

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 AUGUST 12,  
2020.**

**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 negotiated Memorandums of Understanding (MOU’s) with the Rialto Fire Management Association, the Rialto Mid-Management & Confidential Employees Association, the Rialto City Employee’s Association, the Rialto Professional Firefighters of California Local 3688, the Rialto Police Benefit Association – Management, and the Rialto Police Benefit Association – General; and

**WHEREAS**, the City has given appropriate notice and an opportunity to meet and confer over all matters within the scope of representation to all bargaining units affected by these changes, and has completed that process; and

1           **WHEREAS**, the City wishes to offer acting pay to unrepresented employees when an employee  
2 temporarily performs a higher position for an extended period of time, a benefit which is already  
3 provided to most employees; and

4           **WHEREAS**, the California state minimum wage will increase effective January 1, 2021 and  
5 will be reflected on the Classification/Compensation Plan; and

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

8           **WHEREAS**, the City Council desires for this resolution to supersede Resolution No7598,  
9 which was adopted on February 25, 2020; and

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

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

15           **Section 1:**     This Resolution shall take the place of all existing resolutions or orders of the City  
16 Council as they relate to the subject matter contained herein, including Resolution No. 7598 adopted on  
17 February 25, 2020. However, in no event shall this resolution rescind, supersede, alter or in any way  
18 amend a resolution regarding subject matter that is not contained in this Resolution. In the event that any  
19 provision of this Resolution is in conflict with an employment contract of an unrepresented and/or  
20 unaffiliated City employee, the applicable employment contract shall supersede and govern the City's  
21 policies and practices with regard to that particular employee.

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

- 25           1.     Within the City Manager's Office, eliminate the no longer utilized classification of Executive  
26                 Assistant to the City Manager.

Classification Changes			
Classification Title	FTE	Pay Grade	Proposed Salary Range
<del>Executive Assistant to the City Manager (RMMA)</del>	<del>1.0</del>	<del>3600</del>	<del>\$55,901.16 – \$74,913.00 per year</del>

2. Within the Finance Department, eliminate the unfilled and unfunded classification of Mail and Warehouse Clerk.

Job Classification Change			
Classification Title	FTE	Pay Grade	Proposed Salary Range
<del>Mail and Warehouse Clerk RCEA</del>	<del>1.0</del>	<del>1200</del>	<del>\$30,906.36 – \$41,417.76 per year</del>

3. Within the Fire Department, increase the Fire Battalion Chief classification from 3.0 FTE to 4.0 FTE to address training needs and succession planning.
4. Within the Community Development Department, remove the classification of Development Services Coordinator. Increase the Building Inspector classification from 1.0 FTE to 2.0 FTE and remove the Lead Building Inspector classification. Establish the classifications of Plans Examiner and Senior Plans Examiner, each with 1.0 FTE. Add the classification of Administrative Analyst at 1.0 FTE and add a Part-Time Sr. Planner classification at .50 FTE.

Job Classification Change			
Classification Title	FTE	Pay Grade	Proposed Salary Range
<del>Development Services Coordinator (RCEA)</del>	<del>1.0</del>	<del>4000</del>	<del>\$61,704.24 – \$82,689.60 per year</del>
<del>Building Inspector (RCEA)</del>	<del>1.0</del> 2.0	<del>3400</del>	<del>\$53,208.12 - \$71,304.12 per year</del>
<del>Lead Building Inspector (RCEA)</del>	<del>1.0</del>	<del>4200</del>	<del>\$64,828.44 to \$86,876.52 per year</del>
Administrative Analyst (RMMA)	<del>0.00</del> 1.0	3900	\$60,199.92 - \$80,673.60 per year

Plans Examiner (RCEA)	1.0	3400	\$53,208.12 - \$71,304.12 per year
Senior Plans Examiner (RCEA)	1.0	4200	\$64,828.44 - \$86,876.52 per year
Sr. Planner	<del>2.0</del> 2.5	4800	Part-Time Rate: \$36.1448 to \$48.4374 per hour

5. Within the Community Compliance Division, update titles to reflect transition to a compliance focus from an enforcement focus.

Job Classification Change			
Classification Title	FTE	Pay Grade	Proposed Salary Range
<del>Senior Code Enforcement Officer</del> Senior Community Compliance Officer (RCEA)	1.0	3500	\$54,537.24 - \$73,085.16 per year
<del>Code Enforcement Officer</del> Community Compliance Officer (RCEA)	4.0	3100	\$49,409.04 - \$66,212.88 per year

6. Within the Police Department, establish the classification of Community Outreach Specialist with 2.0 FTE. Increase the classification of Police Officer from 84.00 FTE to 90.00 FTE and increase the classification of Emergency Dispatcher II from 12.00 FTE to 15.00 FTE.

Job Classification Change			
Classification Title	FTE	Pay Grade	Proposed Salary Range
Community Outreach Specialist (RPBA-G)	2.0	2800pd	\$48,808.00 – 64,067.40 per year
Police Officer (RPBA-G)	<del>84.00</del> <b>90.00</b>	4100pd	\$65,916.00 - \$88,333.68 per year
Emergency Dispatcher II (RPBA-G)	<del>12.00</del> <b>15.00</b>	2700pd	\$46,644.00 - \$62,507.52 per year

7. Within the Public Works Department, retitle the Director of Public Works/City Engineer to Director of Public Works, and establish a new classification of City Engineer. Remove the Principal Civil Engineer classification. Retitle Assistant Engineer to Assistant Civil Engineer and

1 retitle Associate Engineer to Associate Civil Engineer and reduce from 3.0 FTE to 2.0 FTE.  
 2 Retitle and remove the existing Public Works Program Coordinator classification with the  
 3 Administrative Analyst classification at 1.0 FTE. Establish the new classification of Senior Civil  
 4 Engineer. Increase the Construction Inspector classification from 1.0 FTE to 2.0 FTE. Add the  
 5 Principal Budget & Financial Analyst classification at 1.0 FTE. Increase the Senior Field Services  
 6 Worker classification from 7.0 FTE to 8.0 FTE. Increase the Field Services Worker classification  
 7 from 9.0 FTE to 10.0 FTE. Move from the Community Services Department 3.0 FTE Facility  
 8 Maintenance Assistants to the Public Works Department. Increase the PT Clerical Aid  
 9 classification from .50 FTE to 1.0 FTE budgeting for one additional part-time position within this  
 10 classification. Increase the PT Field Services Assistant classification from 1.0 FTE to 2.0 FTE  
 11 allowing for an increase of two (2) additional part-time positions within this classification.

Job Classification Change			
Classification Title	FTE	Pay Grade	Proposed Salary Range
<del>Director, Public Works / City Engineer</del> Director, Public Works (Contract)	1.0	7500	\$139,654.00 - \$187,150 per year
City Engineer (Management)	1.0	6800	\$117,486.00 - \$157,442.00 per year
<del>PW Program Coordinator (RMMA)</del>	<del>1.0</del>	<del>4800</del>	<del>\$75,181.08 - \$100,749.84</del>
Administrative Analyst (RMMA)	1.0	3900	\$60,199.92 - \$80,673.60 per year
<del>Principal Civil Engineer (RMMA)</del>	<del>1.0</del>	<del>6000</del>	<del>\$101,109.72 - \$135,496.80 per year</del>
<del>Assistant Engineer</del> Assistant Civil Engineer (RCEA)	<del>2.0</del> 2.0	4200	\$64,828.44 - \$86,876.32 per year
<del>Associate Engineer</del> Associate Civil Engineer (RMMA)	<del>3.0</del> 2.0	4800	\$75,181.08 - \$100,749.84 per year
Senior Civil Engineer (RMMA)	1.0	5400	\$87,187.44 - \$116,839.56 per year
Construction Inspector (RCEA)	<del>1.0</del> 2.0	3500	\$54,537.24 - \$73,085.16 per year
Principal Budget & Financial Analyst	<del>0.0</del> 1.0	6000a	\$96,426.00 - \$129,220.00 per year

(Management)			
Senior Field Services Worker (RCEA)	<del>7.0</del> 8.0	2500	\$42,604.56 - \$57,094.44 per year
Field Service Worker (RCEA)	<del>9.0</del> 10.0	1900	\$36,738.00 - \$49,232.52 per year

**Section 3.** The following changes to the Benefits Profile for Management (Unrepresented) are hereby approved, as reflected in the Management – (Unrepresented) Benefits Profile, attached hereto as Exhibit “B”:

**SPECIAL COMPENSATION:**

Working Above Classification Pay (Acting Pay):

- Where management and professional employees, on a temporary basis, are assigned to perform all significant duties of a higher classification for a period of one month or more, the City Manager may authorize payment within the range of the higher classification for the specified time frame. Working above classification will not exceed six months, unless renewed at the discretion of the City Manager. On expiration of that timeframe, working above classification pay will cease and the employee will return to his or her former pay level. Working above classification pay is not to exceed 10% more than the employee’s current salary and shall be documented on a Personnel Action For, with a description of the additional duties in the higher classification to be performed and an anticipated end date.

**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.

**Section 6.** The Management – (Unrepresented) Benefits Profile in Exhibit “B” 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 11th day of August 2020.

DEBORAH ROBERTSON, Mayor

**ATTEST:**

BARBARA McGEE, City Clerk

**APPROVED AS TO FORM:**

ERIC S. VAIL, Interim 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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18 BARBARA McGEE, CITY CLERK  
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EXHIBIT “A”

Classification and Compensation Salary Table

[On following pages]

EXHIBIT “B”

Management Unrepresented Benefit Profile

[On following pages]

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EXHIBIT “C”

Job Descriptions (Reflecting Title Change / New Classifications)

[On following pages]