

RESOLUTION NO. 358

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIDGECREST, CALIFORNIA, ADOPTING
A REVISED COMPENSATION PLAN FOR CITY
EMPLOYEE POSITIONS

WHEREAS, Ordinance No. 54, adopting a Personnel System, and Resolution No. 123, adopting Personnel System Rules and Regulations for the City of Ridgecrest, provide for the adoption of a plan of compensation for City employee positions; and

WHEREAS, the City Council in Resolution No. 279 adopted a revised Compensation Plan; and

WHEREAS, the City Council desires to maintain a plan of compensation which is integrated with the Position Classification Plan so as to provide for fair and equitable compensation for equal service to the City; and

WHEREAS, revision of the Compensation Plan is necessary for efficient and effective administration of City government;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGECREST, CALIFORNIA, RESOLVES:

Section 1. Resolution Number 279 is hereby rescinded.

Section 2. APPLICATION. Employees in the Competitive Service of the City and such other City positions exempted from the Competitive Service by Section 6 of Ordinance No. 54 as are listed in this Resolution or its amendments, shall be compensated for service to the City according to the Plan which is herein adopted.

Section 3. COMPENSATION SCHEDULE. The basic compensation schedule shall consist of the ranges and steps listed in this section as follows:

<u>Range No.</u>	<u>Yearly Salary</u>	<u>Hourly Rate</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
1	3216	1.54	268	281	295	310	326	342
2	3372	1.62	281	295	310	326	342	359
3	3540	1.70	295	310	326	342	359	377
4	3720	1.78	310	326	342	359	377	396
5	3912	1.88	326	342	359	377	396	416
6	4104	1.97	342	359	377	396	416	437
7	4308	2.07	359	377	396	416	437	459
8	4524	2.17	377	396	416	437	459	482
9	4752	2.28	396	416	437	459	482	506
10	4992	2.40	416	437	459	482	506	531
11	5244	2.52	437	459	482	506	531	558
12	5508	2.64	459	482	506	531	558	586
13	5784	2.78	482	506	531	558	586	615
14	6072	2.92	506	531	558	586	615	646
15	6372	3.06	531	558	586	615	646	678
16	6696	3.22	558	586	615	646	678	712
17	7032	3.38	586	615	646	678	712	748
18	7380	3.54	615	646	678	712	748	785
19	7752	3.72	646	678	712	748	785	824
20	8136	3.91	678	712	748	785	824	865
21	8544	4.10	712	748	785	824	865	908
22	8976	4.31	748	785	824	865	908	953
23	9420	4.52	785	824	865	908	953	1001
24	9888	4.75	824	865	908	953	1001	1051
25	10380	4.99	865	908	953	1001	1051	1104
26	10896	5.23	908	953	1001	1051	1104	1159
27	11436	5.49	953	1001	1051	1104	1159	1217
28	12012	5.77	1001	1051	1104	1159	1217	1278
29	12612	6.06	1051	1104	1159	1217	1278	1342
30	13248	6.37	1104	1159	1217	1278	1342	1409
31	13908	6.68	1159	1217	1278	1342	1409	1479
32	14604	7.02	1217	1278	1342	1409	1479	1553
33	15336	7.37	1278	1342	1409	1479	1553	1631
34	16104	7.74	1342	1409	1479	1553	1631	1713
35	16908	8.12	1409	1479	1553	1631	1713	1799
36	17748	8.53	1479	1553	1631	1713	1799	1889
37	18636	8.69	1553	1631	1713	1799	1889	1983
38	19572	9.41	1631	1713	1799	1889	1983	2082
39	20556	9.88	1713	1799	1889	1983	2082	2186
40	21588	10.37	1799	1889	1983	2082	2186	2295

Section 4. ALLOCATION TO RANGES AND RATES. Classes of positions in the Competitive Service and exempt positions (E) shall be allocated to ranges in the Compensation Schedule, provided in Section 3 hereof, as follows:

<u>Class Number</u>	<u>Class Title</u>	<u>Range Number</u>	<u>Range or Rate</u>
<u>Clerical, Fiscal, and Administrative Classes</u>			
001(E)	City Councilman	None	\$150/month
002(E)	City Administrator (City Clerk)	None	\$15,684/annum
003(E)	City Attorney	None	\$25/hr. plus expenses
004(E)	City Treasurer	None	Volunteer, no compensation
005	Assistant City Clerk	20	678-865
021(E)	Finance Officer	None	\$500/month
031	Steno-Secretary	16	558-712
032	Clerk-Stenographer	13	482-615
036	Clerk-Typist II	13	482-615
037	Clerk-Typist I	11	437-558
051(E)	Planning Director	28	1001-1278
<u>Public Works Classes</u>			
101(E)	Director of Public Works-City Engineer	None	\$120/day plus expenses
104	Engineering-Planning Assistant	23	785-1001
121	Superintendent of Streets	27	953-1217
122	Street Maintenance Foreman	22	748-953
129	Street Maintenance Man	15	531-678

<u>Class Number</u>	<u>Class Title</u>	<u>Range Number</u>	<u>Range or Rate</u>
<u>Public Works Classes (continued)</u>			
133	Heavy Equipment Operator	19	646-824
134	Light Equipment Operator	17	586-748
164	Automotive Mechanic	22	748-953
185	Building Maintenance Man	15	531-678
<u>Public Safety Classes</u>			
311(E)	Fire Chief	None	Kern County Fire Chief, no compensation
321(E)	Fire Marshal	None	Kern County Fire Marshal, no compensation
338(E)	Volunteer Fireman	None	\$4 per fire and \$2 per training session
401(E)	Chief of Police	None	\$14,258/annum
405	Police Sergeant	24	824-1051
407	Police Detective	22	748-953
409	Police Patrolman	20	678-865
411	Police Patrolman Trainee	16	558-712
412	Police Dispatcher	11	437-558
413	Police Matron	10	416-531
421(E)	School Crossing Guard	4	310-396
435	Animal Control Officer	17	586-748
436	Animal Sheltermaster	15	531-678

<u>Class Number</u>	<u>Class Title</u>	<u>Range Number</u>	<u>Range or Rate</u>
<u>Public Safety Classes</u> (continued)			
461(E)	Chief Building Inspector	26	908-1159
462	Assistant Building Inspector	23	785-1001
<u>Parks & Recreation Classes</u>			
901(E)	Director of Recreation and Parks	25	865-1104

Section 5. ALLOCATION TO STEPS. The Personnel Officer on the effective date of this Resolution shall allocate employee positions to steps within the ranges specified in this Compensation Plan. Such step increases shall not exceed two steps above an employee's present salary step except in accordance with Section 6b (promotions).

Section 6. ADVANCEMENT WITHIN RANGES.

a. Except during the period July 1, 1971, to June 30, 1972, a full-time probationary or permanent employee shall be eligible, subject to the provisions of Section 7, for advancement to the next highest step in the range assigned his class on the anniversary date of his original appointment or of his last salary step increase.

b. A full-time permanent employee promoted to another class shall be advanced one salary step from his pre-promotion salary step unless the entry level step in the class to which he is promoted is greater than five percent above his pre-promotion salary step, in which case he will be placed in the first step of the class to which he is promoted. Subsequent salary step increases shall occur on the anniversary date of his appointment to the new class in accordance with paragraph "a" above.

c. A part-time employee, other than a seasonal recreation employee, shall be eligible, subject to the provisions of Section 7, for advancement to the next highest step in the range assigned his class after having served in that part-time position a total of 2,080 hours since his appointment or since his last step increase.

Section 7. ADVANCEMENT NOT AUTOMATIC. Advancement from step to step in any range shall not be automatic, but shall depend upon increased service value of an employee to the City as exemplified by the recommendation of his department head to the City Administrator, length of service, performance record, special training undertaken, or other pertinent evidence.

Section 8. ADVANCEMENT BEYOND CLASS RANGE. No salary advancement shall be made so as to exceed the maximum step established in the Compensation Schedule, Section 3, for the class to which the employee's position is allocated.

Section 9. EFFECTIVE DATE OF ADVANCEMENT. The effective date of advancement to the next highest salary step shall be the first day of the pay period closest to the date of completion of the length of service required for advancement as specified in Section 6 herein.

Section 10. ORIGINAL APPOINTMENTS. An employee will normally be placed in Step A of his position's class range upon original appointment, except that employees may be placed in a higher step of the same range after consideration of previous experience and qualifications and upon approval of the City Administrator.

Section 11. TEMPORARY EMPLOYEES. A temporary employee filling a classified or exempt position on a temporary full or part-time basis shall be compensated at an hourly rate equivalent to one of the steps within that position's class range on the Compensation Schedule.

Section 12. COMPENSATORY TIME OFF FOR OVERTIME. Compensatory time off shall be granted to any employee other than the City Administrator or a department head who is required to work additional hours over and above his regularly scheduled work period. The basic work week for employees is hereby established at forty (40) hours per week.

Section 13. ACCRUAL OF COMPENSATORY TIME. Any City employee, other than the City Administrator or a department head, may accrue up to a maximum of forty (40) hours of compensatory time if such employee is required by his supervisor to work additional time over and above his regularly scheduled work period.

Section 14. ELIMINATION OF COMPENSATORY TIME ACCRUED. Such employee's supervisor shall schedule such accrued compensatory time off within ninety (90) days of its accrual.

Section 15. ACCRUAL BEYOND FORTY HOURS. In emergency cases, the City Administrator may grant in writing up to a maximum of twenty-four (24) hours additional compensatory time, provided, however, that such additional compensatory time shall also be scheduled off within ninety (90) days of its accrual.

Section 16. PAYMENT FOR OVERTIME. An employee, except department heads and the City Administrator, may be paid straight time for overtime worked when it is to the convenience of the City and is approved by the City Administrator.

Section 17. PAY PERIODS. Pay periods shall be established by the City Administrator at time periods convenient for City administration provided that there be at least two pay days per month.

Section 18. NEW CLASSES. Section 4 of this Resolution shall be amended by the City Council to reflect the compensation of any new class added to the Position Classification Plan and to reflect any elimination of classes from that Plan.

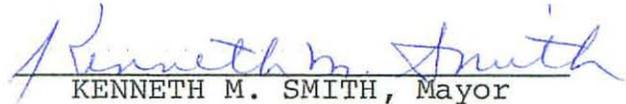
Section 19. EFFECTIVE DATE. This Resolution shall become effective the first day of the Pay period following June 30, 1971.

APPROVED AND ADOPTED this 28th day of June, 1971, by the following roll call vote:

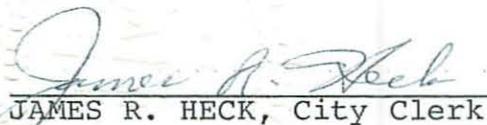
AYES: Mayor Smith, Councilmen Edwards, Fox, Kessler, Shacklett

NOES: None

ABSENT: None


KENNETH M. SMITH, Mayor

ATTEST:


JAMES R. HECK, City Clerk