirement System (“CalPERS”) to provide retirement benefits for its employees; and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify each position by title, the individual payrate amount or ranges for that position, and the time base upon which the amounts are based; and

WHEREAS, Section 2.12.070 of the Rialto Municipal Code requires that the offices and positions in the City employment be fixed and established by resolution of the City Council; and

WHEREAS, Rule IV of the City’s Personnel Rules, as adopted by the City Council in Resolution No. 4092 on January 3, 1995, states that the Personnel Officer shall submit a salary resolution that establishes the minimum through maximum salary rates of pay for employee classifications, which shall be adopted by the City Council (“Classification/Compensation Plan”); and

WHEREAS, the City of Rialto approved various classification/title changes on or about December 10, 2019 via Ordinance No. 1627; and

WHEREAS, Section 2.50.060 of the Rialto Municipal Code lists a number of classifications that should be included in the Classification/Compensation Plan; and

WHEREAS, due to organizational needs and current operational deficiencies, several departments of the City have been reorganized to provide improved and more efficient levels of service, which requires additional amendments to the Classification/Compensation Plan; and

1 **WHEREAS**, changes in various employment contracts require updates to the
2 Classification/Compensation Plan to reflect such contractual changes; and

3 **WHEREAS**, the City Council desires for this resolution to supersede Resolution No. 7581,
4 which was adopted on December 10, 2019; and

5 **WHEREAS**, the City Council now desires to adopt a publicly available pay schedule to reflect
6 the payrates of the above- mentioned employee classifications, in accordance with the requirements of
7 California Code of Regulations, Title 2, Section 570.5.

8 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIALTO DOES**
9 **HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

10 **Section 1:** This Resolution shall take the place of all existing resolutions or orders of the City
11 Council as they relate to the subject matter contained herein, including Resolution No. 7581 adopted on
12 December 10, 2019. However, in no event shall this resolution rescind, supersede, alter or in any way
13 amend a resolution regarding subject matter that is not contained in this Resolution. In the event that any
14 provision of this Resolution is in conflict with an employment contract of an unrepresented and/or
15 unaffiliated City employee, the applicable employment contract shall supersede and govern the City's
16 policies and practices with regard to that particular employee.

17 **Section 2:** The following changes with part-time classifications within the
18 Classification/Compensation Plan are hereby approved, as reflected in the Classification and
19 Compensation Salary Table attached hereto as Exhibit "A":

- 20 1. Correct the Pay grades associated with the Part-Time Administrative Aide from 22400 to 20880
21 and Technical Assistant from 20800 to 20840.
- 22 2. Correct the Step 1 Pay associated with Part-Time Dispatcher from \$25.74 to \$25.84.
- 23 3. Add the Part-Time Police Reserve Officer classification (unpaid/volunteer) to the plan itself,
24 currently without authorized FTE's.

25 **Section 3:** The following changes with full-time classifications within the
26 Classification/Compensation Plan are hereby approved, as reflected in the Classification and
27 Compensation Salary Table attached hereto as Exhibit "A":
28

1. Per Ordinance No. 1627 adopted on December 10, 2019, which amended Chapter 2.04 of the Rialto Municipal Code, amend the following classifications:

| Prior Classification/Title | New Classification/Title |
|---|---|
| City Administrator | City Manager |
| Deputy City Administrator | Deputy City Manager |
| Executive Assistant to the City Administrator | Executive Assistant to the City Manager |

2. Establish new classifications of City Manager's Executive Assistant and the City Manager's Assistant within the City Manager's Administration Department, which classifications will be exempt, management at-will positions, reduce the Executive Assistant to the City Manager classification 2.0 to 0.0 of full-time equivalents (FTE).

| Classification Changes | | | |
|--|----------------------------|-------------|--|
| Classification Title | FTE | Pay Grade | Proposed Salary Range |
| <i>City Manager's Executive Assistant (Management – At-will)</i> | <i>1.0</i> | <i>NEW</i> | <i>\$4,665 - \$6,251 per month</i> |
| <i>City Manager's Assistant (Management – At-will)</i> | <i>1.0</i> | <i>3200</i> | <i>\$4,025 – 5,394 per month</i> |
| Executive Assistant to the City Manager (RMMA) | 2.0 <i>0</i> | 3600 | \$4,443 - \$5,954 per month |

3. Add a Code Enforcement Officer within the Community Compliance Division of the City Manager's Administration Department on a part-time basis (0.50 FTE).

| Job Classification Change | | | |
|---|------------------------------|-----------|--------------------------------|
| Classification Title | FTE | Pay Grade | Proposed Salary Range |
| Code Enforcement Officer (RCEA) / (PT – Unrepresented) | 4.0 <i>4.5</i> | 3100 | \$3,927 - \$5,262 per month |

4. Establish the Community Development Manager classification and reclassify the Planning Manager classification, which is a vacant position, as the Community Development Manager within the Community Development Department. The Community Development Manager classification will be an exempt classification within the Management/Unrepresented at-will

benefit group.

| Job Classification Change | | | |
|---|----------------------------|-------------|---|
| Classification Title | FTE | Pay Grade | Proposed Salary Range |
| <i>Community Development Manager (Management – At-will)</i> | <i>1.0</i> | <i>6100</i> | <i>\$8,236 - \$11,038 per month</i> |
| Planning Manager (RMMA) | 1.0 <i>0</i> | 5500 | \$7,102 - \$9,518 per month |

5. Reduce the Assistant Planner classification from 2.0 FTE to 1.0 FTE and increase the Senior Planner from 1.0 FTE to 2.0 FTE within the Community Development Department.

| Job Classification Change | | | |
|-----------------------------|------------------------------|-----------|--------------------------------|
| Classification Title | FTE | Pay Grade | Proposed Salary Range |
| Assistant Planner (RCEA) | 2.0 <i>1.0</i> | 3200 | \$4,025 – 5,394 per month |
| Senior Planner (RMMA) | 1.0 <i>2.0</i> | 4800 | \$5,975 - \$8,007 per month |

6. Reduce the Accounting Technician classification from 5.0 FTE to 4.0 FTE within the Finance Department, and establish the following classifications within the Human Resources/Risk Management Department: (i) Human Resources Risk Manager, an exempt, management at-will position, with 1.0 FTE; (ii) Senior Human Resources Analyst, an exempt confidential, at-will position, with 1.0 FTE; (iii) Human Resources/Risk Management Analyst, an exempt position within the RMMA bargaining group, with 1.0 FTE; (iv) Human Resources/Risk Management Assistant, a non-exempt position within the RCEA bargaining group, which will become unauthorized (frozen) at 0.00 FTE.

Also, reclassify the following classifications within the Human Resources/Risk Management Department:

| Prior Classification/Title | New Classification/Title |
|----------------------------|---|
| Administrative Analyst | Human Resources/Risk Management Analyst |
| Human Resources Assistant* | Human Resources/Risk Management Assistant |

| | |
|-------------------------|--------------------------------|
| Human Resources Manager | Senior Human Resources Analyst |
|-------------------------|--------------------------------|

*However, the current incumbent within the Human Resources Assistant classification will be reclassified as a Human Resources/Risk Management Specialist classification, which will increase from 1.0 to 2.0 FTE.

The classification changes within the Human Resources/Risk Management Department include:

| Job Classification Change | | | |
|--|------------------------------|-------------|--|
| Classification Title | FTE | Pay Grade | Proposed Salary Range |
| Accounting Technician (RCEA) | 5.0 4.0 | 3100 | \$3,927 – \$5,262 Per month |
| Administrative Analyst (RCEA) | 1.0 0 | 3900 | \$4,784 – 6,411 per month |
| Human Resources Risk Manager (Management – At-will) | 1.0 | 5600 | \$7,280 - \$9,756 Per month |
| Human Resources/Risk Management Analyst (RMMA) | 1.0 | 3900 | \$4,784 – 6,411 per month |
| Human Resources/Risk Management Assistant (RCEA) | 0 | 1900 | \$2,920 - \$3,913 per month |
| Human Resources/Risk Management Specialist (RCEA) | 1.0 2.0 | 2900 | \$3,737 - \$5,009 per month |
| Senior Human Resources Analyst (RMMA) | 1.0 | 5200 | \$6,595 – 8,838 per month |

Additionally, the Finance Department will be adding a Sr., Management Analyst position based on organizational need and current operational deficiency in specific areas related to project and program management as well as the onboarding of new operational and administrative roles within the Finance Department.

| | | | |
|--|------------|-------------|---|
| Principal Budget and Financial Analyst (Confidential – At-will) | 1.0 | 6000 | \$8,036 - \$10,768 per month |
|--|------------|-------------|---|

7. Update the new salary range of the Police Chief, per his updated employment contract.

Section 4. Where applicable, the City has or is currently engaging in the meet and confer process with the representatives of the affected bargaining groups. Any changes approved by this resolution will not be effective until the meet and confer process is completed.

Section 5. The Classification/Compensation Plan contained in the Classification and Compensation Salary Table in Exhibit A is hereby adopted and will be made available for public viewing via the City website for no less than five (5) years.

PASSED APPROVED AND ADOPTED this 25th day of February, 2020.

DEBORAH ROBERTSON, Mayor

ATTEST:

BARBARA McGEE, City Clerk

APPROVED AS TO FORM:

FRED GALANTE, City Attorney

1 **STATE OF CALIFORNIA**)
2 **COUNTY OF SAN BERNARDINO**) ss
3 **CITY OF RIALTO**)

4 I, Barbara McGee, City Clerk of the City of Rialto, do hereby certify that the foregoing
5 Resolution No. _____ was duly passed and adopted at a regular meeting of the City Council of the City
6 of Rialto held on the _____ day of _____, 2020.

7 Upon motion of Councilmember _____, seconded by Councilmember
8 _____, the foregoing Resolution No. _____ was duly passed and adopted.

9 Vote on the motion:

10 AYES:

11 NOES:

12 ABSENT:

13
14 IN WITNESS WHEREOF, I have hereunto set my hand and the Official Seal of the City of
15 Rialto this _____ day of _____, 2020.

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17 _____
18 BARBARA McGEE, CITY CLERK
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EXHIBIT “A”

Classification and Compensation Salary Table

[On following pages]

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