

RESOLUTION NO. 2024 - 006

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, ADOPTING AUTHORIZED CLASSIFICATIONS AND ALLOCATED POSITIONS INCLUDED HEREIN ATTACHED AS EXHIBIT “A” AND RESCINDING RESOLUTION NO. 2023-022

WHEREAS, the City of Palm Desert identifies employees by classifications and groups for the purpose of salary and benefit administration; and

WHEREAS, the City of Palm Desert has met and conferred in good faith with the Palm Desert Employees Organization (PDEO) in accordance with the Meyers-Milias-Brown Act and the City’s Employer-Employee Relations Ordinance; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM DESERT AS FOLLOWS:

**SECTION I - ALLOCATED POSITIONS AND AUTHORIZED CLASSIFICATIONS**

The City of Palm Desert’s Personnel System, Section 2.52 of the Palm Desert Municipal Code prescribes specific terms for appointment and tenure of all City employees. Exhibit A contains the tables of salary ranges that will be retroactively effective to July 1, 2023.

The City Manager is annually authorized to modify the Allocated Classifications, Positions and Salary Schedule during each fiscal year that he determines are reasonably necessary or appropriate for business necessity including, without limitation, the implementation of title and responsibility changes, any minimum wage laws, use of over-hires for training, limited term student internships and modification of vacant positions in so far as such modifications do not exceed the adopted 2023-24 budget. Such modifications have been included in the resolution and accompanying allocated positions; however, it may be necessary to modify them again based on the business necessity of the City. Changes to the allocation will be updated as necessary by the City Manager, and brought back to City Council at year-end for ratification.

**SECTION II – PERSONNEL GROUPS/DESIGNATIONS**

The City assigns classifications to designated groups for the purposes of defining exempt status, benefits allocation and purchasing authority. These classifications, (listed in the table below), are categorized as follows:

Title	Exempt Group	Executive Contract	At Will
City Manager	X	Yes	Yes
Assistant City Manager	X	Yes	Yes
City Clerk	X	Yes	Yes

City Engineer	X	Yes	Yes
Director of Capital Projects	X	Yes	Yes
Director of Development Services	X	Yes	Yes
Director of Economic Development	X	Yes	Yes
Director of Finance/City Treasurer	X	Yes	Yes
Director of Library Services	X	Yes	Yes
Director of Public Works	A	No	No
Accounting Manager	B	No	No
Accounting Supervisor	B	No	No
Assistant Building Official	B	No	No
Assistant Director of Library Services	B	No	No
Assistant Planner	B	No	No
Assistant City Clerk	B	No	No
Associate Planner I/II	B	No	No
Business Operations Manager	B	No	No
Capital Projects Manager	B	No	No
Chief Building Official	B	No	No
Code Compliance Supervisor	B	No	No
Communications Analyst	B	No	No
Community Relations Supervisor	B	No	No
Community Services Manager	B	No	No
Deputy Director of Development Services	B	No	No
Deputy Director of Economic Development	B	No	No
Deputy Director of Finance	B	No	No
Deputy Director of Public Works	B	No	No
Economic Development Coordinator	B	No	No
Finance Supervisor	B	No	No
Homeless and Support Services Manager	B	No	No
Housing Manager	B	No	No
Human Resources Manager	B	No	No
Information Systems Manager	B	No	No
Landscape Supervisor	B	No	No
Library Manager	B	No	No
Management Analyst I/II	B	No	No

Principal Planner	B	No	No
Project Manager	B	No	No
Public Affairs Manager	B	No	No
Senior Contracts and Grants Analyst	B	No	No
Senior Engineer	B	No	No
Senior Management Analyst	B	No	No
Senior Planner	B	No	No
Senior Project Manager	B	No	No
Special Events Coordinator	B	No	No
Streets Maintenance Supervisor	B	No	No
Executive Assistant/Coordinator (City Manager)	C	No	No
Human Resources Analyst	C	No	No

Group X: Executive Contract Positions:

The classifications designated as Group X, Executive Contract, have the highest level of executive responsibility and authority; these positions are governed by individual employment agreements.

Group A: Directors and Department Heads

The classifications designated as Group A have a higher level of responsibility and authority and they are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305. They may be At Will and governed by employment agreements. Among other things, these positions require spending numerous extra hours at meetings, conferences and work.

Group B: Mid-Management/Professional

The classifications designated as Group B are managerial, supervisory or professional in nature and they are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305. Among other things, these positions require spending occasional extra hours at meetings, conferences and work.

Group C: Confidential

The classifications designated as Group C are professional in nature and they are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305. Among other things, these positions

require spending occasional extra hours at meetings, conferences and work. These positions also assist and act in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to labor relations, and are defined as "Confidential" in the Personnel Rules and Regulations, Section 2.53.100.

ADOPTED ON FEBRUARY 15, 2024.

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KARINA QUINTANILLA  
MAYOR

ATTEST:

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ANTHONY J. MEJIA  
CITY CLERK

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2024-006 is a full, true, and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Desert on February 15, 2024, by the following vote:

AYES: HARNIK, KELLY, NESTANDE, TRUBEE, AND QUINTANILLA  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE  
RECUSED: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Palm Desert, California, on \_\_\_\_\_.

\_\_\_\_\_  
ANTHONY J. MEJIA  
CITY CLERK