

RESOLUTION NO. 23-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA,
ADOPTING THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF
MENIFEE FOR FISCAL YEAR 2022-2023**

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 Classification and Compensation Plan has been updated to reflect changes in the Fiscal Year 2022-23 Mid-Year Budget adjustments; 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 as related to the budget require Council approval; and

WHEREAS, the Classification and Compensation Plan shall become effective March 1, 2023, 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WHEREAS, all prior resolutions and parts of this resolution in conflict with this resolution are hereby rescinded.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 March 1, 2023 as presented herewith.

PASSED, APPROVED AND ADOPTED this 1st day of March, 2023.

Bill Zimmerman, Mayor

ATTEST:

APPROVED AS TO FORM:

Kay Vinson, Acting City Clerk

Jeffrey T. Melching, City Attorney

"EXHIBIT A"

Effective 03/01/2023



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

	FY22/23 Mid-Year Request
	New Positions Approved
	FY22/23 Personnel Addition or Reclassification Approved Under CM Authority

				Annual Salary Ranges			
Department	Title Classification	Group	FTE	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 Executive Office	City Manager	Contract	1.0	n/a	-	n/a	\$ 272,929
City Executive Office	Assistant City Manager	Contract	1.0	625	\$ 191,024	675	\$ 245,127
City Executive Office	Deputy City Manager	Conf	1.0	615	\$ 181,731	665	\$ 233,201
City Executive Office	Public Information & Legislative Affairs Officer	Conf	1.0	535	\$ 121,939	585	\$ 156,475
City Executive Office	Assistant to the City Manager	Conf	1.0	525	\$ 116,007	575	\$ 148,863
City Executive Office	Management Analyst	Conf	1.0	443	\$ 77,066	493	\$ 98,894
City Executive Office	Media & Production Coordinator	Gen	1.0	432	\$ 72,952	482	\$ 93,614
City Executive Office	Public Information Specialist	Gen	1.0	405	\$ 63,761	455	\$ 81,820
City Executive Office	Media Specialist	Gen	1.0	405	\$ 63,761	455	\$ 81,820
City Executive Office	Executive Assistant	Conf	1.0	387	\$ 58,286	437	\$ 74,794
Building and Safety	Building Official	Mid	1.0	547	\$ 129,460	597	\$ 166,126
Building and Safety	Building/Safety Manager	Mid	1.0	525	\$ 116,007	575	\$ 148,863
Building and Safety	Plans Examiner	Gen	2.0	443	\$ 77,066	493	\$ 98,894
Building and Safety	Senior Building Inspector	Gen	1.0	443	\$ 77,066	493	\$ 98,894
Building and Safety	Management Analyst	Prof	1.0	443	\$ 77,066	493	\$ 98,894
Building and Safety	Permit Center Coordinator	Prof	1.0	432	\$ 72,952	482	\$ 93,614
Building and Safety	Building Inspector	Gen	4.0	420	\$ 68,714	470	\$ 88,176
Building and Safety	Building Permit Technician	Gen	3.0	395	\$ 60,659	445	\$ 77,839
Building and Safety	Office Specialist II	Gen	1.0	318	\$ 41,315	368	\$ 53,016
City Clerk	City Clerk	Exec	1.0	579	\$ 151,862	629	\$ 194,874
City Clerk	Assistant City Clerk	Prof	1.0	462	\$ 84,727	512	\$ 108,724
City Clerk	Management Analyst	Prof	1.0	443	\$ 77,066	493	\$ 98,894
City Clerk	Administrative Assistant	Gen	1.0	367	\$ 52,753	417	\$ 67,694
City Clerk	Records Technician	Gen	1.0	347	\$ 47,745	397	\$ 61,267
City Clerk	Receptionist	Gen	1.0	284	\$ 34,871	334	\$ 44,747
Code Enforcement	Code Enforcement Supervisor	Prof	1.0	449	\$ 79,408	499	\$ 101,898
Code Enforcement	Senior Code Enforcement Officer	Gen	2.0	430	\$ 72,228	480	\$ 92,685
Code Enforcement	Code Enforcement Officer II	Gen	2.0	409	\$ 65,046	459	\$ 83,468
Code Enforcement	Code Enforcement Officer I	Gen	1.0	387	\$ 58,286	437	\$ 74,794
Code Enforcement	Code Enforcement Technician	Gen	1.0	367	\$ 52,753	417	\$ 67,694
Code Enforcement	Office Specialist II	Gen	1.0	318	\$ 41,315	368	\$ 53,016
Community Development	Community Development Director	Contract	1.0	605	\$ 172,889	655	\$ 221,856
Community Development	Planning Manager	Mid	1.0	547	\$ 129,460	597	\$ 166,126
Community Development	Principal Planner	Mid	2.0	516	\$ 110,914	566	\$ 142,328
Community Development	Senior Planner	Prof	2.0	481	\$ 93,148	531	\$ 119,531
Community Development	Senior Management Analyst	Prof	1.0	481	\$ 93,148	531	\$ 119,531
Community Development	Associate Planner	Gen	3.0	449	\$ 79,408	499	\$ 101,898
Community Development	Management Analyst I	Prof	1.0	443	\$ 77,066	493	\$ 98,894

"EXHIBIT A"

Effective 03/01/2023



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

	FY22/23 Mid-Year Request
	New Positions Approved
	FY22/23 Personnel Addition or Reclassification Approved Under CM Authority

Department	Title Classification	Group	FTE	Annual Salary Ranges			
				Step	From	Step	To
Community Development	Management Aide (Part-Time)(Limited Term)	PT	0.5	405	\$ 63,761	455	\$ 81,820
Community Development	Assistant Planner	Gen	2.0	430	\$ 72,228	480	\$ 92,685
Community Development	Planning Technician	Gen	1.0	395	\$ 60,659	445	\$ 77,839
Community Development	Administrative Assistant	Gen	1.0	367	\$ 52,753	417	\$ 67,694
Community Services	Community Services Director	Contract	-	605	\$ 172,889	655	\$ 221,856
Community Services	Park/Landscape Maintenance Manager	Mid	1.0	525	\$ 116,007	575	\$ 148,863
Community Services	Community Services Manager	Mid	1.0	525	\$ 116,007	575	\$ 148,863
Community Services	Sr. Management Analyst	Prof	1.0	481	\$ 93,148	531	\$ 119,531
Community Services	Community Services Supervisor	Prof	1.0	449	\$ 79,408	499	\$ 101,898
Community Services	Management Analyst I	Prof	1.0	443	\$ 77,066	493	\$ 98,894
Community Services	Field Supervisor (Parks/Landscape)	Prof	1.0	420	\$ 68,714	470	\$ 88,176
Community Services	Field Supervisor (Facilities)	Prof	1.0	420	\$ 68,714	470	\$ 88,176
Community Services	Community Services Coordinator	Gen	4.0	383	\$ 57,135	433	\$ 73,317
Community Services	Park Ranger	Gen	2.0	383	\$ 57,135	433	\$ 73,317
Community Services	Sr. Park Maintenance Worker	Gen	1.0	377	\$ 55,450	427	\$ 71,155
Community Services	Sr. Facility Maintenance Worker	Gen	1.0	377	\$ 55,450	427	\$ 71,155
Community Services	Administrative Assistant	Gen	1.0	367	\$ 52,753	417	\$ 67,694
Community Services	Park Maintenance Worker II	Gen	6.0	360	\$ 50,943	410	\$ 65,371
Community Services	Facilities Maintenance Worker II	Gen	1.0	360	\$ 50,943	410	\$ 65,371
Community Services	Office Aide (Part-Time)	PT	0.5	269	\$ 30,206	319	\$ 46,850
Community Services	Community Services Specialist (Part-Time)	PT	2.3	326	\$ 42,997	376	\$ 46,850
Community Services	Part Time Leader, Instructor, Maintenance(Full Time Equivalents)	PT	22.65	N/A	\$ 32,242	N/A	\$ 46,403
Economic Development	Economic Development Director	Contract	1.0	595	\$ 164,478	645	\$ 211,062
Economic Development	Sr. Management Analyst	Prof	1.0	481	\$ 93,148	531	\$ 119,531
Economic Development	Management Aide	Gen	2.0	405	\$ 63,761	455	\$ 81,820
Economic Development	Office Specialist II	Gen	1.0	318	\$ 41,315	368	\$ 53,016
Finance	Chief Financial Officer	Contract	1.0	605	\$ 172,889	655	\$ 221,856
Finance	Deputy Finance Director	Contract	1.0	564	\$ 140,916	614	\$ 180,826
Finance	Finance Manager	Mid/Conf	2.0	534	\$ 121,332	584	\$ 155,697
Finance	Principal Accountant	Mid	1.0	516	\$ 110,914	566	\$ 142,328
Finance	Financial Analyst	Prof	1.0	481	\$ 93,148	531	\$ 119,531
Finance	Senior Accountant	Prof	1.0	481	\$ 93,148	531	\$ 119,531
Finance	Senior Accountant/Budget & Grants Analyst	Prof	1.0	481	\$ 93,148	531	\$ 119,531
Finance	Accountant II	Prof	-	462	\$ 84,727	512	\$ 108,724
Finance	Accountant I	Prof	-	443	\$ 77,066	493	\$ 98,894
Finance	Accountant Trainee	Gen	1.0	405	\$ 63,761	455	\$ 81,820
Finance	Contract/Purchasing Specialist	Gen	1.0	405	\$ 63,761	455	\$ 81,820
Finance	Senior Accounting Technician	Gen	2.0	396	\$ 60,962	446	\$ 78,228
Finance	Accounting Technician II	Gen	2.0	377	\$ 55,450	427	\$ 71,155
Finance	Contract/Purchasing Technician II	Gen	1.0	377	\$ 55,450	427	\$ 71,155
Finance	Administrative Assistant	Gen	1.0	367	\$ 52,753	417	\$ 67,694
Finance	Contract/Purchasing Technician I	Gen	1.0	354	\$ 49,441	404	\$ 63,444
Finance	Accounting Technician I (Business License)	Gen	1.0	354	\$ 49,441	404	\$ 63,444
Finance	Accounting Technician I	Gen	1.0	354	\$ 49,441	404	\$ 63,444
Finance	Accounting Assistant	Gen	1.0	330	\$ 43,863	380	\$ 56,286

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Effective 03/01/2023



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

	FY22/23 Mid-Year Request
	New Positions Approved
	FY22/23 Personnel Addition or Reclassification Approved Under CM Authority

Department	Title Classification	Group	FTE	Annual Salary Ranges			
				Step	From	Step	To
Finance	Cashier	Gen	1.0	318	\$ 41,315	368	\$ 53,016
Human Resources	Deputy Human Resources Director	Contract	1.0	564	\$ 140,916	614	\$ 180,826
Human Resources	Human Resources Manager	Conf	1.0	534	\$ 121,332	584	\$ 155,697
Human Resources	Human Resources Analyst	Conf	2.0	462	\$ 84,727	512	\$ 108,724
Human Resources	Emergency Management Analyst	Conf	1.0	443	\$ 77,066	493	\$ 98,894
Human Resources	Risk/Emergency Management Technician	Conf	1.0	377	\$ 55,450	427	\$ 71,155
Human Resources	Human Resources Technician	Conf	2.0	377	\$ 55,450	427	\$ 71,155
Human Resources	Office Specialist II	Conf	1.0	318	\$ 41,315	368	\$ 53,016
Information Technology	Chief Information Officer	Contract	1.0	605	\$ 172,889	655	\$ 221,856
Information Technology	Information Technology Manager	Conf	1.0	525	\$ 116,007	575	\$ 148,863
Information Technology	Geographic Information System Coordinator	Conf	1.0	481	\$ 93,148	531	\$ 119,531
Information Technology	Audio Visual (AV) System Coordinator	Conf	1.0	481	\$ 93,148	531	\$ 119,531
Information Technology	Information Technology Analyst	Conf	3.0	462	\$ 84,727	512	\$ 108,724
Information Technology	Management Analyst II	Conf	1.0	462	\$ 84,727	512	\$ 108,724
Information Technology	Information Technology Technician	Conf	3.0	396	\$ 60,962	446	\$ 78,228
Information Technology	Geographic Information System Technician	Conf	2.0	396	\$ 60,962	446	\$ 78,228
Information Technology	Audio Visual (AV) System Technician	Conf	1.0	396	\$ 60,962	446	\$ 78,228
Fire	Senior Fire Permit Technician	Gen	1.0	420	\$ 68,714	470	\$ 88,176
Fire	Office Specialist II	Gen	1.0	318	\$ 41,315	368	\$ 53,016
Police	Chief of Police	Contract	1.0	PC625	\$ 192,934	PC675	\$ 247,578
Police	Police Captain	PMA	2.0	P587	\$ 149,014	P637	\$ 191,219
Police	Police Lieutenant	PMA	4.0	P557	\$ 128,305	P607	\$ 164,645
Police	Police Support Services Manager	Mid	1.0	525	\$ 116,007	575	\$ 148,863
Police	Police Sergeant	PMA	12.0	P518	\$ 105,624	P568	\$ 135,541
Police	Budget and Grants Analyst	Prof	1.0	481	\$ 93,148	531	\$ 119,531
Police	Senior Police Personnel & Training Analyst	Conf	1.0	481	\$ 93,148	531	\$ 119,531
Police	Crime Analyst	Prof	1.0	462	\$ 84,727	512	\$ 108,724
Police	Police Officer	POA	74.0	P467	\$ 81,902	P517	\$ 105,102
Police	Police Records Supervisor	Prof	1.0	430	\$ 72,228	480	\$ 92,685
Police	Sr. Community Service Officer	PEA Misc	1.0	429	\$ 71,869	479	\$ 92,224
Police	Crime Scene/Property & Evidence Specialist	PEA Misc	2.0	420	\$ 68,714	470	\$ 88,176
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	\$ 58,286	437	\$ 74,794
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	PEA Misc	1.0	367	\$ 52,753	417	\$ 67,694
Public Works/Engineering	Director of Public Works and Engineering	Contract	1.0	605	\$ 172,889	655	\$ 221,856
Public Works/Engineering	Deputy Director of Public Works/City Engineer	Contract	1.0	570	\$ 145,196	620	\$ 186,319
Public Works/Engineering	Assistant City Engineer	Mid	1.0	547	\$ 129,460	597	\$ 166,126
Public Works/Engineering	Principal Engineer	Mid	2.0	534	\$ 121,332	584	\$ 155,697
Public Works/Engineering	Public Works Manager	Mid	1.0	525	\$ 116,007	575	\$ 148,863
Public Works/Engineering	Construction Manager	Mid	1.0	516	\$ 110,914	566	\$ 142,328
Public Works/Engineering	Senior Engineer (Part-Time)	Prof	0.5	504	\$ 104,471	554	\$ 134,060

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Effective 03/01/2023



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

	FY22/23 Mid-Year Request
	New Positions Approved
	FY22/23 Personnel Addition or Reclassification Approved Under CM Authority

				Annual Salary Ranges			
Department	Title Classification	Group	FTE	Step	From	Step	To
Public Works/Engineering	Senior Engineer	Prof	3.0	504	\$ 104,471	554	\$ 134,060
Public Works/Engineering	Associate Engineer	Gen	5.0	481	\$ 93,148	531	\$ 119,531
Public Works/Engineering	Financial Analyst	Prof	1.0	481	\$ 93,148	531	\$ 119,531
Public Works/Engineering	Senior Public Works Inspector	Gen	1.0	462	\$ 84,727	512	\$ 108,724
Public Works/Engineering	Fleet & Equipment Supervisor	Prof	1.0	449	\$ 79,408	499	\$ 101,898
Public Works/Engineering	Public Works Maintenance Supervisor	Prof	1.0	449	\$ 79,408	499	\$ 101,898
Public Works/Engineering	Assistant Engineer	Gen	2.0	443	\$ 77,066	493	\$ 98,894
Public Works/Engineering	Management Analyst I	Prof	2.0	443	\$ 77,066	493	\$ 98,894
Public Works/Engineering	Public Works Inspector II	Gen	1.0	430	\$ 72,228	480	\$ 92,685
Public Works/Engineering	Senior Fleet Technician	Gen	1.0	420	\$ 68,714	470	\$ 88,176
Public Works/Engineering	Public Works Inspector I	Gen	2.0	409	\$ 65,046	459	\$ 83,468
Public Works/Engineering	Fleet Technician	Gen	1.0	395	\$ 60,659	445	\$ 77,839
Public Works/Engineering	Engineering Technician I	Gen	2.0	395	\$ 60,659	445	\$ 77,839
Public Works/Engineering	Senior Street Maintenance Worker	Gen	2.0	377	\$ 55,450	427	\$ 71,155
Public Works/Engineering	Administrative Assistant	Gen	2.0	367	\$ 52,753	417	\$ 67,694
Public Works/Engineering	Street Maintenance Worker II	Gen	8.0	360	\$ 50,943	410	\$ 65,371
Public Works/Engineering	Fleet Services Worker I	Gen	1.0	340	\$ 46,106	390	\$ 59,165
Public Works/Engineering	Street Maintenance Worker I	Gen	2.0	340	\$ 46,106	390	\$ 59,165
Public Works/Engineering	Office Specialist II	Gen	1.0	318	\$ 41,315	368	\$ 53,016
	TOTAL BUDGETED POSITIONS		320.40				

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