

RESOLUTION NO. 21-0001

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

RECITALS

- A. The Manhattan Beach City Council previously authorized salary adjustments by way of the budget adoption process and through collective bargaining;
- B. The California State Minimum Wage increased to \$14.00/hour effective January 1, 2021, necessitating an increase to the salary ranges for certain part-time positions;
- C. The Personnel Rules state that the City Manager may amend the part-time salary plan to ensure that part-time classifications meet the needs of the City;
- D. The Personnel Rules allow the Council to set salary schedules based upon the recommendation of the City Manager; and
- E. The City Council desires to adopt a comprehensive citywide salary schedule for all City positions aligned with requirements of the California Public Employees Retirement System (CalPERS).

NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:

SECTION 1. The City Council hereby approves a comprehensive citywide salary schedule.

SECTION 2. The Human Resources Director or designee, under direction of the City Manager, is hereby directed to revise the salary ranges as specified on the attached schedule.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED January 5, 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

SUZANNE HADLEY
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. Salary and compensation levels are negotiated through the collective bargaining process between the City and represented employee associations, and memorialized in the individual Memoranda of Understanding (MOU) for each group. This schedule is updated periodically as salaries are modified, or new positions are added. Information regarding benefits, other items of compensation, and terms and conditions of employment can be found in the applicable MOU. MOU's are accessible on the City's website at

<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	01/01/2019 - 12/31/2021
Manhattan Beach Police Management Association	MBPMA	01/01/2019 - 12/31/2021
Manhattan Beach Mid-Management Employees Association	MBMEA	01/01/2020 - 12/31/2021
California Teamsters Local 911	Teamsters	01/01/2019 - 12/31/2021
Manhattan Beach Part-time Employees Association	MBPTEA	11/23/2019 - 12/31/2021
Unrepresented (Executive, Management & Confidential)	UN/MC	N/A

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*)

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	A	AA	B	C	D	E	F	G	H	I	J	K	L
Account Services Representative I (Flex Class) ¹	Teamsters	1/2/2021	4,283	4,496	4,723	4,960	5,208	5,468							
Account Services Representative II (Flex Class) ¹	Teamsters	1/2/2021	4,712	4,948	5,194	5,453	5,726	6,013							
Accountant	MBMEA	12/5/2020	6,405		6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Administrative Clerk I (Flex Class) ¹	Teamsters	1/2/2021	3,539	3,717	3,901	4,095	4,301	4,516							
Administrative Clerk II (Flex Class) ¹	Teamsters	1/2/2021	3,726	3,912	4,109	4,313	4,529	4,755							
Assistant Finance Director	UN/MC*	3/14/2020	11,695												15,216
Assistant Planner	Teamsters	1/2/2021	6,125	6,433	6,754	7,092	7,446	7,817							
Associate Engineer (Flex Class w/ Eng. Asst.)	Teamsters	1/2/2021	7,915	8,312	8,726	9,162	9,621	10,103							
Associate Planner	Teamsters	1/2/2021	7,093	7,447	7,818	8,210	8,620	9,052							
Battalion Chief ¹	MBFMA*	1/4/2020	11,681												15,196
Building Inspector	Teamsters	1/2/2021	5,937	6,232	6,546	6,871	7,216	7,576							
Building Official	MBMEA	3/14/2020	10,471		10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Building Repair Craftsperson	Teamsters	1/2/2021	5,096	5,353	5,618	5,899	6,194	6,504							
Building Services Analyst	MBMEA	12/5/2020	6,405		6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
City Clerk ¹	UN/MC*	3/14/2020	11,695												15,216
City Engineer	MBMEA	3/14/2020	12,757		13,076	13,403	13,738	14,081	14,433	14,794	15,164	15,543	15,932	16,330	16,738
City Manager*	Unrepresent	11/7/2020													23,346
Code Enforcement Officer ¹	Teamsters	1/2/2021	5,901	6,198	6,507	6,832	7,172	7,531							
Communication/Civic Engagement Manager	UN/MC*	3/14/2020	10,560												13,739
Community Services Officer ¹	Teamsters	1/2/2021	4,556	4,783	5,022	5,273	5,537	5,814							
Crime Analyst	MBMEA	12/5/2020	6,405		6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Cultural Arts Manager	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Data Entry Operator	Teamsters	1/2/2021	3,625	3,804	3,996	4,196	4,408	4,627							
Deputy City Clerk ¹	UN/MC*	3/14/2020	5,338												7,040
Director of Community Development	UN/MC*	3/14/2020	13,581												17,700
Director of Finance	UN/MC*	3/14/2020	13,581												17,700
Director of Human Resources	UN/MC*	3/14/2020	13,581												17,700
Director of Information Technology	UN/MC*	3/14/2020	13,581												17,700
Director of Parks and Recreation	UN/MC*	3/14/2020	13,581												17,700
Director of Public Works	UN/MC*	3/14/2020	13,581												17,700
Electrician	Teamsters	1/2/2021	5,545	5,823	6,113	6,419	6,740	7,078							
Engineering Assistant (Flex Class w/ Assoc. Eng.)	Teamsters	1/2/2021	6,839	7,179	7,539	7,917	8,314	8,728							
Engineering Technician I (Flex Class)	Teamsters	1/2/2021	5,222	5,485	5,758	6,046	6,347	6,666							
Engineering Technician II (Flex Class)	Teamsters	1/2/2021	5,759	6,047	6,350	6,667	6,999	7,348							
Environmental Sustainability Manager	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Equipment Maintenance Supervisor	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Equipment Mechanic I (Flex Class) ¹	Teamsters	1/2/2021	4,395	4,617	4,846	5,089	5,342	5,610							
Equipment Mechanic II (Flex Class) ¹	Teamsters	1/2/2021	5,484	5,757	6,044	6,346	6,664	6,997							
Executive Assistant (Confidential)	UN/MC*	3/14/2020	5,338												7,040
Executive Assistant	Teamsters	1/2/2021	5,165	5,424	5,694	5,980	6,279	6,593							

* Salary based on contract

* Salary Range Exists (minimum - maximum)

¹ Part-time Classification Exists

CITY OF MANHATTAN BEACH - SALARY SCHEDULE

FULL-TIME CLASSIFICATIONS (Monthly)															
Class Title	Unit	Effective	A	AA	B	C	D	E	F	G	H	I	J	K	L
Facilities Reservation Clerk	Teamsters	1/2/2021	3,726	3,912	4,109	4,313	4,529	4,755							
Facilities Supervisor	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Financial Analyst ¹	UN/MC*	3/14/2020	7,268												9,425
Financial Controller	UN/MC*	3/14/2020	10,560												13,739
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*	3/14/2020	14,970												19,392
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									
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	1/2/2021	5,491	5,765	6,054	6,358	6,676	7,010							
Geographic Information Systems Analyst	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Geographic Information Systems Technician ¹	Teamsters	1/2/2021	5,759	6,047	6,350	6,667	6,999	7,348							
Graphic Artist	Teamsters	1/2/2021	4,402	4,624	4,854	5,096	5,353	5,618							
Human Resources Analyst ¹	UN/MC*	3/14/2020	6,472												8,403
Human Resources Assistant	UN/MC*	8/24/2020	4,527												5,781
Human Resources Manager ¹	UN/MC*	3/14/2020	10,560												13,739
Human Resources Technician ¹	UN/MC*	3/14/2020	5,338												7,040
Information Systems Manager	MBMEA	3/14/2020	10,471		10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Information Systems Specialist ¹	Teamsters	1/2/2021	6,510	6,836	7,176	7,535	7,913	8,310							
Information Technology Analyst	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Legal Secretary	UN/MC*	3/14/2020	5,338												7,040
Maintenance Manager	MBMEA	3/14/2020	10,471		10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Maintenance Supervisor	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Maintenance Worker I (Flex Class) ¹	Teamsters	1/2/2021	4,198	4,410	4,629	4,860	5,104	5,361							
Maintenance Worker II (Flex Class)	Teamsters	1/2/2021	4,516	4,741	4,977	5,225	5,488	5,761							
Maintenance Worker III	Teamsters	1/2/2021	5,094	5,350	5,616	5,897	6,189	6,501							
Management Analyst (Confidential) ¹	UN/MC*	3/14/2020	6,472												8,403
Management Analyst ¹	MBMEA	12/5/2020	6,405		6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Management Fellow	UN/MC*	3/14/2020	5,338												7,040
Meter Repair Worker ¹	Teamsters	1/2/2021	4,625	4,855	5,098	5,355	5,620	5,901							
Network Administrator	Teamsters	1/2/2021	7,489	7,863	8,257	8,670	9,103	9,557							
Park Services Enforcement Officer	Teamsters	1/2/2021	5,901	6,198	6,507	6,832	7,172	7,531							
Permits Technician	Teamsters	1/2/2021	5,018	5,269	5,533	5,809	6,100	6,404							
Plan Check Engineer	Teamsters	1/2/2021	7,547	7,923	8,320	8,736	9,173	9,631							
Planning Manager	MBMEA	3/14/2020	10,471		10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Police Academy Trainee	Teamsters	1/2/2021						6,339							
Police Captain	MBPMA	1/2/2021	14,806												16,240
Police Chief	UN/MC*	3/14/2020	14,970												19,392
Police Lieutenant	MBPMA	1/2/2021	13,405		13,740	14,084	14,435	14,796							
Police Officer	MBPOA	1/2/2021	7,614		7,996	8,395	8,815	9,255							
Police Records Manager	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Police Records Technician/Matron ¹	Teamsters	1/2/2021	4,566	4,794	5,034	5,284	5,550	5,828							
Police Sergeant	MBPOA	1/2/2021				11,083	11,636	12,219							
Police Services Officer ¹	Teamsters	1/2/2021	4,968	5,216	5,477	5,751	6,038	6,339							
Principal Building Inspector	Teamsters	1/2/2021	7,676	8,059	8,463	8,886	9,331	9,797							
Principal Civil Engineer	MBMEA	3/14/2020	10,471		10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739

* Salary Range Exists (minimum - maximum)

¹ Part-time Classification Exists

CITY OF MANHATTAN BEACH - SALARY SCHEDULE

FULL-TIME CLASSIFICATIONS (Monthly)															
Class Title	Unit	Effective	A	AA	B	C	D	E	F	G	H	I	J	K	L
Public Works Inspector	Teamsters	1/2/2021	5,767	6,055	6,360	6,678	7,012	7,361							
Purchasing Assistant	Teamsters	1/2/2021	4,568	4,796	5,036	5,287	5,554	5,831							
Purchasing Manager	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Receptionist Clerk	Teamsters	1/2/2021	3,826	4,016	4,217	4,426	4,647	4,881							
Recreation Coordinator	Teamsters	1/2/2021	4,501	4,728	4,964	5,213	5,474	5,748							
Recreation Manager	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Recreation Program Supervisor	MBMEA	12/5/2020	6,405		6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Recreation Supervisor ¹	Teamsters	1/2/2021	5,628	5,909	6,207	6,515	6,842	7,182							
Revenue Services Manager	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Revenue Services Specialist	Teamsters	1/2/2021	5,231	5,493	5,768	6,056	6,361	6,679							
Risk Manager ¹	UN/MC*	3/14/2020	10,560												13,739
Secretary	Teamsters	1/2/2021	4,568	4,796	5,036	5,287	5,554	5,831							
Senior Accountant	MBMEA	12/5/2020	6,405		6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Senior Building Inspector	Teamsters	1/2/2021	6,976	7,325	7,693	8,077	8,480	8,905							
Senior Civil Engineer	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Deputy City Clerk	UN/MC*	3/14/2020	6,472												8,403
Senior Engineering Technician	Teamsters	1/2/2021	6,301	6,611	6,945	7,290	7,655	8,038							
Senior Financial Analyst	UN/MC*	3/14/2020	8,630												11,241
Senior Human Resources Analyst ¹	UN/MC*	3/14/2020	8,630												11,241
Senior Management Analyst (Confidential) ¹	UN/MC*	3/14/2020	7,268												9,425
Senior Management Analyst ¹	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Senior Permits Technician	Teamsters	1/2/2021	5,266	5,528	5,805	6,094	6,399	6,720							
Senior Plan Check Engineer	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Planner	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Recreation Manager	MBMEA	3/14/2020	10,471		10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Senior Water Plant Operator	Teamsters	1/2/2021	5,640	5,922	6,219	6,529	6,857	7,200							
Sewer Maintenance Worker	Teamsters	1/2/2021	4,740	4,976	5,224	5,487	5,760	6,048							
Traffic Engineer	MBMEA	3/14/2020	8,568		8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Transportation Services Operator ¹	Teamsters	1/2/2021	4,316	4,532	4,759	4,995	5,247	5,509							
Urban Forester	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Utilities Manager	MBMEA	3/14/2020	10,471		10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Wastewater Supervisor	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Water Meter Reader	Teamsters	1/2/2021	4,198	4,410	4,629	4,860	5,104	5,361							
Water Plant Operator	Teamsters	1/2/2021	5,211	5,472	5,745	6,033	6,333	6,650							
Water Supervisor	MBMEA	3/14/2020	7,184		7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425

* Salary Range Exists (minimum - maximum)

¹ Part-time Classification Exists

CITY OF MANHATTAN BEACH - SALARY SCHEDULE

PART-TIME CLASSIFICATIONS (Hourly)					
Class Title	Effective		A	B	C
Account Services Rep I ²	1/2/2021		24.71	27.25	28.61
Administrative Clerk I ²	1/2/2021		20.43	22.50	23.63
Administrative Clerk II ²	1/2/2021		21.49	23.71	24.89
Administrative Intern ⁴	1/1/2021		14.00	14.70	15.44
Administrative Intern (CM's Office)	7/8/2006		15.18	15.94	16.74
Ambulance Operator ⁴	1/1/2021		14.00	14.70	15.44
Assistant Pool Manager ³	1/2/2021		16.98	17.83	18.72
Background Investigator	7/8/2006		30.90	32.45	34.07
Battalion Chief ²	1/4/2020		67.39	70.76	74.30
City Clerk ²	1/2/2021	Range:	67.47		87.78
Code Enforcement Officer ²	1/2/2021		34.05	37.54	39.42
Community Services Officer ²	1/2/2021		26.28	28.97	30.42
Custodian ⁴	1/1/2021				14.00
Deputy City Clerk ²	1/2/2021		30.79	33.25	35.70
Emergency Services Coordinator	4/27/2017		39.88	43.97	46.17
Equipment Mechanic I ²	1/2/2021		25.36	27.95	29.36
Equipment Mechanic II ²	1/2/2021		31.63	34.88	36.61
Financial Analyst ²	1/2/2021		41.93	45.04	48.15
Fire Inspector	11/7/2020		37.79	39.68	41.65
Geographic Information Systems Intern ⁴	1/1/2021		14.00	14.70	15.44
Geographic Information Systems Technician ²	1/2/2021		33.22	36.63	38.46
Human Resources Analyst ²	1/2/2021		37.34	40.13	42.91
Human Resources Manager ²	1/2/2021	Range:	60.92		79.26
Human Resources Technician ²	1/2/2021		30.80	33.25	35.70
Information Systems Specialist ²	1/2/2021		37.57	41.41	43.48
Maintenance Assistant ⁴	1/1/2021				14.00
Maintenance Worker I ²	1/2/2021		24.23	26.70	28.03
Management Analyst ²	1/2/2021		37.34	40.13	42.91
Meter Repair Worker ²	1/2/2021		26.68	29.41	30.89
Microcomputer Support Specialist	7/8/2006		17.19	18.05	18.95
Paid-Call Firefighter	8/6/2005	Per shift:			50.00
Police Intern ⁴	1/1/2021		14.00	14.70	15.44
Police Records Technician/Matron ²	1/2/2021		26.35	29.04	30.49
Police Services Officer ²	1/2/2021		28.65	31.59	33.18
Pool Lifeguard	1/1/2021		14.00	14.70	15.44
Pool Lifeguard/Instructor ³	1/2/2021		16.17	16.98	17.83
Pool Manager	4/1/2017		18.57	19.50	20.48
Project Manager	11/13/2017	Range:	47.86		62.34
Recreation Leader I ⁴	1/1/2021		14.00	14.70	15.44
Recreation Leader II ³	1/2/2021		14.70	15.44	16.21
Recreation Supervisor ²	1/2/2021		32.47	35.81	37.60
Risk Manager ²	1/2/2021	Range:	60.92		79.26
Seasonal Program Aide ⁴	1/1/2021	Range:	14.00		18.00
Seasonal Program Coordinator	5/23/2016	Range:	20.00		50.00
Senior Human Resources Analyst ²	1/2/2021	Range:	49.79		64.85
Senior Management Analyst ²	1/2/2021		41.93	45.04	48.15
Senior Recreation Leader	1/2/2021		17.63	18.51	19.44
Senior Recreation Leader II	4/1/2017		20.65	21.69	22.77
Transportation Services Operator ²	1/2/2021		24.90	27.45	28.83
Warehouse Assistant ⁴	8/24/2020	Range:	18.00		25.00

² Part-time Classification with Full-time Equivalent Classification

³ Salary steps adjusted 1/2/21 based on impact of minimum wage increase effective 1/1/21

⁴ Salary Steps adjusted per CA Minimum Wage increase effective 1/1/21