

RESOLUTION NO. 25-0086

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
APPROVING A COMPENSATION PLAN FOR FULL-TIME
UNREPRESENTED EMPLOYEES OF THE CITY OF MANHATTAN
BEACH

WHEREAS, the City Council periodically approves or amends a compensation plan for Unrepresented Full-Time Employees ("compensation plan") to establish the salary and benefits provisions for the full-time unrepresented employees of the City of Manhattan Beach; and

WHEREAS, the City Council approved a Deputy City Manager as part of the fiscal year 2025-2026 budget at its June 4, 2025 Council Meeting and formally established the classification and salary range at its September 16, 2025 Council Meeting; and

WHEREAS, the attached compensation plan is intended to be inclusive of all terms, conditions, and compensation for unrepresented employees, except for policies that apply to all City employees, and therefore apply to unrepresented employees.

THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the attached Compensation Plan for Full-Time Unrepresented Employees of the City of Manhattan Beach, effective July 1, 2025 through June 30, 2028.

SECTION 2. The provisions of Manhattan Beach Municipal Code Chapter 2.08 (Civil Service System) shall not apply to the Deputy City Manager classification and Attachment C to the Personnel Rules will be updated to reflect this change.

SECTION 3. The Human Resources Director or her designee shall administer the terms of the compensation plan on behalf of the City.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED on October 7, 2025.

AYES:

NOES:

ABSENT:

ABSTAIN:

DAVID LESSER
Mayor

ATTEST:

LIZA TAMURA
City Clerk

City of Manhattan Beach
Personnel Rules
ATTACHMENT C

Classified Service

Chapter 2.08 of the City of Manhattan Beach Municipal Code (MBMC), titled "Civil Service System" governs the civil service system for the City of Manhattan Beach.

Section 2.08.030 of the MBMC states "The provisions of the chapter apply to "the departments, appointive officers and employees of the City, which are designated to be in the classified service and therefore placed under the civil service system of the City. Attachment C of the Personnel Rules defines the classifications that are covered by civil service. The City Council shall designate other full-time positions at-will and amend Attachment C of the Personnel Rules as appropriate. The provisions of this section shall not apply to temporary, provisional, hourly or persons employed on a daily basis."

The classified service includes all full-time employees of the City of Manhattan Beach in positions that are not designated as at-will and exempt from the classified service. The following positions are considered at-will and exempt from the classified service:

- A. The City Manager
- B. All Executive Management employees, current and future, including but not limited to:
 - City Clerk
 - Community Development Director
 - Deputy City Manager
 - Finance Director
 - Fire Chief
 - Human Resources Director
 - Information Technology Director
 - Parks and Recreation Director
 - Police Chief
 - Public Works Director
- C. All current and future employees of the Human Resources Department, including but not limited to the following classifications:
 - Human Resources Analyst
 - Human Resources Assistant
 - Human Resources Executive Assistant
 - Human Resources Technician
 - Human Resources Manager
 - Risk Manager
 - Senior Human Resources Analyst
- D. All current and future employees of the Management Services Department, including but not limited to the following classifications:
 - Assistant City Clerk
 - Assistant to the City Manager
 - Communications and Civic Engagement Manager

- Deputy City Clerk
 - Digital Communications and Graphics Coordinator
 - Executive Assistant to the City Manager/City Council
 - Marketing and Communications Coordinator
 - Policy and Management Analyst
- E. All current and future Finance Department employees designated as confidential and unrepresented, including but not limited to the following classifications:
- Financial Controller
 - Financial Services Manager
- F. All current and future employees designated as exempt from the Classified Service System by way of negotiated agreements between the City and the authorized representatives of the recognized employee organization(s).

Effective January 1, 2018, all new employees appointed to classified positions covered under the Manhattan Beach Mid-Management Employees' Association (MBMEA) Memorandum of Understanding (MOU) are appointed at-will. Existing employees in classified positions covered under the MBMEA MOU as of January 1, 2018 were provided two opportunities to elect to convert from classified to at-will status or remain in classified status: February 8, 2018 through March 8, 2018 and March 3, 2020 through April 3, 2020.

Effective March 21, 2018, all new employees appointed to full-time unrepresented classified positions will be appointed at-will. Existing employees in unrepresented classified positions as of March 20, 2018 were provided two opportunities to elect to convert from classified to at-will status or remain in classified status: March 20, 2018 through April 19, 2018 and April 21, 2020 through April 30, 2020.

(§ 2, Ord. 1419, eff. July 3, 1975, as amended by §1, Ord. 1597, eff. March 5, 1981, § 4, Ord. 1955, eff. October 3, 1996, § 1, Ord. 2008, eff. November 18, 1999, and § 1, Ord. 2010, eff. February 17, 2000, June 5, 2007 Reso. #6097, June 3, 2008 Reso. #6148, October 7, 2014 Reso. #14-0066, August 2, 2016 Reso #16-0050, March 20, 2018 Reso #18-0032; Reso #22-0026 eff. March 15, 2022, Reso #25-0086 eff. October 7, 2025)