

RESOLUTION NO. 22-0013

A RESOLUTION OF THE MANHATTAN BEACH CITY
COUNCIL APPROVING A COMPREHENSIVE CITYWIDE
SALARY SCHEDULE

RECITALS

- A. The Manhattan Beach City Council authorized salary adjustments through the collective bargaining process and approval of unrepresented compensation plans.
- B. The City Council desires to adopt a comprehensive Citywide salary schedule reflective of salary ranges for all City positions.

**NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY
RESOLVES:**

SECTION 1. The recitals are hereby incorporated by this reference.

SECTION 2. The City Council hereby approves the attached comprehensive citywide salary schedule and the following amendments to the City's classification plan.

SECTION 3. The City Council ratifies the re-titling of the following classifications:

- Executive Secretary to Executive Assistant, effective November 19, 2020
- Administrative Clerk I/II and Facilities Reservation Clerk to Office Assistant, effective October 28, 2021
- Lead Police Records Technician and Police Records Technician – remove “/Matron” from the title, effective September 9, 2021
- IT Analyst to Applications Analyst, effective July 7, 2021
- Secretary to Administrative Assistant, effective June 2, 2021

The City Council ratifies the creation of the following classification, effective February 15, 2022:

- Administrative Analyst

SECTION 4.: The City Council ratifies the deletion of the following classifications and effective dates:

- Data Entry Operator, effective February 15, 2022
- Principal Building Inspector, effective February 15, 2022
- Graphic Artist, effective February 15, 2022

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED May 17, 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

HILDY STERN

Mayor

ATTEST:

LIZA TAMURA

City Clerk



CITY OF MANHATTAN BEACH - SALARY SCHEDULE

The Citywide salary schedule identifies the steps or ranges associated with each job classification within the City of Manhattan Beach, including all employees, the City Manager and elected officials¹.
<https://www.citymb.info/departments/human-resources/mous>

Employee Groups

MOU Effective Date

Manhattan Beach Firefighters' Association	MBFA	02/04/2020 - 06/30/2020
Manhattan Beach Fire Management Association	MBFMA	11/07/2020 - 12/31/2021
Manhattan Beach Police Association	MBPOA	01/01/2022 - 06/30/2025
Manhattan Beach Police Management Association	MBPMA	01/01/2022 - 06/30/2025
Manhattan Beach Mid-Management Employees Association	MBMEA	01/01/2022 - 06/30/2025
California Teamsters Local 911	Teamsters	01/01/2022 - 06/30/2025
Manhattan Beach Part-time Employees Association	MBPTEA	01/01/2022 - 06/30/2025
Unrepresented (Executive, Management & Confidential)	UN/MC	01/01/2022 - 06/30/2025
Unrepresented - Part-Time Employees	Unrepresented	01/01/2022 - 06/30/2025

Salary Schedule Revision Dates:

02/08/17
06/14/17
01/01/18
05/01/18
01/22/19
03/19/19 (*City Council Approval Date*)
01/07/20 (*City Council Approval Date*)
03/17/20 (*City Council Approval Date*)
01/05/21 (*City Council Approval Date*)
10/19/21 (*City Council Approval Date*)
05/17/22 (*City Council Approval Date*)

¹ This salary schedule satisfies the requirements set forth in the California Code of Regulations (CCR) Section 570.5 and Government Code (GC) Section 20636.

CITY OF MANHATTAN BEACH - SALARY SCHEDULE

ELECTED POSITIONS (Monthly)

Class Title	Effective	Salary
City Treasurer	3/17/2009	500
Council Member	3/17/2009	500

FULL-TIME CLASSIFICATIONS (Monthly)

Class Title	Unit	Effective	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Account Services Representative I <i>(Flex Class)</i>	Teamsters	1/1/2022	4,411	4,631	4,865	5,109	5,364	5,632						
Account Services Representative II <i>(Flex Class)</i>	Teamsters	1/1/2022	4,853	5,096	5,350	5,617	5,898	6,193						
Accountant	MBMEA	1/1/2022	6,597	6,762	6,931	7,104	7,281	7,463	7,650	7,841	8,037	8,238	8,444	8,655
Accounting Supervisor	MBMEA	1/1/2022	7,775	7,969	8,169	8,373	8,582	8,797	9,017	9,242	9,473	9,710	9,953	10,202
Administrative Analyst	Teamsters	2/15/2022	5,682	5,966	6,264	6,577	6,906	7,251						
Administrative Assistant	Teamsters	1/1/2022	4,705	4,940	5,187	5,446	5,721	6,006						
Applications Analyst	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Assistant City Clerk	UN/MC*	1/1/2022	8,825											11,578
Assistant Engineer	Teamsters	1/1/2022	7,044	7,394	7,765	8,155	8,563	8,990						
Assistant Planner	Teamsters	1/1/2022	6,309	6,626	6,957	7,305	7,669	8,052						
Assistant to the City Manager	UN/MC*	1/1/2022	8,825											11,578
Associate Engineer	Teamsters	1/1/2022	8,152	8,561	8,988	9,437	9,910	10,406						
Associate Planner	Teamsters	1/1/2022	7,306	7,670	8,053	8,456	8,879	9,324						
Battalion Chief	MBFMA*	1/4/2020	11,681											15,196
Building Inspector	Teamsters	1/1/2022	6,115	6,419	6,742	7,077	7,432	7,803						
Building Official	MBMEA	1/1/2022	10,785	11,055	11,331	11,614	11,905	12,202	12,507	12,820	13,141	13,469	13,806	14,151
Building Repair Craftsperson	Teamsters	1/1/2022	5,249	5,514	5,787	6,076	6,380	6,699						
Building Services Analyst	MBMEA	1/1/2022	6,597	6,762	6,931	7,104	7,281	7,463	7,650	7,841	8,037	8,238	8,444	8,655
City Clerk	UN/MC*	1/1/2022	13,989											18,231
City Engineer	MBMEA	1/1/2022	13,140	13,468	13,805	14,150	14,503	14,866	15,238	15,619	16,009	16,410	16,820	17,240
City Manager*	Unrepresent	11/7/2020	-											23,346
Code Enforcement Officer I <i>(Flex Class)</i>	Teamsters	1/1/2022	5,463	5,736	6,022	6,323	6,639	6,971						
Code Enforcement Officer II <i>(Flex Class)</i>	Teamsters	1/1/2022	6,078	6,384	6,702	7,037	7,387	7,757						
Code Enforcement Supervisor	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Communications & Civic Engagement Manager	UN/MC*	1/1/2022	10,785											14,152
Community Development Director	UN/MC*	1/1/2022	13,989											18,231
Community Services Officer	Teamsters	1/1/2022	4,693	4,926	5,173	5,431	5,703	5,988						
Crime Analyst	MBMEA	1/1/2022	6,597	6,762	6,931	7,104	7,281	7,463	7,650	7,841	8,037	8,238	8,444	8,655
Cultural Arts Manager	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Deputy City Clerk	UN/MC*	1/1/2022	5,498											7,251
Digital Communications & Graphics Coordinator	UN/MC*	1/1/2022	6,597											8,655

*Salary based on contract

*Salary Range Exists (minimum - maximum)

CITY OF MANHATTAN BEACH - SALARY SCHEDULE

FULL-TIME CLASSIFICATIONS (Monthly)														
Class Title	Unit	Effective	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Electrician	Teamsters	1/1/2022	5,711	5,998	6,296	6,612	6,942	7,290						
Engineering Technician I <i>(Flex Class)</i>	Teamsters	1/1/2022	5,379	5,650	5,931	6,227	6,537	6,866						
Engineering Technician II <i>(Flex Class)</i>	Teamsters	1/1/2022	5,932	6,228	6,541	6,867	7,209	7,568						
Environmental Sustainability Manager	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Equipment Maintenance Supervisor	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Equipment Mechanic I <i>(Flex Class)</i>	Teamsters	1/1/2022	4,527	4,756	4,991	5,242	5,502	5,778						
Equipment Mechanic II <i>(Flex Class)</i>	Teamsters	1/1/2022	5,649	5,930	6,225	6,536	6,864	7,207						
Executive Assistant	Teamsters	1/1/2022	5,320	5,587	5,865	6,159	6,467	6,791						
Executive Assistant to the City Manager/City Council	UN/MC*	1/1/2022	6,079											7,976
Facilities Supervisor	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Finance Director	UN/MC*	1/1/2022	13,989											18,231
Financial Controller	UN/MC*	1/1/2022	10,785											14,152
Financial Services Manager	UN/MC*	1/1/2022	9,708											12,736
Fire Captain	MBFA	1/6/2018	10,186	10,695	11,230									
Fire Captain/Paramedic	MBFA	1/6/2018	12,039	12,641	13,272									
Fire Chief	UN/MC*	1/1/2022	18,264											23,659
Fire Engineer	MBFA	1/6/2018	8,754	9,191	9,651									
Fire Engineer/Paramedic	MBFA	1/6/2018	10,343	10,859	11,402									
Fire Inspector	Teamsters	1/1/2022	6,119	6,425	6,747	7,084	7,439	7,810						
Firefighter	MBFA	1/6/2018	6,762	7,099	7,453	7,826	8,219							
Firefighter/Paramedic	MBFA	1/6/2018	7,985	8,385	8,805	9,244	9,707							
General Services Coordinator	Teamsters	1/1/2022	5,656	5,938	6,236	6,549	6,876	7,220						
Geographic Information Systems Analyst	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Geographic Information Systems Technician	Teamsters	1/1/2022	5,932	6,228	6,541	6,867	7,209	7,568						
Human Resources Analyst	UN/MC*	1/1/2022	6,597											8,655
Human Resources Assistant	UN/MC*	1/1/2022	4,663											5,954
Human Resources Director	UN/MC*	1/1/2022	13,989											18,231
Human Resources Executive Assistant	UN/MC*	1/1/2022	5,498											7,251
Human Resources Manager	UN/MC*	1/1/2022	10,785											14,152
Human Resources Technician	UN/MC*	1/1/2022	5,498											7,251
Information Technology Director	UN/MC*	1/1/2022	13,989											18,231
Information Systems Manager	MBMEA	1/1/2022	10,785	11,055	11,331	11,614	11,905	12,202	12,507	12,820	13,141	13,469	13,806	14,151
Information Systems Specialist	Teamsters	1/1/2022	6,705	7,041	7,391	7,761	8,150	8,559						
Lead Police Records Technician	Teamsters	1/1/2022	4,938	5,185	5,445	5,717	6,003	6,303						
Lead Water System Operator	Teamsters	1/1/2022	6,046	6,352	6,667	7,000	7,351	7,721						

*Salary Range Exists (minimum - maximum)

CITY OF MANHATTAN BEACH - SALARY SCHEDULE

FULL-TIME CLASSIFICATIONS (Monthly)														
Class Title	Unit	Effective	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Maintenance Manager	MBMEA	1/1/2022	10,785	11,055	11,331	11,614	11,905	12,202	12,507	12,820	13,141	13,469	13,806	14,151
Maintenance Supervisor	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Maintenance Worker I <i>(Flex Class)</i>	Teamsters	1/1/2022	4,324	4,542	4,768	5,006	5,257	5,522						
Maintenance Worker II <i>(Flex Class)</i>	Teamsters	1/1/2022	4,651	4,883	5,126	5,382	5,653	5,934						
Maintenance Worker III	Teamsters	1/1/2022	5,247	5,511	5,784	6,074	6,375	6,696						
Management Analyst	MBMEA	1/1/2022	6,597	6,762	6,931	7,104	7,281	7,463	7,650	7,841	8,037	8,238	8,444	8,655
Marketing & Communications Coordinator	UN/MC*	1/1/2022	6,597											8,655
Meter Repair Worker	Teamsters	1/1/2022	4,764	5,001	5,251	5,516	5,789	6,078						
Network Administrator	Teamsters	1/1/2022	7,714	8,099	8,505	8,930	9,376	9,844						
Office Assistant	Teamsters	1/1/2022	3,838	4,029	4,232	4,442	4,665	4,898						
Park Services Enforcement Officer	Teamsters	1/1/2022	6,078	6,384	6,702	7,037	7,387	7,757						
Parks and Recreation Director	UN/MC*	1/1/2022	13,989											18,231
Permits Technician	Teamsters	1/1/2022	5,169	5,427	5,699	5,983	6,283	6,596						
Plan Check Engineer	Teamsters	1/1/2022	7,773	8,161	8,570	8,998	9,448	9,920						
Planning Manager	MBMEA	1/1/2022	10,785	11,055	11,331	11,614	11,905	12,202	12,507	12,820	13,141	13,469	13,806	14,151
Police Academy Trainee	Teamsters	1/1/2022						6,529						
Police Captain	MBPMA	1/1/2022	15,116	15,504	15,901	16,309	16,727							
Police Chief	UN/MC*	1/1/2022	18,264											23,659
Police Lieutenant	MBPMA	1/1/2022	13,807	14,152	14,507	14,868	15,240							
Police Officer	MBPOA	1/1/2022	7,842	8,236	8,647	9,079	9,533							
Police Records Manager	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Police Records Specialist	Teamsters	1/1/2022	4,703	4,938	5,185	5,443	5,717	6,003						
Police Records Technician	Teamsters	1/1/2022	4,703	4,938	5,185	5,443	5,717	6,003						
Police Sergeant	MBPOA	1/1/2022	11,415	11,985	12,586									
Police Services Officer	Teamsters	1/1/2022	5,117	5,372	5,641	5,924	6,219	6,529						
Policy & Management Analyst	UN/MC*	1/1/2022	7,775											10,202
Principal Civil Engineer	MBMEA	1/1/2022	10,785	11,055	11,331	11,614	11,905	12,202	12,507	12,820	13,141	13,469	13,806	14,151
Property & Evidence Officer	Teamsters	1/1/2022	4,703	4,938	5,185	5,443	5,717	6,003						
Public Works Director	UN/MC*	1/1/2022	13,989											18,231
Public Works Inspector	Teamsters	1/1/2022	5,940	6,237	6,551	6,878	7,222	7,582						
Purchasing Assistant	Teamsters	1/1/2022	4,705	4,940	5,187	5,446	5,721	6,006						
Purchasing Manager	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Purchasing Supervisor	MBMEA	1/1/2022	7,586	7,775	7,969	8,169	8,373	8,582	8,797	9,017	9,242	9,473	9,710	9,953
Receptionist Clerk	Teamsters	1/1/2022	3,941	4,136	4,344	4,559	4,786	5,027						
Recreation Coordinator	Teamsters	1/1/2022	4,636	4,870	5,113	5,369	5,638	5,920						
Recreation Manager	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Recreation Program Supervisor	MBMEA	1/1/2022	6,597	6,762	6,931	7,104	7,281	7,463	7,650	7,841	8,037	8,238	8,444	8,655
Recreation Supervisor	Teamsters	1/1/2022	5,797	6,086	6,393	6,710	7,047	7,397						

*Salary Range Exists (minimum - maximum)

CITY OF MANHATTAN BEACH - SALARY SCHEDULE

FULL-TIME CLASSIFICATIONS (Monthly)														
Class Title	Unit	Effective	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Revenue Services Manager	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Revenue Services Specialist	Teamsters	1/1/2022	5,388	5,658	5,941	6,238	6,552	6,879						
Revenue Services Supervisor	MBMEA	1/1/2022	7,586	7,775	7,969	8,169	8,373	8,582	8,797	9,017	9,242	9,473	9,710	9,953
Risk Manager	UN/MC*	1/1/2022	10,785											14,152
Senior Accountant	MBMEA	1/1/2022	6,927	7,100	7,277	7,458	7,645	7,836	8,032	8,233	8,439	8,650	8,866	9,088
Senior Building Inspector	Teamsters	1/1/2022	7,185	7,545	7,924	8,319	8,734	9,172						
Senior Civil Engineer	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Senior Engineering Technician	Teamsters	1/1/2022	6,490	6,809	7,153	7,509	7,885	8,279						
Senior Human Resources Analyst	UN/MC*	1/1/2022	7,586											9,953
Senior Management Analyst	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Senior Permits Technician	Teamsters	1/1/2022	5,424	5,694	5,979	6,277	6,591	6,922						
Senior Plan Check Engineer	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Senior Planner	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Senior Recreation Manager	MBMEA	1/1/2022	10,785	11,055	11,331	11,614	11,905	12,202	12,507	12,820	13,141	13,469	13,806	14,151
Senior Water Plant Operator	Teamsters	1/1/2022	5,809	6,100	6,406	6,725	7,063	7,416						
Sewer Maintenance Worker	Teamsters	1/1/2022	4,882	5,125	5,381	5,652	5,933	6,229						
Technology Systems Engineer	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Traffic Engineer	MBMEA	1/1/2022	8,825	9,045	9,272	9,504	9,742	9,985	10,234	10,490	10,752	11,021	11,296	11,578
Transportation Services Operator	Teamsters	1/1/2022	4,445	4,668	4,902	5,145	5,404	5,674						
Urban Forester	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Utilities Manager	MBMEA	1/1/2022	10,785	11,055	11,331	11,614	11,905	12,202	12,507	12,820	13,141	13,469	13,806	14,151
Wastewater Supervisor	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Water Meter Reader	Teamsters	1/1/2022	4,324	4,542	4,768	5,006	5,257	5,522						
Water Plant Operator	Teamsters	1/1/2022	5,367	5,636	5,917	6,214	6,523	6,850						
Water Supervisor	MBMEA	1/1/2022	7,400	7,585	7,774	7,969	8,168	8,372	8,581	8,795	9,015	9,240	9,471	9,708
Water System Operator I (Flex Class)	Teamsters	1/1/2022	4,757	4,997	5,245	5,506	5,782	6,074						
Water System Operator II (Flex Class)	Teamsters	1/1/2022	5,113	5,371	5,638	5,919	6,216	6,529						
Water System Operator III	Teamsters	1/1/2022	5,496	5,774	6,061	6,363	6,683	7,019						

*Salary Range Exists (minimum - maximum)

CITY OF MANHATTAN BEACH - SALARY SCHEDULE

PART-TIME CLASSIFICATIONS (Hourly)							
Class Title	Effective		Step 1	Step 2	Step 3	Step 4	Step 5
Background Investigator	5/21/2022	Range:	30.00		-		45.00
Ceramics Technician	5/21/2022		18.00	18.90	19.85	20.84	21.88
Custodian ¹	5/21/2022	Range:	15.00		-		25.00
Emergency Services Coordinator	5/21/2022		41.08	43.13	45.29	47.55	49.93
Fire Prevention Apprentice	5/21/2022		18.00	18.90	19.85	20.84	21.88
Intern ¹	5/21/2022	Range:	15.00		-		25.00
Maintenance Assistant ¹	5/21/2022	Range:	15.00		-		25.00
Pool Lifeguard/Instructor	5/21/2022		18.00	18.90	19.85	20.84	21.88
Pool Manager	5/21/2022		21.88	22.97	24.12	25.33	26.60
Program Coordinator	5/21/2022	Range:	20.00		-		51.50
Project Administrator	5/21/2022	Range:	45.00		-		125.00
Recreation Leader	5/21/2022		17.14	18.00	18.90	19.85	20.84
Senior Recreation Leader	5/21/2022		21.88	22.97	24.12	25.33	26.60
Transportation Services Operator	1/1/2022*		25.65	26.93	28.27	29.69	
Warehouse Assistant	8/24/2020	Range:	18.00		-		25.00

¹CA Minimum Wage increased to \$15/hour effective 1/1/22

*Per MBPTEA MOU 2022-2025