

## RESOLUTION NO.

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MARIA, CALIFORNIA, APPROVING THE COMPREHENSIVE SCHEMATIC PAY SCHEDULE FOR ALL FULL-TIME AND PART-TIME EMPLOYEES IN ACCORDANCE WITH CALPERS GUIDELINES; APPROVE THE SALARY INCREASE FOR THE CRIME ANALYST JOB CLASSIFICATION; ESTABLISH ONE NEW CLASSIFICATION OF THE LEGAL OFFICE SPECIALIST; AND ESTABLISH THE JANUARY 2024 MINIMUM WAGE INCREASE

**WHEREAS**, the salary of the Crime Analyst job classification; and

**WHEREAS**, this job classification provides key critical support to the department, including, but not limited to timely processing of reports, the collection and analyzation of crime, offender, and demographic patterns, and other related data for deployment of department resources.; and

**WHEREAS**, the salary increase serves as the basis for recruiting and retention and promotes employee engagement and high performance; and

**WHEREAS**, job classification takes into account of 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**, Resolution No. 2023-103 authorizing the City Manager to approve the new job classifications and respective job descriptions as presented in the 2023-24 Mid-Cycle City Budget; and

**WHEREAS**, The State of California’s minimum wage will increase from \$15.50 per hour to \$16.00 per hour effective January 1, 2024; and

**WHEREAS**, the California Public Employees’ Retirement System (“CalPERS”) limits “compensation earnable” for retirement purposes to amounts listed on a Comprehensive Schematic Salary Schedule meeting requirements set for the 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 salary schedule in compliance with the requirement of CalPERS, attached to the Council Agenda Report as Attachment A, dated December 19, 2023.

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

1. The above recitals are true and correct and incorporated herein.
2. The following salary range, is hereby ordered to be effective pay period ending December 16, 2023:

<u>CLASSIFICATION</u>	<u>BI-WEEKLY SALARY RANGE</u>
Crime Analyst	\$2,599.59 - \$3,159.82

3. The City Council of the City of Santa Maria authorizes the establishment of Legal Office Specialist classification and corresponding job specification via Resolution No. 2023-103 delegated authority to the City manager; and
4. The Comprehensive Salary Schematic Schedule for all full-time and part-time employees attached to the City Council Agenda Report as Attachment A, dated December 19, 2023, incorporated herein by reference, is hereby authorized and approved; and
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.

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**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Santa Maria held this 19<sup>th</sup> December 2023.

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Mayor

ATTEST:

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Chief Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

APPROVED AS TO

CONTENT:

\_\_\_\_\_  
Interim Department Director

\_\_\_\_\_  
Interim City Manager