

**ITEM 8 ATTACHMENT
RESOLUTION NO. 2021-1711**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, RESCINDING RESOLUTION 2020-1658 AND APPROVING POSITION TITLES AND A SALARY SCHEDULE FOR HOURLY EMPLOYEES.

This resolution is adopted in order to set forth compensation procedures for hourly employees and shall be effective as of December 25, 2020.

SECTION 1. DEFINITION

Hourly Employees. An hourly employee is hired on a seasonal, temporary, or as needed basis and is limited to working less than 1,000 hours in a fiscal year (July 1 to June 30). Hourly employees do not have a probationary period, an anniversary date, or regularly scheduled performance evaluations or merit reviews. They are not eligible for retirement, health or leave benefits, except as otherwise required by law. The following salary ranges and allocated positions in the budget are hereby established.

HOURLY EMPLOYEE SALARY RANGES

Public Safety & Emergency Preparedness Director	H6	1
Fitness Instructor III	H3	8
Assistant Landscape Manager	H2	1
Public Information Officer	H2	1
Fitness Instructor II	H2	35
Building Inspector	H2	1
Assistant Transportation Planner	H2	2
Librarian	H2	5 7
Recreation Coordinator	H2	5
Building Assistant	H2	2
Media Production Specialist	H2	3
Events Specialist	H2	8
Executive Assistant	H2	2
Fitness Instructor I	H2	10
Swim Coach	H2	5
Facility Maintenance Technician	H2	8
Recreation Specialist	H2	6
Library Assistant	H1	2
Planning Aide	H1	1
Assistant Aquatics Coordinator	H1	15
Maintenance Assistant	H1	12

Library Clerk II	H1	3
Recreation Leader II	H1	8
Fleet Maintenance Assistant	H1	1
Engineering Assistant	H1	2
Production Assistant	H1	2
Child Watch	H1	5
Head Lifeguard	H1	25
Water Safety Instructor	H1	35
Fitness Staff	H1	10
Library Clerk I	H1	6
Lifeguard	H1	45
Intern	H1	6
Recreation Leader I	H1	25

Salary Ranges

H1	\$14.00 - \$20.00
H2	\$20.00 - \$40.00
H3	\$40.00 - \$55.00
H4	\$55.00 - \$65.00
H5	\$65.00 - \$75.00
H6	\$75.00 - \$85.00
H7	\$85.00 - \$95.00
H8	\$95.00 - \$125.00
H9	\$125.00 - \$160.00

SECTION 2. ESTABLISHMENT OF COMPENSATION PROCEDURE

- A. The City Manager shall recommend to the City Council the prescribed salary ranges for all classifications.
- B. Employees may be considered eligible for an increase in salary on the recommendation of the department head and with the approval of the City Manager.

Resolution No. 2020-1568, and any conflicting provisions previously adopted, are hereby rescinded.

The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 13th day of January 2021.

James Bozajian, Mayor

ATTEST:

APPROVED AS TO FORM:

Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk

Scott H. Howard
Colantuono, Highsmith & Whatley, PC
City Attorney