

RESOLUTION NO. 86-R- 129

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF PLACENTIA AMENDING RESOLUTION 83-R-125
ESTABLISHING A MERIT SALARY PROGRAM FOR
UNREPRESENTED MANAGEMENT JOB CLASSES

THE CITY COUNCIL OF THE CITY OF PLACENTIA does hereby resolve that Resolution 83-R-125, establishing a Merit Salary Program for Unrepresented Management Job Classes shall be amended to read in full as follows:

SECTION 1. Purpose

The purposes of the Merit Salary Program for the Unrepresented Management Job Classes are as follows:

- A. To establish a system under which compensation is based solely upon performance, attainment of goals, and accomplishing the mission of the work unit.
- B. To promote meritorious performance and commitment to objectives of the City Administrator and City Council.
- C. To promote the identification of the management function and an understanding of associated roles, loyalties, and responsibilities.
- D. To recognize the distinct character of management positions and incumbents, as opposed to grouping them with other employees for compensation purposes.
- E. To foster the City's ability to attract and retain outstanding management staff employees.

SECTION 2. Job Classes, Salary Ranges, and Effective Dates

The job classes comprising Unrepresented Management are listed in Appendix "A" attached.

The salary ranges for these job classes shall consist of a minimum, a maximum, and a "control point". The control point of the salary range is defined as an amount equivalent to the prevailing compensation for comparable job classes among Orange County cities, as determined by standard benchmark salary survey. The minimum of the range is defined as an amount 20.0% below the control point, and the maximum 10% above the control point. There are no traditional salary steps under these provisions; an employee may be paid at any point within the range.

These salary ranges will be based upon salary survey information, applying the above definitions, and reflecting logical relationships among the various job classes based upon duties and responsibility levels. The City Council will adjust the salary ranges by this process in October of each year. Adjustments in the salary ranges will not automatically change the specific salary of any individual employee.

SECTION 3. Determination of Specific Salary

The determination of the specific salary for an Unrepresented Management employee is vested in the City Administrator. Upon hire, the specific salary will be determined based upon qualifications. Thereafter, such determination is to be made on the basis of the pre-agreed mission of the employee's work unit, employee goals and objectives, and work performance in regular ongoing duties. A sample evaluation form for this purpose is attached; it may be amended by the City Administrator as necessary in order to improve upon the accuracy of the resultant evaluation.

The procedure to be used in determining the specific salary for Unrepresented Management employees is as follows:

- A. On a recurring fiscal year basis (July 1 through June 30), each employee will prepare a written statement outlining the mission or basic purpose of the work unit for which he/she is responsible, and a list of recurring, ongoing major duties and responsibilities. This statement and list will require the concurrence of the City Administrator. In addition, a written statement of goals and objectives for each fiscal year will be established between the City Administrator and the employee.

The statement of goals and objectives may include:

1. Dates when goals and objectives are to be achieved.
2. General description of methods and procedures to be used in reaching goals and objectives.
3. Objective criteria or measurement devices to be used in determining degree to which goals and objectives are reached.

4. Estimate of costs and statements of anticipated benefits.
 5. List of possible impediments to goal and objective achievements.
- B. In October of each year and at any other time deemed appropriate by the City Administrator, the employee's performance in fulfilling the mission of the work unit, performing on-going major duties, and achieving the established goals and objectives for the previous fiscal year will be evaluated by the City Administrator. The following criteria will be used in completing the evaluations:
1. Maintaining a high level of productivity and morale among supervised employees.
 2. Insuring that day-to-day administration of departmental affairs is such that deadlines are met and work quality is high.
 3. Accurately forecasting budgetary needs and operating within budget amounts.
 4. Promoting the courteous and timely addressing of public complaints or requests.
 5. Carrying out cost-benefit studies on service and performance and implementing or recommending programs to reduce costs.
 6. Achieving affirmative action goals.
 7. Promoting safety consciousness and reducing accidents involving both equipment and personnel.
 8. Relieving superiors of the necessity to address problems associated with the operation supervised.
 9. Participating in activities of the management team and working cooperatively with other management staff.
- C. The City Administrator will then determine the employee's specific salary adjustment based upon the evaluation. If the employee receives an overall rating of "Competent", his/her salary shall be adjusted by a percentage amount equivalent to the standard adjustment determined for his/her job class by benchmark salary survey. If the employee receives an overall

rating above "Competent", his/her salary shall be adjusted by a percentage amount either one or two percent above the standard adjustment for his/her job class. If the employee receives an overall rating below "Competent", his/her salary shall be adjusted by a percentage amount either one or two percent below the standard adjustment for his/her job class.

Employee's overall performance rating:

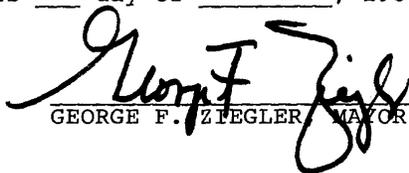
Below Expectations		Competent	Exceeds Expectations	
Std.-2%	Std.-1%	Std. % salary adj. for the job class	Std.+1%	Std.+2%

All such specific employee salary adjustments shall be limited by the minimum and maximum of the range established for the employee's job class.

New employees are normally placed at initial salaries below the control point. Recognizing this, the above structure shall apply to all Unrepresented Management Employees; with the exception that new employees in the first two years of service, being compensated at a salary below the control point, may receive salary adjustments in any amount up to the control point, at the discretion of the City Administrator, consistent with performance.

- D. Except where specifically provided to the contrary, Unrepresented Management Employees shall receive the same benefits as those provided to the General Employees unit.

PASSED AND ADOPTED THIS 15th day of APRIL, 1986.



 GEORGE F. ZIEGLER, MAYOR

ATTEST:



 EDMUND M. PONCE, CITY CLERK

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I, EDMUND M. PONCE, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Placentia held on the 15th day of APRIL, 1986, by the following vote:

AYES: COUNCILMEMBERS: BUCK, DOWNEY, TYNES, NEWTON, ZIEGLER

NOES: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: NONE

ABSTAIN: COUNCILMEMBERS: NONE


EDMUND M. PONCE, CITY CLERK

APPROVED AS TO FORM:


JOHN R. HARPER, CITY ATTORNEY

APPENDIX "A"

Unrepresented Management Job Classes

Accountant
Administrative Assistant
Assistant City Administrator
Assistant to the City Administrator
Assistant Civil Engineer
Assistant Planner
Associate Civil Engineer
Chief Building Official
Director of Development Services
Director of Finance
Director of Personnel
Director of Planning
Director of Public Works
Director of Recreation & Hum. Serv.
Director of Social Services
Maintenance Supervisor
Mechanical Equipment Supervisor
Recreation Supervisor
Recreation Superintendent
Senior Accountant
Police Chief

86-R-129

RESOLUTION NO. 88-R-157

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PLACENTIA AMENDING COMPENSATION
FOR UNREPRESENTED MANAGEMENT JOB CLASSES

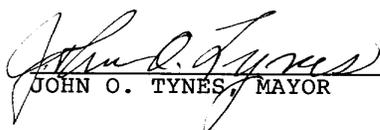
THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY
RESOLVE AS FOLLOWS:

1. Unrepresented Management job classes shall be as set forth in Appendix "A" (attached). These Unrepresented Management job classes shall be divided into two groups known as "Management Staff" and "Middle Management" as shown in Appendix "A".

2. The salary control points set forth in Appendix "A" for all unrepresented management job classes shall be adopted effective October 2, 1988, pursuant to the Merit Salary Program for Unrepresented Management Employees, 86-R-129.

3. The monthly allowance granted to each management staff employee to customize his or her benefit program, as originally established in Resolution 73-R-117, shall be increased to \$100. The monthly allowance granted to each Middle Management employee to customize his or her benefit program, as originally established in Resolution 76-R-174 shall be increased to \$50.

PASSED AND ADOPTED this 20th day of September, 1988.


JOHN O. TYNES, MAYOR

ATTEST:


EDMUND M. PONCE, CITY CLERK

I, EDMUND M. PONCE, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was introduced and adopted at a regular meeting of the City Council

of the City of Placentia held on the 20th day of September, 1988,
by the following vote:

AYES: COUNCILMEMBERS: ECKENRODE, NEWTON, ZIEGLER, DOWNEY, TYNES

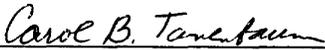
NOES: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: NONE

ABSTAIN: COUNCILMEMBERS: NONE


EDMUND M. PONCE, CITY CLERK

APPROVED AS TO FORM:


CAROL TANENBAUM, CITY ATTORNEY