

RESOLUTION NO. 2005-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ANA TO AMEND RESOLUTION NO. 82-110 TO AMEND THE BASIC CLASSIFICATION AND COMPENSATION PLAN FOR CLASSIFICATIONS OF EMPLOYMENT DESIGNATED AS UNAFFILIATED CONFIDENTIAL.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA ANA AS FOLLOWS:

Section 1. The City Council hereby finds, determines and declares as follows:

- A. Section 1004, Article X of the City Charter of the City of Santa Ana requires the City Manager to prepare, install and maintain a position classification and pay plan subject to civil service rules and regulations and the approval of the City Council.
- B. On August 2, 1982, the City Council passed and adopted Resolution No. 82-110 revising and re-establishing the Basic Classification and Compensation Plan for officers and employees of the City of Santa Ana.
- C. On December 21, 1987 the City Council passed and adopted Resolution No. 87-94, amending Resolution No. 82-110 to establish a basic compensation plan for classifications of employment designated as Unaffiliated Confidential (UC), and to set forth certain levels of salaries and benefits for these classifications. Resolution 82-110 has been amended from time to time to allow for adjustments to the wages, salaries, benefits and other terms and conditions of employment for employees designated as UC.
- D. The City of Santa Ana and several of its formally recognized employee associations have reached agreement that the City will provide certain adjustments in wages, salaries, benefits and other terms and conditions of employment for full-time represented employees covered by these agreements during Fiscal Years 2004-05, 2005-06, 2006-07 and 2007-08.
- E. It is the City's desire that full-time Unaffiliated Confidential employees shall continue to be subject to similar adjustments in wages, salaries, and benefits and shall continue to receive the same retirement, health and other benefits based on similar conditions as are provided to employees associated with certain of the recognized employee associations already having entered into Agreements with the City.
- F. In consideration of the above, it is the City's desire to:

1. Adjust the base salaries of Unaffiliated Confidential classifications in generally the same manner as provided, or as will be provided, for full-time represented general service "miscellaneous" classifications during the four year period July 1, 2004 through June 30, 2008, as follows:

July 1, 2004: 0% (No increase)

July 1, 2005: 0% (No increase)

July 1, 2006: Minimum increase of 3.5%, not to exceed 4.5% \*

July 1, 2007: Minimum increase of 3.5%, not to exceed 4.5% \*

(\* The maximum percentage amount of the salary increase in excess of 3.5% shall be equal to the percentage increase received by the Santa Ana Police Officer's Association, not exceeding the maximum of 4.5%)

2. Continue to treat Unaffiliated Confidential classifications as subject to the same basic classification and compensation plan provisions and their application as those which pertain to certain full-time represented general service "miscellaneous" classifications.
3. Continue to provide full-time Unaffiliated Confidential employees with the same health and retirement benefits and benefit changes, based on similar conditions, as provided or as will be provided to certain full-time represented general service "miscellaneous" employees, and continue to provide full-time Unaffiliated Confidential employees with several additional benefits not provided to full-time represented general service "miscellaneous" employees.

- G. It is now desired to amend Council Resolution No. 82-110, as amended, to effect these objectives.

Section 2. That Section 3 of Resolution No. 82-110 Assignment of Classes of Employment to Salary Rate Ranges, as amended, is hereby further amended by assigning the following classifications to the salary rate ranges, on the effective dates, as next hereinafter set out:

<b>Classification Title</b>	<b>6 Step Salary Rate Range No. Effective:</b>				
		<b>7/1/04 (annual \$ min-max)</b>	<b>7/1/05</b>	<b>7/1/06</b>	<b>7/1/07</b>
Council Services Secretary (UC)	545	(35760-45636)	545	*	**
Executive Assistant (UC)	601	(46980-60024)	601	*	**
Executive Secretary to the Police Chief (UC)	576	(41604-53112)	576	*	**
Legal Management Assistant (Exempt) (UC)	653	(60612-77352)	653	*	**
Legal Office Assistant (UC)	500	(28692-36624)	500	*	**

Classification Title	6 Step Salary Rate Range No. Effective:				
		7/1/04 (annual \$ min-max)	7/1/05	7/1/06	7/1/07
Legal Secretary (UC)	544	(35580-45408)	544	*	**
Liability Claims Coordinator (UC)	634	(55212-70512)	634	*	**
Liability Claims Processor (UC)	549	(36480-46560)	549	*	**
Loss Control Analyst (UC)	609	(48888-62412)	609	*	**
Loss Control Office Specialist (UC)	549	(36480-46560)	549	*	**
Loss Control Technician (UC)	598	(46332-59160)	598	*	**
Management Aide (UC)	598	(46332-59160)	598	*	**
Management Analyst (UC)	624	(52584-67152)	624	*	**
Management Assistant (Exempt) (UC)	624	(52584-67152)	624	*	**
Outreach Program Coordinator (UC)	653	(60612-77352)	653	*	**
Paralegal (Exempt) (UC)	579	(42228-53916)	579	*	**
Payroll Assistant (UC)	578	(42012-53640)	578	*	**
Personnel Analyst (UC)	609	(48888-62412)	609	*	**
Personnel Executive Secretary (UC)	566	(39624-50580)	566	*	**
Personnel Secretary (UC)	545	(35760-45636)	545	*	**
Personnel Services Receptionist (UC)	527	(32760-41808)	527	*	**
Personnel Services Specialist (UC)	537	(34404-43896)	537	*	**
Personnel Technician (UC)	578	(42012-53640)	578	*	**
Police Personnel Services Specialist (UC)	558	(38112-48648)	558	*	**
Secretary to the City Manager (UC)	622	(52068-66504)	622	*	**
Senior Legal Office Assistant (UC)	527	(32760-41808)	527	*	**
Senior Legal Secretary (UC)	566	(39624-50580)	566	*	**
Senior Management Analyst (UC)	653	(60612-77352)	653	*	**
Senior Management Assistant (Exempt) (UC)	653	(60612-77352)	653	*	**
Senior Personnel Analyst (UC)	653	(60612-77352)	653	*	**
Senior Personnel Receptionist (UC)	545	(35760-45636)	545	*	**
Senior Personnel Services Specialist (UC)	558	(38112-48648)	558	*	**
Senior Personnel Technician (UC)	598	(46332-59160)	598	*	**
Senior Workers' Compensation Claims Assistant (UC)	573	(40980-52320)	573	*	**
Senior Workers' Compensation Claims Examiner (UC)	628	(53640-68472)	628	*	**
Training Coordinator (UC)	653	(60612-77352)	653	*	**
Workers' Compensation Claims Assistant (UC)	549	(36480-46560)	549	*	**
Workers' Compensation Claims Examiner (UC)	598	(46332-59160)	598	*	**

\* Effective July 1, 2006, classifications designated as Unaffiliated Confidential (UC) will receive a salary increase not less than seven salary rate ranges (approximately three and one-half percent (3.5%)), and not to exceed nine salary rate ranges (approximately four and one-half percent (4.5%)). The maximum percentage amount of the salary increase in excess of 3.5% shall be equal to the percentage increase received by the Santa Ana Police Officer's Association, not exceeding the

maximum of 4.5%.

- \*\* Effective July 1, 2007, classifications designated as Unaffiliated Confidential (UC) will receive a salary increase not less than seven salary rate ranges (approximately three and one-half percent (3.5%)), and not to exceed nine salary rate ranges (approximately four and one-half percent (4.5%)). The maximum percentage amount of the salary increase in excess of 3.5% shall be equal to the percentage increase received by the Santa Ana Police Officer's Association, not exceeding the maximum of 4.5%.

Section 3. That Section 12 of Resolution No. 82-110 Employee Benefits for Full-Time Civil Service Confidential Employees, as amended, is hereby further amended to read as follows:

"Section 12. Employee Benefits for Full-Time Unaffiliated Confidential Employees. Each full-time employee in a classification of employment designated in Section 3 of this Resolution as Unaffiliated Confidential (UC), shall continue to receive as additional compensation, any and all employee benefits which they were entitled to receive on June 30, 2004, by prior action of the City Council, except as modified below:

- A. Workweek. A 9/80 workweek schedule, as authorized by the Department Head and approved by the City Manager, will be available to full-time Unaffiliated Confidential employees, effective the date of adoption of this Resolution.
- B. Deferred Compensation. As previously provided, an amount equal to one percent (1%) of the base semi-monthly pay rate being paid each full-time affected Unaffiliated Confidential employee is deemed to be deferred compensation and shall be contributed into the City's deferred compensation plan by the City on behalf of each affected employee. The amounts contributed by the City under this provision shall be subject to the general terms and conditions of the City of Santa Ana Deferred Compensation Plan, and subject, further, to the conditions that the employee shall have no vested rights in the amounts contributed by the City until termination of employment with the City and that the City will pay the total amount of contributions plus any earnings to the employee upon termination, resignation, retirement, dismissal or death.
- C. Notary Public Pay. Effective as soon as practicable after the date of adoption of this Resolution, a full-time employee who is required by a Department Head or their designee to perform the duties of a Notary Public for the City, in addition to regular duties, shall be paid a monthly pay premium of forty dollars (\$40) above his or her then current base monthly salary step.
- D. Primary Bilingual Pay. Effective the first day of the first pay period following

the date of adoption of this Resolution, the monthly pay premium paid to a full-time qualified Unaffiliated Confidential incumbent of each position defined by the Department Head as "primary bilingual" will be increased by an additional twenty-five dollars (\$25.00) above the employee's base monthly salary step, making the total monthly pay premium one hundred seventy-five dollars (\$175.00).

- E. Tuition Reimbursement. As previously provided, regular full-time Unaffiliated Confidential employees shall continue to be eligible to participate in the existing Training and Education Assistance Program provided for all regular, full-time employees of the City; except, however, reimbursement for eligible employees shall be one hundred percent (100%) of tuition and registration costs up to a maximum of two thousand dollars (\$2,000) per year in accordance with the provisions of that Program.
  
- F. Compensation for Overtime. Full-time Unaffiliated Confidential employees shall have the option with Department Head approval to convert a maximum of eighty (80) hours of time and one-half (T 1/2) paid overtime (in compensation for 53 1/3 overtime hours worked) to time and one-half ((T 1/2) compensatory time off benefits. Such compensatory time off shall be taken at the discretion of the employee when requested at least 72 hours in advance, subject to the operational needs and staffing requirements of the department. If the Department Head or his or her designee subsequently denies the requested compensatory time off the employee and department will mutually agree on a future date within one year when the employee can use the paid compensatory time off. If the requested compensatory time off is not used within that one year, such compensatory overtime will be paid off in cash.
  
- G. Longevity Vacation Annual Accrual Cash-Out. Effective July 1, 2005, each qualified full-time Unaffiliated Confidential employee will be permitted to cash-out up to forty (40) hours of their current year's longevity vacation accrual on a straight time basis.
  
- H. Bereavement Leave. Effective the date of adoption of this Resolution, a full-time Unaffiliated Confidential employee shall be granted up to twenty-four (24) hours leave without loss of pay in case of death of a member of the employee's immediate family. Such leave is designated as bereavement leave. "Immediate family" as used in this section is limited to:
  - 1. Any member of the employee's household related by blood or marriage;
  - 2. A parent, parent-in-law, spouse, child, brother, sister, grandparent or grandchild of the employee, regardless of residence;

3. Any other relative of the employee by blood or by marriage where it can be established by the employee that as a result of such relative's death, the employee's presence is required to handle funeral arrangements and/or matters of estate.

Whenever an employee is required to travel one way more than 500 miles to attend to the death of a member of the employee's immediate family, an employee may use up to sixteen (16) hours of additional leave charged to their Personal Necessity Leave balance when authorized by the Department Head.

- I. Health Insurance. Effective as soon as practicable after the date of adoption of this Resolution, the City shall contribute toward medical premiums for full-time Unaffiliated Confidential employees an amount consistent with the rates then in effect for each tier of the CalPERS Kaiser Permanente HMO "Other Southern California" plan.

Effective January 1, 2006, January 1, 2007, and January 1, 2008, respectively, the City shall contribute toward medical premiums for full-time Unaffiliated Confidential employees an amount consistent with the rates then in effect for each tier of the CalPERS Kaiser Permanente HMO "Other Southern California" plan.

Any contribution necessary to maintain benefits under said health insurance plans in excess of the amount set forth above shall be borne entirely by the employee.

- J. Dental Insurance. Effective January 1, 2004 through December 31, 2005, the City will continue to contribute the current maximum of up to seventy dollars (\$70) per month per full-time Unaffiliated Confidential employee toward the payment of premiums for dental insurance plans provided by the City for employees covered by this Resolution and their eligible dependents. Effective January 1, 2006, the City contribution amount will be increased to a maximum of up to eighty dollars (\$80) per month per employee. Effective January 1, 2007, the City contribution amount will be increased to a maximum of up to ninety dollars (\$90) per month per employee.

Any contribution necessary to maintain benefits under said dental plans in excess of the amount set forth above shall be borne entirely by the employee.

- K. Long Term Disability (LTD) Insurance. As previously provided, the City shall continue to pay one hundred percent (100%) of the premium cost for coverage for full-time Unaffiliated Confidential employees under the same long-term disability insurance plan it maintains for management officers and employees of the City.

- L. Medical Retirement Subsidy Plan. Effective Fiscal Year 2004-05, the City's annual contribution to the Medical Retirement Subsidy Plan for full-time Unaffiliated Confidential employees shall be increased by an additional one-half of one percent (0.5%) of the Unaffiliated Confidential employee salary base, under the same Medical Retirement Subsidy Plan it maintains for management officers and employees of the City. With this additional contribution amount, the City's maximum contribution toward the Medical Retirement Subsidy Plan for Unaffiliated Confidential employees shall equal one percent (1%) of their salary base.
- M. Vision Plan: As soon as practicable after the adoption of this Resolution, the City will implement a non-contributory Vision Plan through payroll deduction for full-time Unaffiliated Confidential employees wishing to participate in such an "employee-paid" Plan.
- N. Parking. Unaffiliated Confidential employees shall not be subject to any requirements for parking based on seniority.
- O. Other Compensation Plan Changes.
  - 1. General. Unless specified otherwise above, full-time Unaffiliated Confidential employees will be subject to the same compensation plan provisions, including, but not limited to, advancement and reduction in salary steps; bilingual pay; applicable assignment/incentive pay; overtime work; holidays; vacation, bereavement and other leaves of absence; longevity vacation cash-out; employee insurance, including medical, dental and life insurance; access to participate in City's Vision Plan; retirement; residency requirements; medical retirement subsidy plan; and work week schedule, as provided or as will be provided to full-time represented general service "miscellaneous" employees on or after July 1, 2004.
  - 2. Z-Rating. A "Z-rate" is a special salary rate established by the City Manager which allows an Unaffiliated Confidential employee who has voluntarily demoted, or has been reclassified for non disciplinary reasons, to be paid at a rate of pay higher than that assigned to his or her reclassified position title for a specified transition time period."

Section 4. That Section 13 of Resolution No. 82-110 Other Confidential Employee Rights and Privileges as amended, is hereby amended to read as follows:

"Section 13. Other Unaffiliated Confidential Employee Rights and Privileges. Each employee in a classification of employment designated in Section 3 of this Resolution as Unaffiliated Confidential (UC), shall continued to enjoy the same rights and privileges to which they were entitled as of June 30, 2004."

Section 5: That except as amended by this Resolution, all other provisions of Resolution No. 82-110, as amended, shall remain in full force and effect.

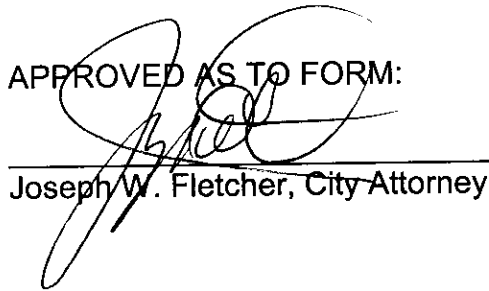
Section 6: That this Resolution shall be operative, unless specified otherwise above, from and after its date of adoption.

ADOPTED this 21<sup>st</sup> day of March, 2005.



Miguel A. Pulido  
Mayor

APPROVED AS TO FORM:



Joseph W. Fletcher, City Attorney

AYES: Councilmembers: Bist, Bustamante, Garcia, Pulido, Solorio (6)

NOES: Councilmembers: None (0)

ABSTAIN: Councilmembers: None (0)

NOT PRESENT: Councilmembers: Alvarez (1)

#### CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, PATRICIA E. HEALY, Clerk of the Council, do hereby attest to and certify the attached Resolution No. 2005-031 to be the original resolution adopted by the City Council of the City of Santa Ana on March 21, 2005.

Date: 3/29/05



Clerk of the Council  
City of Santa Ana