

RESOLUTION NO. 2025-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING AND RESTATING THE HOURLY RATE SCHEDULE EFFECTIVE JANUARY 1, 2026, REPEALING EXHIBIT B FROM RESOLUTION NO. 2025-25, AND ADOPTING JOB DESCRIPTIONS AND SALARY SCHEDULES FOR PART-TIME MEDIA ASSISTANT AND SENIOR POLICE AIDE

WHEREAS, in 2016, Governor Jerry Brown signed Senate Bill 3, raising California’s mandatory minimum wage to \$15.50 per hour by 2023; and,

WHEREAS, effective January 1, 2026, the mandatory minimum wage will increase from \$16.50 per hour to \$16.90 per hour; and,

WHEREAS, the City’s hourly rate schedule needs to be updated to incorporate the \$16.90 per hour state-mandated minimum wage; and,

WHEREAS, effective January 1, 2026, this Resolution shall supersede and repeal Exhibit B from Resolution No. 2025-25; and,

WHEREAS, the City of Los Alamitos now desires to add two new hourly part-time positions with job descriptions for Media Assistant and Senior Police Aide; and,

WHEREAS, the City of Los Alamitos now desires to amend the Salary Schedule to include the hourly rate for the Media Assistant and Senior Police Aide classifications.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

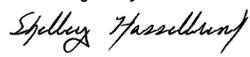
SECTION 1. The City Council finds that the above recitals are true and correct.

SECTION 2. The City of Los Alamitos hourly rate schedule is hereby amended and restated, effective January 1, 2026, to read as set forth in Exhibit “A,” attached hereto.

SECTION 3. The City Council approves the job descriptions for Media Assistant and Senior Police Aide included in Exhibit “B,” attached hereto.

SECTION 4. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 17th day of November, 2025.

DocuSigned by:

A557E140E7A146D
Shelley Hasselbrink, Mayor

ATTEST:

Signed by:

54BCC26B4CA8409...
Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Signed by:

350A1F48DEFA45B...
Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the City Council held on the 17th day of November 2025 by the following vote to wit:

AYES: COUNCILMEMBERS: Doby, Nefulda, Hasselbrink, Loe
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: Hibard
ABSTAIN: COUNCILMEMBERS: None

Signed by:

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Windmera Quintanar, MMC, City Clerk

**CITY OF LOS ALAMITOS
HOURLY RATE SCHEDULE
Effective January 1, 2026**

CLASS CODE	CLASSIFICATION TITLE	STEP A	STEP B	STEP C	STEP D	STEP E
905	Recreation Leader	16.90	17.75	18.63	19.56	20.54
921	Senior Recreation Leader	17.92	18.82	19.76	20.75	21.79
931	Recreation Specialist	18.82	19.77	20.75	21.79	22.88
955	Community Services Coordinator	21.51	22.58	23.71	24.90	26.14
910	Lifeguard	17.48	18.36	19.28	20.24	21.25
925	Water Safety Instructor I	19.02	19.97	20.97	22.02	23.12
935	Senior Lifeguard/Water Safety Instructor II	19.80	20.79	21.83	22.92	24.06
920	Police Aide/Cadet	16.90	17.75	18.63	19.56	20.54
921	Senior Police Aide	21.57	22.65	23.78	24.97	26.22
945	Police Investigator	16.90	17.75	18.63	19.56	20.54
946	Police Reserve	32.77	34.41	36.13	37.94	39.84
965	Police Recruit	34.00				
970	Photo Enforcement Officer	29.49	30.96	32.51	34.13	35.84
983	Emergency Services Coordinator	32.92	34.57	36.29	38.11	40.01
940	Account Clerk	16.90	17.75	18.63	19.56	20.54
941	Administrative Intern	16.90	17.75	18.63	19.56	20.54
944	Clerical Assistant	19.62	20.60	21.64	22.72	23.85
947	Receptionist	16.90	17.75	18.63	19.56	20.54
954	Administrative Analyst	38.20	40.11	42.12	44.22	46.43
960	Maintenance Worker	21.51	22.58	23.71	24.90	26.14
948	Department Secretary	23.89	25.09	26.34	27.66	29.04
951	Deputy City Clerk	27.72	29.11	30.56	32.09	33.69
971	Neighborhood Preservation Officer	25.61	26.89	28.23	29.64	31.12
978	Senior Neighborhood Preservation Officer	32.77	34.41	36.13	37.94	39.84
981	Special Projects Coordinator	38.20	40.11	42.12	44.22	46.43
982	Fiscal Sustainability Manager	47.44	49.81	52.30	54.92	57.66
984	Economic Development Assistant	27.69	29.07	30.53	32.05	33.66
985	Media Assistant	19.80	20.79	21.83	22.921	24.07

CITY OF LOS ALAMITOS
Job Description

PART TIME MEDIA ASSISTANT

THE POSITION

The Media Assistant supports the planning, development, and delivery of the Department's media, communications, and marketing initiatives. This position assists in creating content, coordinating media outreach, maintaining social media platforms, maintaining webpages, and ensuring consistent branding and messaging across all communication channels.

ESSENTIAL JOB FUNCTIONS

- Assist in developing and scheduling social media posts, website updates, newsletters, and other digital content.
- Support the creation of press releases, public service announcements, and promotional materials.
- Coordinate photography, video production, and graphic design projects for public events and campaigns.
- Help plan and execute media campaigns, community outreach, and public information activities.
- Track analytics and engagement metrics to evaluate communication effectiveness.
- Maintain the organization's website and digital archives for photos, graphics, and promotional assets.
- Provide administrative support for communications-related projects, such as event logistics, purchase orders, and vendor coordination.
- Assist with live event coverage, including photography, filming, or social media posting.
- Ensure all communications meet accessibility, accuracy, and brand guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong writing, editing, and visual communication skills.
- Familiarity with social media platforms (Facebook, Instagram, X, LinkedIn, YouTube, etc.).
- Basic knowledge of graphic design and video editing software (Canva, Adobe Creative Suite, etc.).
- Excellent organizational skills and attention to detail.
- Ability to work collaboratively, multitask, and meet deadlines in a fast-paced environment.
- Understanding of branding, marketing, and community engagement principles.

EDUCATION AND EXPERIENCE

- Associate's or Bachelor's degree in Communications, Public Relations, Marketing, Journalism, or related field is preferred.
- One (1) year of experience in communications, social media management, or public outreach preferred.

WORKING CONDITIONS

- Primarily office environment with some field work for events or media coverage.
- May require evening, weekend, and holiday hours to support special events.
- Must be able to work in an indoor and outdoor environment.
- Must be able to stand for a prolonged period of time.
- Must be able to lift 25 pounds over their head and twist and turn.

CITY OF LOS ALAMITOS
Job Description

PART TIME SENIOR POLICE AIDE

THE POSITION

Under the direction of a Police Division Commander, the Senior Police Aide performs support and operational assistance duties for the Police Department. The position involves both office/clerical support and field/community support tasks (e.g., parking enforcement, records assistance, community outreach). The Senior Police Aide helps to maintain department functions, support sworn personnel, and assist the public in non-sworn capacities.

ESSENTIAL JOB FUNCTIONS

- Assist sworn officers and other departmental staff with tasks as directed by the Division Commander or supervisors.
- Perform parking enforcement, including monitoring parking areas, issuing citations or warnings (if authorized), and documenting vehicles.
- Maintain records and perform clerical/administrative tasks (data entry, filing, retrieval of reports, assisting with daily logs).
- Provide public customer service at the police front counter and by telephone: respond to public inquiries, direct to proper persons or departments, and assist with routine forms and paperwork.
- Learn, interpret, and apply relevant laws, ordinances, departmental policies and procedures.
- Analyze situations quickly, select an appropriate course of action, and provide clear information to the supervisor or officer.
- Work assigned shifts, including weekends, holidays, and evenings (as needed).
- Help with community outreach efforts, crime prevention presentations, and assist in special events or department programs.
- Perform other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and apply laws, ordinances, departmental policies and procedures.
- Ability to establish and maintain effective working relationships with the public, peers, and supervisors.
- Ability to work independently with minimal supervision and make sound decisions in routine situations.
- Ability to communicate clearly (both verbally and in writing), and to handle stressful situations somewhat calmly.
- Basic computer skills (word processing, spreadsheets, records systems).
- Ability to work in a disciplined law-enforcement environment while maintaining professionalism.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent (GED) required.
- Some clerical/office experience preferred.
- Previous experience in law enforcement support, parking enforcement, customer service or a municipal setting is a plus.

WORKING CONDITIONS

- Works in an office environment, as well as in the field (patrol parking areas, outdoor weather conditions).
- May require standing or walking for extended periods, exposure to traffic, weather, and sometimes stressful situations.
- Must be able to occasionally lift/move items (files, equipment) up to 30 lbs.
- May be exposed to hazards typically in law enforcement support (traffic, inclement weather, public interactions).
- Must be at least 18 years of age (or greater if specified).
- Valid California driver's license and satisfactory driving record.
- Must successfully pass background investigation, drug screening, and any applicable department orientation/training requirements.
- Ability to work varying shifts, including weekends and holidays.