



**RESOLUTION NO. 3396**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT ESTABLISHING THE  
SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES OF THE  
DISTRICT FOR THE FISCAL YEAR 2020-2021**

WHEREAS, on June 19, 2019, the Board of Port Commissioners (the "Board") passed, approved, and adopted at a regular meeting of the Board, Resolution No. 3375, wherein the Board established a salary schedule for non-represented employees for Fiscal Year 2019-2020;

WHEREAS, the Board has determined that in response to the COVID-19 pandemic and its anticipated fiscal impacts, it is in the best interest of the District to implement a salary freeze and a hiring freeze for the Fiscal Year 2020-2021 and not to implement any changes to the salary ranges; and

WHEREAS, the Board has determined that it is in the best interest of the District to include the non-represented Marina Safety Officer's part-time classification which was inadvertently omitted on the prior resolution; and

WHEREAS, as a result of such amendments, the Board finds it desirable and in the best interest of the District to rescind Resolution No. 3375 and to adopt the revised Resolution No.3396 in the manner set forth herein; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Port Commissioners of the Ventura Port District that the Salary Schedules set forth below shall become effective July 1, 2020:

<b>Classification</b>	<b>Monthly Range</b>
Accountant I	\$4,348 - \$6,086
Accountant II	\$4,831 - \$6,763
Accounting Manager*	\$6,239 - \$9,549
Accounting Technician	\$3,653 - \$5,590
Administrative Assistant/Clerk*	\$4,297 - \$6,575

Business Operations Manager*	\$8,826 - \$11,494
Custodian I	\$2,656 - \$4,066
Deputy General Manager*	\$10,221 - \$13,778
Electrical Technician	\$4,073 - \$6,231
Facilities Manager*	\$6,113 - \$8,908
Gardener	\$2,923 - \$4,473
Harbormaster	\$6,009 - \$9,197
Landscaper	\$3,505 - \$5,367
Maintenance Supervisor*	\$5,198 - \$7,956
Maintenance Worker I	\$2,923 - \$4,473
Maintenance Worker II	\$3,505 - \$5,367
Management Assistant	\$2,978 - \$4,556
Marina Manager*	\$5,145 - \$7,873
Marketing & Event Coordinator	\$3,687 - \$4,890
Marketing Manager*	\$5,605 - \$8,579
Mechanical Technician	\$4,073 - \$6,231
Property Manager*	\$6,113 - \$8,908
Senior Harbor Patrol Officer	\$5,225 - \$7,997

\*Exempt Employee Status

<b>Part-time &amp; Temporary Employee</b>	<b>Hourly Range</b>
Dispatcher	\$15.00 - \$19.85
Marine Safety Officer	\$17.66 - \$24.03
Administrative/Marketing Services	\$12.00 - \$24.85

BE IT FURTHER RESOLVED, that the General Manager's salary shall be negotiated with the Board. Any employee with an employment agreement shall have his or her rate of pay or salary established annually through negotiation with the General Manager and/or the Board in conjunction with the annual District budget; and

BE IT FURTHER RESOLVED, that all other rates of pay shall be confined to a Salary Resolution established by the Board and will be based on a range, and

BE IT FURTHER RESOLVED, that adjustments within a Pay Range will be based on individual merit. Merit encompasses an employee's knowledge, experience, ability, and performance, among other factors. A merit increase is considered as being earned by an employee. A merit increase is advancement to a higher rate in the employee's classification pay range. A merit increase is based on satisfactory or better work performance and must be accompanied by a current employee evaluation prepared and signed by the employee's supervisor and signed and approved by the General Manager.

The employee shall acknowledge receipt of such evaluation and such salary increase on merit shall be subject to Board approval through the budget process; and

BE IT FURTHER RESOLVED that the District shall continue to contribute a maximum of \$600.00 per month toward the employee's cost of health and dental insurance. The District's Optional Benefit Plan shall continue to be \$475.00 per month. Those employees who choose not to participate in the District's health and dental insurance plans will receive \$216.00 as additional salary.

BE IT FURTHER RESOLVED that on July 1, 2018, the District implemented an employee vision plan. The District shall contribute the monthly premiums for said vision plan for the employees and their dependents, as appropriate; and

BE IT FURTHER RESOLVED that the District shall not pay a percentage of the CalPERS Employer Paid Member contribution (EPMC) for the Non-represented Classic Miscellaneous employee group effective July 4, 2018; and

BE IT FURTHER RESOLVED that each year during the budget process and at such other times as the Board of Port Commissioners shall determine in its discretion, the Board of Port Commissioners shall review the Salary Range Plan to ensure that the specified salary ranges are appropriate for identified positions given the duties and responsibilities of such positions.

PASSED, APPROVED and ADOPTED this 1<sup>st</sup> day of July 2020 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3396 was adopted by the following vote:

AYES: Commissioners Stephens, Brennan, Gardina, Ashworth, Blumenberg

NOES:

ABSTAIN:

ABSENT:

ATTEST:

  
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Jackie Gardina, Secretary

  
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Chris Stephens, Chairman