

RESOLUTION NO. 2023-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SANTA ANA TO EFFECT CERTAIN CHANGES TO THE CITY'S  
CLASSIFICATION AND COMPENSATION PLAN

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

Section 1. The City Council of the City of Santa Ana hereby finds, determines, and declares as follows:

- A. Section 1004 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. It is the City's practice to assign job titles that reflect the duties and responsibilities of the classification and are consistent with other classifications within the City's organizational structure, as well as comparable job titles in the labor market, while maintaining internal pay equity relationships and attracting and retaining qualified candidates.
- C. The City Council regularly amends the City's classification and compensation plan for all full-time and part-time classifications of officers and employees of the City of Santa Ana.
- D. On June 1, 2021, the City Council adopted Resolution 2021-026 establishing and delineating the compensation and benefit plan for classifications designated as Unrepresented Confidential Employees (UCE) affording these classifications the same provisions and/or changes in salaries, compensation, and other benefits, unless specified otherwise, as provided to classifications represented by the Confidential Association of Santa Ana (CASA).
- E. The City has reached an agreement with CASA for a new memorandum of understanding (MOU) which includes a three percent (3%) salary increase retroactively effective July 2, 2023, a three percent (3%) salary increase effective the first full pay period after City Council approval of the MOU, and a three percent (3%) salary increase effective the first full pay period after July 1, 2024.
- F. It is now desired to amend the City's classification and compensation plan.

Section 2. The Santa Ana City Council amends the City's classification and compensation plan as follows:

A. Changing the compensation of the following classifications to the pay rates listed retroactively effective July 2, 2023:

UNIT	JOB TITLE	BASIS	STEP	RATE
Unrepresented UCE	Employee Relations Analyst (UCE)	Monthly	AA	\$6,571
			A	\$6,903
			B	\$7,245
			C	\$7,608
			D	\$7,987
			E	\$8,386
Unrepresented UCE	Executive Secretary – Human Resources (UCE)	Monthly	AA	\$5,323
			A	\$5,588
			B	\$5,874
			C	\$6,169
			D	\$6,475
			E	\$6,800
Unrepresented UCE	Human Resources Business Systems Analyst (UCE)	Monthly	AA	\$8,186
			A	\$8,596
			B	\$9,024
			C	\$9,476
			D	\$9,949
			E	\$10,445

B. Changing the compensation of the following classifications to the pay rates listed effective July 30, 2023:

UNIT	JOB TITLE	BASIS	STEP	RATE
Unrepresented UCE	Employee Relations Analyst (UCE)	Monthly	AA	\$6,768
			A	\$7,110
			B	\$7,462
			C	\$7,836
			D	\$8,227
			E	\$8,638
Unrepresented UCE	Executive Secretary – Human Resources (UCE)	Monthly	AA	\$5,483
			A	\$5,756
			B	\$6,050
			C	\$6,354
			D	\$6,669
			E	\$7,004
Unrepresented UCE	Human Resources Business Systems Analyst (UCE)	Monthly	AA	\$8,432
			A	\$8,854
			B	\$9,295
			C	\$9,760
			D	\$10,247
			E	\$10,758

C. Changing the compensation of the following classifications to the pay rates listed effective July 14, 2024:

UNIT	JOB TITLE	BASIS	STEP	RATE
Unrepresented UCE	Employee Relations Analyst (UCE)	Monthly	AA	\$6,971
			A	\$7,323
			B	\$7,686
			C	\$8,071
			D	\$8,474
			E	\$8,897
Unrepresented UCE	Executive Secretary – Human Resources (UCE)	Monthly	AA	\$5,647
			A	\$5,929
			B	\$6,232
			C	\$6,545
			D	\$6,869
			E	\$7,214
Unrepresented UCE	Human Resources Business Systems Analyst (UCE)	Monthly	AA	\$8,685
			A	\$9,120
			B	\$9,574
			C	\$10,053
			D	\$10,554
			E	\$11,081

Section 3. This resolution is to be operative from and after the date in which it is adopted.

ADOPTED this 18th day of July 2023.

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Valerie Amezcua  
Mayor

APPROVED AS TO FORM:  
Sonia R. Carvalho  
City Attorney

By: Laura A. Rossini  
Laura A. Rossini  
Chief Assistant City Attorney – Employee Relations

AYES: Councilmembers \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

NOT PRESENT: Councilmembers \_\_\_\_\_

#### CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Jennifer Hall, City Clerk, do hereby attest to and certify the attached Resolution No. 2023-\_\_\_\_ to be the original resolution adopted by the City Council of the City of Santa Ana on July 18, 2023.

Date: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Hall  
City Clerk  
City of Santa Ana