#### RESOLUTION NO. 22-\_\_\_

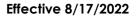
### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, UPDATING THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF MENIFEE

**WHEREAS,** it is necessary to amend the City's Classification and Compensation plan from time to time to maintain a current plan which reflects the organizational structure, workload, or otherwise; and

- **WHEREAS,** the City Council has approved a memorandum of understanding with the Menifee Union School District for fiscal years 2022/23, 2023/24, and 2024/25 to operate grant funded Expanded Learning Opportunity Programs; and
- **WHEREAS**, the Classification and Compensation Plan has been updated to reflect changes required with the participation in the Expanded Learning Division of the California Department of Education for fiscal year 2022/23; and
- **WHEREAS,** the Classification and Compensation Plan, including the schedule of authorized positions, attached hereto, is hereby adopted pursuant to Section 45001 of the California Government Code; such list is attached to this Resolution as "Exhibit A" and incorporated herein by this reference; and
- **WHEREAS**, the changes to the Classification and Compensation Plan require City Council approval; and
- **WHEREAS,** the updated Classification and Compensation Plan shall become effective immediately, and may be, thereafter, amended; and
- **WHEREAS**, the City Manager shall implement the attached Classification and Compensation Plan and has the authority to select and appoint employees in accordance with the City's Personnel Rules and Regulations; and
- WHEREAS, the City Manager in accordance with the City of Menifee Municipal Code Section 2.08.060(B), shall administer the City personnel system; this resolution specifically authorizes the City Manager to establish, fix and alter job classifications including titles, descriptions, compensation and number of positions in the Classification and Compensation Plan as needed, subject to the total personnel expenditure budget limitations approved by the City Council, and in accordance with the provisions of Gov. Code 3500 et. seg., if applicable; and
- **WHEREAS**, all prior resolutions and parts of this resolution in conflict with this resolution are hereby rescinded.
- **NOW, THEREFORE, BE IT RESOLVED** that the City of Menifee, California, does hereby DETERMINE and ORDER as follows:
- **Section 1**: The City Council hereby does adopt the Classification and Compensation Plan effective immediately as presented herewith.

#### PASSED, APPROVED AND ADOPTED this 17 Day of August 2022.

	Bill Zimmerman, Mayor
Attest:	
Stephanie Roseen, Acting City Clerk	
Approved as to form:	
Jeffrey T. Melching, City Attorney	



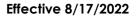


### CITY OF MENIFEE AUTHORIZED POSITIONS and COMPENSATION FISCAL YEAR 2022-2023

#### **FISCAL YEAR 2022-2023**

FY22/23 New Request FY21/22 Personnel Approved Under CM Authority

				Annual Salary Ran				nges		
Department	Title Classification	Group	FTE	Step	From	Step		То		
Council	Council Member	Elec	Elected	n/a		n/a	\$	7,800.00		
Council	Council Member	Elec	Elected	n/a		n/a	\$	7,800.00		
Council	Council Member	Elec	Elected	n/a		n/a	\$	7,800.00		
Council	Council Member	Elec	Elected	n/a		n/a	\$	7,800.00		
Council	Mayor	Elec	Elected	n/a		n/a	\$	9,000.00		
							,			
City Exective Office	City Manager	Contract	1.0	n/a	-	n/a	\$	272,929		
City Exective Office	Assistant City Manager	Contract	1.0	625	\$ 183,677	675	\$	235,699		
City Exective Office	Public Information & Legislative Affairs Officer	Mid	1.0	535	\$ 117,249	585	\$	150,457		
City Exective Office	Senior Management Analyst	Conf	1.0	481	\$ 89,566	531	\$	114,933		
City Exective Office	Management Analyst	Conf	1.0	443	\$ 74,102	493	\$	95,090		
City Exective Office	Media & Production Coordinator	Gen	1.0	432	\$ 70,146	482	\$	90,014		
City Exective Office	Public Information Specialist	Gen	1.0	405	\$ 61,309	455	\$	78,673		
City Exective Office	Media Specialist	Gen	1.0	405	\$ 61,309	455	\$	78,673		
City Exective Office	Executive Assistant	Conf	1.0	387	\$ 56,044	437	\$	71,918		
City Excente Office	EXCOUNT / SSISTAM	COIII	1.0	307	ψ 30,044	407	Ψ	71,710		
Building and Safety	Building Official	Mid	1.0	547	\$ 124,481	597	\$	159,737		
Building and Safety	Building/Safety Manager	Mid	1.0	525	\$ 111,545	575	\$	143,137		
Building and Safety	Plans Examiner	Gen	2.0	443	\$ 74,102	493	\$	95,090		
Building and Safety	Senior Building Inspector	Gen	1.0	443	\$ 74,102	493	\$	95,090		
Building and Safety				420	·	470		84,784		
,	Building Inspector	Gen Prof	4.0		\$ 66,071		\$			
Building and Safety	Management Analyst		1.0	443	\$ 74,102	493	\$	95,090		
Building and Safety	Permit Center Coordinator	Prof	1.0	432	\$ 70,146	482	\$	90,014		
Building and Safety	Building Permit Technician	Gen	3.0	395	\$ 58,326	445	\$	74,845		
Building and Safety	Office Specialist II	Gen	1.0	318	\$ 39,726	368	\$	50,977		
City Clerk	City Clerk	Exec	1.0	579	\$ 146,021	629	Ф	187,379		
, , , , , , , , , , , , , , , , , , ,	,	Prof				493	\$	95,090		
City Clerk	Management Analyst	Prof	1.0	443	\$ 74,102		\$			
City Clerk	Assistant City Clerk		1.0	462	\$ 81,468	512	\$	104,542		
City Clerk	Records Technician	Gen	1.0	347	\$ 45,908	397	\$	58,911		
City Clerk	Administrative Assistant	Gen	1.0	367	\$ 50,724	417	\$	65,090		
City Clerk	Receptionist	Gen	1.0	284	\$ 33,530	334	\$	43,026		
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Code Enforcement	Code Enforcement Supervisor	Prof	1.0	449	\$ 76,353	499	\$	97,979		
Code Enforcement	Senior Code Enforcement Officer	Gen	2.0	430	\$ 69,450	480	\$	89,120		
Code Enforcement	Code Enforcement Officer II	Gen	2.0	409	\$ 62,544	459	\$	80,258		
Code Enforcement	Code Enforcement Officer I	Gen	1.0	387	\$ 56,044	437	\$	71,918		
Code Enforcement	Code Enforcement Technician	Gen	1.0	367	\$ 50,724	417	\$	65,090		
Code Enforcement	Office Specialist II	Gen	1.0	318	\$ 39,726	368	\$	50,977		
Community Development	Community Development Director	Contract	1.0	605	\$ 166,239	655	\$	213,323		
Community Development	Planning Manager	Mid	1.0	547	\$ 124,481	597	\$	159,737		
Community Development	Principal Planner	Mid	1.0	516	\$ 106,648	566	\$	136,854		
Community Development	Senior Planner	Prof	3.0	481	\$ 89,566	531	\$	114,933		
Community Development	Senior Management Analyst	Prof	1.0	481	\$ 89,566	531	\$	114,933		
Community Development	Associate Planner	Gen	3.0	449	\$ 76,353	499	\$	97,979		
Community Development	Management Analyst I	Prof	1.0	443	\$ 74,102	493	\$	95,090		
Community Development	Management Aide (Part-Time)(Limited Term)	Prof	0.5	405	\$ 61,309	455	\$	78,673		
Community Development	Assistant Planner	Gen	2.0	430	\$ 69,450	480	\$	89,120		
Community Development	Planning Technician	Gen	1.0	395	\$ 58,326	445	\$	74,845		
Community Development	Administrative Assistant	Gen	1.0	367	\$ 50,724	417	\$	65,090		
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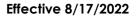


# CITY OF MENIFEE AUTHORIZED POSITIONS and COMPENSATION

#### **FISCAL YEAR 2022-2023**

FY22/23 New Request FY21/22 Personnel Approved Under CM Authority

IVIEIVIFEE			Annual Calan B							
	I-111 11			<u> </u>		alary Ranges				
Department	Title Classification	Group	FTE	Step	From	Step		То		
Community Commission	Common with Commission Discretors	C - va bu - v - b	1.0	/05	f 1// 020	455	φ.	010 000		
Community Services	Community Services Director	Contract	1.0	605	\$ 166,239	655	\$	213,323		
Community Services	Park/Landscape Maintenance Manager	Mid	1.0	525	\$ 111,545	575	\$	143,137		
Community Services	Community Services Manager	Mid	1.0	525	\$ 111,545	575	\$	143,137		
Community Services	Management Analyst II	Prof	1.0	462	\$ 81,468	512	\$	104,542		
Community Services	Community Services Supervisor	Prof	2.0	449	\$ 76,353	499	\$	97,979		
Community Services	Management Analyst I	Prof	1.0	443	\$ 74,102	493	\$	95,090		
Community Services	Field Supervisor	Prof	1.0	420	\$ 66,071	470	\$	84,784		
Community Services	Management Aide	Gen	1.0	405	\$ 61,309	455	\$	78,673		
Community Services	Community Services Coordinator	Gen	4.0	383	\$ 54,937	433	\$	70,497		
Community Services	Park Ranger	Gen	2.0	383	\$ 54,937	433	\$	70,497		
Community Services	Sr. Park Maintenance Worker	Gen	1.0	377	\$ 53,318	427	\$	68,419		
Community Services	Park Maintenance Worker II	Gen	6.0	360	\$ 48,983	410	\$	62,857		
Community Services	Sr. Facility Maintenance Worker	Gen	1.0	377	\$ 53,318	427	\$	68,419		
Community Services	Facilities Maintenance Worker II	Gen	1.0	360	\$ 48,983	410	\$	62,857		
Community Services	Administrative Assistant	Gen	1.0	367	\$ 50,724	417	\$	65,090		
Community Services	Office Aide (Part-Time)	PT	0.5	269	\$ 30,206	319	\$	46,850		
Community Services	Community Services Specialist (Part-Time)	PT	9.8	326	\$ 41,343	376	\$	46,850		
Community Services	Part Time Leader, Instructor, Maintenance(Full Time Equivalents)	PT	47.75		\$ 32,242		\$	46,403		
Economic Development	Economic Development Director	Contract	1.0	595	\$ 158,152	645	\$	202,944		
Economic Development	Sr. Management Analyst	Prof	1.0	481	\$ 89,566	531	\$	114,933		
Economic Development	Management Aide	Gen	2.0	405	\$ 61,309	455	\$	78,673		
Finance	Chief Financial Officer	Contract	1.0	605	\$ 166,239	655	\$	213,323		
Finance	Deputy Finance Director	Contract	1.0	564	\$ 135,496	614	\$	173,872		
Finance	Finance Manager	Mid/Conf	2.0	534	\$ 116,666	584	\$	149,709		
Finance	Principal Accountant	Mid	1.0	516	\$ 106,648	566	\$	136,854		
Finance	Financial Analyst	Prof	1.0	481	\$ 89,566	531	\$	114,933		
Finance	Senior Accountant	Prof	1.0	481	\$ 89,566	531	\$	114,933		
Finance	Accountant II	Prof	-	462	\$ 81,468	512	\$	104,542		
Finance	Accountant I	Prof	-	443	\$ 74,102	493	\$	95,090		
Finance	Accountant Trainee	Gen	1.0	405	\$ 61,309	455	\$	78,673		
Finance	Contract/Purchasing Specialist	Gen	1.0	405	\$ 61,309	455	\$	78,673		
Finance	Management Aide	Gen	1.0	405	\$ 61,309	455	\$	78,673		
Finance	Senior Accounting Technician	Gen	2.0	396	\$ 58,617	446	\$	75,219		
Finance	Accounting Technician II	Gen	2.0	377	\$ 53,318	427	\$	68,419		
Finance	Contract/Purchasing Technician II	Gen	1.0	377	\$ 53,318	427	\$	68,419		
Finance	Contract/Purchasing Technician I	Gen	1.0	354	\$ 47,539	404	\$	61,004		
Finance	Administrative Assistant	Gen	1.0	367	\$ 50,724	417	\$	65,090		
Finance	Accounting Technician I (Business License)	Gen	1.0	354	\$ 47,539	404	\$	61,004		
Finance	Accounting Technician I	Gen	1.0	354	\$ 47,539	404	\$	61,004		
Finance	Accounting Assistant	Gen	1.0	330	\$ 42,176	380	\$	54,122		
Finance	Cashier	Gen	1.0	318	\$ 39,726	390	\$	50,977		
Human Resources	Deputy Human Resources Director	Contract	1.0	564	\$ 135,496	614	\$	173,872		
Human Resources	Human Resources Manager	Conf	1.0	525	\$ 111,545	575	\$	143,137		
Human Resources	Human Resources Analyst	Conf	2.0	462	\$ 81,468	512	\$	104,542		
Human Resources	Emergency Management Analyst	Conf	1.0	443	\$ 74,102	493	\$	95,090		
Human Resources	Human Resources Technician	Conf	2.0	377	\$ 53,318	427	\$	68,419		
Human Resources	Office Specialist II	Conf	1.0	318	\$ 39,726	368	\$	50,977		
Information Technology	Chief Information Officer	Contract	1.0	605	\$ 166,239	655	\$	213,323		
inionnation technology	Chief information Officer	Comitact	1.0	000	φ 100,Z37	033	Þ	Z13,3Z3		





## CITY OF MENIFEE AUTHORIZED POSITIONS and COMPENSATION FISCAL YEAR 2022-2023

#### FISCAL YEAR 2022-2023

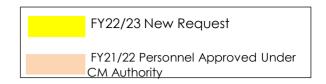
FY22/23 New Request FY21/22 Personnel Approved Under CM Authority

				Annual Salary			lary Ra	ry Ranges		
Department	Title Classification	Group	FTE	Step		From	Step		То	
Information Technology	Information Technology Manager	Mid/Conf	1.0	525	\$	111,545	554	\$	143,137	
Information Technology	Geographic Information System Coordinator	Conf	1.0	481	\$	89,566	531	\$	114,933	
Information Technology	Audio Visual (AV) System Coordinator	Conf	1.0	481	\$	89,566	531	\$	114,933	
Information Technology	Information Technology Analyst	Conf	3.0	462	\$	81,468	512	\$	104,542	
Information Technology	Management Analyst II	Conf	1.0	462	\$	81,468	512	\$	104,542	
Information Technology	Information Technology Technician	Conf	3.0	396	\$	58,617	446	\$	75,219	
Information Technology	Geographic Information System Technician	Conf	2.0	396	\$	58,617	446	\$	75,219	
Information Technology	Audio Visual (AV) System Technician	Conf	1.0	396	\$	58,617	446	\$	75,219	
Fire	Senior Fire Permit Technician	Gen	1.0	395	\$	58,326	445	\$	74,845	
Fire	Office Specialist II	Gen	1.0	318	\$	39,726	368	\$	50,977	
Police	Chief of Police	Contract	1.0	PC625	\$	185,513	PC675	\$	238,056	
Police	Police Captain	PMA	2.0	P587	\$	149,014	P637	\$	191,218	
Police	Police Lieutenant	PMA	4.0	P557	\$	128,305	P607	\$	164,645	
Police	Police Support Services Manager	Mid	1.0	525	\$	111,545	575	\$	143,137	
Police	Police Sergeant	PMA	12.0	P518	\$	105,625	P568	\$	135,541	
Police	Budget and Grants Analyst	Prof	1.0	481	\$	89,566	531	\$	114,933	
Police	Senior Police Personnel & Training Analyst	Conf	1.0	481	\$	89,566	531	\$	114,933	
Police	Crime Analyst	Prof	1.0	462	\$	81,468	512	\$	104,542	
Police	Police Officer	POA	72.0	P467	\$	81,903	P517	\$	105,100	
Police	Police Records Supervisor	Prof	1.0	430	\$	69,450	480	\$	89,120	
Police	Crime Scene/Property & Evidence Specialist	PEA Misc	2.0	420	\$	68,714	470	\$	88,176	
Police	Sr. Community Service Officer	PEA Misc	1.0	429	\$	71,869	479	\$	92,224	
Police	Community Service Officer II	PEA Misc	6.0	409	\$	65,046	459	\$	83,469	
Police	Investigative Specialist II	PEA Misc	4.0	409	\$	65,046	459	\$	83,469	
Police	Executive Assistant	Conf	1.0	387	\$	56,044	437	\$	71,918	
Police	Sr. Police Records Technician	PEA Misc	1.0	397	\$	61,267	447	\$	78,619	
Police	Property Room Technician	PEA Misc	1.0	377	\$	55,450	427	\$	71,156	
Police	Police Records Technician	PEA Misc	5.0	377	\$	55,450	427	\$	71,156	
Police	Administrative Assistant	Gen	1.0	367	\$	50,724	417	\$	65,090	
Public Works/Engineering	Director of Public Works and Engineering	Contract	1.0	605	\$	166,239	655	\$	213,323	
Public Works/Engineering	Deputy Director of Public Works/City Engineer	Contract	1.0	570	\$	139,612	620	\$	179,153	
Public Works/Engineering	Assistant City Engineer	Mid	1.0	547	\$	124,481	597	\$	159,737	
Public Works/Engineering	Principal Engineer	Mid	2.0	534	\$	116,666	584	\$	149,709	
Public Works/Engineering	Public Works Manager	Mid	1.0	525	\$	111,545	575	\$	143,137	
Public Works/Engineering	Construction Manager	Mid	1.0	516	\$	106,648	566	\$	136,854	
Public Works/Engineering	Senior Engineer (Part-Time)	Prof	0.5	504	\$	100,453	554	\$	128,904	
Public Works/Engineering	Senior Engineer	Prof	3.0	504	\$	100,453	554	\$	128,904	
Public Works/Engineering	Associate Engineer	Gen	5.0	481	\$	89,566	531	\$	114,933	
Public Works/Engineering	Financial Analyst	Prof	1.0	481	\$	89,566	531	\$	114,933	
Public Works/Engineering	Senior Public Works Inspector	Gen	1.0	462	\$	81,468	512	\$	104,542	
Public Works/Engineering	Fleet & Equipment Supervisor	Prof	1.0	449	\$	76,353	499	\$	97,979	
Public Works/Engineering	Public Works Maintenance Supervisor	Prof	1.0	449	\$	76,353	499	\$	97,979	
Public Works/Engineering	Assistant Engineer	Gen	2.0	443	\$	74,102	493	\$	95,090	
Public Works/Engineering	Management Analyst I	Prof	2.0	443	\$	74,102	493	\$	95,090	
Public Works/Engineering	Public Works Inspector II	Gen	1.0	430	\$	69,450	480	\$	89,120	
Public Works/Engineering	Senior Fleet Technician	Gen	1.0	420	\$	66,071	470	\$	84,784	
Public Works/Engineering	Public Works Inspector I	Gen	2.0	409	\$	62,544	459	\$	80,258	
Public Works/Engineering	Fleet Technician	Gen	1.0	395	\$	58,326	445	\$	74,845	
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# CITY OF MENIFEE AUTHORIZED POSITIONS and COMPENSATION

#### **FISCAL YEAR 2022-2023**



Effective 8/17/2022

						Annual Salary Ranges					
Department	Title Classification	Group	FTE	Step	From	Step	То				
Public Works/Engineering	Engineering Technician I	Gen	2.0	395	\$ 58,326	445	\$ 74,845				
Public Works/Engineering	Senior Street Maintenance Worker	Gen	2.0	377	\$ 53,318	427	\$ 68,419				
Public Works/Engineering	Administrative Assistant	Gen	2.0	367	\$ 50,724	417	\$ 65,090				
Public Works/Engineering	Street Maintenance Worker II	Gen	8.0	360	\$ 48,983	410	\$ 62,857				
Public Works/Engineering	Fleet Services Worker I	Gen	1.0	340	\$ 44,333	390	\$ 56,889				
Public Works/Engineering	Street Maintenance Worker I	Gen	2.0	340	\$ 44,333	390	\$ 56,889				
Public Works/Engineering	Office Specialist II	Gen	1.0	318	\$ 39,726	390	\$ 50,977				
	TOTAL BUDGETED POSITIONS		350.00								

#### **Group Key:**

Elec: Elected Appt: Appointed

Nonrep: Non-Represented

Conf: Confidential Mid: Mid-Management PMA: Police Management POA: Police Officers

PEA Misc: Police Employee Miscellaneous Unit

Prof: Professional Gen: General PT: Part-Time