

## RESOLUTION NO. 22-28

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO SPECIFYING CERTAIN EMPLOYEE BENEFITS AND EMPLOYMENT CONDITIONS FOR UNREPRESENTED NON-MANAGEMENT EMPLOYEES

#### RECITALS

**WHEREAS**, the City of Montebello values the work of all its employees and seeks to maintain fair and mutually beneficial terms and conditions of employment for the good of the City and the employees, and

**WHEREAS**, representatives of the City aim to memorialize a Resolution to align unrepresented non-management employee's benefits and employment conditions with the Montebello City Employees' Association (MCEA) tentatively agreed upon Memorandum of Understanding (MOU). As a result of such good faith negotiations, the City and the MCEA have tentatively agreed upon the MOU attached here (ATTACHMENT F).

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:**

**SECTION 1:** The MOU between the City of Montebello and the MCEA dated January 1, 2022 through June 30, 2025 and attached is pending approval (ATTACHMENT F).

**SECTION 2:** To approve a Resolution to memorialize and align the benefits and conditions of employment for unrepresented non-management employees with the MCEA employee group.

**SECTION 3:** To establish a compensation plan for non-management classification titles in the City's service and to implement the salary range for the following:

#### **COMPENSATION**

##### **SALARY RANGE INCREASES**

##### **1. PLACEMENT ON NEW SALARY MATRIX**

Positions covered under this Resolution shall be placed on the new salary range (number) as follows, effective on the dates noted below.

Members covered under this Resolution will be placed at the appropriate Step, within the new salary range, as noted in the tables below, that is closest to their current rate of pay at the time of City Council approval of this Resolution, without being less than their current rate of pay.

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**Effective January 01, 2022:**

<b>Position Title</b>	<b>New Range Number</b>	<b>New Annual Salary Range</b>
Field Response Case Coordinator	10	\$41,561 – \$51,905
Senior Administrative Assistant	12	\$43,666 – \$54,533
Payroll Specialist	19	\$51,905 - \$64,823
Records Coordinator	22	\$55,896 – \$69,807
Payroll Coordinator	23	\$57,294 – \$71,552
Deputy City Clerk	24	\$58,726 – \$73,341
Human Resources Technician	27	\$63,242 – \$78,980
Social Work Supervisor	36	\$78,980 – \$98,636

**Effective the first full pay period of July 2022:**

<b>Position Title</b>	<b>New Range Number</b>	<b>New Annual Salary Range</b>
Field Response Case Coordinator	11	\$42,601 - \$53,203
Senior Administrative Assistant	13	\$44,758 - \$55,896
Payroll Specialist	21	\$54,533 - \$68,104
Records Coordinator	22	\$55,896 - \$69,807
Payroll Coordinator	24	\$58,726 - \$73,341
Deputy City Clerk	24	\$58,726 - \$73,341
Human Resources Technician	27	\$63,242 - \$78,980
Social Work Supervisor	38	\$82,979 - \$103,629

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**Effective the first full pay period of July 2023:**

<b>Position Title</b>	<b>New Range Number</b>	<b>New Annual Salary Range</b>
Field Response Case Coordinator	11	\$42,601 - \$53,203
Senior Administrative Assistant	14	\$45,877 - \$57,294
Payroll Specialist	23	\$57,294 - \$71,552
Records Coordinator	22	\$55,896 - \$69,807
Payroll Coordinator	24	\$58,726 - \$73,341
Deputy City Clerk	24	\$58,726 - \$73,341
Human Resources Technician	27	\$63,242 - \$78,980
Social Work Supervisor	40	\$87,179 - \$108,875

- No employee will have their rate of pay decreased upon implementation of the new salary ranges.
  
- Annual performance increases will remain on schedule for unit members who meet department expectations on their performance evaluation.
  - Management reserves the right to increase an employee’s salary by one (1) or two (2) steps based on their performance evaluation. Any increase beyond two (2) steps must be authorized by the City Manager, within the adopted salary range.

**2. COST OF LIVING ADJUSTMENT (COLA)**

Effective the first full pay period of July 2024, unit employees in all classifications shall receive a two percent (2.0%) salary adjustment.

**Effective the first full pay period of July 2024:**

<b>Position Title</b>	<b>New Range Number</b>	<b>New Annual Salary Range</b>
Field Response Case Coordinator	11	\$43,453 - \$54,267
Senior Administrative Assistant	14	\$46,794 - \$58,440

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Payroll Specialist	23	\$58,440 - \$72,983
Records Coordinator	22	\$57,014 - \$71,203
Payroll Coordinator	24	\$59,901 - \$74,808
Deputy City Clerk	24	\$59,901 - \$74,808
Human Resources Technician	27	\$64,507 - \$80,560
Social Work Supervisor	40	\$88,923 - \$111,053

**SECTION 4:** That the City Clerk shall certify to the passage and adoption of this Resolution and that the same shall be in full force and effect.

**APPROVED AND ADOPTED** this 27<sup>th</sup> day of April 2022.

  
 Kimberly A. Cobos-Cawthorne, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
 Christopher Jimenez, City Clerk

  
 Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA )  
 COUNTY OF LOS ANGELES )  
 CITY OF MONTEBELLO )

SS:



I, Christopher Jimenez, City Clerk of the City of Montebello, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 22-28 was passed and adopted by the City Council of the City of Montebello, signed by the Mayor and attested

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by the City Clerk at a regular meeting of said Council held on the 27<sup>th</sup> day of April 2022 and that said Resolution was adopted by the following vote, to-wit:

**AYES:** Jimenez, Melendez, Peralta, Cobos-Cawthorne  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Torres

The undersigned, City Clerk of the City of Montebello, does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: 4/27/2022

  
\_\_\_\_\_  
Christopher Jimenez, City Clerk

