



CITY OF MENIFEE

SUBJECT: Confidential Employee Salary and Benefits

MEETING DATE: September 4, 2024

TO: Mayor and City Council

PREPARED BY: Bryan Melton, Human Resources Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Adopt a resolution establishing the salary and benefits of unrepresented confidential employees for the period of July 1, 2024, through June 30, 2027; and
2. Adopt a resolution approving the Classification and Compensation Plan known as the Authorized Position Listing.

DISCUSSION

The City of Menifee has confidential unrepresented full-time employees in the City Executive Office, Finance, Human Resources, and Police Department who are not covered under an approved employee association Memorandum of Understandings (MOU). Employees serving in confidential job classifications are privy to decisions of the City Council or management affecting employer-employee relations, as such they are prohibited from being a part of a recognized labor organization.

It has been the City's practice to provide confidential employees with the same salary and benefits afforded to the employees in their respective associations. The job classification family for the Executive Assistant and Technician classifications are tied to the General Unit benefits, Analyst classifications tied to the Professional Unit benefits, and Managers and Principal level classifications tied to the Mid-Management Unit benefits. The adoption of the proposed resolution would formalize the City's current practice in establishing the salary and benefits provided to confidential employees. These classifications include the following:

1. City Executive Office
 - Assistant to the City Manager
 - Executive Assistant
 - Management Analyst I/II

- Public Information & Legislative Affairs Officer
2. Finance Department
 - Finance Manager (Payroll)
 - Principal Accountant (Budget)
 3. Human Resources Department
 - Human Resources Assistant
 - Human Resources Analyst
 - Human Resources Technician
 - Human Resources Manager
 4. Police Department
 - Executive Assistant

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

A portion of the salary and benefits adjustments matching the MCEA MOUs are included in the City's adopted budget for Fiscal Year (FY) 2024/2025. The portion not included in the FY 2024/25 budget would be addressed during the mid-year budget review depending on vacancies and other factors. The compensation schedule (Authorized Position Listing & Compensation) shall be adjusted accordingly. No additional budget appropriation is required.

ATTACHMENTS

1. Resolution - Confidential Employee Salary and Benefits Resolution
2. Resolution – Classification and Compensation Plan
3. Exhibit A – Authorized Position and Compensation Listing