

**ITEM 2 ATTACHMENT
RESOLUTION NO. 2023-1866**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, RESCINDING RESOLUTION 2023-1832 AND APPROVING POSITION TITLES AND AN HOURLY WAGE RANGE SCHEDULE FOR HOURLY EMPLOYEES.

This resolution is adopted in order to set forth compensation procedures for hourly employees and shall be effective as of September 14, 2023.

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 hourly employee wage ranges and allocated positions in the budget are hereby established.

HOURLY EMPLOYEE WAGE RANGES

POSITION TITLE	RANGE	NOT TO EXCEED NUMBER of POSITIONS
Public Safety & Emergency Preparedness Manager	H5	1
Fitness Instructor III	H3	8
Assistant Landscape Manager	H2	1
Assistant Transportation Planner	H2	2
Building Assistant	H2	2
Building Inspector	H2	1
Executive Assistant	H2	2
Fitness Instructor II	H2	35
Librarian	H2	7
Media Production Specialist	H2	3
Public Information Officer	H2	1
Recreation Coordinator	H2	5
Senior Media Specialist	H2	1
Assistant Aquatics Coordinator	H1	15
Child Watch	H1	5
Engineering Assistant	H1	2

Events Specialist	H1	8
Fitness Instructor I	H1	10
Fitness Staff	H1	10
Fleet Maintenance Assistant	H1	1
Head Lifeguard	H1	25
Intern	H1	6
Library Assistant	H1	2
Library Clerk I	H1	6
Library Clerk II	H1	3
Lifeguard	H1	45
Maintenance Assistant	H1	12
Maintenance Technician I	H1	2
Office Assistant	H1	1
Planning Aide	H1	1
Production Assistant	H1	2
Recreation Attendant	H1	20
Recreation Leader	H1	25
Recreation Leader II	H1	8
Recreation Specialist	H1	6
Swim Coach	H1	5
Water Safety Instructor	H1	35

HOURLY WAGE RANGE SCHEDULE

RANGE	HOURLY RATE
H1	\$15.50 - \$35.00
H2	\$30.00 - \$55.00
H3	\$50.00 - \$75.00
H4	\$70.00 - \$95.00
H5	\$90.00 - \$115.00
H6	\$110.00 - \$135.00
H7	\$130.00 - \$155.00

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. 2023-1832, 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 September 2023.

David J. Shapiro, Mayor

ATTEST:

APPROVED AS TO FORM:

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

Matthew T. Summers
Colantuono, Highsmith & Whatley, PC
City Attorney