

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA MARIA, CALIFORNIA APPROVING
THE ESTABLISHMENT OF TWO NEW JOB CLASSIFICATIONS
FOR THE UTILITIES DEPARTMENT AND THEIR CORRESPONDING
JOB SPECIFICATIONS; AND ADOPTING AMENDMENTS
TO THE COMPREHENSIVE SCHEMATIC PAY SCHEDULE
FOR FULL-TIME AND PART-TIME EMPLOYEES**

WHEREAS, job classification takes into account the content and scope of a job; employee knowledge, skills, and abilities; and employee performance; and

WHEREAS, Section 2-20.04.1 (a) Job Description (Specifications) states in part, “The specifications, when approved by the City Council, shall constitute the official class specifications for the City service”; and

WHEREAS, Section 2-20.04.1 (b) Job Description (Specifications) states in part, “Each specification shall include, but not be limited to, the class title, a brief description of the scope, nature, and responsibility of the class; a description of the tasks or essential duties ordinarily performed in the positions allocated to the class; a statement of the minimum qualifications considered necessary for proficient performance of the work, including education, experience, training, knowledge and abilities, skills, physical characteristics, and any additional factors considered pertinent.”; and

WHEREAS, the California Public Employees’ Retirement System (“CalPERS”) limits “compensation earnable” for retirement purposes to amounts listed on a Comprehensive Schematic Pay Schedule meeting requirements set forth in section 570.5 of Title 2 of the California Code of Regulations, including that government agency employers provide and make available to the public the salary of all full-time and part-time employees in a single salary format specified by CalPERS; and

WHEREAS, the City has compiled the necessary salary data to create a single comprehensive schematic pay schedule in compliance with the requirements of CalPERS, attached to the Council Agenda Report as Attachment C,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Santa Maria, California, as follows:

SECTION 1. The above recitals are true and correct and incorporated herein.

SECTION 2. The City Council of the City of Santa Maria authorizes the establishment of the Lead Account Clerk-Scale House classification and corresponding job description attached to the City Council Agenda Report as Attachment B; and

SECTION 3. The City Council of the City of Santa Maria authorizes the establishment of the Utilities Office Specialist classification and corresponding job description attached to the City Council Agenda Report as Attachment C; and

SECTION 4. The Comprehensive Schematic Pay Schedule for all full-time and part-time employees attached to the City Council Agenda Report as Attachment D, effective November 29, 2025; incorporated herein by reference, is hereby authorized and approved; and

SECTION 5. The Chief Deputy City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the Chief Deputy City Clerk shall consult with the City Manager and City Attorney concerning any changes deemed necessary.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Santa Maria held this 2nd day of December 2025.

Mayor

ATTEST:

Chief Deputy City Clerk

APPROVED AS TO FORM:

City Attorney

APPROVED AS TO CONTENT:

Department Director

City Manager