

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. seq., 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WHEREAS, all prior resolutions and parts of this resolution in conflict with this resolution are hereby rescinded.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

"EXHIBIT A"



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

Effective 8/17/2022

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

Department	Title Classification	Group	FTE	Annual Salary Ranges			
				Step	From	Step	To
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
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	Building Inspector	Gen	4.0	420	\$ 66,071	470	\$ 84,784
Building and Safety	Management Analyst	Prof	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	\$ 187,379
City Clerk	Management Analyst	Prof	1.0	443	\$ 74,102	493	\$ 95,090
City Clerk	Assistant City Clerk	Prof	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
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

"EXHIBIT A"

Effective 8/17/2022



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

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

Department	Title Classification	Group	FTE	Annual Salary Ranges			
				Step	From	Step	To
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

"EXHIBIT A"



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

Effective 8/17/2022

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

Department	Title Classification	Group	FTE	Annual Salary Ranges			
				Step	From	Step	To
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

"EXHIBIT A"

Effective 8/17/2022



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

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

				Annual Salary Ranges			
Department	Title Classification	Group	FTE	Step	From	Step	To
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