

RESOLUTION NO. 80-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
RIDGECREST, CALIFORNIA, ADOPTING A REVISED COMPEN-
SATION 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. 79-32 adopted revised Compensation Plans; 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 AS FOLLOWS:

Section 1. Resolution Number 79-32 is hereby rescinded.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. This basic Compensation Schedule shall consist of the ranges and steps listed in this section as follows:

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 10% above an employee's present salary step, except in accordance with Section 6b (Promotions) and those position reclassifications or salary range adjustments previously approved by the City Council.

Section 6. ADVANCEMENT WITHIN RANGES.

(a) A full-time probationary or permanent employee shall be eligible, subject to the provision of Section 7, for advancement to the next higher step in the range assigned his class at any time within the first year that his supervisor and the City Administrator feel his performance has warranted it. All probationary employees shall be reviewed in the presence of his supervisor and the City Administrator no later than one year after his hire date.

(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. The employee shall be eligible for subsequent salary step increases no later than one year after date of his appointment.

(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 for 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 date of the pay period following the employee's review date.

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.

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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> | | | |
| 002 (E) | Planning Commissioners City Administrator | None None | \$15 per Meeting \$32,667/yr. |
| 004 (E) | City Treasurer | None | \$165/mo. |
| 005 | City Clerk | 34 | 1844/2353 |
| 006 | Deputy City Clerk | 23X | 1104/1409 |
| 021 | Finance Officer | 33X | 1799/2295 |
| 031 | Steno-Secretary | 22X | 1051/1342 |
| 036 | Clerk-Typist II | 19X | 908/1159 |
| 037 | Clerk-Typist I | 17X | 824/1051 |
| 038 | Clerk-Typist Trainee | 9X | 558/712 |
| 040 | Receptionist-Typist | 17X | 824/1051 |
| 051 | Planning Director | 36 | 2033/2595 |
| 053 | Assistant Planner | 25X | 1217/1553 |
| 055 | Junior Planner | 22X | 1051/1342 |
| 057 | Code Enforcement Officer | 20X | 953/1217 |
| 022 | Account Clerk | 19X | 908/1159 |
| <u>PUBLIC WORKS CLASSES</u> | | | |
| 101 (E) | Director of Public Works/ City Engineer | None | 29,801/yr. |
| 106 | Engineering Surveyor | 30X | 1553/1983 |
| 108 | Engineering Aide Draftsman | 20X | 953/1217 |
| 109 | Engineering Technician II | 31X | 1631/2082 |
| 111 | Engineering Inspector | 30X | 1553/1983 |

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| <u>Class Number</u> | <u>Class Title</u> | <u>Range Number</u> | <u>Range or Rate</u> |
|--------------------------------------|---|---------------------|----------------------|
| <u>PUBLIC WORKS CLASSES (Cont'd)</u> | | | |
| 121 | Superintendent of Streets | 33X | \$1799/2295 |
| 122 | Street Maintenance Foreman | 28X | 1409/1799 |
| 133 | Heavy Equipment Operator | 26X | 1278/1631 |
| 134 | Light Equipment Operator | 24X | 1159/1479 |
| 164 | Automotive Mechanic | 28X | 1409/1799 |
| 187 | Maintenance Worker Trainee | 9X | 558/712 |
| 190 | Superintendent of Wastewater Treatment Facilities | 33X | 1799/2295 |
| 193 | Wastewater Operator I | 25X | 1217/1553 |
| 194 | Wastewater Operator II | 26X | 1278/1631 |
| 195 | Wastewater Operator in Training | 21X | 1001/1278 |
| 198 | Maintenance Man | 21X | 1001/1278 |
| <u>PUBLIC SAFETY CLASSES</u> | | | |
| 401 (E) | Chief of Police | None | 30,374/yr. |
| 403 | Police Lieutenant | 33X | 1799/2295 |
| 405 | Police Sergeant | 30X | 1553/1983 |
| 407 | Police Agent | 27X | 1342/1713 |
| 409 | Police Patrol Officer | 26X | 1278/1631 |
| 410 | Chief Police Dispatcher | 21X | 1001/1278 |
| 412 | Police Dispatcher | 20X | 953/1217 |
| 413 | Police Matron | 15X | 748/953 |
| 421 | School Crossing Guard | 9 | 544/695 |
| 430 | Chief Animal Control Officer | 25X | 1217/1553 |
| 435 | Animal Control Officer | 22X | 1051/1342 |
| 436 | Police Reserves | 26X | 1278/1631 |
| 437 | Jailer | 20X | 953/1217 |

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| <u>Class Number</u> | <u>Class Title</u> | <u>Range Number</u> | <u>Range or Rate</u> |
|---------------------------------------|------------------------------------|---------------------|----------------------|
| <u>PUBLIC SAFETY CLASSES (Cont'd)</u> | | | |
| 461 | Chief Building Inspector | 32X | \$1713/2186 |
| 462 | Deputy Building Inspector | 28 | 1376/1756 |
| 463 | Environmental Improvement Insp. | 20X | 953/1217 |
| <u>PARKS AND RECREATION CLASSES</u> | | | |
| 901 (E) | Director of Parks & Recreation | 34 | 1844/2353 |
| 902 | Nutrition Program Project Director | 27 | 1310/1672 |
| 908 | Senior Recreation Leader | 18X | 865/1104 |
| 909 | Gymnastics Supervisor | 22 | 1026/1310 |

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 may be granted to any employee other than the City Administrator, Department Head, Division Head or Police Lieutenant, 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 those employees exempted in Section 12, may accrue up to a maximum of eighty (80) hours of compensatory time, if such employee is required by his supervisor to work additional time over and above his regularly scheduled work week.

Section 14. PAYMENT FOR OVERTIME. An employee, except those exempted in Section 12, may be paid for overtime worked after forty hours a week, when it is to the convenience of the City and approved by the Department Head, at the rate of one-and-one-half times their hourly rate.

Section 15. PAYMENT FOR STANDBY TIME. Upon the request of the Department Head, and with the approval of the City Administrator, any employee required to be "on-call" and available for work during hours other than their normal work shift, shall be paid standby pay at the rate of 25¢ per hour.

Section 16. PAYMENT FOR CALL-OUT TIME. An employee who is called out for work by authorized City personnel, after normal working hours, shall be paid a minimum of two (2) hours overtime pay.

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, 1980.

APPROVED AND ADOPTED this 17th day of September, 1980, by the following roll call vote:

AYES: Mayor Hockett, Vice-Mayor Bergens, Councilmen
Burnett, Cheshire and Grossman

NOES: None

ABSENT: None


HAROLD J. HOCKETT, MAYOR

ATTEST: 
JACQUELINE C. REED, CITY CLERK

Section 3. COMPENSATION SCHEDULEResolution No. 80-50

| <u>Range</u> | <u>Yearly Salary</u> | <u>Bi-Weekly</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> |
|--------------|----------------------|------------------|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 6528 | 251.08 | 3.14 | 544 | 572 | 601 | 630 | 662 | 695 |
| 9X | 6696 | 257.53 | 3.22 | 558 | 586 | 615 | 646 | 678 | 712 |
| 10 | 6864 | 264.00 | 3.30 | 572 | 601 | 630 | 662 | 695 | 730 |
| 10X | 7032 | 270.46 | 3.38 | 586 | 615 | 646 | 678 | 712 | 748 |
| 11 | 7212 | 277.38 | 3.47 | 601 | 630 | 662 | 695 | 730 | 767 |
| 11X | 7380 | 283.84 | 3.54 | 615 | 646 | 678 | 712 | 748 | 785 |
| 12 | 7560 | 290.77 | 3.63 | 630 | 662 | 695 | 730 | 767 | 805 |
| 12X | 7752 | 298.15 | 3.72 | 646 | 678 | 712 | 748 | 785 | 824 |
| 13 | 7944 | 305.54 | 3.82 | 662 | 695 | 730 | 767 | 805 | 845 |
| 13X | 8136 | 312.92 | 3.91 | 678 | 712 | 748 | 785 | 824 | 865 |
| 14 | 8340 | 320.77 | 4.01 | 695 | 730 | 767 | 805 | 845 | 887 |
| 14X | 8544 | 328.61 | 4.10 | 712 | 748 | 785 | 824 | 865 | 908 |
| 15 | 8760 | 336.92 | 4.21 | 730 | 767 | 805 | 845 | 887 | 931 |
| 15X | 8976 | 345.23 | 4.31 | 748 | 785 | 824 | 865 | 908 | 953 |
| 16 | 9204 | 354.00 | 4.43 | 767 | 805 | 845 | 887 | 931 | 977 |
| 16X | 9420 | 362.30 | 4.52 | 785 | 824 | 865 | 908 | 953 | 1001 |
| | 9660 | 371.54 | 4.64 | 805 | 845 | 887 | 931 | 977 | 1026 |
| 17X | 9888 | 380.30 | 4.75 | 824 | 865 | 908 | 953 | 1001 | 1051 |
| 18 | 10140 | 390.00 | 4.88 | 845 | 887 | 931 | 977 | 1026 | 1077 |
| 18X | 10380 | 399.23 | 4.99 | 865 | 908 | 953 | 1001 | 1051 | 1104 |
| 19 | 10644 | 409.38 | 5.12 | 887 | 931 | 977 | 1026 | 1077 | 1132 |
| 19X | 10896 | 419.07 | 5.23 | 908 | 953 | 1001 | 1051 | 1104 | 1159 |
| 20 | 11172 | 429.69 | 5.37 | 931 | 977 | 1026 | 1077 | 1132 | 1188 |
| 20X | 11436 | 439.84 | 5.49 | 953 | 1001 | 1051 | 1104 | 1159 | 1217 |
| 21 | 11724 | 450.92 | 5.64 | 977 | 1026 | 1077 | 1132 | 1188 | 1247 |
| 21X | 12012 | 462.00 | 5.77 | 1001 | 1051 | 1104 | 1159 | 1217 | 1278 |
| 22 | 12312 | 473.54 | 5.92 | 1026 | 1077 | 1132 | 1188 | 1247 | 1310 |
| 22X | 12612 | 485.07 | 6.06 | 1051 | 1104 | 1159 | 1217 | 1278 | 1342 |
| 23 | 12924 | 497.08 | 6.21 | 1077 | 1132 | 1188 | 1247 | 1310 | 1376 |
| 23X | 13248 | 509.53 | 6.37 | 1104 | 1159 | 1217 | 1278 | 1342 | 1409 |
| 24 | 13584 | 522.46 | 6.53 | 1132 | 1188 | 1247 | 1310 | 1376 | 1444 |
| 24X | 13908 | 534.92 | 6.68 | 1159 | 1217 | 1278 | 1342 | 1409 | 1479 |
| | 14256 | 548.31 | 6.85 | 1188 | 1247 | 1310 | 1376 | 1444 | 1516 |
| | 14604 | 561.69 | 7.02 | 1217 | 1278 | 1342 | 1409 | 1479 | 1553 |
| 26 | 14964 | 575.54 | 7.19 | 1247 | 1310 | 1376 | 1444 | 1516 | 1592 |
| 26X | 15336 | 589.84 | 7.37 | 1278 | 1342 | 1409 | 1479 | 1553 | 1631 |
| 27 | 15720 | 604.62 | 7.56 | 1310 | 1376 | 1444 | 1516 | 1592 | 1672 |
| 27X | 16104 | 619.38 | 7.74 | 1342 | 1409 | 1479 | 1553 | 1631 | 1713 |
| 28 | 16512 | 635.08 | 7.94 | 1376 | 1444 | 1516 | 1592 | 1672 | 1756 |
| 28X | 16908 | 650.30 | 8.12 | 1409 | 1479 | 1553 | 1631 | 1713 | 1799 |
| 29 | 17328 | 666.46 | 8.33 | 1444 | 1516 | 1592 | 1672 | 1756 | 1844 |
| 29X | 17748 | 682.61 | 8.53 | 1479 | 1553 | 1631 | 1713 | 1799 | 1889 |
| 30 | 18192 | 699.69 | 8.75 | 1516 | 1592 | 1672 | 1756 | 1844 | 1936 |
| 30X | 18636 | 716.77 | 8.96 | 1553 | 1631 | 1713 | 1799 | 1889 | 1983 |
| 31 | 19104 | 734.77 | 9.18 | 1592 | 1672 | 1756 | 1844 | 1936 | 2033 |
| 31X | 19572 | 752.77 | 9.41 | 1631 | 1713 | 1799 | 1889 | 1983 | 2082 |

Section 3. COMPENSATION SCHEDULE (CONT'D)

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| <u>Range</u> | <u>Yearly Salary</u> | <u>Bi-Weekly</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> |
|--------------|----------------------|------------------|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 20064 | 771.69 | 9.65 | 1672 | 1756 | 1844 | 1936 | 2033 | 2134 |
| 32X | 20556 | 790.61 | 9.88 | 1713 | 1799 | 1889 | 1983 | 2082 | 2186 |
| 33 | 21072 | 810.46 | 10.13 | 1756 | 1844 | 1936 | 2033 | 2134 | 2241 |
| 33X | 21588 | 830.30 | 10.37 | 1799 | 1889 | 1983 | 2082 | 2186 | 2295 |
| 34 | 22128 | 851.08 | 10.64 | 1844 | 1936 | 2033 | 2134 | 2241 | 2353 |
| 34X | 22668 | 871.85 | 10.90 | 1889 | 1983 | 2082 | 2186 | 2295 | 2410 |
| 35 | 23234 | 893.62 | 11.17 | 1936 | 2033 | 2134 | 2241 | 2353 | 2471 |
| 35X | 23801 | 915.42 | 11.44 | 1983 | 2082 | 2186 | 2295 | 2410 | 2531 |
| 36 | 24396 | 938.30 | 11.73 | 2033 | 2134 | 2241 | 2353 | 2471 | 2595 |
| 36X | 24991 | 961.19 | 12.01 | 2082 | 2186 | 2295 | 2410 | 2531 | 2658 |
| 37 | 25616 | 985.23 | 12.32 | 2134 | 2241 | 2353 | 2471 | 2595 | 2725 |
| 37X | 26241 | 1009.26 | 12.62 | 2186 | 2295 | 2410 | 2531 | 2658 | 2791 |
| 38 | 26896 | 1034.46 | 12.93 | 2241 | 2353 | 2471 | 2595 | 2725 | 2861 |
| 38X | 27553 | 1059.73 | 13.25 | 2295 | 2410 | 2531 | 2658 | 2791 | 2931 |
| 39 | 28241 | 1086.19 | 13.58 | 2353 | 2471 | 2595 | 2725 | 2861 | 3004 |
| 3 | 28931 | 1112.73 | 13.91 | 2410 | 2531 | 2658 | 2791 | 2931 | 3078 |