

RESOLUTION NO. 2022-85

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, UPDATING PART-TIME EMPLOYEE SALARY SCHEDULES TO CORRESPOND WITH STATE OF CALIFORNIA MINIMUM WAGE REQUIREMENTS

WHEREAS, part-time employees are individuals who customarily work less than 1,000 hours per fiscal year, or an average of 20 hours per week on a regular year-round basis; and

WHEREAS, it is necessary and desirable to employ persons on a part-time basis to provide valuable services to augment the provision of City services; and

WHEREAS, such part-time employees are unrepresented “at-will” individuals nor receive any benefits, and

WHEREAS, the City Council desires to provide guidelines for the compensation to such employees for the rendering of such valuable service; and

WHEREAS, the City Council now desires to adopt the salary schedules for the Part-Time Classifications to comply with State of California minimum wage requirements.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Norco, California as follows:

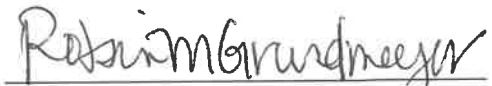
1. Part-time salary schedules will be adjusted per the salary schedule attached (Attachment A) to this Resolution.
2. Performance Review System for Part-Time Employees. Part-time employees may receive performance reviews and merit adjustments after completing 1,000 hours of service or after completion of 12 months of service with the City, whichever occurs first. Thereafter upon completion of each additional period of 1,000 hours of service or annually whichever occurs first. Recommended merit adjustments must be based upon written performance evaluations and included in the City’s annual budget.

Resolution No. 2022-85 – Update Part-time Employee Salary Schedule

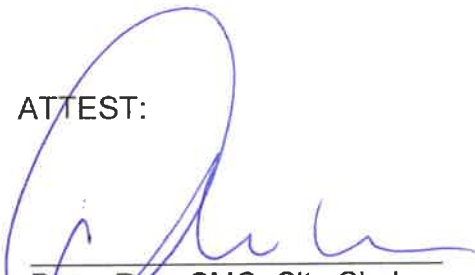
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December 21, 2022

PASSED AND ADOPTED by the City Council of the City of Norco, California, at a regular meeting held on December 21, 2022.


Robin Grundmeyer, Mayor
City of Norco, California

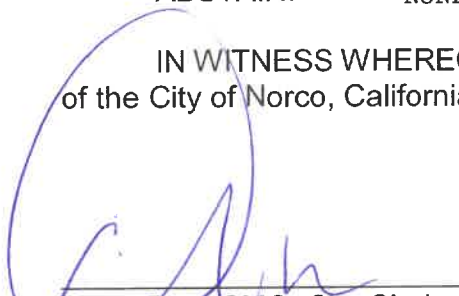
ATTEST:


Dana Roa, CMC, City Clerk
City of Norco, California

I, DANA ROA, CMC, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on December 21, 2022 by the following vote of the City Council:

| | |
|----------|---|
| AYES: | GRUNDMEYER, HOFFMAN, ALEMAN, BASH, NEWTON |
| NOES: | NONE |
| ABSENT: | NONE |
| ABSTAIN: | NONE |

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on December 21, 2022.


Dana Roa, CMC, City Clerk
City of Norco, California

Attachment: Part Time Salary Schedule



CITY OF NORCO

PART-TIME SALARY SCHEDULE
CLASSIFICATIONS & SALARY RANGES
EFFECTIVE 12/24/2022
 Per Resolution No. 2022-

| Classification/Position Title | Range | STEP | | | | | | | | | |
|------------------------------------|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
| Administrative Aide | PT5 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 | \$ 20.9934 | \$ 21.5182 | \$ 22.0562 |
| Animal Care Technician | PT5 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 | \$ 20.9934 | \$ 21.5182 | \$ 22.0562 |
| Communications Specialist | PT12 | \$ 20.9934 | \$ 21.5182 | \$ 22.0562 | \$ 22.6076 | \$ 23.1728 | \$ 23.7521 | \$ 24.3459 | \$ 24.9545 | \$ 25.5784 | \$ 26.2179 |
| Community Services Aide | PT1 | \$ 16.0000 | \$ 16.4000 | \$ 16.8100 | \$ 17.2303 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 |
| Community Services Assistant I | PT2 | \$ 16.4000 | \$ 16.8100 | \$ 17.2303 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 |
| Community Services Assistant II | PT4 | \$ 17.2303 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 | \$ 20.9934 | \$ 21.5182 |
| Community Services Assistant III | PT5 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 | \$ 20.9934 | \$ 21.5182 | \$ 22.0562 |
| Community Services Officer | PT18 | \$ 24.3459 | \$ 24.9545 | \$ 25.5784 | \$ 26.2179 | \$ 26.8733 | \$ 27.5451 | \$ 28.2338 | \$ 28.9396 | \$ 29.6631 | \$ 30.4047 |
| Community Services Specialist | PT6 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 | \$ 20.9934 | \$ 21.5182 | \$ 22.0562 | \$ 22.6076 |
| Emergency Services Assistant | PT18 | \$ 24.3459 | \$ 24.9545 | \$ 25.5784 | \$ 26.2179 | \$ 26.8733 | \$ 27.5451 | \$ 28.2338 | \$ 28.9396 | \$ 29.6631 | \$ 30.4047 |
| Facilities & Maintenance Assistant | PT2 | \$ 16.4000 | \$ 16.8100 | \$ 17.2303 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 |
| Facility Attendant | PT2 | \$ 16.4000 | \$ 16.8100 | \$ 17.2303 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 |
| Intern | PT4 | \$ 17.2303 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 | \$ 20.9934 | \$ 21.5182 |
| Kennel Aide | PT1 | \$ 16.0000 | \$ 16.4000 | \$ 16.8100 | \$ 17.2303 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 |
| Kennel Assistant | PT2 | \$ 16.4000 | \$ 16.8100 | \$ 17.2303 | \$ 17.6610 | \$ 18.1025 | \$ 18.5551 | \$ 19.0190 | \$ 19.4944 | \$ 19.9818 | \$ 20.4814 |