



MEMORANDUM

DATE: JUNE 20, 2022

TO: MAYOR AND CITY COUNCIL

FROM: LISA BERGLUND, MPA, CITY CLERK *LB*

SUBJECT: AGENDA ITEM NO. 14

14. CLASSIFICATION PLAN AND COMPENSATION SCHEDULE
FOR FISCAL YEAR 2023-2024

Attached is an update to the Classification and Compensation schedule and resolution. The updated Classification and Compensation schedule addresses a rounding discrepancy found in the monthly salaries. Attachment A to the Resolution has been updated with the amended proposed Classification Plan and Compensation Schedule.

ATTACHMENT 4

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LAKE FOREST, CALIFORNIA,
ADOPTING A REVISED CLASSIFICATION PLAN
AND COMPENSATION SCHEDULE**

**THE CITY COUNCIL OF THE CITY OF LAKE FOREST DOES
HEREBY RESOLVE AS FOLLOWS:**

WHEREAS, the Personnel Rules and Regulations for the City of Lake Forest provides for adoption, by resolution, of the Classification Plan and Compensation Schedule; and

WHEREAS, the Classification Plan and Compensation Schedule has been updated to implement salary grade adjustments for eight-one (81) classifications, to add three (3) new classifications, to reclassify four (4) classifications and to authorize five (5) positions at a higher level, and to implement revisions to the salary ranges for the part-time salary schedule; and

WHEREAS, the Classification and Compensation Plan has been updated based on a recently completed analysis by Ralph Andersen and Associates; and

WHEREAS, the City Council's adoption of the Classification Plan and Compensation Schedule will ensure compliance with the applicable state regulations that require the disclosure of position classifications and the corresponding compensation; and

WHEREAS, it is necessary to adopt the Classification Plan and Compensation Schedule by resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The revised Classification Plan and Compensation Schedule, implementing salary grade adjustments for eighty-one (81) classifications, adding three (3) new classifications, reclassifying four (4) classifications and authorizing five (5) positions at a higher level and revisions to the salary

ranges for the part-time salary schedule; attached hereto as Attachment A incorporated herein by this reference, is hereby adopted with an effective date of June 23, 2023.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2023
by the following vote, to wit:

DOUG CIRBO
MAYOR

ATTEST:

LISA BERGLUND
CITY CLERK

APPROVED AS TO FORM:

MATTHEW RICHARDSON
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF LAKE FOREST)

I, Lisa Berglund, City Clerk of the City of Lake Forest,
California, do hereby certify that the foregoing Resolution No. __ was duly
passed and adopted at a regular meeting of the Lake Forest City Council
on the ____ day of _____, 2023 by the following vote, to wit:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

LISA BERGLUND
CITY CLERK

Attachment A

Classification Plan and Compensation Schedule									
FY 2023-24									
Effective June 23, 2023									
Full Time Job Classification	Salary Grade	Monthly Range Minimum	Monthly Range Maximum	# of Pos Avbl	Annual	Effective Date if Different	Resolution #	Council Meeting Date	
City Manager				1	\$278,440	07/01/2023		6/29/2023	
Assistant City Manager	83	\$18,708	\$18,715	\$20,438	\$20,430	1		2023-JX	
Deputy City Manager	81	\$14,968		\$16,644	\$16,645	1		2023-JX	
Director of Public Works/City Engineer	79	\$14,237		\$16,603	\$16,508	1		2023-JX	
Director of Community Development	78	\$13,860		\$16,066	\$16,067	1		2023-JX	
Director of Finance	78	\$13,860		\$16,066	\$16,067	1		2023-JX	
Director of Management Services	76	\$13,860		\$16,066	\$16,067	0		2023-JX	
Director of Community Services	75	\$12,869		\$16,267	\$16,268	0		2023-JX	
Director of Economic Development	73	\$10,276	\$12,277	\$16,660	\$16,660	0		2023-JX	
Assistant Director of Community Development	71	\$11,884	\$11,886	\$16,180	\$16,181	1		2023-JX	
Engineering Services Manager/Assistant City Engineer	71	\$11,884	\$11,886	\$16,180	\$16,181	1		2023-JX	
Planning Manager	66	\$11,122		\$14,488	\$14,489	0		2023-JX	
Assistant Director of Finance	66	\$10,851		\$14,408	\$14,408	1		2023-JX	
Information Technology Manager	66	\$10,851		\$14,408	\$14,408	1		2023-JX	
Human Resources Manager	67	\$10,686		\$13,782	\$13,782	1		2023-JX	
Traffic Engineering Manager	67	\$10,588		\$13,781	\$13,782	1		2023-JX	
Principal Civil Engineer	66	\$10,078		\$13,088	\$13,088	1		2023-JX	
Accounting Manager	64	\$9,630		\$12,779	\$12,779	1		2023-JX	
City Clerk	64	\$9,630		\$12,779	\$12,779	1		2023-JX	
Public Works Maintenance Manager	64	\$9,630		\$12,779	\$12,779	1		2023-JX	
Facilities Manager	63	\$9,630	\$9,631	\$12,482	\$12,482	1		2023-JX	
Recreation Manager	62	\$9,368	\$9,367	\$12,164	\$12,164	2		2023-JX	
Assistant to the City Manager	61	\$9,214	\$9,128	\$11,867	\$11,867	1		2023-JX	
Economic Development/Housing Manager	61	\$9,214	\$9,128	\$11,867	\$11,867	1		2023-JX	
Public Safety Manager	61	\$9,214	\$9,128	\$11,867	\$11,867	1		2023-JX	
Principal Planner	60	\$8,906	\$8,906	\$11,577	\$11,577	0		2023-JX	
Communications & Marketing Manager	60	\$8,868		\$11,284	\$11,285	1		2023-JX	
Accounting Supervisor	57	\$8,370		\$10,750	\$10,751	0		2023-JX	
Administrative Services Manager	57	\$8,370		\$10,750	\$10,751	1		2023-JX	
Environmental Manager	57	\$8,370		\$10,750	\$10,751	1		2023-JX	
Senior Planner	56	\$8,063	\$8,068	\$10,488	\$10,488	3		2023-JX	
Senior Financial Analyst	55	\$7,671		\$10,233	\$10,233	0		2023-JX	
Senior Management Analyst	55	\$7,671		\$10,233	\$10,233	2		2023-JX	
Code Enforcement Supervisor	53	\$7,492		\$9,740	\$9,740	1		2023-JX	
Economic Development Manager	53	\$7,492		\$9,740	\$9,740	0		2023-JX	
Facilities Supervisor	53	\$7,492		\$9,740	\$9,740	1		2023-JX	
Housing Manager	53	\$7,492		\$9,740	\$9,740	0		2023-JX	
Information Technology Analyst	52	\$7,492		\$9,740	\$9,740	1		2023-JX	
Public Works Supervisor	52	\$7,492		\$9,740	\$9,740	0		2023-JX	
Senior Communications & Marketing Analyst	53	\$7,492		\$9,740	\$9,740	1		2023-JX	
Senior Recreation Supervisor	52	\$7,308		\$9,502	\$9,502	3		2023-JX	
Senior Accountant	51	\$7,151		\$9,270	\$9,270	0		2023-JX	
Senior Landscape Administrator	51	\$7,151		\$9,270	\$9,270	1		2023-JX	
Street Maintenance Administrator	51	\$7,151		\$9,270	\$9,270	1		2023-JX	
Environmental Compliance Inspector	49	\$6,784	\$6,787	\$8,824	\$8,824	1		2023-JX	
Finance Analyst	49	\$6,784	\$6,787	\$8,824	\$8,824	1		2023-JX	
GIS/Applications Analyst	49	\$6,784	\$6,787	\$8,824	\$8,824	1		2023-JX	
Management Analyst	49	\$6,784	\$6,787	\$8,824	\$8,824	4		2023-JX	
Associate Planner	48	\$6,787		\$8,824	\$8,824	1		2023-JX	
Communications & Marketing Analyst	49	\$6,787		\$8,824	\$8,824	0		2023-JX	
Recreation Supervisor	48	\$6,822		\$8,808	\$8,808	2		2023-JX	
Accountant	47	\$6,485		\$8,368	\$8,368	1		2023-JX	
Landscape Administrator	47	\$6,485		\$8,368	\$8,368	2		2023-JX	
Senior Code Enforcement Officer	47	\$6,485		\$8,368	\$8,368	1		2023-JX	
Senior Communications & Marketing Specialist	47	\$6,485		\$8,368	\$8,368	1		2023-JX	
Assistant City Clerk	46	\$6,812	\$6,803	\$8,194	\$8,194	1		2023-JX	
Executive Assistant	45	\$6,802	\$6,803	\$8,194	\$8,194	1		2023-JX	
Communications & Marketing Specialist	45	\$6,149		\$7,884	\$7,884	0		2023-JX	
Information Technology Specialist	45	\$6,149		\$7,884	\$7,884	0		2023-JX	
Management Assistant	45	\$6,149		\$7,884	\$7,884	2		2023-JX	
Assistant Planner	44	\$6,089		\$7,789	\$7,789	0		2023-JX	
Records Coordinator	44	\$6,089		\$7,789	\$7,789	1		2023-JX	
Senior Accounting Technician	44	\$6,089		\$7,789	\$7,789	1		2023-JX	
Code Enforcement Officer	43	\$6,089		\$7,789	\$7,789	1		2023-JX	
GIS/Applications Technician	43	\$6,863		\$7,808	\$7,808	0		2023-JX	
Community Outreach Specialist	43	\$6,863		\$7,808	\$7,808	1		2023-JX	
Engineering Technician	43	\$6,710		\$7,425	\$7,425	0		2023-JX	
Senior Audio-Visual Technician	41	\$6,670	\$6,671	\$7,242	\$7,242	0		2023-JX	
Accounting Technician	40	\$6,435		\$7,085	\$7,085	1		2023-JX	
Human Resources Technician	40	\$6,435		\$7,085	\$7,085	0		2023-JX	
Senior Building Permit Technician	40	\$6,435		\$7,085	\$7,085	0		2023-JX	
Senior Permit Technician	40	\$6,435		\$7,085	\$7,085	1		2023-JX	
Engineering Aide	39	\$6,362		\$6,889	\$6,889	0		2023-JX	
Management Aide	38	\$6,362		\$6,889	\$6,889	1		2023-JX	
Planning Aide	38	\$6,362		\$6,889	\$6,889	0		2023-JX	
Administrative Specialist	38	\$6,173		\$6,725	\$6,725	2		2023-JX	
Building Permit Technician	38	\$6,173		\$6,725	\$6,725	0		2023-JX	
Facilities Maintenance Specialist	38	\$6,173		\$6,725	\$6,725	0		2023-JX	
Permit Technician	38	\$6,173		\$6,725	\$6,725	0		2023-JX	
Audio-Visual Technician	37	\$6,047		\$6,581	\$6,581	1		2023-JX	
Community Preservation Technician	37	\$6,047		\$6,581	\$6,581	0		2023-JX	
Records Specialist	36	\$6,824		\$6,491	\$6,491	0		2023-JX	
Senior Office Specialist	35	\$4,480	\$4,481	\$5,789	\$5,789	0		2023-JX	
Receptionist/Clerk	30	\$4,248	\$4,248	\$5,519	\$5,519	0		2023-JX	
Office Specialist	25	\$4,041		\$5,283	\$5,283	0		2023-JX	

*Classifications listed above can be filed on a part time basis at the hourly equivalent of the monthly salary listed

Attachment A

Part Time Job Classification	Pay Grade	Hourly Step A	Hourly Step B	Hourly Step C	Hourly Step D	Hourly Step E	Hourly Step F	Hourly Step G
	H17	\$36.03	\$37.83	\$39.72	\$41.71	\$43.80	\$45.99	\$48.29
	H16	\$34.31	\$36.03	\$37.83	\$39.72	\$41.71	\$43.80	\$45.99
	H15	\$32.68	\$34.31	\$36.03	\$37.83	\$39.72	\$41.71	\$43.80
	H14	\$31.12	\$32.68	\$34.31	\$36.03	\$37.83	\$39.72	\$41.71
	H13	\$29.64	\$31.12	\$32.68	\$34.31	\$36.03	\$37.83	\$39.72
Recreation Coordinator	H12	\$28.23	\$29.64	\$31.12	\$32.68	\$34.31	\$36.03	\$37.83
	H11	\$26.89	\$28.23	\$29.64	\$31.12	\$32.68	\$34.31	\$36.03
	H10	\$25.61	\$26.89	\$28.23	\$29.64	\$31.12	\$32.68	\$34.31
	H9	\$24.39	\$25.61	\$26.89	\$28.23	\$29.64	\$31.12	\$32.68
	H8	\$23.23	\$24.39	\$25.61	\$26.89	\$28.23	\$29.64	\$31.12
Parking Control Officer	H7	\$22.12	\$23.23	\$24.39	\$25.61	\$26.89	\$28.23	\$29.64
Senior Intern	H6	\$21.07	\$22.12	\$23.23	\$24.39	\$25.61	\$26.89	\$28.23
Recreation Specialist	H5	\$20.07	\$21.07	\$22.12	\$23.23	\$24.39	\$25.61	\$26.89
	H4	\$19.11	\$20.07	\$21.07	\$22.12	\$23.23	\$24.39	\$25.61
Intern; Senior Recreation Leader; Park Attendant	H3	\$18.20	\$19.11	\$20.07	\$21.07	\$22.12	\$23.23	\$24.39
	H2	\$17.33	\$18.20	\$19.11	\$20.07	\$21.07	\$22.12	\$23.23
Recreation Leader	H1	\$16.50	\$17.33	\$18.20	\$19.11	\$20.07	\$21.07	\$22.12

Full Time Job Classification*	Salary Grade	Monthly Range Minimum	Monthly Range Maximum	# of Pos Auth
City Manager				1
Assistant City Manager	83	\$15,706 \$15,715	\$20,429 \$20,430	1
Deputy City Manager	81	\$14,958	\$19,444 \$19,445	1
Director of Public Works/City Engineer	79	\$14,237	\$18,507 \$18,508	1
Director of Community Development	78	\$13,890	\$18,056 \$18,057	1
Director of Finance	78	\$13,890	\$18,056 \$18,057	1
Director of Management Services	78	\$13,890	\$18,056 \$18,057	0
Director of Community Services	75	\$12,898	\$16,767 \$16,768	0
Director of Economic Development	73	\$12,276 \$12,277	\$15,959 \$15,960	0
Assistant Director of Community Development	71	\$11,684 \$11,685	\$15,190 \$15,191	1
Engineering Services Manager/Assistant City Engineer	71	\$11,684 \$11,685	\$15,190 \$15,191	1
Planning Manager	69	\$11,122	\$14,458 \$14,459	0
Assistant Director of Finance	68	\$10,851	\$14,105 \$14,106	1
Information Technology Manager	68	\$10,851	\$14,105 \$14,106	1
Human Resources Manager	67	\$10,586	\$13,761 \$13,762	1
Traffic Engineering Manager	67	\$10,586	\$13,761 \$13,762	1
Principal Civil Engineer	65	\$10,076	\$13,098 \$13,099	1

Accounting Manager	64	\$9,830	\$12,779	1
City Clerk	64	\$9,830	\$12,779	1
Public Works Maintenance Manager	64	\$9,830	\$12,779	1
Facilities Manager	63	\$9,590 \$9,591	\$12,467 \$12,468	1
Recreation Manager	62	\$9,356 \$9,357	\$12,163 \$12,164	2
Assistant to the City Manager	61	\$9,218 \$9,128	\$11,866 \$11,867	1
Economic Development/Housing Manager	61	\$9,218 \$9,128	\$11,866 \$11,867	1
Public Safety Manager	61	\$9,218 \$9,128	\$11,866 \$11,867	1
Principal Planner	60	\$8,905 \$8,906	\$11,576 \$11,577	0
Communications & Marketing Manager	59	\$8,688	\$11,294 \$11,295	1
Accounting Supervisor	57	\$8,270	\$10,750 \$10,751	0
Administrative Services Manager	57	\$8,270	\$10,750 \$10,751	1
Environmental Manager	57	\$8,270	\$10,750 \$10,751	1
Senior Planner	56	\$8,067 \$8,068	\$10,488 \$10,489	3
Senior Financial Analyst	55	\$7,871	\$10,232 \$10,233	0
Senior Management Analyst	55	\$7,871	\$10,232 \$10,233	2
Code Enforcement Supervisor	53	\$7,492	\$9,739 \$9,740	1
Economic Development Manager	53	\$7,492	\$9,739 \$9,740	0
Facilities Supervisor	53	\$7,492	\$9,739 \$9,740	1

Housing Manager	53	\$7,492	\$9,739	\$9,740	0	
Information Technology Analyst	53	\$7,492	\$9,739	\$9,740	1	
Public Works Supervisor	53	\$7,492	\$9,739	\$9,740	0	
Senior Communications & Marketing Analyst	53	\$7,492	\$9,739	\$9,740	1	
Senior Recreation Supervisor	52	\$7,309		\$9,502	3	
Senior Accountant	51	\$7,131		\$9,270	0	
Senior Landscape Administrator	51	\$7,131		\$9,270	1	
Street Maintenance Administrator	51	\$7,131		\$9,270	1	
Environmental Compliance Inspector	49	\$6,784	\$6,787	\$8,823	\$8,824	1
Finance Analyst	49	\$6,784	\$6,787	\$8,823	\$8,824	1
GIS/Applications Analyst	49	\$6,784	\$6,787	\$8,823	\$8,824	1
Management Analyst	49	\$6,784	\$6,787	\$8,823	\$8,824	4
Associate Planner	49		\$6,787	\$8,823	\$8,824	1
Communications & Marketing Analyst	49		\$6,787	\$8,823	\$8,824	0
Recreation Supervisor	48		\$6,622		\$8,608	2
Accountant	47		\$6,460		\$8,398	1
Landscape Administrator	47		\$6,460		\$8,398	2
Senior Code Enforcement Officer	47		\$6,460		\$8,398	1
Senior Communications & Marketing Specialist	47		\$6,460		\$8,398	1

Assistant City Clerk	46	\$6,302	\$6,303	\$8,193	\$8,194	1
Executive Assistant	46	\$6,302	\$6,303	\$8,193	\$8,194	1
Communications & Marketing Specialist	45		\$6,149		\$7,994	0
Information Technology Specialist	45		\$6,149		\$7,994	0
Management Assistant	45		\$6,149		\$7,994	2
Assistant Planner	44		\$5,999	\$7,798	\$7,799	0
Records Coordinator	44		\$5,999	\$7,798	\$7,799	1
Senior Accounting Technician	44		\$5,999	\$7,798	\$7,799	1
Code Enforcement Officer	43		\$5,853	\$7,608	\$7,609	1
GIS/Applications Technician	43		\$5,853	\$7,608	\$7,609	0
Community Outreach Specialist	43		\$5,853		\$7,609	1
Engineering Technician	42		\$5,710		\$7,423	0
Senior Audio-Visual Technician	41	\$5,570	\$5,571		\$7,242	0
Accounting Technician	40		\$5,435		\$7,065	1
Human Resources Technician	40		\$5,435		\$7,065	0
Senior Building Permit Technician	40		\$5,435		\$7,065	0
Senior Permit Technician	40		\$5,435		\$7,065	1
Engineering Aide	39		\$5,302		\$6,893	0
Management Aide	39		\$5,302		\$6,893	1

Planning Aide	39	\$5,302	\$6,893	0
Administrative Specialist	38	\$5,173	\$6,725	2
Building Permit Technician	38	\$5,173	\$6,725	0
Facilities Maintenance Specialist	38	\$5,173	\$6,725	0
Permit Technician	38	\$5,173	\$6,725	0
Audio-Visual Technician	37	\$5,047	\$6,561	1
Community Preservation Technician	37	\$5,047	\$6,561	0
Records Specialist	36	\$4,924	\$6,401	0
Senior Office Specialist	32	\$4,460 \$4,461	\$5,799	0
Receptionist/Cashier	30	\$4,245 \$4,246	\$5,519	0
Office Specialist	28	\$4,041	\$5,253	0

*Classifications listed above can be filled on a part time basis at the hourly equivalent of the monthly salary listed