

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Thursday, January 27, 2022

5:30 PM

Remote Participation

Personnel Commission

COVID-19 Notice: Consistent with State of California Executive Order No. 29-20, dated March 17, 2020 and Alameda County Health Order No. 20-10 dated April 20, 2020, the Personnel Commission will be participating in public meetings via phone/video conferencing.

Please note that we are now using the Zoom webinar platform to conduct the meeting and receive live public comments.

How to submit written Public Comment:

*Send an email to Human.Resources@hayward-ca.gov by 12:00pm, the day of the meeting. Emails will be compiled into one file and distributed to the Personnel Commission and City staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda:
<https://hayward.legistar.com/Calendar.aspx>*

The Chair will read all email comments, provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Personnel Commission meetings. Email comments will become part of the record of the Personnel Commission meeting.

How to provide live Public Comment during the meeting:

Please click the link below to join the webinar:

<https://hayward.zoom.us/j/89705769931?pwd=d2ZLYjdHalJyWlZmdWswMFZlNZZz09>

Webinar ID: 897 0576 9931

Passcode: x=SpcPc1

Or Dial (for higher quality, dial a number based on your current location):

*US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592
or +1 312 626 6799 or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)
or 833 548 0276 (Toll Free)*

Webinar ID: 897 0576 9931

Passcode: 55675057

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

MINUTES

1. [MIN 22-006](#) Review and Approve the September 23, 2021 Special Personnel Commission Meeting Minutes

Attachments: [Attachment I Minutes](#)

2. [MIN 22-010](#) Review and Approve the October 14, 2021 Special Personnel Commission Meeting Minutes

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Informational)

Director of Human Resources (Informational)

3. [RPT 22-011](#) Review and Approve the Proposed Fiscal Year 2022 Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

ACTION ITEMS

4. [ACT 22-005](#) Review the Revised Job Description for Landscape Maintenance Manager

Attachments: [Attachment I Staff Report](#)
[Attachment II Landscape Maintenance Manager Job Description - Redlined Version](#)
[Attachment III Landscape Maintenance Manager Job Description - Clean Version](#)
[Attachment IV Maintenance Services Department Org Chart](#)

5. [ACT 22-006](#) Review the Revised Job Description for Landscape Maintenance Supervisor
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Landscape Maintenance Supervisor Job Description - redline copy](#)
 [Attachment III Landscape Maintenance Supervisor Job Description - clean copy](#)
 [Attachment IV Maintenance Services Department Organizational Chart](#)
6. [ACT 22-007](#) Review the Revised Job Description for Streets Maintenance Supervisor
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Streets Maintenance Supervisor Job Description - Redlined Version](#)
 [Attachment III Streets Maintenance Supervisor Job Description - Clean Version](#)
 [Attachment IV Maintenance Services Department Org Chart](#)
7. [ACT 22-010](#) Review and Approve the Revised Job Description for Real Property Manager
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Real Property Manager Job Description - Redlined](#)
 [Attachment III Real Property Manager Job Description - Clean](#)
 [Attachment IV FY22 Public Works & Utilities Dept Org Chart](#)
8. [ACT 22-011](#) Review and Approve the Revised Job Description for Engineering Technician
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Engineering Technician Job Description - Redlined Version](#)
 [Attachment III Engineering Technician Job Description - Clean Version](#)
 [Attachment IV FY22 Public Works & Utilities Dept Org Chart](#)

9. [PH 22-000](#) Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2022

Attachments: [Attachment I Staff Report](#)
 [Attachment II FY 2022 Salary Plan](#)
 [Attachment III FY 2022 Classification Plan](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING – March 10, 2022

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
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File #: MIN 22-006

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review and Approve the September 23, 2021 Special Personnel Commission Meeting Minutes

RECOMMENDATION

That the Personnel Commission reviews and approves the September 23, 2021 meeting minutes.

ATTACHMENTS

Attachment I Minutes



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Thursday, September 23, 2021
Zoom Meeting (Virtual)**

A special meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Thursday, September 23, 2021, via a Zoom conference call.

CITY STAFF:

Dustin Claussen, Director of Finance
Janice Cahee, Human Resources Analyst I
Lisette Del Pino, Human Resources Analyst II
Mark McGrath, Wastewater Collection System Supervisor
Vadim Sidelnikov, Deputy City Attorney
Vanessa Lopez, Senior Human Resources Analyst

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 9.23.2021 Special Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Erika Cortez	X	-	-	2	0
*Nicolia Gooding	O	-	-	1	1
Zheefong He	X	-	-	2	0
Robert Gaumer	X	-	-	2	0
Denise Thompson	X	-	-	2	0
Randy Wright	X	-	-	1	1
Rachel Zargar	O	-	-	1	1

X = present O = absent

* Chair Person

PUBLIC COMMENTS

Human Resources Analyst Lisette Del Pino read the following public comments received via email from Cordell Hindler on September 21, 2021:

Mr. Hindler suggested for a future agenda, that the Commission should consider having an in-person retreat to go over the expectations for 2022. He also hopes that the Commission would go back to in-person meetings.

MINUTES

1. Approval of August 26, 2021 Meeting Minutes (Action)

(M/S/P) (Wright/Thompson) Approved – 4 AYES

REPORTS

City Council Liaison (Information)

Council Member Mark Salinas mentioned that he didn't have much to report, as August is the City Council's recess. However, there was a street party downtown as well as some other community events. Council has resumed meeting this month and will begin in-person meetings next month.

Council Member Salinas reflected that there has been a lot of work around vaccinating vulnerable communities in Hayward. One neighborhood that has had a low vaccination rate is the South Hayward area (94544 zip code). Up until a month ago, it was one of Alameda County's top three neighborhoods with the lowest vaccination rates. He stated that about a month ago, they put a lot of work into that area and is proud to report it is no longer among the lowest in the county nor the City; it is now above 80% vaccinated.

Council Member Salinas also stated he is proud to say Hayward did a lot more in the first 30 days of the pandemic, than other neighboring Alameda County cities, and even in the state. He commended a quick, strong COVID-19 response to the work of City staff, from Director Claussen finding ways to finance it, to public safety that was responsible for connecting emergency services to neighborhoods, to the Commissioners for connecting their neighbors and residents with information regarding testing and relief.

Commissioner Gaumer concurred with Council Member Salinas. He also asked if this means that the Personnel Commission will return to in-person meetings.

Director Claussen answered that there have been talks about it, but there isn't a final decision yet. However, there will most likely be a hybrid approach.

Commissioner Wright stated that his employer sent out a survey to all of their employees to determine their comfort levels in returning back to work in person versus working remotely. He suggested that the City send out a survey to the boards and commissions to receive their feedback.

Commissioner Wright asked if the residents in the 94544 area received their vaccinations from the Firehouse Clinic on Huntwood. He also asked how they conduct their outreach.

Council Member Salinas answered yes. He added that Tiburcio Vasquez has a very active outreach program. Another key outreach strategy has been the Community Resident Engagement Specialist (CREST) Team, which is a part of the Hayward Promise Neighborhood. The CREST Team has partnered with the Alameda County Public Health Department Mobile Unit (Strike Team), apartment managers and owners, and other neighborhood stakeholders to get the word out about COVID testing and vaccinations.

Director of Human Resources (Information)

Director of Finance Dustin Claussen stated that City staff is returning to the office for in-person work, three days a week, and is also working on getting more people vaccinated, so we can work as safely as possible.

Director Claussen added that the City conducted a survey for employees returning back to the worksite, but he will take back Commissioner Wright's comment about conducting a survey for how we interact with the public.

Lastly, Director Claussen stated that we reached an agreement with IFPTE Local 21 and are still negotiating with the other two miscellaneous bargaining groups.

Commissioner Wright asked when salary adjustments are negotiated whether they are retroactive, for future, or for present.

Director Claussen answered that it depends on the agreement. It may be negotiated to the date of the tentative agreement or the date of Council ratification.

2. Review the Proposed Fiscal Year 2022 Agenda Planning Calendar

Report received by the Personnel Commission without comments.

ACTION ITEMS

3. Review the Revised Job Description for Utility Worker - Sewer

Human Resources Analyst Janice Cahee gave an overview of this item and answered questions.

(M/S/P) (Gaumer/Thompson) Approved. 5 AYES.

Commissioner Wright asked about the requirements for this position, "performs substantial physical labor." He asked how it is determined that an individual is qualified to perform this function.

Human Resources Analyst Cahee answered that the word "substantial" replaced

“heavy”, as requested by the Commission previously.

Senior Human Resources Analyst Vanessa Lopez added that we can address this when advertising for the position to make it more inclusive. However, she also mentioned that under the Special Requirements section of the job description, it is stated that the essential functions should be done with or without reasonable accommodations. If an accommodation is needed, the person would coordinate it with Human Resources, and that this would not disqualify them.

Commissioner Wright asked if candidates would be asked to demonstrate their ability to lift an object during the examination process.

Human Resources Analyst Lisette Del Pino answered that generally we do have practical examinations where candidates can demonstrate that they can meet the lifting requirement. She indicated that we currently don't have a vacancy, however, we will take Commissioner Wright's concern into consideration and include a component that demonstrates the candidates' lifting ability in the recruitment process.

Commissioner Wright asked what the salary range is for this entry level position.

Senior Human Resources Analyst Lopez answered that the top step hourly rate is \$42.54. Director Claussen added that we are competing with special districts that tend to pay higher than local agencies. Human Resources Analyst Cahee added that this specification is different than the Utility Worker position, as it has the Sewer specialization and pays at a higher level to be more competitive.

Commissioner Gaumer stated that there is a typo on the 1st page, 3rd to the last paragraph, “remove of the grade” should be changed to “removal of.”

A public comment was added by Mr. Cordell Hindler. He expressed his support for this position and asked the Commission to approve this job specification.

4. Adopt the Revised Classification Plan and Review and Recommend to Council the Adoption of the Revised Salary Plan for Fiscal Year 2022

Director Claussen introduced the Revised Salary Plan for FY22 which reflects cost-of-living adjustments (COLA) to the IFPTE Local 21 employee group, and salary adjustments to the Supervising Building Inspector, Supervising Plan Checker and Expeditor, Supervising Construction Inspector, Information Technology Manager, and Fire Marshal – EMT classifications.

(M/S/P) (Wright/Gaumer) Approve Classification Plan – Approved, 5 AYES.

(M/S/P) (Gaumer/Thompson) Recommended to Council for Approval – Approved, 5 AYES.

Commissioner Wright asked who determined the COLA amount of 3%.

Director Claussen answered that the COLA amount was negotiated in the contract between the City and the bargaining group.

Commissioner Wright asked who negotiated the contract.

Director Claussen answered that it was himself, Director of Human Resources, Jana Sangy and an external negotiator.

Commissioner Wright asked if there was any push back on this COLA amount.

Director Claussen answered absolutely. He added that the contract expired July 1, 2021 and that the City has been negotiating with the bargaining group since March, 2021, meeting nearly once a week until late August when a tentative agreement was reached.

Commissioner Wright asked why this COLA amount is higher than others.

Director Claussen answered that it is a 3-year deal, with 3% the first year, 2% the next year, and 4% the final year. He added that this is a negotiation, and we must come to an agreement that both sides can agree upon.

Commissioner Wright asked if the COLA would be retroactively paid.

Director Claussen answered yes, it will be retroactive to the date of the tentative agreement in August 2021.

Commissioner Wright asked if the City has a legal debt limit.

Director Claussen answered yes. He added that we are a charter city, so we are not bound to the legal debt limit. However, we are far away from the debt limit; and for a city of our size, we have very little debt.

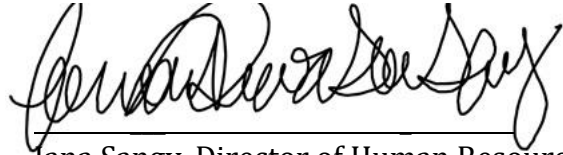
Commissioner Thompson commended Director Claussen for negotiating with the different unions.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

Director Claussen thanked the Personnel Commission for their availability and attendance to the Special Meeting.

ADJOURNMENT

Meeting was adjourned at 6:43 p.m.

A handwritten signature in black ink, appearing to read 'Jana Sangy', written over a horizontal line.

Jana Sangy, Director of Human Resources



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
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File #: MIN 22-010

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review and Approve the October 14, 2021 Special Personnel Commission Meeting Minutes

RECOMMENDATION

That the Personnel Commission reviews and approves the October 14, 2021 meeting minutes.

ATTACHMENTS

Attachment I Minutes



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Thursday, October 14, 2021
Zoom Meeting (Virtual)**

A special meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Thursday, October 14, 2021, via a Zoom conference call.

CITY STAFF:

Jana Sangy, Director of Human Resources
Janice Cahee, Human Resources Analyst I
Kakshi Master, Senior Human Resources Analyst
Lisette Del Pino, Human Resources Analyst II
Vadim Sidelnikov, Deputy City Attorney
Vanessa Lopez, Senior Human Resources Analyst
Candi Jackson, Human Resources Administrative Assistant

Attendance	REGULAR MEETINGS		SPECIAL MEETINGS		
	Present 10.14.2021 Special Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Erika Cortez	X	-	-	3	0
*Nicolia Gooding	X	-	-	2	1
Zheefong He	X	-	-	3	0
Robert Gaumer	X	-	-	3	0
Denise Thompson	X	-	-	3	0
Randy Wright	X	-	-	2	1
Rachel Zargar	X	-	-	2	1

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

REPORTS

City Council Liaison (Information)

Council Member Mark Salinas mentioned that he didn't have much to report, since we met last month, except for a couple of calendar items. He invited everyone to Heritage

Page 1 of 3

Plaza Park on Saturday, October 30th, as we introduce “Curbie,” the mobile library, similar to a bookmobile.

Council Member Salinas also added that tomorrow night is the annual Mariachi Festival at City Hall and invited the Personnel Commission to attend. It starts at 5:30pm.

Commissioner Wright asked if, with the elementary and middle schools closing in Hayward in the next couple of years, does City Council have any input with the Hayward Unified School District.

Council Member Salinas concurred with Commissioner Wright’s observation that a number of elementary and middle school closures in Hayward would occur over the next few years. He added that the Council was notified of these closures last week and that a decision would be made at a school board meeting in November. Lastly, he mentioned if anyone has concerns about these school closures, they can email the School Board and the Superintendent at osinput@husd.us.

Director of Human Resources (Information)

Director of Human Resources Jana Sangy stated that she doesn’t have much to report since the last meeting, except for a couple of things. She added that the City is still in labor negotiations with SEIU and HAME, while a tentative agreement has been reached with Local 21.

Lastly, Director Sangy reported that we continue to navigate returning employees to the worksite, with different health care orders and county mandates.

ACTION ITEMS

1. Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2022

Director Sangy introduced the revised salary plan for FY22, which reflects salary adjustments to the classifications in the City’s classified service as a result of the negotiated and mutually agreed upon successor Memorandum of Understanding between the City of Hayward and the Hayward Fire Chiefs’ Association (HFCA).

(M/S/P) (Wright/Zargar) Recommended to Council for Approval – Approved,
7 AYES.

Commissioner Wright asked if these adjustments are reflected in the FY22 budget.

Senior Human Resources Analyst Vanessa Lopez answered that these adjustments will be included in the mid-year budget process.

Commissioner Wright asked what percentage of the budget goes to salaries.

Director Sangy stated that she can find out and get back to Commissioner Wright.

Commissioner Wright mentioned he read that the City Council would like to maintain a reserve of 20% of the City's General Fund. He asked Council Member Salinas how the City would increase the reserve from 12%.

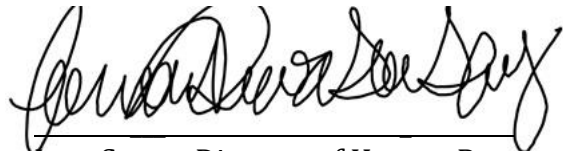
Council Member Salinas answered that we're hoping that the economy will bounce back and that we're looking where we can save in spending. However, our main revenue source is looking at our end-of-year revenue receipts. He added that the City does have a reserve policy for one-time use funds.

Lastly, Council Member Salinas added that 54.2% of the City's budget goes to employee services, to answer Commissioner Wright's question earlier regarding the budget.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 5:55 p.m.

A handwritten signature in black ink, appearing to read 'Jana Sangy', written over a horizontal line.

Jana Sangy, Director of Human Resources



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: RPT 22-011

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review and Approve the Proposed Fiscal Year 2022 Agenda Planning Calendar

RECOMMENDATION

That the Personnel Commission reviews and comments on this report.

ATTACHMENTS

Attachment I Staff Report



DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review and Approve the Proposed 2022 Fiscal Year Agenda Planning Calendar

RECOMMENDATION

That the Personnel Commission reviews and comments on this report.

DISCUSSION

For the Commission's consideration, staff recommends the following tentative agenda for the 2022 fiscal year.

Special Meeting – January 27, 2022	
Minutes (2)	
FY 2022 Agenda Planning Calendar	
<u>Landscape Maintenance Supervisor</u>	
<u>Landscape Maintenance Manager</u>	
<u>Streets Maintenance Supervisor</u>	
<u>Real Property Manager</u>	
<u>Engineering Technician</u>	
FY 2022 Salary and Classification Plan	
Thursday, March 10, 2022	
Minutes	
FY 2022 Agenda Planning Calendar	
<u>*NEW* WPSC Inspector</u>	
<u>Supervising Construction Inspector</u>	
FY 2022 Salary and Classification Plan	
Recruitment Diversity Report	
Thursday, June 9, 2022	
Minutes	
FY 2023 Agenda Planning Calendar	
FY 2023 Salary and Classification Plan	
Recruitment Diversity Report	

-
- ¹ Staff recommends Strike Out items be removed or rescheduled from previously approved planning calendar
- ² Staff recommends Underlined items be added (new) or rescheduled from previously approved planning calendar

NEXT STEPS

Upon direction from the Commission, staff will revise the above list and schedule items accordingly for fiscal year 2022.

Prepared by: Candi Jackson, Human Resources Administrative Assistant

Recommended by: Jana Sangy, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 22-005

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Landscape Maintenance Manager

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Landscape Maintenance Manager classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Landscape Maintenance Manager has been updated to reflect revisions to the minimum qualifications. The minimum requirements for licenses and certificates have been updated to include the possession and maintenance of a Qualified Applicator License (QAL) from the California Department of Pesticide Regulation (DPR) at the time of appointment, and the possession and maintenance of a valid Arborist Certification within one (1) year of appointment.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Landscape Maintenance Manager Job Description - Redlined Version
Attachment III	Landscape Maintenance Manager Job Description - Clean Version
Attachment IV	Maintenance Services Department Org Chart



DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Landscape Maintenance Manager

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Landscape Maintenance Manager classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Landscape Maintenance Manager has been updated to reflect revisions to the minimum qualifications. The minimum requirements for licenses and certificates have been updated to include the possession and maintenance of a Qualified Applicator License (QAL) from the California Department of Pesticide Regulation (DPR) at the time of appointment, and the possession and maintenance of a valid Arborist Certification within one (1) year of appointment.

BACKGROUND AND DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

In May 2021, the Maintenance Services Department (MSD) requested to update job descriptions for the supervisory positions in its four (4) divisions: Landscape, Streets, Fleet and Facilities. The purpose in updating these supervisory job descriptions is to support the department's request to restore positions in an effort to address span of control issues and support each manager with the oversight of daily operations using a phased approach over the next one to five years, based on operational need. The initial ask will be in the Landscape and Streets divisions during the Fiscal Year 2022 (FY22) midyear budget process.

Among other revisions to the Landscape Maintenance Supervisor job description, the minimum requirements for licenses and certificates have been updated to include the possession and maintenance of a Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation (DPR) at the time of appointment, and the possession and maintenance of a Qualified Applicator License (QAL) from the California DPR within one (1) year of appointment. Additionally, the possession and maintenance of a valid Arborist Certification has been included as highly desirable.

As a result of the proposed modifications to the Landscape Maintenance Supervisor job description, the Landscape Maintenance Manager job description should be updated to reflect the QAL and Arborist Certification requirements, as the supervisory classification should not have higher minimum requirements than the management position.

The proposed changes to the Landscape Maintenance Manager job description align with industry standards, and there is no impact to the incumbent as the current Landscape Maintenance Manager possesses both the QAL and Arborist Certification.

The job description for Landscape Maintenance Manager was shared with and accepted by representatives of the Hayward Association of Management Employees (HAME). Both a redline copy and clean copy of the job description are attached for the Commission's review.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

Prepared by: Vanessa Lopez, Senior Human Resources Analyst

Recommended by: Jana Sangy, Director of Human Resources

Approved by:



Kelly McAadoo, City Manager

LANDSCAPE MAINTENANCE MANAGER

DEFINITION

Under general direction, plans, organizes directs and reviews all programs related to the planting and maintenance of park and landscape areas and the street-tree program including both City crew and contract maintenance programs.

DISTINGUISHING CHARACTERISTICS

This is a Division Head management classification that oversees, directs, and participates in all activities of the Landscape Maintenance Division. The Landscape Maintenance Manager is responsible for the operation and maintenance of all City landscape areas, the facilitation of landscape contracts, Landscape and Lighting Districts and performs responsible management in support of the Landscape Division's goals and objectives. This position is also responsible for assisting the Director in the overall planning, administration, management of the Landscape Maintenance Division's functions, as well as select projects in the Public Works and Engineering and Transportation and Maintenance Services Capital Improvement Program.

SUPERVISION RECEIVED

General direction is provided by the Director of Maintenance Services.

SUPERVISION EXERCISED

Provides direct supervision of subordinate supervisory personnel, assigned field maintenance and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Plans, schedules, directs, and supervises the work of crews in widely scattered locations.

Reviews work orders and appropriately schedules personnel and equipment.

Inspects park and landscape areas and project sites to evaluate work requirements and/or progress

Plans landscaped areas and median strips to enhance the beauty of the City, selecting plant materials for aesthetic and maintenance compatibility.

Supervises the installation and maintenance of sprinkling systems and establishes irrigation schedules.

Supervises the planting, fertilizing, and maintenance of lawn and tree areas.

ESSENTIAL DUTIES (continued):

Directs and supervises the preparation and application of chemicals for the control of weeds, lawn pests and diseases.

Prepares requisitions for materials and supplies, including equipment specifications.

Manages contract maintenance programs, including preparing bid specifications, evaluating bids, awarding contracts and administering contracts.

Trains and evaluates subordinates.

Coordinates division activities with other City departments and public agencies.

Develops and maintains specifications for landscape maintenance system equipment including the development and recommendation of major purchases.

Inspects and supervises the work of City crews and outside contractors engaged for the purpose of landscape maintenance.

Assists the Director and administrative staff in all budget development and planning.

Prepares cost estimates for maintenance and repair of landscapes and related facilities.

Prepares and maintains all necessary documentation and record keeping needed for compliance related to the City's annual storm water permit.

Coordinates maintenance activities with other City departments, divisions, and with outside agencies. Ensures that emergency staff is available 24 hours a day, 7 days a week, to take necessary action in the case of unexpected emergencies.

Completes performance evaluations for all directly assigned staff, and ensures that same is prepared for all staff under the position's indirect supervision.

Prepares and provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices. Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of landscaping, landscape maintenance, and tree maintenance.

Physical characteristics and requirements of trees, plants, shrub and lawns in the Hayward area.

Methods, materials, and equipment used in the maintenance, repair, and construction of landscaping and irrigation systems.

Hazards and accepted safety precautions in the construction of landscaping, the application of chemical sprays, the trimming and removal of trees, and the operation of related power equipment.

Supervision, training, and evaluation of subordinates.

Planning aesthetically pleasing landscaped areas and tree planting.

Occupational hazards and safety precautions necessary to safeguard against them.

Principles of organization, administration, budget, and personnel management.

Ability to:

Read and interpret plans and specifications.

Estimate time, materials, and equipment needed to perform maintenance and repair work.

Prepare and administer a division budget.

Communicate clearly and concisely, orally and in writing.

Design and maintain coherent records of division activities and prepare periodic reports from these data.

Plan, direct, and oversee the work of crews.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE AND EDUCATION (continued):

Experience: Five (5) years of increasingly responsible experience in the planting and maintenance of trees, park and landscape areas, including two (2) years of administrative and supervisory duties.

Education: Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in Business or Public Administration, or a related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License. Possession and maintenance of a Qualified Applicator License (QAL) from the California Department of Pesticide Regulation required at time of appointment. Possession and maintenance of a valid ISA Arborist certification required within one (1) year of appointment.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H615CS91

July 1985

Revised April 1991

Revised March 2010

Revised June 2016

Revised October 2021

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt

LANDSCAPE MAINTENANCE MANAGER

DEFINITION

Under general direction, plans, organizes directs and reviews all programs related to the planting and maintenance of park and landscape areas and the street-tree program including both City crew and contract maintenance programs.

DISTINGUISHING CHARACTERISTICS

This is a Division Head management classification that oversees, directs, and participates in all activities of the Landscape Maintenance Division. The Landscape Maintenance Manager is responsible for the operation and maintenance of all City landscape areas, the facilitation of landscape contracts, Landscape and Lighting Districts and performs responsible management in support of the Landscape Division's goals and objectives. This position is also responsible for assisting the Director in the overall planning, administration, management of the Landscape Maintenance Division's functions, as well as select projects in the Public Works and Engineering and Transportation and Maintenance Services Capital Improvement Program.

SUPERVISION RECEIVED

General direction is provided by the Director of Maintenance Services.

SUPERVISION EXERCISED

Provides direct supervision of subordinate supervisory personnel, assigned field maintenance and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Plans, schedules, directs, and supervises the work of crews in widely scattered locations.

Reviews work orders and appropriately schedules personnel and equipment.

Inspects park and landscape areas and project sites to evaluate work requirements and/or progress

Plans landscaped areas and median strips to enhance the beauty of the City, selecting plant materials for aesthetic and maintenance compatibility.

Supervises the installation and maintenance of sprinkling systems and establishes irrigation schedules.

Supervises the planting, fertilizing, and maintenance of lawn and tree areas.

ESSENTIAL DUTIES (continued):

Directs and supervises the preparation and application of chemicals for the control of weeds, lawn pests and diseases.

Prepares requisitions for materials and supplies, including equipment specifications.

Manages contract maintenance programs, including preparing bid specifications, evaluating bids, awarding contracts and administering contracts.

Trains and evaluates subordinates.

Coordinates division activities with other City departments and public agencies.

Develops and maintains specifications for landscape maintenance system equipment including the development and recommendation of major purchases.

Inspects and supervises the work of City crews and outside contractors engaged for the purpose of landscape maintenance.

Assists the Director and administrative staff in all budget development and planning.

Prepares cost estimates for maintenance and repair of landscapes and related facilities.

Prepares and maintains all necessary documentation and record keeping needed for compliance related to the City's annual storm water permit.

Coordinates maintenance activities with other City departments, divisions, and with outside agencies. Ensures that emergency staff is available 24 hours a day, 7 days a week, to take necessary action in the case of unexpected emergencies.

Completes performance evaluations for all directly assigned staff, and ensures that same is prepared for all staff under the position's indirect supervision.

Prepares and provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices. Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of landscaping, landscape maintenance, and tree maintenance.

Physical characteristics and requirements of trees, plants, shrub and lawns in the Hayward area.

Methods, materials, and equipment used in the maintenance, repair, and construction of landscaping and irrigation systems.

Hazards and accepted safety precautions in the construction of landscaping, the application of chemical sprays, the trimming and removal of trees, and the operation of related power equipment.

Supervision, training, and evaluation of subordinates.

Planning aesthetically pleasing landscaped areas and tree planting.

Occupational hazards and safety precautions necessary to safeguard against them.

Principles of organization, administration, budget, and personnel management.

Ability to:

Read and interpret plans and specifications.

Estimate time, materials, and equipment needed to perform maintenance and repair work.

Prepare and administer a division budget.

Communicate clearly and concisely, orally and in writing.

Design and maintain coherent records of division activities and prepare periodic reports from these data.

Plan, direct, and oversee the work of crews.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE AND EDUCATION (continued):

Experience: Five (5) years of increasingly responsible experience in the planting and maintenance of trees, park and landscape areas, including two (2) years of administrative and supervisory duties.

Education: Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in Business or Public Administration, or a related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License. Possession and maintenance of a Qualified Applicator License (QAL) from the California Department of Pesticide Regulation required at time of appointment. Possession and maintenance of a valid ISA Arborist certification required within one (1) year of appointment.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H615CS91

July 1985

Revised April 1991

Revised March 2010

Revised June 2016

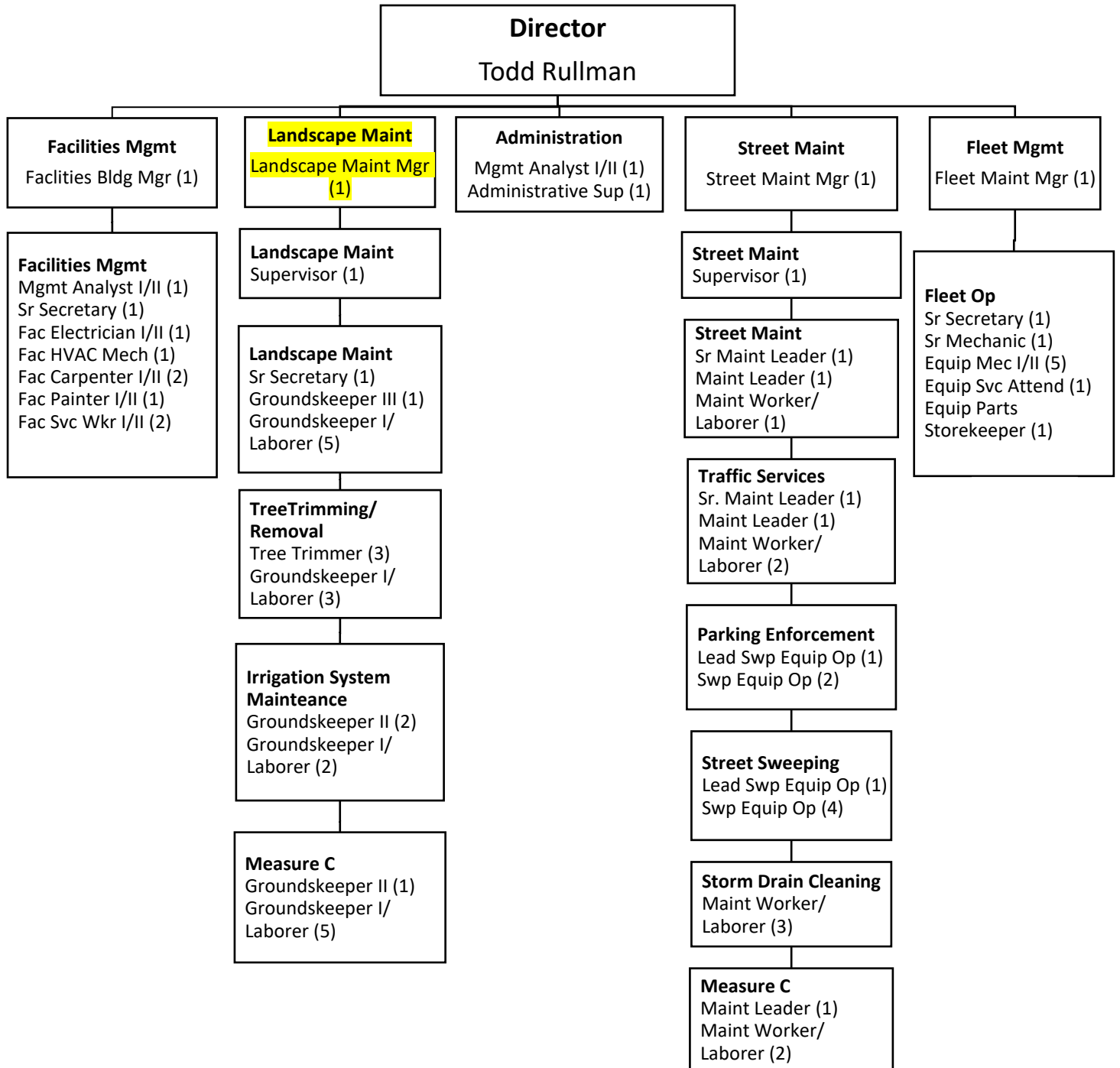
Revised October 2021

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt

Maintenance Services Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 22-006

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Landscape Maintenance Supervisor

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Landscape Maintenance Supervisor classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Landscape Maintenance Supervisor has been updated to reflect the current duties and responsibilities of a frontline supervisor in the Landscape Division. This frontline supervisory position will support the Landscape Maintenance Manager with daily operations, providing direct supervision of subordinate personnel, assigned field maintenance staff, and clerical staff. Revisions have been made to the position's minimum qualifications to include the possession and maintenance of a Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation (DPR) at the time of appointment, and the possession and maintenance of a Qualified Applicator License (QAL) from the California DPR required within one (1) year of appointment. Additionally, the possession and maintenance of a valid Arborist certification has been added as highly desirable.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Landscape Maintenance Supervisor Job Description - Redlined Version
Attachment III	Landscape Maintenance Supervisor Job Description - Clean Version
Attachment IV	Maintenance Services Department Org Chart



DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Landscape Maintenance Supervisor

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Landscape Maintenance Supervisor classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Landscape Maintenance Supervisor has been updated to reflect the current duties and responsibilities of a frontline supervisor in the Landscape Division. This frontline supervisory position will support the Landscape Maintenance Manager with daily operations, providing direct supervision of subordinate personnel, assigned field maintenance staff, and clerical staff. Revisions have been made to the position's minimum qualifications to include the possession and maintenance of a Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation (DPR) at the time of appointment, and the possession and maintenance of a Qualified Applicator License (QAL) from the California DPR required within one (1) year of appointment. Additionally, the possession and maintenance of a valid Arborist certification has been added as highly desirable.

BACKGROUND AND DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

In May 2021, the Maintenance Services Department (MSD) requested to update job descriptions for the supervisory positions in its four (4) divisions: Landscape, Streets, Fleet

and Facilities. The purpose in updating these supervisory job descriptions is to support the department's request to restore the positions using a phased approach over the next one to five years, based on operational need. The initial ask will be in the Landscape and Streets divisions during the Fiscal Year 2022 (FY 2022) midyear budget process. Due to the division size and number of subordinates reporting to each of the managers in Landscape and Streets, the department is requesting to add a frontline supervisor to help address span of control issues and support the manager with daily operations.

The job description for Landscape Maintenance Supervisor has been updated to reflect current duties and responsibilities. The revisions include updates to the supervision received and exercised, essential duties, job related and essential qualifications, and minimum qualifications. The minimum requirements for licenses and certificates have been updated to include the possession and maintenance of a Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation (DPR) at the time of appointment, and the possession and maintenance of a Qualified Applicator License (QAL) from the California DPR within one (1) year of appointment. Additionally, the possession and maintenance of a valid Arborist Certification has been included as highly desirable.

The job description for Landscape Maintenance Supervisor was shared with and accepted by representatives of the Hayward Association of Management Employees (HAME). Both a redline copy and clean copy of the job description are attached for the Commission's review.

FISCAL IMPACT

The salary for the Landscape Maintenance Supervisor will be set internally to 10% above the Groundskeeper III, which is \$47.76 at Step A and \$55.58 at Step E. The addition of this new position will result in a total fiscal impact of \$176,061, with \$149,652 from the General Fund and \$26,409 from the Enterprise Water Fund. Budget adjustments will be included in the FY 2022 midyear budget process.

Prepared by: Vanessa Lopez, Senior Human Resources Analyst

Recommended by: Jana Sangy, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'Kelly McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager

LANDSCAPE MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, the Landscape Maintenance Supervisor oversees the work of several crews, assists, plans, schedules, assigns, supervises and evaluates the work of several crews involved in the maintenance, repair and construction of landscaped areas, right-of-ways and City trees throughout the City, and assists the Landscape Maintenance Manager as needed.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification allocated to the Landscape Division of the Maintenance Services Department. The Landscape Maintenance Supervisor is responsible for the maintenance of all City landscape areas, the facilitation of landscape contracts, Landscape and Lighting Assessment and Maintenance Districts and performs responsible supervision and management in support of the Landscape Division's goals and objectives. This position is distinguished from lower-level landscape maintenance classifications by its responsibility for the supervision of maintenance and clerical staff. This position is further distinguished from the Landscape Maintenance Manager in that the latter has overall management responsibility for the operation, management and administration of the City's Landscape Division..

SUPERVISION RECEIVED

General direction is provided by the Landscape Maintenance Manager .

SUPERVISION EXERCISED

Provides direct supervision of subordinate supervisory personnel, assigned field maintenance and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Supervises, trains and evaluates subordinates.

Assists, plans, schedules, directs, and supervises the work of crews

Supervises the City's Landscape Maintenance Program and Tree Maintenance Program, recommending improvements as needed.

Inspects landscaped areas, right-of-ways, city trees and project sites to identify repair needs, recommend corrective action, resolve work problems, evaluate work progress and identify additional needs.

Assists in plans for landscaped areas and median strips to enhance community appearance, selecting plant materials for aesthetic and maintenance compatibility.

Supervises the installation and maintenance of sprinkling systems and establishes irrigation schedules.

Supervises the planting, fertilizing, and maintenance of lawn and tree areas.

Directs and supervises the preparation and application of chemicals for the control of weeds, lawn pests and diseases.

Assists and coordinates division activities with other City departments and public agencies.

Inspects and supervises the work of City crews and outside contractors engaged for the purpose of landscape maintenance

Assists the Landscape Maintenance Manager and administrative staff in budget development and planning.

Assists in the preparation of cost estimates for maintenance and repair of landscapes and related facilities.

Completes performance evaluations for all directly assigned staff and ensures that same is prepared for all staff under the position's indirect supervision.

Prepares and provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices.

Evaluates work requests and schedule materials, equipment and personnel to complete the job assignment. Coordinates the completion of work requests with other divisions when assistance is needed.

Investigates and respond to citizen inquiries and complaints regarding landscape issues, tree issues, and

work performed.

Supervises the Pesticide Program and adhere to the Integrated Pest Management standards to control weeds, pests and diseases.

Prepares requisitions for materials, supplies and equipment.

Makes recommendations on the purchase and specifications for major capital equipment.

Completes and maintains a variety of records and reports on materials, equipment, service calls and personnel.

Assists in Landscape project development in both Public Works and Development Services from planned development to project acceptance.

Assists in inspecting the work performed by Landscape and Tree contractors for both the City Right of way and the Landscape and Lighting Assessment and Maintenance Districts.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of landscaping, landscape maintenance, and tree maintenance.
- Physical characteristics and requirements of trees, plants, shrub and lawns in the Hayward area.
- Bay friendly design and maintenance standards and Biorientation maintenance repairs.
- Methods, materials, and equipment used in the maintenance, repair, and construction of landscaping and irrigation systems.
- Hazards and accepted safety precautions in the construction of landscaping, the application of chemical sprays, the trimming and removal of trees, and the operation of related power equipment.
- Supervision, training, and evaluation of subordinates.
- Planning aesthetically pleasing landscaped areas and tree planting.
- Occupational hazards and safety precautions necessary to safeguard against them.
- Principles of organization, administration, budget, and personnel management.
- Electronic time entry and ability to work collaboratively with Payroll staff.
- Public Records Request and Claim Response.

Ability to:

- Read and interpret plans and specifications.
- Estimate time, materials, and equipment needed to perform maintenance and repair work.
- Assist in the preparation and administration of the division budget.
- Communicate clearly and concisely, orally and in writing.
- Design and maintain coherent records of division activities and prepare periodic reports from these data.
- Plan, direct, and oversee the work of crews.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience in landscape maintenance and tree maintenance, including one (1) year of responsible supervisory or lead position experience.

Education: Equivalent to completion of the twelfth (12th) grade, supplemented by relevant college course work. Possession of an Associate of Arts Degree in related subjects such as Horticulture or Arboriculture is desirable.

Licenses and Certificates: Possession and maintenance of a valid California Class C Driver's License. Possession and maintenance of a Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation is required at appointment. Possession and maintenance of a Qualified Applicator License (QAL) from the California Department of Pesticide Regulation is required within one (1) year of appointment. **Possession and maintenance of a valid ISA Arborist certification is highly desirable.**

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without

reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

H610
April 1990
Revised August 2011
Revised October 2021

FPPC STATUS: Designated
FLSA STATUS: Exempt

LANDSCAPE MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, the Landscape Maintenance Supervisor oversees the work of several crews, assists, plans, schedules, assigns, supervises and evaluates the work of several crews involved in the maintenance, repair and construction of landscaped areas, right-of-ways and City trees throughout the City, and assists the Landscape Maintenance Manager as needed.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification allocated to the Landscape Division of the Maintenance Services Department. The Landscape Maintenance Supervisor is responsible for the maintenance of all City landscape areas, the facilitation of landscape contracts, Landscape and Lighting Assessment and Maintenance Districts and performs responsible supervision and management in support of the Landscape Division's goals and objectives. This position is distinguished from lower-level landscape maintenance classifications by its responsibility for the supervision of maintenance and clerical staff. This position is further distinguished from the Landscape Maintenance Manager in that the latter has overall management responsibility for the operation, management and administration of the City's Landscape Division.

SUPERVISION RECEIVED

General direction is provided by the Landscape Maintenance Manager.

SUPERVISION EXERCISED

Provides direct supervision of subordinate supervisory personnel, assigned field maintenance and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Supervises, trains and evaluates subordinates.

Assists, plans, schedules, directs, and supervises the work of crews

Supervises the City's Landscape Maintenance Program and Tree Maintenance Program, recommending improvements as needed.

Inspects landscaped areas, right-of-ways, city trees and project sites to identify repair needs, recommend corrective action, resolve work problems, evaluate work progress and identify additional needs.

ESSENTIAL DUTIES (continued):

Assists in plans for landscaped areas and median strips to enhance community appearance, selecting plant materials for aesthetic and maintenance compatibility.

Supervises the installation and maintenance of sprinkling systems and establishes irrigation schedules.

Supervises the planting, fertilizing, and maintenance of lawn and tree areas.

Directs and supervises the preparation and application of chemicals for the control of weeds, lawn pests and diseases.

Assists and coordinates division activities with other City departments and public agencies.

Inspects and supervises the work of City crews and outside contractors engaged for the purpose of landscape maintenance

Assists the Landscape Maintenance Manager and administrative staff in budget development and planning.

Assists in the preparation of cost estimates for maintenance and repair of landscapes and related facilities.

Completes performance evaluations for all directly assigned staff and ensures that same is prepared for all staff under the position's indirect supervision.

Prepares and provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices.

Evaluates work requests and schedule materials, equipment and personnel to complete the job assignment. Coordinates the completion of work requests with other divisions when assistance is needed.

Investigates and respond to citizen inquiries and complaints regarding landscape issues, tree issues, and work performed.

Supervises the Pesticide Program and adhere to the Integrated Pest Management standards to control weeds, pests and diseases.

Prepares requisitions for materials, supplies and equipment.

Makes recommendations on the purchase and specifications for major capital equipment.

ESSENTIAL DUTIES (continued):

Completes and maintains a variety of records and reports on materials, equipment, service calls and personnel.

Assists in Landscape project development in both Public Works and Development Services from planned development to project acceptance.

Assists in inspecting the work performed by Landscape and Tree contractors for both the City Right of way and the Landscape and Lighting Assessment and Maintenance Districts.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of landscaping, landscape maintenance, and tree maintenance.
- Physical characteristics and requirements of trees, plants, shrub and lawns in the Hayward area.
- Bay friendly design and maintenance standards and Biorientation maintenance repairs.
- Methods, materials, and equipment used in the maintenance, repair, and construction of landscaping and irrigation systems.
- Hazards and accepted safety precautions in the construction of landscaping, the application of chemical sprays, the trimming and removal of trees, and the operation of related power equipment.
- Supervision, training, and evaluation of subordinates.
- Planning aesthetically pleasing landscaped areas and tree planting.
- Occupational hazards and safety precautions necessary to safeguard against them.
- Principles of organization, administration, budget, and personnel management.
- Electronic time entry and ability to work collaboratively with Payroll staff.
- Public Records Request and Claim Response.

Ability to:

- Read and interpret plans and specifications.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

- Estimate time, materials, and equipment needed to perform maintenance and repair work.
- Assist in the preparation and administration of the division budget.
- Communicate clearly and concisely, orally and in writing.
- Design and maintain coherent records of division activities and prepare periodic reports from these data.
- Plan, direct, and oversee the work of crews.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience in landscape maintenance and tree maintenance, including one (1) year of responsible supervisory or lead position experience.

Education: Equivalent to completion of the twelfth (12th) grade, supplemented by relevant college course work. Possession of an Associate of Arts Degree in related subjects such as Horticulture or Arboriculture is desirable.

Licenses and Certificates: Possession and maintenance of a valid California Class C Driver's License. Possession and maintenance of a Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation is required at appointment. Possession and maintenance of a Qualified Applicator License (QAL) from the California Department of Pesticide Regulation is required within one (1) year of appointment. Possession and maintenance of a valid ISA Arborist certification is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner;

SPECIAL REQUIREMENTS (continued):

and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

H610

April 1990

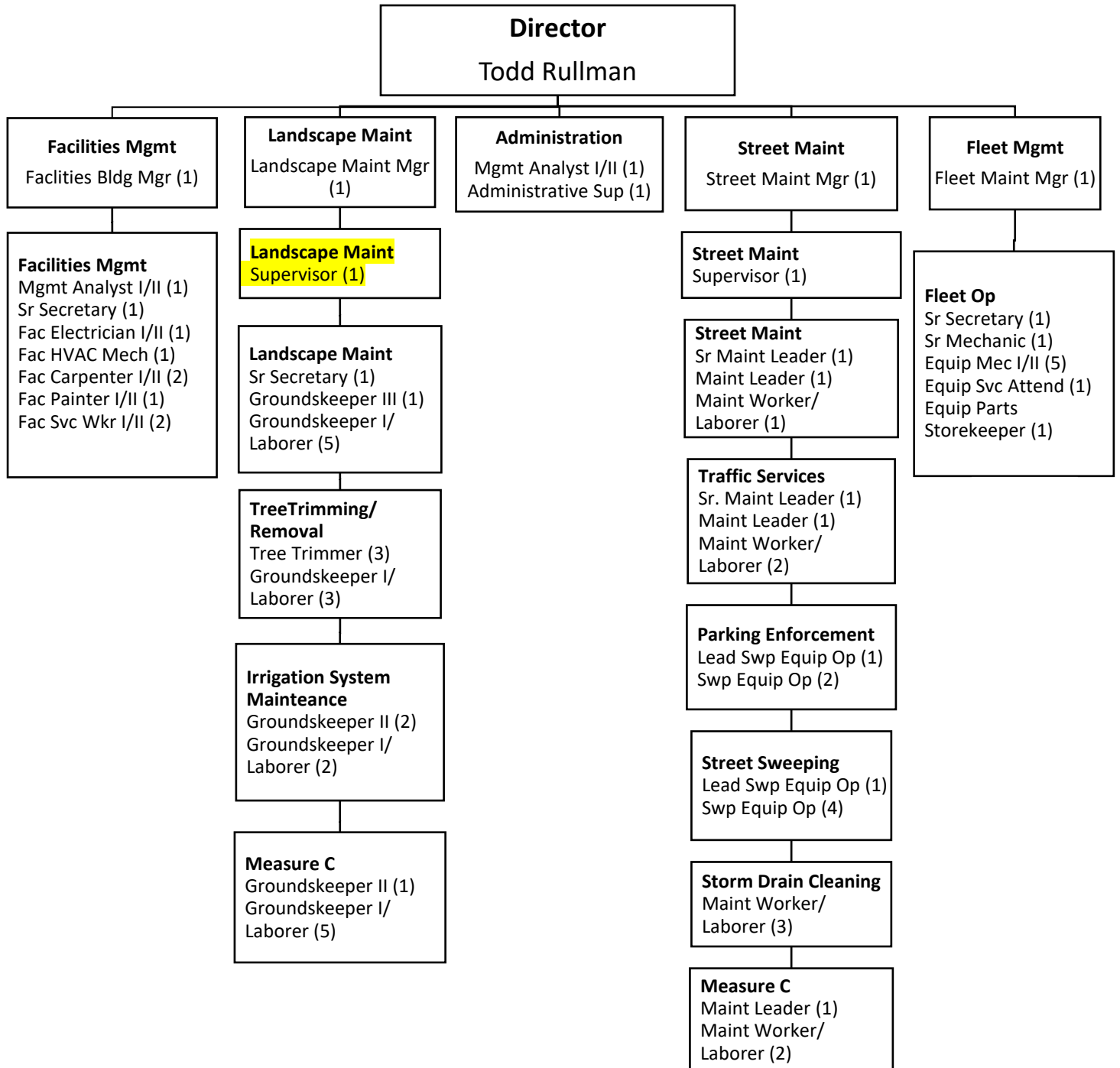
Revised August 2011

Revised October 2021

FPPC STATUS: Designated

FLSA STATUS: Exempt

Maintenance Services Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 22-007

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Streets Maintenance Supervisor

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Streets Maintenance Supervisor classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Streets Maintenance Supervisor has been updated to reflect the current duties and responsibilities of a frontline supervisor in the Streets Division. This frontline supervisory position will support the Streets Maintenance Manager with daily operations, providing direct supervision of subordinate personnel, including street sweeping and assigned field maintenance crews. The position will plan and oversee a comprehensive program of street cleaning, including mechanical sweeping, flushing, leaf removal, and optimal scheduling of routes and equipment usage; the position will also be also responsible for the enforcement of a street sweeping program designed to enhance the overall performance of street sweeping activities.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Streets Maintenance Supervisor Job Description - Redlined Version
Attachment III	Streets Maintenance Supervisor Job Description - Clean Version
Attachment IV	Maintenance Services Department Org Chart



DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Streets Maintenance Supervisor

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Streets Maintenance Supervisor classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Streets Maintenance Supervisor has been updated to reflect the current duties and responsibilities of a frontline supervisor in the Streets Division. This frontline supervisory position will support the Streets Maintenance Manager with daily operations, providing direct supervision of subordinate personnel, including street sweeping and assigned field maintenance crews. The position will plan and oversee a comprehensive program of street cleaning, including mechanical sweeping, flushing, leaf removal, and optimal scheduling of routes and equipment usage; the position will also be also responsible for the enforcement of a street sweeping program designed to enhance the overall performance of street sweeping activities.

BACKGROUND AND DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

In May 2021, the Maintenance Services Department (MSD) requested to update job descriptions for the supervisory positions in its four (4) divisions: Landscape, Streets, Fleet and Facilities. The purpose in updating these supervisory job descriptions is to support the department's request to restore the positions using a phased approach over the next one to

five years, based on operational need. The initial ask will be in the Landscape and Streets divisions during the Fiscal Year 2022 (FY 2022) midyear budget process. Due to the division size and number of subordinates reporting to each of the managers in Landscape and Streets, the department is requesting to add a frontline supervisor to help address span of control issues and support the manager with daily operations.

The job description for Streets Maintenance Supervisor has been updated to reflect current duties and responsibilities. The revisions include updating the supervision exercised, essential duties, job related and essential qualifications, and minimum qualifications.

The job description for Streets Maintenance Supervisor was shared with and accepted by representatives of the Hayward Association of Management Employees (HAME). Both a redline copy and clean copy of the job description are attached for the Commission's review.

FISCAL IMPACT

The salary for the Streets Maintenance Supervisor will be set internally to 10% above the Senior Maintenance Leader, which is \$50.07 at Step A and \$58.21 at Step E. The addition of this new position will result in a total annual fiscal impact of \$186,313 to the General Fund. Budget adjustments will be included in the FY 2022 midyear budget process.

Prepared by: Vanessa Lopez, Senior Human Resources Analyst

Recommended by: Jana Sangy, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager

STREETS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, the Streets Maintenance Supervisor oversees the work of several crews, assists, plans, organizes, directs and reviews all the programs related to the construction, maintenance, repair and cleaning of the City's street system and related public improvements. .

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification allocated to the Streets Division of the Maintenance Services Department. The Streets Maintenance Supervisor supports the Streets Maintenance Manager with the daily operation of the City's Streets Maintenance Program. In addition, the incumbent assists by performing responsible supervision and management in support of the Streets Division's goals and objectives. This position is distinguished from lower-level streets maintenance classifications in that the incumbent performs full, first-line supervisory responsibilities including planning, assigning, and evaluating the work of assigned maintenance and clerical staff. This position is further distinguished from the Streets Maintenance Manager in that the latter has overall management responsibility for the operation, management and administration of the City's Streets Division..

SUPERVISION RECEIVED

General supervision is provided by the Streets Maintenance Manager.

SUPERVISION EXERCISED

Provides direct supervision of subordinate supervisory personnel, specifically street sweeping and assigned field maintenance crews.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Trains, supervises, assigns, and coordinates several crews involved in the maintenance and cleaning of streets and other public improvements.

Plans and oversees a comprehensive program of street cleaning, including mechanical sweeping, flushing, leaf removal, and optimal scheduling of routes and equipment usage.

Plans and oversees a comprehensive street sweeping enforcement program designed to enhance the overall performance of street sweeping activities.

Identifies street and sidewalk repair needs and recommends corrective action.

Arranges for and schedules appropriate equipment and materials necessary for street maintenance

projects.

Responds to citizen inquiries and complaints concerning the conditions of streets and other public improvements, and on the quality of city services rendered.

Assists the Streets Maintenance Manager and administrative staff in all budget development, planning and. in the identification and formation of service level objectives.

Assists in the preparation of cost estimates for maintenance and repair of streets and related facilities

Assists in the preparation of all necessary documentation and record keeping needed for compliance related to the City's annual storm water permit.

Assists and coordinates maintenance activities with other City departments, divisions, and with outside agencies.

Assists with performance evaluations for all directly assigned staff, and ensures that same is prepared for all staff under the position's indirect supervision.

Provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline. Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Construction and maintenance equipment.
- Materials, methods, and practices used in the repair and maintenance of street systems and related public improvements.
- Occupational hazards and safety precautions necessary to safeguard against them.
- City geography including street and drainage facilities, layout and location.
- Principles of organization, administration, budget, and personnel management.
- Electronic time entry and ability to work collaboratively with Payroll staff.
- Munis system.
- City policies and procedures when dealing with the un-housed population

- Street Sweeping routes/schedules and the Parking Enforcement program.
- Public Record Act (PRA) Requests and Claim Response.
-
-

Ability to:

- Interpret and work with sketches, penciled layouts, and blueprints.
- Prepare plans for projects.
- Design and maintain coherent records of division activities and prepare periodic reports from these data.
- Communicate clearly and concisely both orally and in writing.
- Select, supervise, train, and evaluate subordinate personnel.

EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of increasingly responsible experience in public works construction and maintenance work, with a minimum of one (1) year of supervisory or lead experience.

Education:

Equivalent to completion of the twelfth (12th) grade.

Licenses and Certificates:

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H620

November 1983

Revised April 1991

Revised October 2021

FPPC Status: Designated

FLSA Status: Exempt

STREETS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, the Streets Maintenance Supervisor oversees the work of several crews, assists, plans, organizes, directs and reviews all the programs related to the construction, maintenance, repair and cleaning of the City's street system and related public improvements.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification allocated to the Streets Division of the Maintenance Services Department. The Streets Maintenance Supervisor supports the Streets Maintenance Manager with the daily operation of the City's Streets Maintenance Program. In addition, the incumbent assists by performing responsible supervision and management in support of the Streets Division's goals and objectives. This position is distinguished from lower-level streets maintenance classifications in that the incumbent performs full, first-line supervisory responsibilities including planning, assigning, and evaluating the work of assigned maintenance and clerical staff. This position is further distinguished from the Streets Maintenance Manager in that the latter has overall management responsibility for the operation, management and administration of the City's Streets Division.

SUPERVISION RECEIVED

General supervision is provided by the Streets Maintenance Manager.

SUPERVISION EXERCISED

Provides direct supervision of subordinate supervisory personnel, specifically street sweeping and assigned field maintenance crews.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Trains, supervises, assigns, and coordinates several crews involved in the maintenance and cleaning of streets and other public improvements.

Plans and oversees a comprehensive program of street cleaning, including mechanical sweeping, flushing, leaf removal, and optimal scheduling of routes and equipment usage.

Plans and oversees a comprehensive street sweeping enforcement program designed to enhance the overall performance of street sweeping activities.

Identifies street and sidewalk repair needs and recommends corrective action.

ESSENTIAL DUTIES (continued):

Arranges for and schedules appropriate equipment and materials necessary for street maintenance projects.

Responds to citizen inquiries and complaints concerning the conditions of streets and other public improvements, and on the quality of city services rendered.

Assists the Streets Maintenance Manager and administrative staff in all budget development, planning and. in the identification and formation of service level objectives.

Assists in the preparation of cost estimates for maintenance and repair of streets and related facilities

Assists in the preparation of all necessary documentation and record keeping needed for compliance related to the City's annual storm water permit.

Assists and coordinates maintenance activities with other City departments, divisions, and with outside agencies.

Assists with performance evaluations for all directly assigned staff, and ensures that same is prepared for all staff under the position's indirect supervision.

Provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Construction and maintenance equipment.
- Materials, methods, and practices used in the repair and maintenance of street systems and related public improvements.
- Occupational hazards and safety precautions necessary to safeguard against them.
- City geography including street and drainage facilities, layout and location.
- Principles of organization, administration, budget, and personnel management.
- Electronic time entry and ability to work collaboratively with Payroll staff.
- Munis system.
- City policies and procedures when dealing with the un-housed population
- Street Sweeping routes/schedules and the Parking Enforcement program.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of:

- Public Record Act (PRA) Requests and Claim Response.

Ability to:

- Interpret and work with sketches, penciled layouts, and blueprints.
- Prepare plans for projects.
- Design and maintain coherent records of division activities and prepare periodic reports from these data.
- Communicate clearly and concisely both orally and in writing.
- Select, supervise, train, and evaluate subordinate personnel.

EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of increasingly responsible experience in public works construction and maintenance work, with a minimum of one (1) year of supervisory or lead experience.

Education:

Equivalent to completion of the twelfth (12th) grade.

Licenses and Certificates:

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in

SPECIAL REQUIREMENTS (continued):

an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H620

November 1983

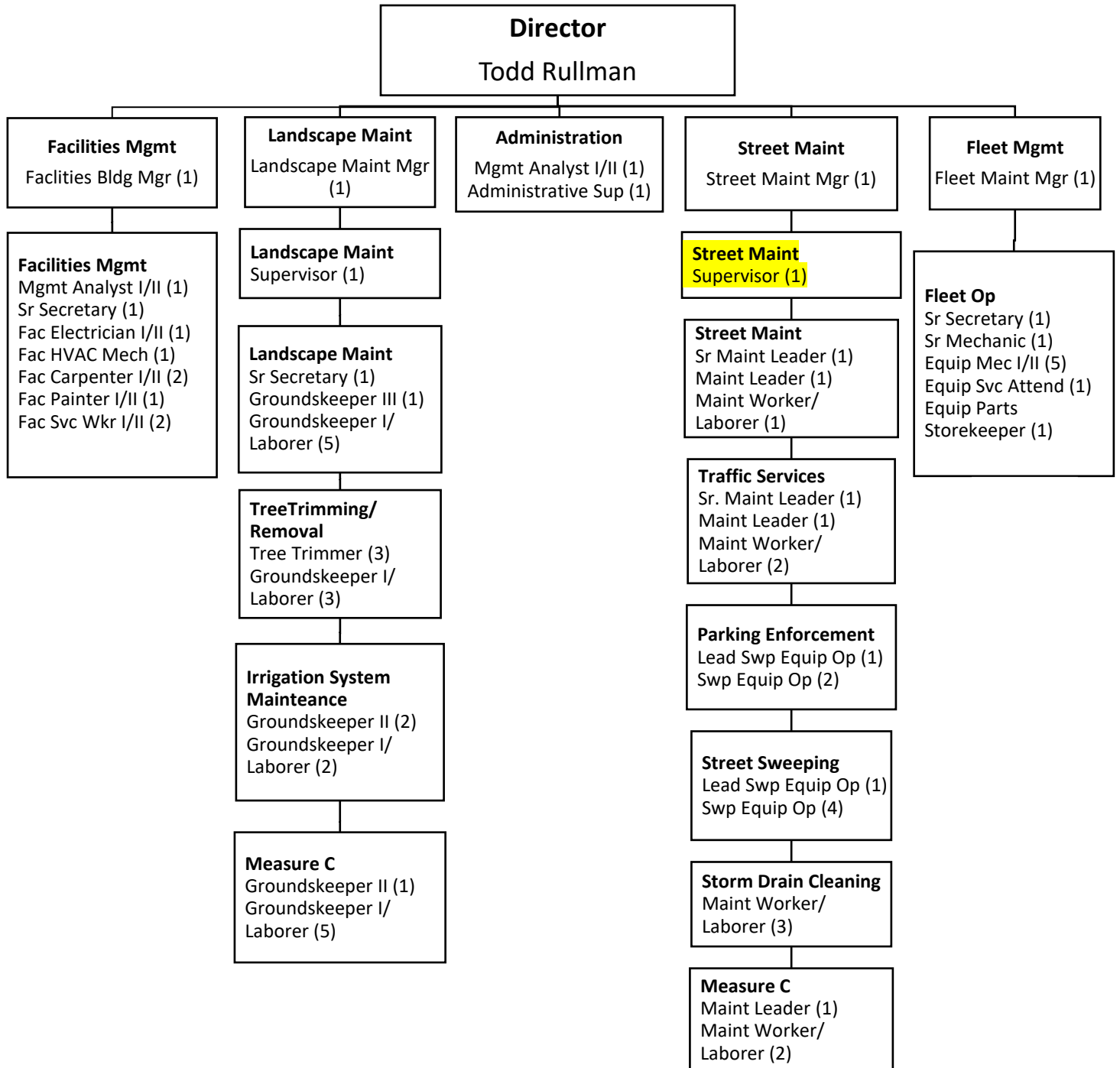
Revised April 1991

Revised October 2021

FPPC Status: Designated

FLSA Status: Exempt

Maintenance Services Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 22-010

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review the Revised Job Description for Real Property Manager

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Real Property Manager classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Real Property Manager has been updated to reflect the current duties and responsibilities of a Real Property Manager. Revisions to the minimum qualifications have been made to include the preparation and administration of use agreements related to use of public right-of-way for telecommunication services, including but not limited to fiber optic cable and small cell radio equipment.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Real Property Manager Job Description - Redlined Version
Attachment III	Real Property Manager Job Description - Clean Version
Attachment IV	FY22 Public Works & Utilities Dept Org Chart



DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Real Property Manager

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Real Property Manager classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Real Property Manager has been updated to reflect the current duties and responsibilities of a Real Property Manager. Revisions to the minimum qualifications have been made to include the preparation and administration of use agreements related to use of public right-of-way for telecommunication services, including but not limited to fiber optic cable and small cell radio equipment.

BACKGROUND AND DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

The Real Property Manager job description had not been revised since September 1990 and since then, the position has evolved to incorporate new technology and compliance with new federal requirements. This Real Property Manager will be responsible for the overall administration of use agreements and public right-of-way for telecommunication services.

The job description for Real Property Manager was shared with and accepted by representatives of the Hayward Association of Management Employees (HAME). Both a redline copy and clean copy of the job description are attached for the Commission's review.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

Prepared by: Janice Cahee, Human Resources Analyst I

Recommended by: Lisette Del Pino, Human Resources Analyst II
Vanessa Lopez, Senior Human Resources Analyst
Jana Sangy, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager

CITY OF HAYWARD

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REAL PROPERTY MANAGERDEFINITION

Under general direction from the Deputy Director of Public Works, To manages all phases aspects of the City's real property program, including: ~~to performing~~ appraisals and negotiateing for the acquisition, lease or sale of real property, rights-of-way and easements for municipal purposes; ~~to provideing~~ relocation assistance; and negotiating use of public right-of-ways for telecommunication services and other utilities.

DISTINGUISHING CHARACTERISTICS

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This is a management level classification that reports to the Deputy Director of Public Works, ~~Engineering~~. The Real Property Manager plans, organizes and directs all real property activities and coordinates with other divisions and departments on matters related to real property. This classification is distinguished from the ~~Deputy department head~~ Director in that the latter is responsible for overall management and functions of the Engineering Division.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by ~~the~~ Deputy Director of Public Works, ~~Engineering~~.

SUPERVISION EXERCISED

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May supervise clerical support personnel, ~~provide~~ exercise supervision over assigned administrative support personnel.

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EXAMPLES OF ESSENTIAL DUTIES

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Duties may include, but are not limited to, the following:

Performs appraisals and provides estimated current values on real property.

Consults with the City Attorney's office and outside legal counsel to ~~n~~ Negotiates, ~~and~~ ~~prepare and~~ ~~es~~ and administers use agreements related to use of public right-of-way for telecommunication services, including but not limited to fiber optic cable and small cell radio equipment; administers use agreements once entered.;

Assists in ~~the~~ selection and contract negotiations with ~~Negotiates contracts with~~ independent contractors ~~appraisers, relocation specialists, negotiators and other outside consultants~~ involved

City of Hayward
Real Property Manager
Page 2

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with property, building and right-of-way acquisitions, appraisals, negotiations and relocations, and oversees their work; administers and oversees contracts including monitoring compliance with applicable contractual agreements. -Pprovides direction and instruction related to the work as needed.

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Performs appraisals and provides estimated current values on real property.
ESSENTIAL DUTIES (continued):

Consults with the City Attorney's office and outside legal counsel to nNegotiates and prepares lease agreements for use of City property; and administers lease agreements for use of City property once entered.

Maintains records related to use agreements and leases to ensure that lease terms are complied with, and payments are up to date, and follows up as needed on non-payment.

Reviews title reports to determine ownership, coordinates escrows, and assists other City staff City engineers in the preparation of property descriptions and reports related to real property.

Negotiates with tenants and property owners for the purchase, rental, or sale of real property and real property rights.

Handles allManages sales of City surplus property, sales including advertising and conducting actual property sale, of property.

Consults with the City Attorney's office, and outside legal counsel and City Surveyor regarding preparation, coordination and followup involved with all aspects of eminent domain proceedings, and coordinates acquisition of real property through eminent domain procedures.

Provides technical assistance and advice to City Attorney's office and City Council other City Departments as required relative to rReal pProperty pProgram.

Conducts-Coordinates outreach to Meets with tenants and property owners to explain regarding projects requiring property acquisition, compiles data to determine relocation and socio-economic needs of occupants and availability of relocation accommodations, -and participates in public meetings with City Council and City officials and negotiates appropriate relocation terms and payments.

Negotiates for the execution of deeds, quitclaims, agreements, partial releases, partial reconveyance and other instruments.

Recommends settlement on condemnation proceedings and assists in condemnation procedures.

1. Recommends on contracting with independent appraisers, relocation specialists and negotiators, and supervises their work.

City of Hayward
Real Property Manager
Page 3

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2. — Supervises and coordinates the relocation assistance program including the determination of appropriate payments.

Prepares reimbursement requests and progress payment reports for federal- and state-funded projects, including documenting costs and working closely with reviewers, and Establishes and maintains a property management record and file system and documentation to ensure that federal- and state-funded real property acquisition project files meet relevant standards.

Prepares comprehensive reports and cost estimates of real property acquisition, leases and obstruction removal and prepares acquisition booklets and related information.

Prepares progress payment reports on federally funded projects, including documenting costs and working closely with federal reviewers.

3. — Prepares federal reimbursement requests for federally funded projects.

Prepares comprehensive reports and cost estimates for real property acquisition, leases and obstruction removal. and prepares acquisition booklets and related information.

Prepares written and oral reports and correspondence to City Council, City Manager, other City Departments and Department staff and City Engineers.

4. — Assists other departments in preparing reports involving real property.
Performs related work as required.
Performs related duties as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of, Abilities and Skills

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A. — Knowledge of principles and laws pertaining to real property, right-of-way acquisition and vacation, of appraisal techniques, property management, condemnation eminent domain procedures, title and escrow procedures, real estate law and relocation assistance law and procedures.

Laws and regulations governing the use of public right-of-way for small cell radio equipment and other telecommunication services.

B. — Knowledge of property acquisition and relocation guidelines related to state-funded and federally-funded projects.

C. — Knowledge of laws related to securing of rights of way for street and highway purposes.

City of Hayward
Real Property Manager
Page 4

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Laws related to securing easements and property rights for the City's utilities and service facilities.

Laws pertaining to use of public right-of-ways for telecommunication services.

Community resources as they pertain to relocation.

Ability to:

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~~D. — Ability to e~~ Conduct negotiations using professional standards and in accordance with federal, state and local rules and regulations.

Collect, analyze, compile and interpret economic, technical and statistical data relating to real property, and to establish fair market values.

Remain apprised of current laws and regulations pertaining to areas of responsibility, including use of public right-of-way for small cell radio equipment and other telecommunications equipment.

~~E. — Ability to a~~ Assist in hearings for cases on appeal in connection with federal, state and local projects.

~~F. — Ability to i~~ Interpret maps, legal documents and engineering plans.

~~G. — Ability to s~~ Supervise ~~technical-administrative~~ staff and outside consultants.

and Complete work with exhibit a high degree of independence and initiative.

~~H. — Ability to e~~ Communicate effectively both orally and in writing with the general public, tenants and property owners, outside contractors, and City officials and staff.

~~I. — Ability to p~~ Provide real property assistance to other City ~~D~~epartments involving technical property issues and guidance on process.

Establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION

Any combination that would likely provide the required knowledge and abilities to perform the duties of this position would be qualifying. A typical way to obtain them would be:

Experience: Four (4) years of increasingly responsible experience in real property appraisals, negotiations, acquisitions, relocations, and property management, of which at least one year was spent managing right-of-way programs ~~at a high-level position.~~ Experience with, or

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City of Hayward
Real Property Manager
Page 5

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exposure to placement of small cell radio equipment in public right-of-way is desirable. One (1) year of supervisory experience is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in Public or Business Administration, Engineering, Real Estate or a closely related field. Appropriate experience may be substituted for education on a year-for-year basis.

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Licenses and Certificates: Must possess and maintain a valid Class C California Driver's License. Possession of a SR/WA (Senior Right-of-Way Association) Certificate from the International Right of Way Association and familiarity with microcomputers is desirable.

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SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year.
 763CS90

Revised September 1990

Revised ~~September 1990~~ January 27, 2022

APP GRP: 02

FPPC STATUS: Designated

FLSA STATUS: Exempt

~~44k~~

CITY OF HAYWARD

REAL PROPERTY MANAGERDEFINITION

Under general direction from the Deputy Director of Public Works, manages all aspects of the City's real property program, including: performing appraisals and negotiating for the acquisition, lease or sale of real property, rights-of-way and easements for municipal purposes; providing relocation assistance; and negotiating use of public right-of-ways for telecommunication services and other utilities.

DISTINGUISHING CHARACTERISTICS

This is a management level classification that reports to the Deputy Director of Public Works. The Real Property Manager plans, organizes and directs all real property activities and coordinates with other divisions and departments on matters related to real property. This classification is distinguished from the Deputy Director in that the latter is responsible for overall management and functions of the Engineering Division.

SUPERVISION RECEIVED

General direction is provided by the Deputy Director of Public Works-Engineering.

SUPERVISION EXERCISED

May provide supervision over assigned administrative support personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Performs appraisals and provides estimated current values on real property.

Consults with the City Attorney's office and outside legal counsel to negotiate, prepare and administer use agreements related to use of public right-of-way for telecommunication services, including but not limited to fiber optic cable and small cell radio equipment; administers use agreements once entered.

Assists in selection and contract negotiations with independent appraisers, relocation specialists, negotiators and other outside consultants involved with property, building and right-of-way acquisitions, appraisals, negotiations and relocations, and administers and oversees contracts including monitoring compliance with applicable contractual agreements. Provides direction and instruction related to the work as needed.

ESSENTIAL DUTIES (continued):

Consults with the City Attorney's office and outside legal counsel to negotiate and prepare lease agreements for use of City property; administers lease agreements once entered.

Maintains records related to use agreements and leases to ensure that lease terms are complied with, and payments are up to date, and follows up as needed on non-payment.

Reviews title reports to determine ownership, coordinates escrows, and assists other City staff in the preparation of property descriptions and reports related to real property.

Negotiates with tenants and property owners for the purchase, rental, or sale of real property and real property rights.

Manages sales of City surplus property, including advertising and conducting actual property sale.

Consults with the City Attorney's office, outside legal counsel and City Surveyor regarding all aspects of eminent domain proceedings, and coordinates acquisition of real property through eminent domain procedures.

Provides technical assistance and advice to other City Departments as required relative to Real Property Program.

Coordinates outreach to tenants and property owners regarding projects requiring property acquisition, compiles data to determine relocation and socio-economic needs of occupants and availability of relocation accommodations, and negotiates appropriate relocation terms and payments.

Negotiates for the execution of deeds, quitclaims, agreements, partial releases, partial reconveyance and other instruments.

Recommends settlement on condemnation proceedings and assists in condemnation procedures.

Prepares reimbursement requests and progress payment reports for federal- and state-funded projects, including documenting costs and working closely with reviewers, and establishes and maintains documentation to ensure that federal- and state-funded real property acquisition project files meet relevant standards.

Prepares comprehensive reports and cost estimates for real property acquisition, leases and obstruction removal.

Prepares written and oral reports and correspondence to City Council, City Manager, other City Departments and Department staff.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and laws pertaining to real property, right-of-way acquisition and vacation, appraisal techniques, property management, eminent domain procedures, title and escrow procedures, real estate and relocation assistance.

Laws and regulations governing the use of public right-of-way for small cell radio equipment and other telecommunication services.

Property acquisition and relocation guidelines related to state-funded and federal-funded projects.

Laws related to securing rights of way for street and highway purposes.

Laws related to securing easements and property rights for the City's utilities and service facilities.

Community resources as they pertain to relocation.

Ability to:

Conduct negotiations using professional standards and in accordance with federal, state and local rules and regulations.

Collect, analyze, compile and interpret economic, technical and statistical data relating to real property, and to establish fair market values.

Remain apprised of current laws and regulations pertaining to areas of responsibility, including use of public right-of-way for small cell radio equipment and other telecommunications equipment.

Assist in hearings for cases on appeal in connection with federal, state and local projects.

Interpret maps, legal documents and engineering plans.

Supervise administrative staff and outside consultants.

Complete work with a high degree of independence and initiative.

Communicate effectively both orally and in writing with the general public, tenants and property owners, outside contractors, and City officials and staff.

Provide real property assistance to other City Departments involving technical property issues and guidance on process.

Establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION

Any combination that would likely provide the required knowledge and abilities to perform the duties of this position would be qualifying. A typical way to obtain them would be:

Experience: Four (4) years of increasingly responsible experience in real property appraisals, negotiations, acquisitions, relocations, and property management, of which at least one year was spent managing right-of-way programs. Experience with, or exposure to placement of small cell radio equipment in public right-of-way is desirable. One (1) year of supervisory experience is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in Public or Business Administration, Engineering, Real Estate or a closely related field. Appropriate experience may be substituted for education on a year-for-year basis.

Licenses and Certificates: Must possess and maintain a valid Class C California Driver's License. Possession of a SR/WA (Senior Right -of-Way Association) Certificate from the International Right of Way Association is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year.

763CS90

Revised September 1990

Revised January 27, 2022

APP GRP: 02

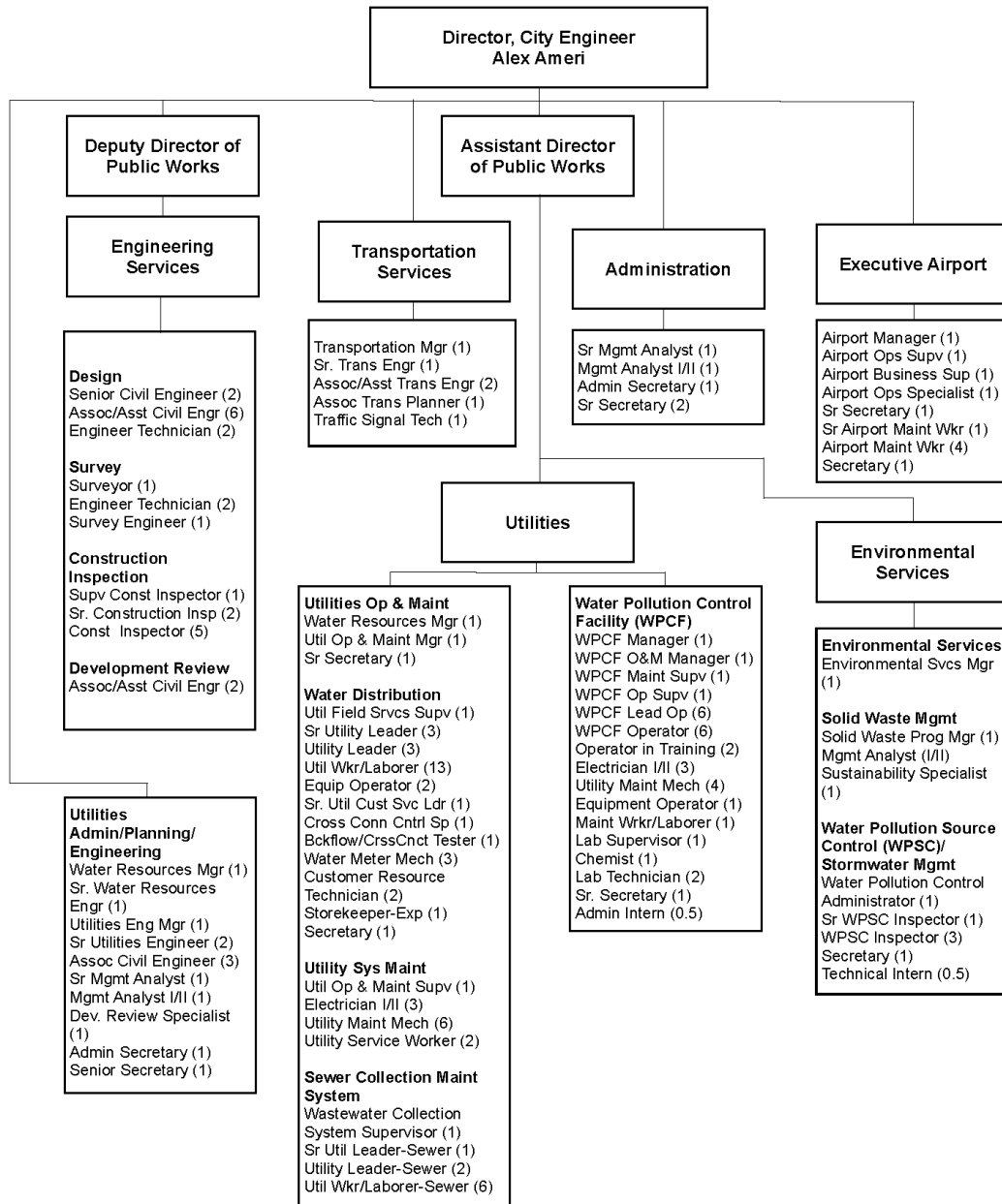
FPPC STATUS: Designated

FLSA STATUS: Exempt

FY 2022 STAFFING

161 FTE

Public Works & Utilities Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 22-011

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review and Approve the Revised Job Description for Engineering Technician

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Engineering Technician classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Engineering Technician has been updated to reflect the current duties and responsibilities held by the current incumbents. The majority of the changes were to adjust formatting and to detail the responsibilities related to engineering design, construction and/or traffic.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Engineering Technician Job Description - Redlined Version
Attachment III	Engineering Technician Job Description - Clean Version
Attachment IV	FY22 Public Works and Utilities Dept Org Chart



DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Engineering Technician

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Engineering Technician classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Engineering Technician has been updated to reflect the current duties and responsibilities held by the current incumbents. The majority of the changes were to adjust formatting and to detail the responsibilities related to engineering design, construction and/or traffic.

BACKGROUND AND DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

Prior to this revision, the Engineering Technician job description had not been revised since August 1988. Since then, Human Resources has updated the format for job descriptions to include a section to distinguish the job classification from other classifications within the division/department. The proposed changes align this job description with our current format.

The job description for Engineering Technician was shared with representatives of IFPTE, Local 21. Local 21 was given a deadline of January 20, 2022 to respond. Both a redline copy and clean copy of the job description are attached for the Commission's review.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

Prepared by: Janice Cahee, Human Resources Analyst I

Recommended by: Lisette Del Pino, Human Resources Analyst II
Vanessa Lopez, Senior Human Resources Analyst
Jana Sangy, Director of Human Resources

Approved by:

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Kelly McAdoo, City Manager

CITY OF HAYWARD

ENGINEERING TECHNICIAN

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DescriptionDEFINITION:

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To perform a variety of paraprofessional office and field engineering work including drafting, minor design work, engineering records preparation and maintenance and operation of equipment and instruments; may work as survey crew member in support of surveying and other civil and traffic engineering functions.

DISTINGUISHING CHARACTERISTICS

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This is an entry level classification that assists higher level technical and professional engineers..... in all activities of the Engineering & Transportation Division. The Engineering Technician is responsible for conducting traffic, engineering and similar studies for public works projects, and for assigned technical engineering tasks, preparing plans and estimating for various permits design and other construction activities. This position is also responsible for assisting the Director in the overall planning, administration, management of the Engineering & Transportation Division's functions, as well as select projects in the Public Works and Maintenance Services. It is distinguished from the Assistant Civil / Survey Engineer - which is the journey level classification with responsibility of the more complicated technical tasks.

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SUPERVISION RECEIVED:

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General supervision is provided by higher level technical and professional engineers, depending on the assigned area of responsibility. Lead direction may be provided by other classification in the division.

SUPERVISION EXERCISED

None.

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EXAMPLES OF DUTIES: Essential Duties
ESSENTIAL DUTIES

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1. — Performs non-routine drafting assignments which require application of standardized drawing techniques.

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Gathers field data for planning, design and construction.

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City of Hayward

Engineering Technician (continued)

Page 2

2. — Prepares accurate drawings from design notes, sketches and field survey notes.

3. — Makes traffic counts and prepares simple diagrams of intersections showing sight distances and traffic flow.

4. — Makes speed surveys, polls motorists and pedestrians, and prepares diagrams of accident frequencies.

ESSENTIAL DUTIES (continued):

5. — Makes computations to determine quantities and costs.

6. — Performs complex mathematical calculations by using accepted formulas, manuals and equipment.

7. — Reads and interprets maps and other engineering records and prepares legal descriptions of property.

8. — Corrects and re-designs construction plans for street improvements, utility installations, drainage and material quantities by using appropriate calculations, computations and engineering data and by consulting with engineers.

9. — Performs survey office work using drafting tools while employing mathematical and engineering data to prepare information for use by survey field crews, construction crews and construction inspectors.

EXAMPLES OF DUTIES (continued):

10. — Interprets information from survey field work for use in mapping, designing construction plans, analyzing earthquake fault monitoring data and updating survey records.

11. — Performs various duties associated with land surveying including using measuring tapes and level rods to assist in determining lines, angles, points, elevations and distances.

12. — Performs various record keeping and file maintenance duties such as recording instrument readings in field survey notes, maintaining office files of notes, control data, monument records, surveyors maps, and construction drawings.

Prepares and maintains accurate “as-built” plans from notes from contractors of completed projects.

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City of Hayward

Engineering Technician ~~(continued)~~

Page 3

13. — Computes horizontal and vertical curves.

14. — Calculates distances, earth work quantities, fees and charges.

15. — Performs plan checking by comparing drawings of proposed improvements against drawings which illustrates established engineering standards applicable to various projects.

QUALIFICATIONS- JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: Abilities and Skills:

A. — ~~Knowledge of a~~ Algebra, geometry, and trigonometry.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

B. — ~~Knowledge~~ Proficient in of AutoCAD Civil 3D drafting including working with raw topographic survey points to build surfaces, produce maps, renderings, view graphs, cross-sections and plan and profiles.

Ability to:

C. — ~~Ability to p~~ Perform basic engineering and surveying calculations.

D. — ~~Ability to i~~ Interpret construction drawings, field survey notes, deeds, maps and other legal descriptions and to extract pertinent information.

E. — ~~Ability to maintain~~ Maintain neat and accurate records.

F. — ~~Ability to U~~ Understand and carry out oral and written instructions.

G. — ~~Ability to C~~ Communicate effectively orally and in writing.

Knowledge, Abilities and Skills (continued):

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City of HaywardEngineering Technician ~~(continued)~~

Page 4

~~H. Ability to Establish and maintain cooperative and effective relationships with those contacted in the course of work.~~

~~I. Ability to Visualize the practical application of designs.~~

~~J. Ability to Ceope with extensive public contact.~~

~~K. Ability to Draft engineering plans from rough layouts.~~

Prepare exhibits using a variety of software applications.

Minimum QualificationsEXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: -

~~Two years of experience in engineering drafting and calculations. Two (2) years of experience in engineering drafting and calculations, performing responsibilities related to engineering design, construction, inspection and or traffic.~~

EXPERIENCE AND EDUCATION (continued):Education:

~~Equivalent to completion of the twelfth grade including or supplemented by courses in algebra, geometry, trigonometry and drafting. Equivalent to graduation from high school supplemented by courses in algebra, geometry, trigonometry land surveying, engineering design, construction inspection, and or traffic engineering. An Associate degree in a related field is desirable.~~

Training:

~~Any recent training such as academic courses, and certification programs which are relevant to this job classification.~~

License and Certificates:

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City of HaywardEngineering Technician ~~(continued)~~

Page 5

Possession of a valid Class C California Driver's License and satisfactory driving record as determined by the City.

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Other Requirements:

Willingness and ability to work overtime as required; respond to emergencies, attend meetings, classes, and seminars as required during work and non-work hours; work under adverse conditions such as in inclement weather, in awkward spaces, and in and around construction areas.

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Special Requirements~~SPECIAL REQUIREMENTS:~~

Essential duties require the mental and /or physical ability to work in a standard office environment; drive a motor vehicle; read fine print on drawings and computer monitors; converse in person, over the telephone, two-way radio, and around the noise of heavy construction equipment and be heard and clearly understood; move across rough terrain and bridge scaffolding; climb into and out of sewer holes and trenches, up to 25 foot ladders, and several flight of stairs; use drafting and survey instruments, calculators, and personal computers; and strength to safely lift and maneuver materials weighing up to 30 pounds.

PROBATIONARY PERIOD: ~~Six Months~~ One (1) year.

668CS88.T200 Engineering Technician

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Revised January 27, 2022~~August 1988~~

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

CITY OF HAYWARD

ENGINEERING TECHNICIANDEFINITION

To perform a variety of paraprofessional office and field engineering work including drafting, minor design work, engineering records preparation and maintenance and operation of equipment and instruments; may work as survey crew member in support of surveying and other civil and traffic engineering functions.

DISTINGUISHING CHARACTERISTICS

This is an entry level classification that assists higher level technical and professional engineers in all activities of the Engineering & Transportation Division. The Engineering Technician is responsible for conducting traffic, engineering and similar studies for public works projects, and for assigned technical engineering tasks, preparing plans and estimating for various design and construction activities. It is distinguished from the Assistant Civil Engineer which is the journey level classification with responsibility of the more complicated technical tasks.

SUPERVISION RECEIVED

General supervision is provided by higher level technical and professional engineer, depending on the assigned area of responsibility. Lead direction may be provided by other classification in the division

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Performs non-routine drafting assignments which require application of standardized drawing technique

Gathers field data for planning, design and construction.

Prepares accurate drawings from design notes, sketches and field survey notes.

Makes traffic counts and prepares simple diagrams of intersections showing sight distances and traffic flow.

Makes speed surveys, polls motorists and pedestrians, and prepares diagrams of accident frequencies.

City of Hayward
Engineering Technician
Page 2

ESSENTIAL DUTIES (continued):

Makes computations to determine quantities and costs.

Performs complex mathematical calculations by using accepted formulas, manuals and equipment.

Reads and interprets maps and other engineering records and prepares legal descriptions of property.

Corrects and re-designs construction plans for street improvements, utility installations, drainage and material quantities by using appropriate calculations, computations and engineering data and by consulting with engineers.

Performs survey office work using drafting tools while employing mathematical and engineering data to prepare information for use by survey field crews, construction crews and construction inspectors.

Interprets information from survey field work for use in mapping, designing construction plans, analyzing earthquake fault monitoring data and updating survey records.

Performs various duties associated with land surveying including using measuring tapes and level rods to assist in determining lines, angles, points, elevations and distances.

Performs various record keeping and file maintenance duties such as recording instrument readings in field survey notes, maintaining office files of notes, control data, monument records, surveyors maps, and construction drawings.

Prepares and maintains accurate “as-built” plans from notes from contractors of completed projects.

Computes horizontal and vertical curves.

Calculates distances, earth work quantities, fees and charges.

Performs plan checking by comparing drawings of proposed improvements against drawings which illustrates established engineering standards applicable to various projects.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Algebra, geometry, and trigonometry.

City of Hayward
Engineering Technician
Page 3

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Proficient in AutoCAD Civil 3D drafting including working with raw topographic survey points to build surfaces, produce maps, renderings, view graphs, cross-sections and plan and profiles.

Ability to:

Perform basic engineering and surveying calculations.

Interpret construction drawings, field survey notes, deeds, maps and other legal descriptions and to extract pertinent information.

Maintain neat and accurate records.

Understand and carry out oral and written instructions.

Communicate effectively orally and in writing.

Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Visualize the practical application of designs.

Cope with extensive public contact.

Draft engineering plans from rough layouts.

Prepare exhibits using a variety of software applications.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of experience in engineering drafting and calculations, performing responsibilities related to engineering design, construction, inspection and or traffic.

City of Hayward
 Engineering Technician
 Page 4

EXPERIENCE AND EDUCATION (continued):

Education: Equivalent to graduation from high school supplemented by courses in algebra, geometry, trigonometry and surveying, engineering design, construction inspection, and or traffic engineering. An Associate degree in a related field is desirable.

Training: Any recent training such as academic courses, and certification programs which are relevant to this job classification.

License and Certificates: Possession of a valid Class C California driver's license and satisfactory driving record as determined by the City.

Willingness and ability to work overtime as required; respond to emergencies, attend meetings, classes, and seminars as required during work and non-work hours; work under adverse conditions such as in inclement weather, in awkward spaces, and in and around construction areas.

SPECIAL REQUIREMENTS

Essential duties require the mental and /or physical ability to work in a standard office environment; drive a motor vehicle; read fine print on drawings and computer monitors; converse in person, over the telephone, two-way radio, and around the noise of heavy construction equipment and be heard and clearly understood; move across rough terrain and bridge scaffolding; climb into and out of sewer holes and trenches, up to 25 foot ladders, and several flight of stairs; use drafting and survey instruments , calculators, and personal computers; and strength to safely lift and maneuver materials weighing up to 30 pounds.

PROBATIONARY PERIOD: One (1) year.

T200 Engineering Technician

Revised January 27, 2022

AAP GROUP: 5

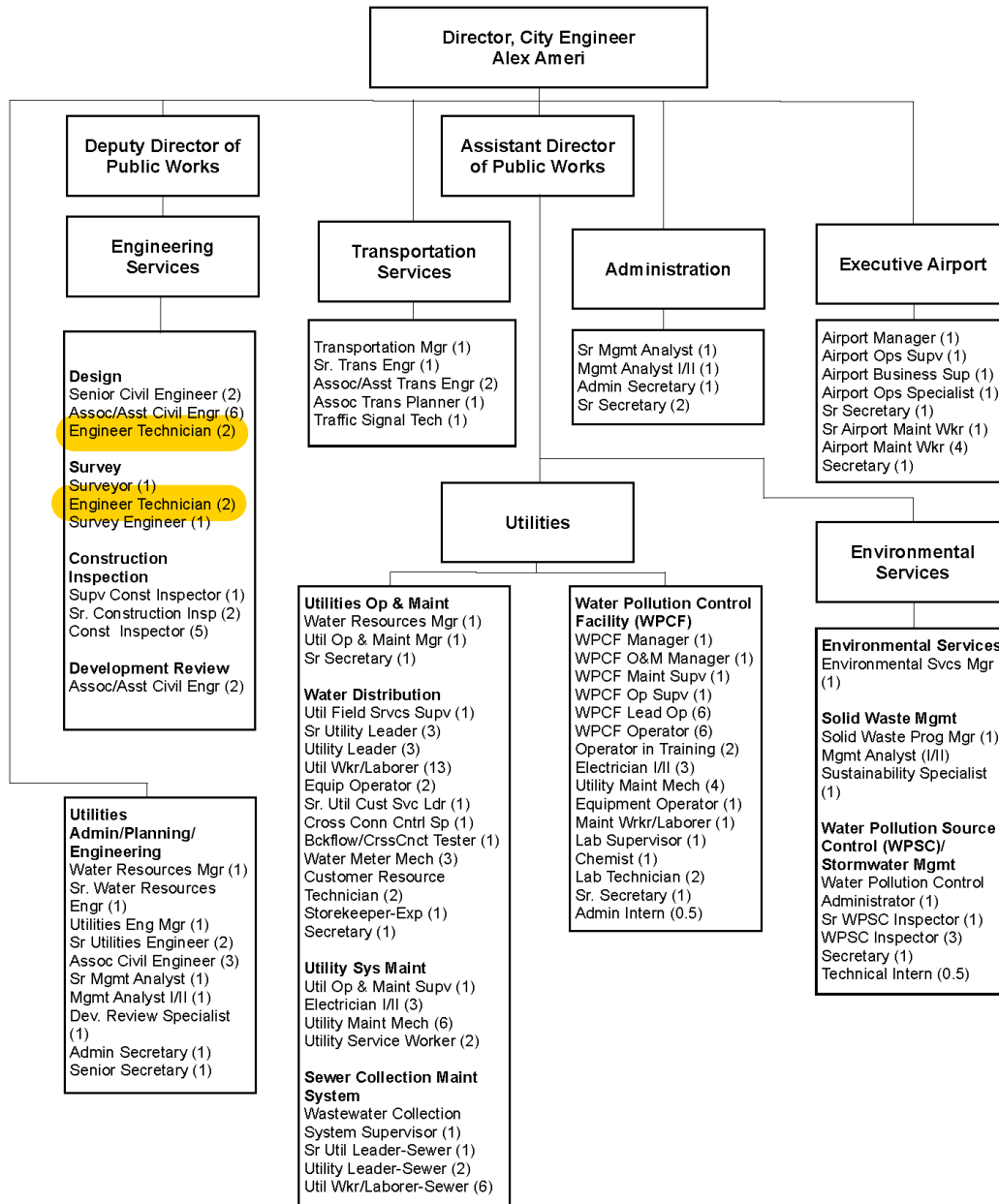
FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

FY 2022 STAFFING

161 FTE

Public Works & Utilities Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: PH 22-000

DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT Adopt the Revised Classification Plan and Review and Recommend to Council
Adoption of the Revised Salary Plan for Fiscal Year 2022

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and adopts the revised Classification Plan for each position in the City's classified service for Fiscal Year 2022, effective February 14, 2022, and reviews and recommends to Council adoption of the revised Salary Plan for each position in the City's classified service for Fiscal Year 2022, effective February 14, 2022.

SUMMARY

As required by the Municipal Code, the FY 2022 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of negotiated and approved Memorandum of Understanding between the City of Hayward and the Hayward Association of Management Employees ("HAME"). The Salary Plan has also been updated to reflect the addition of the Streets and Landscape Maintenance Supervisor positions and salary adjustments to three additional classifications.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	FY 2022 Salary Plan
Attachment III	FY 2022 Classification Plan



DATE: January 27, 2022

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2022

RECOMMENDATION

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BACKGROUND AND DISCUSSION

Cost-of-Living-Adjustments (COLAs):

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and HAME, represented classifications in the classified service shall receive a one percent (1%) COLA effective the pay period that includes December 2, 2021.

New Classifications:

In May 2021, the Maintenance Services Department (MSD) requested to update job descriptions for the supervisory positions in its four (4) divisions, Landscape, Streets, Fleet and Facilities, which had been removed from the City's Classification Plan approximately ten (10) years ago due to staffing reductions. MSD is currently requesting the addition of two (2) frontline supervisors in the Landscape and Streets divisions to help address span of control issues and support the manager with daily operations.

LANDSCAPE MAINTENANCE SUPERVISOR: The salary for the Landscape Maintenance Supervisor will be set internally to ten percent (10%) above the Groundskeeper III. The salary range for Landscape Maintenance Supervisor is \$47.76 per hour at Step A and \$55.58 per hour at Step E.

STREETS MAINTENANCE SUPERVISOR: The salary for the Streets Maintenance Supervisor will be set internally to ten percent (10%) above the Senior Maintenance Leader. The salary range for Streets Maintenance Supervisor is \$50.07 per hour at Step A and \$58.21 per hour at Step E.

Salary Adjustments:

HAZMAT PROGRAM COORDINATOR: Pursuant to Section 7.16 of the HAME MOU, a minimum pay differential of ten percent (10%) shall be maintained between this classification and its highest paid subordinate position, which is the Environmental Specialist (T505). As a result, the Hazmat Program Coordinator shall receive a salary adjustment of 3.21% effective August 16, 2021. The salary range for Hazmat Program Coordinator Inspector is \$60.70 per hour at Step A and \$73.77 per hour at Step E.

FIRE PROTECTION ENGINEER: At the request of the Fire Department and IFPTE Local 21, Human Resources staff completed a total compensation market study for the Fire Protection Engineer in September 2021. Based on the findings of the market study, the Fire Protection Engineer salary is below market, and the position shall receive a salary adjustment of 4.03% effective the pay period that includes January 1, 2022. The salary range for the Fire Protection Engineer is \$58.16 per hour at Step A and \$70.81 per hour at Step E.

SENIOR CIVIL ENGINEER: The salary for the Senior Civil Engineer is internally set to ten percent (10%) above the Associate Civil Engineer. To maintain the internal relationship between this position and the Associate Civil Engineer, the Senior Civil Engineer shall receive a salary adjustment of 0.99% effective February 14, 2022. The salary range for Senior Civil Engineer is \$63.22 per hour at Step A and \$76.82 per hour at Step E.

FISCAL IMPACT

HAME COLA: The additional annual fiscal impact for HAME employees is as follows: \$63,880 from the General Fund and \$42,410 from all other funds, for a total fiscal impact of \$106,290. Budget adjustments will be included in the FY 2022 budget process.

LANDSCAPE MAINTENANCE SUPERVISOR: The annual fiscal impact for the Landscape Maintenance Supervisor would be approximately \$176,061 with \$149,652 coming from the General Fund and \$26,409 from the Enterprise Water Fund. Budget adjustments will be included in the FY 2022 budget process.

STREETS MAINTENANCE SUPERVISOR: The annual fiscal impact for the Streets Maintenance Supervisor would be \$186,313 to the General Fund. Budget adjustments will be included in the FY 2022 budget process.

HAZMAT PROGRAM COORDINATOR: The additional annual fiscal impact for the Hazmat Program Coordinator is an increase of approximately \$6,362 to the General Fund. Budget adjustments will be included in the FY 2022 budget process.

FIRE PROTECTION ENGINEER: The additional annual fiscal impact for the Fire Protection Engineer is an increase of approximately \$7,454 to the General Fund. Budget adjustments will be included in the FY 2022 budget process.

SENIOR CIVIL ENGINEER: The additional annual fiscal impact for the Senior Civil Engineer is an increase of approximately \$6,323 to the General Fund. Budget adjustments will be included in the FY 2022 budget process.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Roadmap initiatives.

NEXT STEPS

This Salary Plan will be scheduled for the February 15, 2022 Council meeting, and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

Prepared by: Valeria Cazares, Human Resources Technician

Recommended by: Kakshi Master, Acting Deputy Director of Human Resources
Jana Sangy, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2022**

ATTACHMENT II
Recommended by
Personnel Commission
on January 27, 2022
Approved by Council
on February 15, 2022

Classification Title	Job Code	Service Type		Step A	Step B	Step C	Step D	Step E
CITY WIDE ADMINISTRATIVE/ANALYTICAL SUPPORT								
SENIOR MANAGEMENT ANALYST	H115	Classified	Hourly	53.45	56.10	58.90	61.85	64.93
			Bi-Weekly	4,276.00	4,488.00	4,712.00	4,948.00	5,194.40
			Monthly	9,264.67	9,724.00	10,209.33	10,720.67	11,254.53
			Annual	111,176.00	116,688.00	122,512.00	128,648.00	135,054.40
			Hourly	48.60	51.03	53.58	56.25	59.05
MANAGEMENT ANALYST II	H110	Classified	Bi-Weekly	3,888.00	4,082.40	4,286.40	4,500.00	4,724.00
			Monthly	8,424.00	8,845.20	9,287.20	9,750.00	10,235.33
			Annual	101,088.00	106,142.40	111,446.40	117,000.00	122,824.00
			Hourly	44.18	46.40	48.71	51.13	53.69
MANAGEMENT ANALYST I	H105	Classified	Bi-Weekly	3,534.40	3,712.00	3,896.80	4,090.40	4,295.20
			Monthly	7,657.87	8,042.67	8,443.07	8,862.53	9,306.27
			Annual	91,894.40	96,512.00	101,316.80	106,350.40	111,675.20
			Hourly	42.26	44.36	46.58	48.88	51.33
ADMINISTRATIVE SUPERVISOR	H120	Classified	Bi-Weekly	3,380.80	3,548.80	3,726.40	3,910.40	4,106.40
			Monthly	7,325.07	7,689.07	8,073.87	8,472.53	8,897.20
			Annual	87,900.80	92,268.80	96,886.40	101,670.40	106,766.40
			Hourly	39.57	41.20	42.81	44.43	46.20
ADMINISTRATIVE SECRETARY	C120	Classified	Bi-Weekly	3,165.60	3,296.00	3,424.80	3,554.40	3,696.00
			Monthly	6,858.80	7,141.33	7,420.40	7,701.20	8,008.00
			Annual	82,305.60	85,696.00	89,044.80	92,414.40	96,096.00
			Hourly	36.17	37.58	39.11	40.55	42.11
SENIOR SECRETARY	C115	Classified	Bi-Weekly	2,893.60	3,006.40	3,128.80	3,244.00	3,368.80
			Monthly	6,269.47	6,513.87	6,779.07	7,028.67	7,299.07
			Annual	75,233.60	78,166.40	81,348.80	84,344.00	87,588.80
			Hourly	31.83	33.28	34.97	36.59	38.32
SECRETARY	C110	Classified	Bi-Weekly	2,546.40	2,662.40	2,797.60	2,927.20	3,065.60
			Monthly	5,517.20	5,768.53	6,061.47	6,342.27	6,642.13
			Annual	66,206.40	69,222.40	72,737.60	76,107.20	79,705.60
			Hourly	27.91	29.06	30.24	31.59	33.15
ADMINISTRATIVE CLERK II	C105	Classified	Bi-Weekly	2,232.80	2,324.80	2,419.20	2,527.20	2,652.00
			Monthly	4,837.73	5,037.07	5,241.60	5,475.60	5,746.00
			Annual	58,052.80	60,444.80	62,899.20	65,707.20	68,952.00
			Hourly	24.57	25.88	27.19	28.64	30.14
ADMINISTRATIVE CLERK I	C100	Classified	Bi-Weekly	1,965.60	2,070.40	2,175.20	2,291.20	2,411.20
			Monthly	4,258.80	4,485.87	4,712.93	4,964.27	5,224.27
			Annual	51,105.60	53,830.40	56,555.20	59,571.20	62,691.20
			Hourly				15.82	20.00
ADMINISTRATIVE INTERN	Z120	Classified	Bi-Weekly				1,265.60	1,600.00
			Monthly				2,742.13	3,466.67
			Annual				32,905.60	41,600.00
			Hourly			16.87	17.70	18.59
MAIL CLERK	C410	Classified	Bi-Weekly			1,349.60	1,416.00	1,487.20
			Monthly			2,924.13	3,068.00	3,222.27
			Annual			35,089.60	36,816.00	38,667.20
			CITY WIDE MAINTENANCE					
ELECTRICIAN II	M410	Classified	Hourly	46.27	48.12	50.01	52.14	54.29
			Bi-Weekly	3,701.60	3,849.60	4,000.80	4,171.20	4,343.20
			Monthly	8,020.13	8,340.80	8,668.40	9,037.60	9,410.27
			Annual	96,241.60	100,089.60	104,020.80	108,451.20	112,923.20
			Hourly	42.08	43.81	45.55	47.45	49.39
ELECTRICIAN I	M405	Classified	Bi-Weekly	3,366.40	3,504.80	3,644.00	3,796.00	3,951.20
			Monthly	7,293.87	7,593.73	7,895.33	8,224.67	8,560.93
			Annual	87,526.40	91,124.80	94,744.00	98,696.00	102,731.20
			Hourly	35.96	37.39	38.91	40.28	41.84
MAINTENANCE WORKER	M305	Classified	Bi-Weekly	2,876.80	2,991.20	3,112.80	3,222.40	3,347.20
			Monthly	6,233.07	6,480.93	6,744.40	6,981.87	7,252.27
			Annual	74,796.80	77,771.20	80,932.80	83,782.40	87,027.20
			Hourly	27.34	28.35	29.48	30.69	31.78
LABORER	M200 M300 M830 M905	Classified	Bi-Weekly	2,187.20	2,268.00	2,358.40	2,455.20	2,542.40
			Monthly	4,738.93	4,914.00	5,109.87	5,319.60	5,508.53
			Annual	56,867.20	58,968.00	61,318.40	63,835.20	66,102.40
			CITY ATTORNEY DEPARTMENT					
SENIOR ASSISTANT CITY ATTORNEY	U215	Classified	Hourly	81.82	85.94	90.23	94.75	99.49
			Bi-Weekly	6,545.60	6,875.20	7,218.40	7,580.00	7,959.20
			Monthly	14,182.13	14,896.27	15,639.87	16,423.33	17,244.93
			Annual	170,185.60	178,755.20	187,678.40	197,080.00	206,939.20

**SALARY PLAN FOR ALL CLASSIFICATIONS
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FY 2022**

ATTACHMENT II
Recommended by
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on February 15, 2022

Classification Title	Job Code	Service Type		Step A	Step B	Step C	Step D	Step E
ASSISTANT CITY ATTORNEY	U210	Classified	Hourly	74.39	78.11	82.04	86.13	90.43
			Bi-Weekly	5,951.20	6,248.80	6,563.20	6,890.40	7,234.40
			Monthly	12,894.27	13,539.07	14,220.27	14,929.20	15,674.53
			Annual	154,731.20	162,468.80	170,643.20	179,150.40	188,094.40
DEPUTY CITY ATTORNEY II	U205	Classified	Hourly	61.50	64.55	67.78	71.16	74.75
			Bi-Weekly	4,920.00	5,164.00	5,422.40	5,692.80	5,980.00
			Monthly	10,660.00	11,188.67	11,748.53	12,334.40	12,956.67
			Annual	127,920.00	134,264.00	140,982.40	148,012.80	155,480.00
DEPUTY CITY ATTORNEY I	U200	Classified	Hourly	55.89	58.69	61.62	64.71	67.94
			Bi-Weekly	4,471.20	4,695.20	4,929.60	5,176.80	5,435.20
			Monthly	9,687.60	10,172.93	10,680.80	11,216.40	11,776.27
			Annual	116,251.20	122,075.20	128,169.60	134,596.80	141,315.20
SENIOR PARALEGAL	U196	Classified	Hourly	41.55	43.65	45.82	48.10	50.50
			Bi-Weekly	3,324.00	3,492.00	3,665.60	3,848.00	4,040.00
			Monthly	7,202.00	7,566.00	7,942.13	8,337.33	8,753.33
			Annual	86,424.00	90,792.00	95,305.60	100,048.00	105,040.00
PARALEGAL	U195	Classified	Hourly	37.78	39.67	41.66	43.73	45.92
			Bi-Weekly	3,022.40	3,173.60	3,332.80	3,498.40	3,673.60
			Monthly	6,548.53	6,876.13	7,221.07	7,579.87	7,959.47
			Annual	78,582.40	82,513.60	86,652.80	90,958.40	95,513.60
LEGAL SECRETARY II	C935	Classified	Hourly	34.35	36.35	39.08	39.90	41.95
			Bi-Weekly	2,748.00	2,908.00	3,126.40	3,192.00	3,356.00
			Monthly	5,954.00	6,300.67	6,773.87	6,916.00	7,271.33
			Annual	71,448.00	75,608.00	81,286.40	82,992.00	87,256.00
LEGAL SECRETARY I	C930	Classified	Hourly	30.93	32.56	34.28	36.13	38.04
			Bi-Weekly	2,474.40	2,604.80	2,742.40	2,890.40	3,043.20
			Monthly	5,361.20	5,643.73	5,941.87	6,262.53	6,593.60
			Annual	64,334.40	67,724.80	71,302.40	75,150.40	79,123.20
CITY CLERK DEPARTMENT								
DEPUTY CITY CLERK	H500	Classified	Hourly	48.60	51.04	53.57	56.25	59.06
			Bi-Weekly	3,888.00	4,083.20	4,285.60	4,500.00	4,724.80
			Monthly	8,424.00	8,846.93	9,285.47	9,750.00	10,237.07
			Annual	101,088.00	106,163.20	111,425.60	117,000.00	122,844.80
CITY MANAGER DEPARTMENT								
OFFICE OF THE CITY MANAGER								
GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified	Hourly	35.77	37.52	39.52	41.48	43.49
			Bi-Weekly	2,861.60	3,001.60	3,161.60	3,318.40	3,479.20
			Monthly	6,200.13	6,503.47	6,850.13	7,189.87	7,538.27
			Annual	74,401.60	78,041.60	82,201.60	86,278.40	90,459.20
DIGITAL APPLICATIONS DEVELOPER	T470	Classified	Hourly	50.78	53.30	55.97	58.76	61.72
			Bi-Weekly	4,062.40	4,264.00	4,477.60	4,700.80	4,937.60
			Monthly	8,801.87	9,238.67	9,701.47	10,185.07	10,698.13
			Annual	105,622.40	110,864.00	116,417.60	122,220.80	128,377.60
MANAGEMENT FELLOW	U300	Classified	Hourly					39.76
			Bi-Weekly					3,180.80
			Monthly					6,891.73
			Annual					82,700.80
COMMUNITY SERVICES								
COMMUNITY SERVICES MANAGER	H745	Classified	Hourly	67.04	70.39	73.92	77.63	81.49
			Bi-Weekly	5,363.20	5,631.20	5,913.60	6,210.40	6,519.20
			Monthly	11,620.27	12,200.93	12,812.80	13,455.87	14,124.93
			Annual	139,443.20	146,411.20	153,753.60	161,470.40	169,499.20
COMMUNITY PROGRAMS SPECIALIST	T705	Classified	Hourly	44.61	46.93	49.31	51.74	54.26
			Bi-Weekly	3,568.80	3,754.40	3,944.80	4,139.20	4,340.80
			Monthly	7,732.40	8,134.53	8,547.07	8,968.27	9,405.07
			Annual	92,788.80	97,614.40	102,564.80	107,619.20	112,860.80

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SENIOR PROPERTY REHABILITATION SPECIALIST	T730	Classified	Hourly	49.05	51.60	54.22	56.90	59.68
			Bi-Weekly	3,924.00	4,128.00	4,337.60	4,552.00	4,774.40
			Monthly	8,502.00	8,944.00	9,398.13	9,862.67	10,344.53
			Annual	102,024.00	107,328.00	112,777.60	118,352.00	124,134.40
PROPERTY REHABILITATION SPECIALIST	T725	Classified	Hourly	44.61	46.93	49.31	51.74	54.26
			Bi-Weekly	3,568.80	3,754.40	3,944.80	4,139.20	4,340.80
			Monthly	7,732.40	8,134.53	8,547.07	8,968.27	9,405.07
			Annual	92,788.80	97,614.40	102,564.80	107,619.20	112,860.80

PARATRANSIT COORDINATOR	T715	Classified	Hourly	42.53	44.65	46.80	49.19	51.59
			Bi-Weekly	3,402.40	3,572.00	3,744.00	3,935.20	4,127.20
			Monthly	7,371.87	7,739.33	8,112.00	8,526.27	8,942.27
			Annual	88,462.40	92,872.00	97,344.00	102,315.20	107,307.20

ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT MANAGER	H710	Classified	Hourly	67.04	70.39	73.92	77.63	81.49
			Bi-Weekly	5,363.20	5,631.20	5,913.60	6,210.40	6,519.20
			Monthly	11,620.27	12,200.93	12,812.80	13,455.87	14,124.93
			Annual	139,443.20	146,411.20	153,753.60	161,470.40	169,499.20
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified	Hourly	48.41	50.84	53.32	56.04	58.77
			Bi-Weekly	3,872.80	4,067.20	4,265.60	4,483.20	4,701.60
			Monthly	8,391.07	8,812.27	9,242.13	9,713.60	10,186.80
			Annual	100,692.80	105,747.20	110,905.60	116,563.20	122,241.60

NEIGHBORHOOD PARTNERSHIP SERVICES

NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified	Hourly	66.20	69.48	72.95	76.60	80.43
			Bi-Weekly	5,296.00	5,558.40	5,836.00	6,128.00	6,434.40
			Monthly	11,474.67	12,043.20	12,644.67	13,277.33	13,941.20
			Annual	137,696.00	144,518.40	151,736.00	159,328.00	167,294.40
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified	Hourly	59.52	62.50	65.61	68.90	72.35
			Bi-Weekly	4,761.60	5,000.00	5,248.80	5,512.00	5,788.00
			Monthly	10,316.80	10,833.33	11,372.40	11,942.67	12,540.67
			Annual	123,801.60	130,000.00	136,468.80	143,312.00	150,488.00

HOUSING AUTHORITY

HOUSING MANAGER	H715	Classified	Hourly	67.04	70.39	73.92	77.63	81.49
			Bi-Weekly	5,363.20	5,631.20	5,913.60	6,210.40	6,519.20
			Monthly	11,620.27	12,200.93	12,812.80	13,455.87	14,124.93
			Annual	139,443.20	146,411.20	153,753.60	161,470.40	169,499.20
HOUSING DEVELOPMENT SPECIALIST	T750	Classified	Hourly	48.41	50.84	53.32	56.04	58.77
			Bi-Weekly	3,872.80	4,067.20	4,265.60	4,483.20	4,701.60
			Monthly	8,391.07	8,812.27	9,242.13	9,713.60	10,186.80
			Annual	100,692.80	105,747.20	110,905.60	116,563.20	122,241.60

HOMEOWNERSHIP COORDINATOR	T710	Classified	Hourly	42.53	44.65	46.80	49.19	51.59
			Bi-Weekly	3,402.40	3,572.00	3,744.00	3,935.20	4,127.20
			Monthly	7,371.87	7,739.33	8,112.00	8,526.27	8,942.27
			Annual	88,462.40	92,872.00	97,344.00	102,315.20	107,307.20

DEVELOPMENT SERVICES DEPARTMENT

DEVELOPMENT SERVICE ADMINISTRATION

DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified	Hourly	78.71	82.67	86.81	91.14	95.71
			Bi-Weekly	6,296.80	6,613.60	6,944.80	7,291.20	7,656.80
			Monthly	13,643.07	14,329.47	15,047.07	15,797.60	16,589.73
			Annual	163,716.80	171,953.60	180,564.80	189,571.20	199,076.80

BUILDING DIVISION

CITY BUILDING OFFICIAL	H335	Classified	Hourly	68.82	72.27	75.87	79.69	83.65
			Bi-Weekly	5,505.60	5,781.60	6,069.60	6,375.20	6,692.00
			Monthly	11,928.80	12,526.80	13,150.80	13,812.93	14,499.33
			Annual	143,145.60	150,321.60	157,809.60	165,755.20	173,992.00
SUPERVISING BUILDING INSPECTOR	H330	Classified	Hourly	58.73	61.66	64.75	67.99	71.39
			Bi-Weekly	4,698.40	4,932.80	5,180.00	5,439.20	5,711.20
			Monthly	10,179.87	10,687.73	11,223.33	11,784.93	12,374.27
			Annual	122,158.40	128,252.80	134,680.00	141,419.20	148,491.20

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SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified	Hourly	52.72	55.53	58.33	61.08	64.13
			Bi-Weekly	4,217.60	4,442.40	4,666.40	4,886.40	5,130.40
			Monthly	9,138.13	9,625.20	10,110.53	10,587.20	11,115.87
			Annual	109,657.60	115,502.40	121,326.40	127,046.40	133,390.40
SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified	Hourly	52.72	55.53	58.33	61.08	64.13
			Bi-Weekly	4,217.60	4,442.40	4,666.40	4,886.40	5,130.40
			Monthly	9,138.13	9,625.20	10,110.53	10,587.20	11,115.87
			Annual	109,657.60	115,502.40	121,326.40	127,046.40	133,390.40
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified	Hourly	52.72	55.53	58.33	61.08	64.13
			Bi-Weekly	4,217.60	4,442.40	4,666.40	4,886.40	5,130.40
			Monthly	9,138.13	9,625.20	10,110.53	10,587.20	11,115.87
			Annual	109,657.60	115,502.40	121,326.40	127,046.40	133,390.40
BUILDING INSPECTOR	T350	Classified	Hourly	45.51	47.66	50.08	52.63	56.07
			Bi-Weekly	3,640.80	3,812.80	4,006.40	4,210.40	4,485.60
			Monthly	7,888.40	8,261.07	8,680.53	9,122.53	9,718.80
			Annual	94,660.80	99,132.80	104,166.40	109,470.40	116,625.60
PLAN CHECKING ENGINEER	T335	Classified	Hourly	55.91	58.61	61.57	64.78	68.07
			Bi-Weekly	4,472.80	4,688.80	4,925.60	5,182.40	5,445.60
			Monthly	9,691.07	10,159.07	10,672.13	11,228.53	11,798.80
			Annual	116,292.80	121,908.80	128,065.60	134,742.40	141,585.60
SUPERVISING PLAN CHECKER AND EXPEDITOR	H325	Classified	Hourly	62.33	65.43	68.72	72.16	75.78
			Bi-Weekly	4,986.40	5,234.40	5,497.60	5,772.80	6,062.40
			Monthly	10,803.87	11,341.20	11,911.47	12,507.73	13,135.20
			Annual	129,646.40	136,094.40	142,937.60	150,092.80	157,622.40
SENIOR PLAN CHECKER	T330	Classified	Hourly	52.72	55.53	58.33	61.08	64.13
			Bi-Weekly	4,217.60	4,442.40	4,666.40	4,886.40	5,130.40
			Monthly	9,138.13	9,625.20	10,110.53	10,587.20	11,115.87
			Annual	109,657.60	115,502.40	121,326.40	127,046.40	133,390.40
PLAN CHECKER	T325	Classified	Hourly	47.94	50.45	53.03	55.55	58.32
			Bi-Weekly	3,835.20	4,036.00	4,242.40	4,444.00	4,665.60
			Monthly	8,309.60	8,744.67	9,191.87	9,628.67	10,108.80
			Annual	99,715.20	104,936.00	110,302.40	115,544.00	121,305.60
SUPERVISING PERMIT TECHNICIAN	H340	Classified	Hourly	41.48	43.55	45.72	48.02	50.41
			Bi-Weekly	3,318.40	3,484.00	3,657.60	3,841.60	4,032.80
			Monthly	7,189.87	7,548.67	7,924.80	8,323.47	8,737.73
			Annual	86,278.40	90,584.00	95,097.60	99,881.60	104,852.80
SENIOR PERMIT TECHNICIAN	C205	Classified	Hourly	38.26	39.84	41.38	43.18	45.37
			Bi-Weekly	3,060.80	3,187.20	3,310.40	3,454.40	3,629.60
			Monthly	6,631.73	6,905.60	7,172.53	7,484.53	7,864.13
			Annual	79,580.80	82,867.20	86,070.40	89,814.40	94,369.60
PERMIT TECHNICIAN II	C200	Classified	Hourly	34.50	35.86	37.32	38.94	40.90
			Bi-Weekly	2,760.00	2,868.80	2,985.60	3,115.20	3,272.00
			Monthly	5,980.00	6,215.73	6,468.80	6,749.60	7,089.33
			Annual	71,760.00	74,588.80	77,625.60	80,995.20	85,072.00
PERMIT TECHNICIAN I	C199	Classified	Hourly	31.36	32.60	33.92	35.37	37.18
			Bi-Weekly	2,508.80	2,608.00	2,713.60	2,829.60	2,974.40
			Monthly	5,435.73	5,650.67	5,879.47	6,130.80	6,444.53
			Annual	65,228.80	67,808.00	70,553.60	73,569.60	77,334.40
PLANNING DIVISION								
PLANNING MANAGER	H320	Classified	Hourly	69.13	72.58	76.20	80.00	84.03
			Bi-Weekly	5,530.40	5,806.40	6,096.00	6,400.00	6,722.40
			Monthly	11,982.53	12,580.53	13,208.00	13,866.67	14,565.20
			Annual	143,790.40	150,966.40	158,496.00	166,400.00	174,782.40
PRINCIPAL PLANNER	H315	Classified	Hourly	59.52	62.50	65.61	68.90	72.35
			Bi-Weekly	4,761.60	5,000.00	5,248.80	5,512.00	5,788.00
			Monthly	10,316.80	10,833.33	11,372.40	11,942.67	12,540.67
			Annual	123,801.60	130,000.00	136,468.80	143,312.00	150,488.00
SENIOR PLANNER	H310	Classified	Hourly	53.34	55.98	58.79	61.72	64.81
			Bi-Weekly	4,267.20	4,478.40	4,703.20	4,937.60	5,184.80
			Monthly	9,245.60	9,703.20	10,190.27	10,698.13	11,233.73
			Annual	110,947.20	116,438.40	122,283.20	128,377.60	134,804.80
ASSOCIATE PLANNER	T315	Classified	Hourly	48.54	50.92	53.46	56.21	58.90
			Bi-Weekly	3,883.20	4,073.60	4,276.80	4,496.80	4,712.00
			Monthly	8,413.60	8,826.13	9,266.40	9,743.07	10,209.33
			Annual	100,963.20	105,913.60	111,196.80	116,916.80	122,512.00

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ASSISTANT PLANNER	T310	Classified	Hourly	39.84	41.78	44.03	46.19	48.54
			Bi-Weekly	3,187.20	3,342.40	3,522.40	3,695.20	3,883.20
			Monthly	6,905.60	7,241.87	7,631.87	8,006.27	8,413.60
			Annual	82,867.20	86,902.40	91,582.40	96,075.20	100,963.20
JUNIOR PLANNER	T305	Classified	Hourly	35.32	37.18	38.92	40.88	42.87
			Bi-Weekly	2,825.60	2,974.40	3,113.60	3,270.40	3,429.60
			Monthly	6,122.13	6,444.53	6,746.13	7,085.87	7,430.80
			Annual	73,465.60	77,334.40	80,953.60	85,030.40	89,169.60
DEVELOPMENT REVIEW SPECIALIST	T320	Classified	Hourly	44.57	46.72	49.28	51.70	54.32
			Bi-Weekly	3,565.60	3,737.60	3,942.40	4,136.00	4,345.60
			Monthly	7,725.47	8,098.13	8,541.87	8,961.33	9,415.47
			Annual	92,705.60	97,177.60	102,502.40	107,536.00	112,985.60
LANDSCAPE ARCHITECT	H300	Classified	Hourly	62.85	65.98	69.29	72.75	76.40
			Bi-Weekly	5,028.00	5,278.40	5,543.20	5,820.00	6,112.00
			Monthly	10,894.00	11,436.53	12,010.27	12,610.00	13,242.67
			Annual	130,728.00	137,238.40	144,123.20	151,320.00	158,912.00
ASSOCIATE LANDSCAPE ARCHITECT	T370	Classified	Hourly	48.54	50.92	53.46	56.21	58.90
			Bi-Weekly	3,883.20	4,073.60	4,276.80	4,496.80	4,712.00
			Monthly	8,413.60	8,826.13	9,266.40	9,743.07	10,209.33
			Annual	100,963.20	105,913.60	111,196.80	116,916.80	122,512.00
CODE ENFORCEMENT DIVISION								
CODE ENFORCEMENT MANAGER	H703	Classified	Hourly	54.39	57.12	59.95	62.95	66.09
			Bi-Weekly	4,351.20	4,569.60	4,796.00	5,036.00	5,287.20
			Monthly	9,427.60	9,900.80	10,391.33	10,911.33	11,455.60
			Annual	113,131.20	118,809.60	124,696.00	130,936.00	137,467.20
CODE ENFORCEMENT SUPERVISOR	H700	Classified	Hourly	47.28	49.65	52.14	54.73	57.48
			Bi-Weekly	3,782.40	3,972.00	4,171.20	4,378.40	4,598.40
			Monthly	8,195.20	8,606.00	9,037.60	9,486.53	9,963.20
			Annual	98,342.40	103,272.00	108,451.20	113,838.40	119,558.40
SENIOR CODE ENFORCEMENT INSPECTOR	T610	Classified	Hourly	47.61	49.99	52.48	55.11	57.86
			Bi-Weekly	3,808.80	3,999.20	4,198.40	4,408.80	4,628.80
			Monthly	8,252.40	8,664.93	9,096.53	9,552.40	10,029.07
			Annual	99,028.80	103,979.20	109,158.40	114,628.80	120,348.80
CODE ENFORCEMENT INSPECTOR II	T605	Classified	Hourly	43.27	45.42	47.69	50.09	52.58
			Bi-Weekly	3,461.60	3,633.60	3,815.20	4,007.20	4,206.40
			Monthly	7,500.13	7,872.80	8,266.27	8,682.27	9,113.87
			Annual	90,001.60	94,473.60	99,195.20	104,187.20	109,366.40
CODE ENFORCEMENT INSPECTOR I	T600	Classified	Hourly	39.33	41.29	43.34	45.52	47.81
			Bi-Weekly	3,146.40	3,303.20	3,467.20	3,641.60	3,824.80
			Monthly	6,817.20	7,156.93	7,512.27	7,890.13	8,287.07
			Annual	81,806.40	85,883.20	90,147.20	94,681.60	99,444.80
FINANCE DEPARTMENT								
ADMINISTRATION DIVISION								
DEPUTY DIRECTOR OF FINANCE	U500	Classified	Hourly	71.92	75.51	79.29	83.26	87.41
			Bi-Weekly	5,753.60	6,040.80	6,343.20	6,660.80	6,992.80
			Monthly	12,466.13	13,088.40	13,743.60	14,431.73	15,151.07
			Annual	149,593.60	157,060.80	164,923.20	173,180.80	181,812.80
BUDGET OFFICER	H170	Classified	Hourly	55.97	58.79	61.71	64.80	68.02
			Bi-Weekly	4,477.60	4,703.20	4,936.80	5,184.00	5,441.60
			Monthly	9,701.47	10,190.27	10,696.40	11,232.00	11,790.13
			Annual	116,417.60	122,283.20	128,356.80	134,784.00	141,481.60
FINANCIAL ANALYST	H165	Classified	Hourly	48.80	51.23	53.77	56.46	59.30
			Bi-Weekly	3,904.00	4,098.40	4,301.60	4,516.80	4,744.00
			Monthly	8,458.67	8,879.87	9,320.13	9,786.40	10,278.67
			Annual	101,504.00	106,558.40	111,841.60	117,436.80	123,344.00
FINANCE TECHNICIAN	C320	Classified	Hourly	36.90	38.74	40.68	42.71	44.86
			Bi-Weekly	2,952.00	3,099.20	3,254.40	3,416.80	3,588.80
			Monthly	6,396.00	6,714.93	7,051.20	7,403.07	7,775.73
			Annual	76,752.00	80,579.20	84,614.40	88,836.80	93,308.80
ACCOUNTING DIVISION								
ACCOUNTING MANAGER	H150	Classified	Hourly	64.75	67.97	71.37	74.93	78.69
			Bi-Weekly	5,180.00	5,437.60	5,709.60	5,994.40	6,295.20
			Monthly	11,223.33	11,781.47	12,370.80	12,987.87	13,639.60
			Annual	134,680.00	141,377.60	148,449.60	155,854.40	163,675.20
SENIOR ACCOUNTANT	H145	Classified	Hourly	49.09	51.52	54.09	56.79	59.62
			Bi-Weekly	3,927.20	4,121.60	4,327.20	4,543.20	4,769.60
			Monthly	8,508.93	8,930.13	9,375.60	9,843.60	10,334.13
			Annual	102,107.20	107,161.60	112,507.20	118,123.20	124,009.60

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ACCOUNTANT	H140	Classified	Hourly	44.60	46.82	49.16	51.61	54.20
			Bi-Weekly	3,568.00	3,745.60	3,932.80	4,128.80	4,336.00
			Monthly	7,730.67	8,115.47	8,521.07	8,945.73	9,394.67
			Annual	92,768.00	97,385.60	102,252.80	107,348.80	112,736.00
SENIOR ACCOUNT CLERK	C305	Classified	Hourly	31.95	33.50	34.96	36.64	38.35
			Bi-Weekly	2,556.00	2,680.00	2,796.80	2,931.20	3,068.00
			Monthly	5,538.00	5,806.67	6,059.73	6,350.93	6,647.33
			Annual	66,456.00	69,680.00	72,716.80	76,211.20	79,768.00
ACCOUNT CLERK	C300	Classified	Hourly	29.11	30.41	31.84	33.29	34.98
			Bi-Weekly	2,328.80	2,432.80	2,547.20	2,663.20	2,798.40
			Monthly	5,045.73	5,271.07	5,518.93	5,770.27	6,063.20
			Annual	60,548.80	63,252.80	66,227.20	69,243.20	72,758.40
REVENUE DIVISION								
REVENUE MANAGER	H160	Classified	Hourly	64.75	67.97	71.37	74.93	78.69
			Bi-Weekly	5,180.00	5,437.60	5,709.60	5,994.40	6,295.20
			Monthly	11,223.33	11,781.47	12,370.80	12,987.87	13,639.60
			Annual	134,680.00	141,377.60	148,449.60	155,854.40	163,675.20
FINANCE SUPERVISOR	H155	Classified	Hourly	48.26	50.67	53.19	55.84	58.64
			Bi-Weekly	3,860.80	4,053.60	4,255.20	4,467.20	4,691.20
			Monthly	8,365.07	8,782.80	9,219.60	9,678.93	10,164.27
			Annual	100,380.80	105,393.60	110,635.20	116,147.20	121,971.20
SUPERVISING CUSTOMER ACCOUNT CLERK	C332	Classified	Hourly	34.70	36.44	38.24	40.16	42.18
			Bi-Weekly	2,776.00	2,915.20	3,059.20	3,212.80	3,374.40
			Monthly	6,014.67	6,316.27	6,628.27	6,961.07	7,311.20
			Annual	72,176.00	75,795.20	79,539.20	83,532.80	87,734.40
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified	Hourly	31.95	33.50	34.96	36.64	38.35
			Bi-Weekly	2,556.00	2,680.00	2,796.80	2,931.20	3,068.00
			Monthly	5,538.00	5,806.67	6,059.73	6,350.93	6,647.33
			Annual	66,456.00	69,680.00	72,716.80	76,211.20	79,768.00
CUSTOMER ACCOUNT CLERK	C325	Classified	Hourly	29.11	30.41	31.84	33.29	34.98
			Bi-Weekly	2,328.80	2,432.80	2,547.20	2,663.20	2,798.40
			Monthly	5,045.73	5,271.07	5,518.93	5,770.27	6,063.20
			Annual	60,548.80	63,252.80	66,227.20	69,243.20	72,758.40
MAIL AND REVENUE CLERK	C322	Classified	Hourly	24.57	25.88	27.19	28.64	30.14
			Bi-Weekly	1,965.60	2,070.40	2,175.20	2,291.20	2,411.20
			Monthly	4,258.80	4,485.87	4,712.93	4,964.27	5,224.27
			Annual	51,105.60	53,830.40	56,555.20	59,571.20	62,691.20
PURCHASING DIVISION								
PURCHASING AND SERVICES MANAGER	H180	Classified	Hourly	55.96	58.76	61.69	64.77	67.99
			Bi-Weekly	4,476.80	4,700.80	4,935.20	5,181.60	5,439.20
			Monthly	9,699.73	10,185.07	10,692.93	11,226.80	11,784.93
			Annual	116,396.80	122,220.80	128,315.20	134,721.60	141,419.20
PURCHASING TECHNICIAN	C345	Classified	Hourly	33.57	35.25	36.98	38.81	40.78
			Bi-Weekly	2,685.60	2,820.00	2,958.40	3,104.80	3,262.40
			Monthly	5,818.80	6,110.00	6,409.87	6,727.07	7,068.53
			Annual	69,825.60	73,320.00	76,918.40	80,724.80	84,822.40
MAIL AND PURCHASING CLERK	C335	Classified	Hourly	26.50	27.83	29.13	30.65	32.15
			Bi-Weekly	2,120.00	2,226.40	2,330.40	2,452.00	2,572.00
			Monthly	4,593.33	4,823.87	5,049.20	5,312.67	5,572.67
			Annual	55,120.00	57,886.40	60,590.40	63,752.00	66,872.00
FIRE DEPARTMENT								
SWORN								
DEPUTY FIRE CHIEF (40 HR)	F600	Classified	Hourly	95.36	100.13	105.14	110.40	115.91
			Bi-Weekly	7,628.80	8,010.40	8,411.20	8,832.00	9,272.80
			Monthly	16,529.07	17,355.87	18,224.27	19,136.00	20,091.07
			Annual	198,348.80	208,270.40	218,691.20	229,632.00	241,092.80
FIRE MARSHAL - EMT (40 HR)	F401	Classified	Hourly	76.77	80.62	84.65	88.88	93.32
			Bi-Weekly	6,141.60	6,449.60	6,772.00	7,110.40	7,465.60
			Monthly	13,306.80	13,974.13	14,672.67	15,405.87	16,175.47
			Annual	159,681.60	167,689.60	176,072.00	184,870.40	194,105.60
FIRE MARSHAL (40 HR)	F400	Classified	Hourly	82.92	87.07	91.42	95.99	100.79
			Bi-Weekly	6,633.60	6,965.60	7,313.60	7,679.20	8,063.20
			Monthly	14,372.80	15,092.13	15,846.13	16,638.27	17,470.27
			Annual	172,473.60	181,105.60	190,153.60	199,659.20	209,643.20
FIRE TRAINING OFFICER (40 HR)	F420	Classified	Hourly	82.92	87.07	91.42	95.99	100.79
			Bi-Weekly	6,633.60	6,965.60	7,313.60	7,679.20	8,063.20
			Monthly	14,372.80	15,092.13	15,846.13	16,638.27	17,470.27
			Annual	172,473.60	181,105.60	190,153.60	199,659.20	209,643.20

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BATTALION CHIEF (56 HR)	F410	Classified	Hourly	53.84	56.53	59.36	62.34	65.45
			Bi-Weekly	6,030.08	6,331.36	6,648.32	6,982.08	7,330.40
			Monthly	13,065.17	13,717.95	14,404.69	15,127.84	15,882.53
			Annual	156,782.08	164,615.36	172,856.32	181,534.08	190,590.40
BATTALION CHIEF (40 HR)	F415	Classified	Hourly	75.37	79.14	83.11	87.27	91.62
			Bi-Weekly	6,029.60	6,331.20	6,648.80	6,981.60	7,329.60
			Monthly	13,064.13	13,717.60	14,405.73	15,126.80	15,880.80
			Annual	156,769.60	164,611.20	172,868.80	181,521.60	190,569.60
STAFF FIRE CAPTAIN (40 HR)	F240	Classified	Hourly			72.58	76.21	80.02
			Bi-Weekly			5,806.40	6,096.80	6,401.60
			Monthly			12,580.53	13,209.73	13,870.13
			Annual			150,966.40	158,516.80	166,441.60
STAFF FIRE CAPTAIN - EMT (40 HR)	F241	Classified	Hourly			67.20	70.56	74.09
			Bi-Weekly			5,376.00	5,644.80	5,927.20
			Monthly			11,648.00	12,230.40	12,842.27
			Annual			139,776.00	146,764.80	154,107.20
FIRE CAPTAIN (56 HR)	F245	Classified	Hourly			47.12	49.47	51.96
			Bi-Weekly			5,277.44	5,540.64	5,819.52
			Monthly			11,434.45	12,004.72	12,608.96
			Annual			137,213.44	144,056.64	151,307.52
FIRE CAPTAIN (40 HR)	F250	Classified	Hourly			65.98	69.27	72.73
			Bi-Weekly			5,278.40	5,541.60	5,818.40
			Monthly			11,436.53	12,006.80	12,606.53
			Annual			137,238.40	144,081.60	151,278.40
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified	Hourly	39.93	41.91	44.00	46.21	48.51
			Bi-Weekly	4,472.16	4,693.92	4,928.00	5,175.52	5,433.12
			Monthly	9,689.68	10,170.16	10,677.33	11,213.63	11,771.76
			Annual	116,276.16	122,041.92	128,128.00	134,563.52	141,261.12
FIRE PREVENTION INSPECTOR - EMT (40 HR)	F221	Classified	Hourly	51.72	54.31	57.03	59.88	62.87
			Bi-Weekly	4,137.60	4,344.80	4,562.40	4,790.40	5,029.60
			Monthly	8,964.80	9,413.73	9,885.20	10,379.20	10,897.47
			Annual	107,577.60	112,964.80	118,622.40	124,550.40	130,769.60
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified	Hourly	55.85	58.66	61.59	64.67	67.89
			Bi-Weekly	4,468.00	4,692.80	4,927.20	5,173.60	5,431.20
			Monthly	9,680.67	10,167.73	10,675.60	11,209.47	11,767.60
			Annual	116,168.00	122,012.80	128,107.20	134,513.60	141,211.20
APPARATUS OPERATOR (56 HR)	F210	Classified	Hourly	37.80	39.69	41.68	43.76	45.94
			Bi-Weekly	4,233.60	4,445.28	4,668.16	4,901.12	5,145.28
			Monthly	9,172.80	9,631.44	10,114.35	10,619.09	11,148.11
			Annual	110,073.60	115,577.28	121,372.16	127,429.12	133,777.28
APPARATUS OPERATOR - EMT (56 HR)	F211	Classified	Hourly	35.01	36.74	38.59	40.52	42.54
			Bi-Weekly	3,921.12	4,114.88	4,322.08	4,538.24	4,764.48
			Monthly	8,495.76	8,915.57	9,364.51	9,832.85	10,323.04
			Annual	101,949.12	106,986.88	112,374.08	117,994.24	123,876.48
APPARATUS OPERATOR (40 HR)	F215	Classified	Hourly	52.87	55.52	58.29	61.20	64.27
			Bi-Weekly	4,229.60	4,441.60	4,663.20	4,896.00	5,141.60
			Monthly	9,164.13	9,623.47	10,103.60	10,608.00	11,140.13
			Annual	109,969.60	115,481.60	121,243.20	127,296.00	133,681.60
FIREFIGHTER (56 HR)	F200	Classified	Hourly	35.62	37.41	39.28	41.25	43.32
			Bi-Weekly	3,989.44	4,189.92	4,399.36	4,620.00	4,851.84
			Monthly	8,643.79	9,078.16	9,531.95	10,010.00	10,512.32
			Annual	103,725.44	108,937.92	114,383.36	120,120.00	126,147.84
FIREFIGHTER (40 HR)	F205	Classified	Hourly	49.89	52.37	54.98	57.74	60.63
			Bi-Weekly	3,991.20	4,189.60	4,398.40	4,619.20	4,850.40
			Monthly	8,647.60	9,077.47	9,529.87	10,008.27	10,509.20
			Annual	103,771.20	108,929.60	114,358.40	120,099.20	126,110.40
FIREFIGHTER TRAINEE (40 HR)	F100	Classified	Hourly	45.35	47.61			
			Bi-Weekly	3,628.00	3,808.80			
			Monthly	7,860.67	8,252.40			
			Annual	94,328.00	99,028.80			
PROFESSIONAL STAFF								
HAZARDOUS MATERIALS PROGRAM COORDINATOR	H590	Classified	Hourly	60.70	63.73	66.91	70.27	73.77
			Bi-Weekly	4,856.00	5,098.40	5,352.80	5,621.60	5,901.60
			Monthly	10,521.33	11,046.53	11,597.73	12,180.13	12,786.80
			Annual	126,256.00	132,558.40	139,172.80	146,161.60	153,441.60

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FIRE PROTECTION ENGINEER	T510	Classified	Hourly	58.16	60.97	64.05	67.39	70.81
			Bi-Weekly	4,652.80	4,877.60	5,124.00	5,391.20	5,664.80
			Monthly	10,081.07	10,568.13	11,102.00	11,680.93	12,273.73
			Annual	120,972.80	126,817.60	133,224.00	140,171.20	147,284.80
EMERGENCY MEDICAL SERVICES COORDINATOR	H585	Classified	Hourly	53.41	56.09	58.87	61.81	64.91
			Bi-Weekly	4,272.80	4,487.20	4,709.60	4,944.80	5,192.80
			Monthly	9,257.73	9,722.27	10,204.13	10,713.73	11,251.07
			Annual	111,092.80	116,667.20	122,449.60	128,564.80	135,012.80
ENVIRONMENTAL SPECIALIST	T505	Classified	Hourly	54.52	57.24	60.10	63.12	66.27
			Bi-Weekly	4,361.60	4,579.20	4,808.00	5,049.60	5,301.60
			Monthly	9,450.13	9,921.60	10,417.33	10,940.80	11,486.80
			Annual	113,401.60	119,059.20	125,008.00	131,289.60	137,841.60
HAZARDOUS MATERIALS INSPECTOR	T500	Classified	Hourly	51.94	54.53	57.26	60.13	63.12
			Bi-Weekly	4,155.20	4,362.40	4,580.80	4,810.40	5,049.60
			Monthly	9,002.93	9,451.87	9,925.07	10,422.53	10,940.80
			Annual	108,035.20	113,422.40	119,100.80	125,070.40	131,289.60
FIRE SERVICES SUPERVISOR	H580	Classified	Hourly	53.45	56.13	58.91	61.86	64.96
			Bi-Weekly	4,276.00	4,490.40	4,712.80	4,948.80	5,196.80
			Monthly	9,264.67	9,729.20	10,211.07	10,722.40	11,259.73
			Annual	111,176.00	116,750.40	122,532.80	128,668.80	135,116.80
SENIOR FIRE TECHNICIAN	C260	Classified	Hourly	38.26	39.84	41.38	43.18	45.37
			Bi-Weekly	3,060.80	3,187.20	3,310.40	3,454.40	3,629.60
			Monthly	6,631.73	6,905.60	7,172.53	7,484.53	7,864.13
			Annual	79,580.80	82,867.20	86,070.40	89,814.40	94,369.60
FIRE TECHNICIAN II	C255	Classified	Hourly	33.66	35.33	37.10	38.97	40.90
			Bi-Weekly	2,692.80	2,826.40	2,968.00	3,117.60	3,272.00
			Monthly	5,834.40	6,123.87	6,430.67	6,754.80	7,089.33
			Annual	70,012.80	73,486.40	77,168.00	81,057.60	85,072.00
FIRE TECHNICIAN I	C250	Classified	Hourly	30.57	32.10	33.71	35.39	37.17
			Bi-Weekly	2,445.60	2,568.00	2,696.80	2,831.20	2,973.60
			Monthly	5,298.80	5,564.00	5,843.07	6,134.27	6,442.80
			Annual	63,585.60	66,768.00	70,116.80	73,611.20	77,313.60
HUMAN RESOURCES DEPARTMENT								
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified	Hourly	70.51	74.03	77.74	81.63	85.70
			Bi-Weekly	5,640.80	5,922.40	6,219.20	6,530.40	6,856.00
			Monthly	12,221.73	12,831.87	13,474.93	14,149.20	14,854.67
			Annual	146,660.80	153,982.40	161,699.20	169,790.40	178,256.00
HUMAN RESOURCES MANAGER	U135	Classified	Hourly	54.18	56.89	59.74	62.73	65.86
			Bi-Weekly	4,334.40	4,551.20	4,779.20	5,018.40	5,268.80
			Monthly	9,391.20	9,860.93	10,354.93	10,873.20	11,415.73
			Annual	112,694.40	118,331.20	124,259.20	130,478.40	136,988.80
SENIOR HUMAN RESOURCES ANALYST	U120	Classified	Hourly	53.98	56.65	59.49	62.46	65.58
			Bi-Weekly	4,318.40	4,532.00	4,759.20	4,996.80	5,246.40
			Monthly	9,356.53	9,819.33	10,311.60	10,826.40	11,367.20
			Annual	112,278.40	117,832.00	123,739.20	129,916.80	136,406.40
HUMAN RESOURCES ANALYST II	U115	Classified	Hourly	49.08	51.53	54.11	56.80	59.64
			Bi-Weekly	3,926.40	4,122.40	4,328.80	4,544.00	4,771.20
			Monthly	8,507.20	8,931.87	9,379.07	9,845.33	10,337.60
			Annual	102,086.40	107,182.40	112,548.80	118,144.00	124,051.20
HUMAN RESOURCES ANALYST I	U110	Classified	Hourly	44.61	46.86	49.19	51.63	54.22
			Bi-Weekly	3,568.80	3,748.80	3,935.20	4,130.40	4,337.60
			Monthly	7,732.40	8,122.40	8,526.27	8,949.20	9,398.13
			Annual	92,788.80	97,468.80	102,315.20	107,390.40	112,777.60
HUMAN RESOURCES TECHNICIAN	U100	Classified	Hourly	32.50	34.14	35.84	37.62	39.49
			Bi-Weekly	2,600.00	2,731.20	2,867.20	3,009.60	3,159.20
			Monthly	5,633.33	5,917.60	6,212.27	6,520.80	6,844.93
			Annual	67,600.00	71,011.20	74,547.20	78,249.60	82,139.20
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT	U105	Classified	Hourly	41.56	43.26	44.96	46.66	48.51
			Bi-Weekly	3,324.80	3,460.80	3,596.80	3,732.80	3,880.80
			Monthly	7,203.73	7,498.40	7,793.07	8,087.73	8,408.40
			Annual	86,444.80	89,980.80	93,516.80	97,052.80	100,900.80

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LIBRARY SERVICES DEPARTMENT								
LIBRARY SERVICES DIVISION								
LIBRARY OPERATIONS MANAGER	H755	Classified	Hourly	46.31	48.62	51.05	53.59	56.27
			Bi-Weekly	3,704.80	3,889.60	4,084.00	4,287.20	4,501.60
			Monthly	8,027.07	8,427.47	8,848.67	9,288.93	9,753.47
			Annual	96,324.80	101,129.60	106,184.00	111,467.20	117,041.60
SUPERVISING LIBRARIAN I	H750	Classified	Hourly	46.31	48.62	51.05	53.59	56.27
			Bi-Weekly	3,704.80	3,889.60	4,084.00	4,287.20	4,501.60
			Monthly	8,027.07	8,427.47	8,848.67	9,288.93	9,753.47
			Annual	96,324.80	101,129.60	106,184.00	111,467.20	117,041.60
LIBRARIAN II	T795	Classified	Hourly	37.40	39.28	41.17	43.26	45.30
			Bi-Weekly	2,992.00	3,142.40	3,293.60	3,460.80	3,624.00
			Monthly	6,482.67	6,808.53	7,136.13	7,498.40	7,852.00
			Annual	77,792.00	81,702.40	85,633.60	89,980.80	94,224.00
LIBRARIAN I	T790	Classified	Hourly	33.92	35.62	37.40	39.18	41.18
			Bi-Weekly	2,713.60	2,849.60	2,992.00	3,134.40	3,294.40
			Monthly	5,879.47	6,174.13	6,482.67	6,791.20	7,137.87
			Annual	70,553.60	74,089.60	77,792.00	81,494.40	85,654.40
LEAD LIBRARY ASSISTANT	C520	Classified	Hourly	32.04	33.66	35.26	36.99	38.94
			Bi-Weekly	2,563.20	2,692.80	2,820.80	2,959.20	3,115.20
			Monthly	5,553.60	5,834.40	6,111.73	6,411.60	6,749.60
			Annual	66,643.20	70,012.80	73,340.80	76,939.20	80,995.20
SENIOR LIBRARY ASSISTANT	C515	Classified	Hourly	29.58	30.89	32.30	33.73	35.35
			Bi-Weekly	2,366.40	2,471.20	2,584.00	2,698.40	2,828.00
			Monthly	5,127.20	5,354.27	5,598.67	5,846.53	6,127.33
			Annual	61,526.40	64,251.20	67,184.00	70,158.40	73,528.00
LIBRARY ASSISTANT	C510	Classified	Hourly	26.80	28.05	29.31	30.66	32.10
			Bi-Weekly	2,144.00	2,244.00	2,344.80	2,452.80	2,568.00
			Monthly	4,645.33	4,862.00	5,080.40	5,314.40	5,564.00
			Annual	55,744.00	58,344.00	60,964.80	63,772.80	66,768.00
SENIOR LIBRARY PAGE (.6 FTE)	C505	Classified	Hourly					21.56
			Bi-Weekly					1,034.88
			Monthly					2,242.24
			Annual					26,906.88
LIBRARY PAGE (.3 FTE)	C500	Classified	Hourly					19.59
			Bi-Weekly					470.16
			Monthly					1,018.68
			Annual					12,224.16
EDUCATION SERVICES MANAGER	H760	Classified	Hourly	46.31	48.62	51.05	53.59	56.27
			Bi-Weekly	3,704.80	3,889.60	4,084.00	4,287.20	4,501.60
			Monthly	8,027.07	8,427.47	8,848.67	9,288.93	9,753.47
			Annual	96,324.80	101,129.60	106,184.00	111,467.20	117,041.60
EDUCATIONAL SERVICES COORDINATOR	T780	Classified	Hourly	33.15	34.81	36.57	38.38	40.31
			Bi-Weekly	2,652.00	2,784.80	2,925.60	3,070.40	3,224.80
			Monthly	5,746.00	6,033.73	6,338.80	6,652.53	6,987.07
			Annual	68,952.00	72,404.80	76,065.60	79,830.40	83,844.80
LITERACY PROGRAM COORDINATOR	T785	Classified	Hourly	33.19	34.87	36.60	38.34	40.31
			Bi-Weekly	2,655.20	2,789.60	2,928.00	3,067.20	3,224.80
			Monthly	5,752.93	6,044.13	6,344.00	6,645.60	6,987.07
			Annual	69,035.20	72,529.60	76,128.00	79,747.20	83,844.80
LEAD PROGRAM ASSISTANT	C508	Classified	Hourly	32.04	33.66	35.26	36.99	38.94
			Bi-Weekly	2,563.20	2,692.80	2,820.80	2,959.20	3,115.20
			Monthly	5,553.60	5,834.40	6,111.73	6,411.60	6,749.60
			Annual	66,643.20	70,012.80	73,340.80	76,939.20	80,995.20
PROGRAM ASSISTANT	C506	Classified	Hourly	26.80	28.05	29.31	30.66	32.10
			Bi-Weekly	2,144.00	2,244.00	2,344.80	2,452.80	2,568.00
			Monthly	4,645.33	4,862.00	5,080.40	5,314.40	5,564.00
			Annual	55,744.00	58,344.00	60,964.80	63,772.80	66,768.00
MAINTENANCE SERVICES DEPARTMENT								
FACILITIES MANAGEMENT								
FACILITIES AND BUILDING MANAGER	H605	Classified	Hourly	58.72	61.63	64.72	67.96	71.37
			Bi-Weekly	4,697.60	4,930.40	5,177.60	5,436.80	5,709.60
			Monthly	10,178.13	10,682.53	11,218.13	11,779.73	12,370.80
			Annual	122,137.60	128,190.40	134,617.60	141,356.80	148,449.60
FACILITIES LEADWORKER	M135	Classified	Hourly	57.53	59.82	62.14	64.70	67.45
			Bi-Weekly	4,602.40	4,785.60	4,971.20	5,176.00	5,396.00
			Monthly	9,971.87	10,368.80	10,770.93	11,214.67	11,691.33
			Annual	119,662.40	124,425.60	129,251.20	134,576.00	140,296.00

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HVAC MECHANIC	M140	Classified	Hourly		46.27	48.12	50.01	52.14	54.29
			Bi-Weekly	3,701.60	3,849.60	4,000.80	4,171.20	4,343.20	
			Monthly	8,020.13	8,340.80	8,668.40	9,037.60	9,410.27	
			Annual	96,241.60	100,089.60	104,020.80	108,451.20	112,923.20	
FACILITIES PAINTER II	M130	Classified	Hourly		40.60	42.25	43.90	45.72	47.63
			Bi-Weekly	3,248.00	3,380.00	3,512.00	3,657.60	3,810.40	
			Monthly	7,037.33	7,323.33	7,609.33	7,924.80	8,255.87	
			Annual	84,448.00	87,880.00	91,312.00	95,097.60	99,070.40	
FACILITIES PAINTER I	M125	Classified	Hourly		36.93	38.44	39.98	41.65	43.30
			Bi-Weekly	2,954.40	3,075.20	3,198.40	3,332.00	3,464.00	
			Monthly	6,401.20	6,662.93	6,929.87	7,219.33	7,505.33	
			Annual	76,814.40	79,955.20	83,158.40	86,632.00	90,064.00	
FACILITIES CARPENTER II	M120	Classified	Hourly		40.32	41.92	43.66	45.47	47.36
			Bi-Weekly	3,225.60	3,353.60	3,492.80	3,637.60	3,788.80	
			Monthly	6,988.80	7,266.13	7,567.73	7,881.47	8,209.07	
			Annual	83,865.60	87,193.60	90,812.80	94,577.60	98,508.80	
FACILITIES CARPENTER I	M115	Classified	Hourly		36.68	38.19	39.75	41.36	43.10
			Bi-Weekly	2,934.40	3,055.20	3,180.00	3,308.80	3,448.00	
			Monthly	6,357.87	6,619.60	6,890.00	7,169.07	7,470.67	
			Annual	76,294.40	79,435.20	82,680.00	86,028.80	89,648.00	
FACILITIES SERVICEWORKER II	M110	Classified	Hourly		32.69	33.98	35.37	36.62	38.04
			Bi-Weekly	2,615.20	2,718.40	2,829.60	2,929.60	3,043.20	
			Monthly	5,666.27	5,889.87	6,130.80	6,347.47	6,593.60	
			Annual	67,995.20	70,678.40	73,569.60	76,169.60	79,123.20	
FACILITIES SERVICEWORKER I	M105	Classified	Hourly		29.72	30.90	32.15	33.29	34.57
			Bi-Weekly	2,377.60	2,472.00	2,572.00	2,663.20	2,765.60	
			Monthly	5,151.47	5,356.00	5,572.67	5,770.27	5,992.13	
			Annual	61,817.60	64,272.00	66,872.00	69,243.20	71,905.60	
FLEET MANAGEMENT DIVISION									
FLEET MAINTENANCE MANAGER	H635	Classified	Hourly	58.72	61.63	64.72	67.96	71.37	
			Bi-Weekly	4,697.60	4,930.40	5,177.60	5,436.80	5,709.60	
			Monthly	10,178.13	10,682.53	11,218.13	11,779.73	12,370.80	
			Annual	122,137.60	128,190.40	134,617.60	141,356.80	148,449.60	
SENIOR EQUIPMENT MECHANIC	M620	Classified	Hourly	41.37	43.30	45.50	47.87	50.23	
			Bi-Weekly	3,309.60	3,464.00	3,640.00	3,829.60	4,018.40	
			Monthly	7,170.80	7,505.33	7,886.67	8,297.47	8,706.53	
			Annual	86,049.60	90,064.00	94,640.00	99,569.60	104,478.40	
EQUIPMENT MECHANIC II	M615	Classified	Hourly	35.65	37.31	39.21	41.25	43.29	
			Bi-Weekly	2,852.00	2,984.80	3,136.80	3,300.00	3,463.20	
			Monthly	6,179.33	6,467.07	6,796.40	7,150.00	7,503.60	
			Annual	74,152.00	77,604.80	81,556.80	85,800.00	90,043.20	
EQUIPMENT MECHANIC I	M610	Classified	Hourly	32.45	34.08	35.82	37.59	39.44	
			Bi-Weekly	2,596.00	2,726.40	2,865.60	3,007.20	3,155.20	
			Monthly	5,624.67	5,907.20	6,208.80	6,515.60	6,836.27	
			Annual	67,496.00	70,886.40	74,505.60	78,187.20	82,035.20	
EQUIPMENT PARTS STOREKEEPER	M605	Classified	Hourly	30.23	31.85	33.37	35.07	36.84	
			Bi-Weekly	2,418.40	2,548.00	2,669.60	2,805.60	2,947.20	
			Monthly	5,239.87	5,520.67	5,784.13	6,078.80	6,385.60	
			Annual	62,878.40	66,248.00	69,409.60	72,945.60	76,627.20	
EQUIPMENT SERVICE ATTENDANT	M600	Classified	Hourly	27.90	28.99	30.20	31.22	32.43	
			Bi-Weekly	2,232.00	2,319.20	2,416.00	2,497.60	2,594.40	
			Monthly	4,836.00	5,024.93	5,234.67	5,411.47	5,621.20	
			Annual	58,032.00	60,299.20	62,816.00	64,937.60	67,454.40	
LANDSCAPE MAINTENANCE DIVISION									
LANDSCAPE MAINTENANCE MANAGER	H615	Classified	Hourly	58.72	61.63	64.72	67.96	71.37	
			Bi-Weekly	4,697.60	4,930.40	5,177.60	5,436.80	5,709.60	
			Monthly	10,178.13	10,682.53	11,218.13	11,779.73	12,370.80	
			Annual	122,137.60	128,190.40	134,617.60	141,356.80	148,449.60	
LANDSCAPE MAINTENANCE SUPERVISOR	H610	Classified	Hourly	47.76	49.67	51.67	53.53	55.58	
			Bi-Weekly	3,820.80	3,973.60	4,133.60	4,282.40	4,446.40	
			Monthly	8,278.40	8,609.47	8,956.13	9,278.53	9,633.87	
			Annual	99,340.80	103,313.60	107,473.60	111,342.40	115,606.40	
GROUNDSKEEPER III	M215	Classified	Hourly	43.42	45.15	46.97	48.66	50.53	
			Bi-Weekly	3,473.60	3,612.00	3,757.60	3,892.80	4,042.40	
			Monthly	7,526.13	7,826.00	8,141.47	8,434.40	8,758.53	
			Annual	90,313.60	93,912.00	97,697.60	101,212.80	105,102.40	
GROUNDSKEEPER II	M210	Classified	Hourly	37.75	39.27	40.85	42.30	43.93	
			Bi-Weekly	3,020.00	3,141.60	3,268.00	3,384.00	3,514.40	
			Monthly	6,543.33	6,806.80	7,080.67	7,332.00	7,614.53	
			Annual	78,520.00	81,681.60	84,968.00	87,984.00	91,374.40	

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GROUNDSKEEPER I	M205	Classified	Hourly	34.29	35.66	37.16	38.45	39.94
			Bi-Weekly	2,743.20	2,852.80	2,972.80	3,076.00	3,195.20
			Monthly	5,943.60	6,181.07	6,441.07	6,664.67	6,922.93
			Annual	71,323.20	74,172.80	77,292.80	79,976.00	83,075.20
TREE TRIMMER	M220	Classified	Hourly	37.75	39.27	40.85	42.30	43.93
			Bi-Weekly	3,020.00	3,141.60	3,268.00	3,384.00	3,514.40
			Monthly	6,543.33	6,806.80	7,080.67	7,332.00	7,614.53
			Annual	78,520.00	81,681.60	84,968.00	87,984.00	91,374.40
STREET MAINTENANCE DIVISION								
STREETS MAINTENANCE MANAGER	H625	Classified	Hourly	58.72	61.63	64.72	67.96	71.37
			Bi-Weekly	4,697.60	4,930.40	5,177.60	5,436.80	5,709.60
			Monthly	10,178.13	10,682.53	11,218.13	11,779.73	12,370.80
			Annual	122,137.60	128,190.40	134,617.60	141,356.80	148,449.60
STREETS MAINTENANCE SUPERVISOR	H620	Classified	Hourly	50.07	52.00	54.15	56.07	58.21
			Bi-Weekly	4,005.60	4,160.00	4,332.00	4,485.60	4,656.80
			Monthly	8,678.80	9,013.33	9,386.00	9,718.80	10,089.73
			Annual	104,145.60	108,160.00	112,632.00	116,625.60	121,076.80
SENIOR MAINTENANCE LEADER	M315	Classified	Hourly	45.52	47.27	49.23	50.97	52.92
			Bi-Weekly	3,641.60	3,781.60	3,938.40	4,077.60	4,233.60
			Monthly	7,890.13	8,193.47	8,533.20	8,834.80	9,172.80
			Annual	94,681.60	98,321.60	102,398.40	106,017.60	110,073.60
MAINTENANCE LEADER	M310	Classified	Hourly	39.58	41.12	42.82	44.32	46.02
			Bi-Weekly	3,166.40	3,289.60	3,425.60	3,545.60	3,681.60
			Monthly	6,860.53	7,127.47	7,422.13	7,682.13	7,976.80
			Annual	82,326.40	85,529.60	89,065.60	92,185.60	95,721.60
SWEEPER EQUIPMENT OPERATOR	M700	Classified	Hourly	33.81	34.94	36.35	37.90	39.40
			Bi-Weekly	2,704.80	2,795.20	2,908.00	3,032.00	3,152.00
			Monthly	5,860.40	6,056.27	6,300.67	6,569.33	6,829.33
			Annual	70,324.80	72,675.20	75,608.00	78,832.00	81,952.00
POLICE DEPARTMENT								
SWORN								
POLICE CAPTAIN	P300	Classified	Hourly	89.04	93.48	98.17	103.07	108.21
			Bi-Weekly	7,123.20	7,478.40	7,853.60	8,245.60	8,656.80
			Monthly	15,433.60	16,203.20	17,016.13	17,865.47	18,756.40
			Annual	185,203.20	194,438.40	204,193.60	214,385.60	225,076.80
POLICE LIEUTENANT	P215	Classified	Hourly				77.65	81.43
			Bi-Weekly				6,212.00	6,514.40
			Monthly				13,459.33	14,114.53
			Annual				161,512.00	169,374.40
POLICE SERGEANT	P210	Classified	Hourly			66.53	69.74	73.31
			Bi-Weekly			5,322.40	5,579.20	5,864.80
			Monthly			11,531.87	12,088.27	12,707.07
			Annual			138,382.40	145,059.20	152,484.80
POLICE OFFICER	P200	Classified	Hourly	48.86	51.20	53.69	56.28	58.96
			Bi-Weekly	3,908.80	4,096.00	4,295.20	4,502.40	4,716.80
			Monthly	8,469.07	8,874.67	9,306.27	9,755.20	10,219.73
			Annual	101,628.80	106,496.00	111,675.20	117,062.40	122,636.80
POLICE OFFICER TRAINEE	P100	Classified	Hourly	36.62	38.42			
			Bi-Weekly	2,929.60	3,073.60			
			Monthly	6,347.47	6,659.47			
			Annual	76,169.60	79,913.60			
PROFESSIONAL STAFF								
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified	Hourly	67.01	70.36	73.89	77.58	81.45
			Bi-Weekly	5,360.80	5,628.80	5,911.20	6,206.40	6,516.00
			Monthly	11,615.07	12,195.73	12,807.60	13,447.20	14,118.00
			Annual	139,380.80	146,348.80	153,691.20	161,366.40	169,416.00
PERSONNEL OPERATIONS SPECIALIST	H460	Classified	Hourly	43.98	45.77	47.57	49.36	51.33
			Bi-Weekly	3,518.40	3,661.60	3,805.60	3,948.80	4,106.40
			Monthly	7,623.20	7,933.47	8,245.47	8,555.73	8,897.20
			Annual	91,478.40	95,201.60	98,945.60	102,668.80	106,766.40
SENIOR CRIME AND INTELLIGENCE ANALYST	H406	Classified	Hourly	53.45	56.10	58.90	61.85	64.93
			Bi-Weekly	4,276.00	4,488.00	4,712.00	4,948.00	5,194.40
			Monthly	9,264.67	9,724.00	10,209.33	10,720.67	11,254.53
			Annual	111,176.00	116,688.00	122,512.00	128,648.00	135,054.40
CRIME AND INTELLIGENCE ANALYST	H405	Classified	Hourly	48.60	51.03	53.58	56.25	59.05
			Bi-Weekly	3,888.00	4,082.40	4,286.40	4,500.00	4,724.00
			Monthly	8,424.00	8,845.20	9,287.20	9,750.00	10,235.33
			Annual	101,088.00	106,142.40	111,446.40	117,000.00	122,824.00
POLICE PROGRAMS ANALYST	H400	Classified	Hourly	48.60	51.03	53.58	56.25	59.05
			Bi-Weekly	3,888.00	4,082.40	4,286.40	4,500.00	4,724.00
			Monthly	8,424.00	8,845.20	9,287.20	9,750.00	10,235.33
			Annual	101,088.00	106,142.40	111,446.40	117,000.00	122,824.00

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SPECIAL OPERATIONS DIVISION								
CRIME PREVENTION SPECIALIST II	C671	Classified	Hourly	37.08	38.92	40.87	42.93	45.07
			Bi-Weekly	2,966.40	3,113.60	3,269.60	3,434.40	3,605.60
			Monthly	6,427.20	6,746.13	7,084.13	7,441.20	7,812.13
			Annual	77,126.40	80,953.60	85,009.60	89,294.40	93,745.60
CRIME PREVENTION SPECIALIST I	C670	Classified	Hourly	33.70	35.37	37.15	39.02	40.96
			Bi-Weekly	2,696.00	2,829.60	2,972.00	3,121.60	3,276.80
			Monthly	5,841.33	6,130.80	6,439.33	6,763.47	7,099.73
			Annual	70,096.00	73,569.60	77,272.00	81,161.60	85,196.80
RESERVE OFFICER COORDINATOR	H455	Classified	Hourly	60.94	64.00	67.19	70.44	74.04
			Bi-Weekly	4,875.20	5,120.00	5,375.20	5,635.20	5,923.20
			Monthly	10,562.93	11,093.33	11,646.27	12,209.60	12,833.60
			Annual	126,755.20	133,120.00	139,755.20	146,515.20	154,003.20
INVESTIGATION DIVISION								
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified	Hourly	67.01	70.36	73.89	77.58	81.45
			Bi-Weekly	5,360.80	5,628.80	5,911.20	6,206.40	6,516.00
			Monthly	11,615.07	12,195.73	12,807.60	13,447.20	14,118.00
			Annual	139,380.80	146,348.80	153,691.20	161,366.40	169,416.00
COUNSELING SUPERVISOR	H440	Classified	Hourly	50.42	52.95	55.59	58.36	61.29
			Bi-Weekly	4,033.60	4,236.00	4,447.20	4,668.80	4,903.20
			Monthly	8,739.47	9,178.00	9,635.60	10,115.73	10,623.60
			Annual	104,873.60	110,136.00	115,627.20	121,388.80	127,483.20
FAMILY COUNSELOR	T550	Classified	Hourly	41.56	43.62	45.81	47.91	50.41
			Bi-Weekly	3,324.80	3,489.60	3,664.80	3,832.80	4,032.80
			Monthly	7,203.73	7,560.80	7,940.40	8,304.40	8,737.73
			Annual	86,444.80	90,729.60	95,284.80	99,652.80	104,852.80
CERTIFIED LATENT PRINT EXAMINER	T560	Classified	Hourly	54.52	57.24	60.10	63.12	66.27
			Bi-Weekly	4,361.60	4,579.20	4,808.00	5,049.60	5,301.60
			Monthly	9,450.13	9,921.60	10,417.33	10,940.80	11,486.80
			Annual	113,401.60	119,059.20	125,008.00	131,289.60	137,841.60
SUPPORT SERVICES DIVISION								
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified	Hourly	77.82	81.70	86.62	90.95	95.48
			Bi-Weekly	6,225.60	6,536.00	6,929.60	7,276.00	7,638.40
			Monthly	13,488.80	14,161.33	15,014.13	15,764.67	16,549.87
			Annual	161,865.60	169,936.00	180,169.60	189,176.00	198,598.40
PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR	H415	Classified	Hourly	53.45	56.11	58.90	61.86	64.95
			Bi-Weekly	4,276.00	4,488.80	4,712.00	4,948.80	5,196.00
			Monthly	9,264.67	9,725.73	10,209.33	10,722.40	11,258.00
			Annual	111,176.00	116,708.80	122,512.00	128,668.80	135,096.00
PROPERTY AND EVIDENCE SUPERVISOR	H410	Classified	Hourly	39.45	41.42	43.49	45.65	47.92
			Bi-Weekly	3,156.00	3,313.60	3,479.20	3,652.00	3,833.60
			Monthly	6,838.00	7,179.47	7,538.27	7,912.67	8,306.13
			Annual	82,056.00	86,153.60	90,459.20	94,952.00	99,673.60
POLICE ID SPECIALIST	T555	Classified	Hourly	36.64	38.47	40.40	42.44	44.43
			Bi-Weekly	2,931.20	3,077.60	3,232.00	3,395.20	3,554.40
			Monthly	6,350.93	6,668.13	7,002.67	7,356.27	7,701.20
			Annual	76,211.20	80,017.60	84,032.00	88,275.20	92,414.40
CRIME SCENE SPECIALIST	C687	Classified	Hourly	36.94	38.61	40.38	42.19	44.19
			Bi-Weekly	2,955.20	3,088.80	3,230.40	3,375.20	3,535.20
			Monthly	6,402.93	6,692.40	6,999.20	7,312.93	7,659.60
			Annual	76,835.20	80,308.80	83,990.40	87,755.20	91,915.20
CRIME SCENE TECHNICIAN	C685	Classified	Hourly	33.58	35.10	36.71	38.35	40.17
			Bi-Weekly	2,686.40	2,808.00	2,936.80	3,068.00	3,213.60
			Monthly	5,820.53	6,084.00	6,363.07	6,647.33	6,962.80
			Annual	69,846.40	73,008.00	76,356.80	79,768.00	83,553.60
PROPERTY & EVIDENCE TECHNICIAN	C665	Classified	Hourly	32.45	33.85	35.49	37.11	38.87
			Bi-Weekly	2,596.00	2,708.00	2,839.20	2,968.80	3,109.60
			Monthly	5,624.67	5,867.33	6,151.60	6,432.40	6,737.47
			Annual	67,496.00	70,408.00	73,819.20	77,188.80	80,849.60
ANIMAL SERVICES ADMINISTRATOR	H430	Classified	Hourly	53.45	56.11	58.90	61.86	64.95
			Bi-Weekly	4,276.00	4,488.80	4,712.00	4,948.80	5,196.00
			Monthly	9,264.67	9,725.73	10,209.33	10,722.40	11,258.00
			Annual	111,176.00	116,708.80	122,512.00	128,668.80	135,096.00
SHELTER OPERATIONS SUPERVISOR	C621	Classified	Hourly	35.75	37.34	39.08	40.87	42.81
			Bi-Weekly	2,860.00	2,987.20	3,126.40	3,269.60	3,424.80
			Monthly	6,196.67	6,472.27	6,773.87	7,084.13	7,420.40
			Annual	74,360.00	77,667.20	81,286.40	85,009.60	89,044.80

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ANIMAL CONTROL OFFICER	C610	Classified	Hourly	30.74	32.31	33.78	35.37	37.05
			Bi-Weekly	2,459.20	2,584.80	2,702.40	2,829.60	2,964.00
			Monthly	5,328.27	5,600.40	5,855.20	6,130.80	6,422.00
			Annual	63,939.20	67,204.80	70,262.40	73,569.60	77,064.00
ANIMAL CARE ATTENDANT	C600	Classified	Hourly	25.57	26.66	27.72	28.93	30.37
			Bi-Weekly	2,045.60	2,132.80	2,217.60	2,314.40	2,429.60
			Monthly	4,432.13	4,621.07	4,804.80	5,014.53	5,264.13
			Annual	53,185.60	55,452.80	57,657.60	60,174.40	63,169.60
SHELTER VOLUNTEER COORDINATOR	C607	Classified	Hourly	25.57	26.66	27.72	28.93	30.37
			Bi-Weekly	2,045.60	2,132.80	2,217.60	2,314.40	2,429.60
			Monthly	4,432.13	4,621.07	4,804.80	5,014.53	5,264.13
			Annual	53,185.60	55,452.80	57,657.60	60,174.40	63,169.60

COMMUNICATIONS ADMINISTRATOR	H435	Classified	Hourly	53.45	56.11	58.90	61.86	64.95
			Bi-Weekly	4,276.00	4,488.80	4,712.00	4,948.80	5,196.00
			Monthly	9,264.67	9,725.73	10,209.33	10,722.40	11,258.00
			Annual	111,176.00	116,708.80	122,512.00	128,668.80	135,096.00
COMMUNICATIONS SUPERVISOR	C645	Classified	Hourly	44.27	46.49	48.82	51.25	53.84
			Bi-Weekly	3,541.60	3,719.20	3,905.60	4,100.00	4,307.20
			Monthly	7,673.47	8,058.27	8,462.13	8,883.33	9,332.27
			Annual	92,081.60	96,699.20	101,545.60	106,600.00	111,987.20
COMMUNICATIONS OPERATOR	C635	Classified	Hourly	38.41	40.37	42.34	44.52	46.75
			Bi-Weekly	3,072.80	3,229.60	3,387.20	3,561.60	3,740.00
			Monthly	6,657.73	6,997.47	7,338.93	7,716.80	8,103.33
			Annual	79,892.80	83,969.60	88,067.20	92,601.60	97,240.00
CALL TAKER	C633	Classified	Hourly	31.97	33.53	35.23	36.99	38.84
			Bi-Weekly	2,557.60	2,682.40	2,818.40	2,959.20	3,107.20
			Monthly	5,541.47	5,811.87	6,106.53	6,411.60	6,732.27
			Annual	66,497.60	69,742.40	73,278.40	76,939.20	80,787.20

RECORDS ADMINISTRATOR	H425	Classified	Hourly	53.45	56.11	58.90	61.86	64.95
			Bi-Weekly	4,276.00	4,488.80	4,712.00	4,948.80	5,196.00
			Monthly	9,264.67	9,725.73	10,209.33	10,722.40	11,258.00
			Annual	111,176.00	116,708.80	122,512.00	128,668.80	135,096.00
RECORDS SUPERVISOR	C705	Classified	Hourly	38.42	40.35	42.35	44.48	46.71
			Bi-Weekly	3,073.60	3,228.00	3,388.00	3,558.40	3,736.80
			Monthly	6,659.47	6,994.00	7,340.67	7,709.87	8,096.40
			Annual	79,913.60	83,928.00	88,088.00	92,518.40	97,156.80
POLICE RECORDS CLERK II	C695	Classified	Hourly	29.88	31.07	32.31	33.73	35.38
			Bi-Weekly	2,390.40	2,485.60	2,584.80	2,698.40	2,830.40
			Monthly	5,179.20	5,385.47	5,600.40	5,846.53	6,132.53
			Annual	62,150.40	64,625.60	67,204.80	70,158.40	73,590.40
POLICE RECORDS CLERK I	C690	Classified	Hourly	26.26	27.63	29.10	30.53	32.18
			Bi-Weekly	2,100.80	2,210.40	2,328.00	2,442.40	2,574.40
			Monthly	4,551.73	4,789.20	5,044.00	5,291.87	5,577.87
			Annual	54,620.80	57,470.40	60,528.00	63,502.40	66,934.40

JAIL ADMINISTRATOR	H420	Classified	Hourly	53.45	56.11	58.90	61.86	64.95
			Bi-Weekly	4,276.00	4,488.80	4,712.00	4,948.80	5,196.00
			Monthly	9,264.67	9,725.73	10,209.33	10,722.40	11,258.00
			Annual	111,176.00	116,708.80	122,512.00	128,668.80	135,096.00
JAIL SUPERVISOR	C660	Classified	Hourly	40.67	42.36	44.41	46.48	48.71
			Bi-Weekly	3,253.60	3,388.80	3,552.80	3,718.40	3,896.80
			Monthly	7,049.47	7,342.40	7,697.73	8,056.53	8,443.07
			Annual	84,593.60	88,108.80	92,372.80	96,678.40	101,316.80

COMMUNITY SERVICE OFFICER	C650	Classified	Hourly	35.52	37.07	38.84	40.64	42.57
			Bi-Weekly	2,841.60	2,965.60	3,107.20	3,251.20	3,405.60
			Monthly	6,156.80	6,425.47	6,732.27	7,044.27	7,378.80
			Annual	73,881.60	77,105.60	80,787.20	84,531.20	88,545.60

PUBLIC WORKS & UTILITIES DEPARTMENT

ADMINISTRATION								
ASSISTANT DIRECTOR OF PUBLIC WORKS-UTILITIES	U525	Classified	Hourly	83.43	87.61	91.99	96.59	101.43
			Bi-Weekly	6,674.40	7,008.80	7,359.20	7,727.20	8,114.40
			Monthly	14,461.20	15,185.73	15,944.93	16,742.27	17,581.20
			Annual	173,534.40	182,228.80	191,339.20	200,907.20	210,974.40
DEPUTY DIRECTOR OF PUBLIC WORKS	U510	Classified	Hourly	75.85	79.64	83.64	87.82	92.21
			Bi-Weekly	6,068.00	6,371.20	6,691.20	7,025.60	7,376.80
			Monthly	13,147.33	13,804.27	14,497.60	15,222.13	15,983.07
			Annual	157,768.00	165,651.20	173,971.20	182,665.60	191,796.80

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WATER RESOURCES MANAGER	H875	Classified	Hourly	75.10	78.86	82.82	86.96	91.30
			Bi-Weekly	6,008.00	6,308.80	6,625.60	6,956.80	7,304.00
			Monthly	13,017.33	13,669.07	14,355.47	15,073.07	15,825.33
			Annual	156,208.00	164,028.80	172,265.60	180,876.80	189,904.00
UTILITIES ENGINEERING MANAGER	H880	Classified	Hourly	75.10	78.86	82.82	86.96	91.30
			Bi-Weekly	6,008.00	6,308.80	6,625.60	6,956.80	7,304.00
			Monthly	13,017.33	13,669.07	14,355.47	15,073.07	15,825.33
			Annual	156,208.00	164,028.80	172,265.60	180,876.80	189,904.00
SENIOR UTILITY SERVICE REPRESENTATIVE	M820	Classified	Hourly	42.77	44.87	47.03	49.45	51.86
			Bi-Weekly	3,421.60	3,589.60	3,762.40	3,956.00	4,148.80
			Monthly	7,413.47	7,777.47	8,151.87	8,571.33	8,989.07
			Annual	88,961.60	93,329.60	97,822.40	102,856.00	107,868.80
STOREKEEPER - EXPDITER	M100	Classified	Hourly	31.57	32.88	34.11	35.40	36.75
			Bi-Weekly	2,525.60	2,630.40	2,728.80	2,832.00	2,940.00
			Monthly	5,472.13	5,699.20	5,912.40	6,136.00	6,370.00
			Annual	65,665.60	68,390.40	70,948.80	73,632.00	76,440.00
AIRPORT DIVISION SUMMARY								
AIRPORT MANAGER	H205	Classified	Hourly	66.20	69.48	72.95	76.60	80.43
			Bi-Weekly	5,296.00	5,558.40	5,836.00	6,128.00	6,434.40
			Monthly	11,474.67	12,043.20	12,644.67	13,277.33	13,941.20
			Annual	137,696.00	144,518.40	151,736.00	159,328.00	167,294.40
AIRPORT OPERATIONS SUPERVISOR	H200	Classified	Hourly	55.17	57.90	60.81	63.86	67.04
			Bi-Weekly	4,413.60	4,632.00	4,864.80	5,108.80	5,363.20
			Monthly	9,562.80	10,036.00	10,540.40	11,069.07	11,620.27
			Annual	114,753.60	120,432.00	126,484.80	132,828.80	139,443.20
AIRPORT BUSINESS SUPERVISOR	H198	Classified	Hourly	53.45	56.10	58.90	61.85	64.93
			Bi-Weekly	4,276.00	4,488.00	4,712.00	4,948.00	5,194.40
			Monthly	9,264.67	9,724.00	10,209.33	10,720.67	11,254.53
			Annual	111,176.00	116,688.00	122,512.00	128,648.00	135,054.40
AIRPORT OPERATIONS SPECIALIST	T270	Classified	Hourly	34.84	36.62	38.42	40.25	42.32
			Bi-Weekly	2,787.20	2,929.60	3,073.60	3,220.00	3,385.60
			Monthly	6,038.93	6,347.47	6,659.47	6,976.67	7,335.47
			Annual	72,467.20	76,169.60	79,913.60	83,720.00	88,025.60
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified	Hourly	41.40	42.93	44.64	46.47	48.33
			Bi-Weekly	3,312.00	3,434.40	3,571.20	3,717.60	3,866.40
			Monthly	7,176.00	7,441.20	7,737.60	8,054.80	8,377.20
			Annual	86,112.00	89,294.40	92,851.20	96,657.60	100,526.40
AIRPORT MAINTENANCE WORKER	M505	Classified	Hourly	37.75	39.27	40.84	42.30	43.93
			Bi-Weekly	3,020.00	3,141.60	3,267.20	3,384.00	3,514.40
			Monthly	6,543.33	6,806.80	7,078.93	7,332.00	7,614.53
			Annual	78,520.00	81,681.60	84,947.20	87,984.00	91,374.40
AIRPORT ATTENDANT	M500	Classified	Hourly	29.72	30.90	32.15	33.29	34.57
			Bi-Weekly	2,377.60	2,472.00	2,572.00	2,663.20	2,765.60
			Monthly	5,151.47	5,356.00	5,572.67	5,770.27	5,992.13
			Annual	61,817.60	64,272.00	66,872.00	69,243.20	71,905.60
ENGINEERING/TRANSPORTATION DIVISION								
REAL PROPERTY MANAGER	H225	Classified	Hourly	48.55	50.99	53.53	56.22	59.02
			Bi-Weekly	3,884.00	4,079.20	4,282.40	4,497.60	4,721.60
			Monthly	8,415.33	8,838.27	9,278.53	9,744.80	10,230.13
			Annual	100,984.00	106,059.20	111,342.40	116,937.60	122,761.60
REAL PROPERTY ASSOCIATE	T260	Classified	Hourly	43.94	46.25	48.56	50.92	53.44
			Bi-Weekly	3,515.20	3,700.00	3,884.80	4,073.60	4,275.20
			Monthly	7,616.27	8,016.67	8,417.07	8,826.13	9,262.93
			Annual	91,395.20	96,200.00	101,004.80	105,913.60	111,155.20
REAL PROPERTY ASSISTANT	T255	Classified	Hourly	37.46	39.33	41.20	43.26	45.43
			Bi-Weekly	2,996.80	3,146.40	3,296.00	3,460.80	3,634.40
			Monthly	6,493.07	6,817.20	7,141.33	7,498.40	7,874.53
			Annual	77,916.80	81,806.40	85,696.00	89,980.80	94,494.40
SENIOR CIVIL ENGINEER	H240	Classified	Hourly	63.22	66.37	69.69	73.18	76.82
			Bi-Weekly	5,057.60	5,309.60	5,575.20	5,854.40	6,145.60
			Monthly	10,958.13	11,504.13	12,079.60	12,684.53	13,315.47
			Annual	131,497.60	138,049.60	144,955.20	152,214.40	159,785.60
ASSOCIATE CIVIL ENGINEER	T215	Classified	Hourly	57.54	60.45	63.38	66.60	69.84
			Bi-Weekly	4,603.20	4,836.00	5,070.40	5,328.00	5,587.20
			Monthly	9,973.60	10,478.00	10,985.87	11,544.00	12,105.60
			Annual	119,683.20	125,736.00	131,830.40	138,528.00	145,267.20
ASSISTANT CIVIL ENGINEER	T210	Classified	Hourly	49.56	52.14	54.80	57.43	60.32
			Bi-Weekly	3,964.80	4,171.20	4,384.00	4,594.40	4,825.60
			Monthly	8,590.40	9,037.60	9,498.67	9,954.53	10,455.47
			Annual	103,084.80	108,451.20	113,984.00	119,454.40	125,465.60
ENGINEERING TECHNICIAN	T200	Classified	Hourly	37.50	39.32	41.31	43.36	45.44
			Bi-Weekly	3,000.00	3,145.60	3,304.80	3,468.80	3,635.20
			Monthly	6,500.00	6,815.47	7,160.40	7,515.73	7,876.27
			Annual	78,000.00	81,785.60	85,924.80	90,188.80	94,515.20

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SURVEY ENGINEER	H230	Classified	Hourly	56.82	59.67	62.66	65.79	69.06
			Bi-Weekly	4,545.60	4,773.60	5,012.80	5,263.20	5,524.80
			Monthly	9,848.80	10,342.80	10,861.07	11,403.60	11,970.40
			Annual	118,185.60	124,113.60	130,332.80	136,843.20	143,644.80
SURVEYOR	T265	Classified	Hourly	46.85	49.17	51.60	54.17	56.89
			Bi-Weekly	3,748.00	3,933.60	4,128.00	4,333.60	4,551.20
			Monthly	8,120.67	8,522.80	8,944.00	9,389.47	9,860.93
			Annual	97,448.00	102,273.60	107,328.00	112,673.60	118,331.20
SENIOR TRANSPORTATION ENGINEER	H215	Classified	Hourly	63.20	66.36	69.67	73.15	76.80
			Bi-Weekly	5,056.00	5,308.80	5,573.60	5,852.00	6,144.00
			Monthly	10,954.67	11,502.40	12,076.13	12,679.33	13,312.00
			Annual	131,456.00	138,028.80	144,913.60	152,152.00	159,744.00
ASSOCIATE TRANSPORTATION ENGINEER	T240	Classified	Hourly	57.54	60.45	63.38	66.60	69.84
			Bi-Weekly	4,603.20	4,836.00	5,070.40	5,328.00	5,587.20
			Monthly	9,973.60	10,478.00	10,985.87	11,544.00	12,105.60
			Annual	119,683.20	125,736.00	131,830.40	138,528.00	145,267.20
ASSISTANT TRANSPORTATION ENGINEER	T235	Classified	Hourly	49.56	52.14	54.80	57.43	60.32
			Bi-Weekly	3,964.80	4,171.20	4,384.00	4,594.40	4,825.60
			Monthly	8,590.40	9,037.60	9,498.67	9,954.53	10,455.47
			Annual	103,084.80	108,451.20	113,984.00	119,454.40	125,465.60
SENIOR TRANSPORTATION PLANNER	H210	Classified	Hourly	53.34	55.98	58.79	61.72	64.81
			Bi-Weekly	4,267.20	4,478.40	4,703.20	4,937.60	5,184.80
			Monthly	9,245.60	9,703.20	10,190.27	10,698.13	11,233.73
			Annual	110,947.20	116,438.40	122,283.20	128,377.60	134,804.80
ASSOCIATE TRANSPORTATION PLANNER	T225	Classified	Hourly	48.54	50.92	53.46	56.21	58.90
			Bi-Weekly	3,883.20	4,073.60	4,276.80	4,496.80	4,712.00
			Monthly	8,413.60	8,826.13	9,266.40	9,743.07	10,209.33
			Annual	100,963.20	105,913.60	111,196.80	116,916.80	122,512.00
TRAFFIC SIGNAL TECHNICIAN	T220	Classified	Hourly	39.38	41.28	43.38	45.53	47.71
			Bi-Weekly	3,150.40	3,302.40	3,470.40	3,642.40	3,816.80
			Monthly	6,825.87	7,155.20	7,519.20	7,891.87	8,269.73
			Annual	81,910.40	85,862.40	90,230.40	94,702.40	99,236.80
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified	Hourly	58.73	61.66	64.75	67.99	71.39
			Bi-Weekly	4,698.40	4,932.80	5,180.00	5,439.20	5,711.20
			Monthly	10,179.87	10,687.73	11,223.33	11,784.93	12,374.27
			Annual	122,158.40	128,252.80	134,680.00	141,419.20	148,491.20
SENIOR CONSTRUCTION INSPECTOR	T250	Classified	Hourly	52.72	55.53	58.33	61.08	64.13
			Bi-Weekly	4,217.60	4,442.40	4,666.40	4,886.40	5,130.40
			Monthly	9,138.13	9,625.20	10,110.53	10,587.20	11,115.87
			Annual	109,657.60	115,502.40	121,326.40	127,046.40	133,390.40
CONSTRUCTION INSPECTOR	T245	Classified	Hourly	44.17	46.43	48.60	51.07	53.66
			Bi-Weekly	3,533.60	3,714.40	3,888.00	4,085.60	4,292.80
			Monthly	7,656.13	8,047.87	8,424.00	8,852.13	9,301.07
			Annual	91,873.60	96,574.40	101,088.00	106,225.60	111,612.80
RECYCLING-SOLID WASTE								
SOLID WASTE PROGRAM MANAGER	H800	Classified	Hourly	53.45	56.10	58.90	61.85	64.93
			Bi-Weekly	4,276.00	4,488.00	4,712.00	4,948.00	5,194.40
			Monthly	9,264.67	9,724.00	10,209.33	10,720.67	11,254.53
			Annual	111,176.00	116,688.00	122,512.00	128,648.00	135,054.40
RECYCLING SPECIALIST	T800	Classified	Hourly	37.78	39.67	41.59	43.71	45.88
			Bi-Weekly	3,022.40	3,173.60	3,327.20	3,496.80	3,670.40
			Monthly	6,548.53	6,876.13	7,208.93	7,576.40	7,952.53
			Annual	78,582.40	82,513.60	86,507.20	90,916.80	95,430.40
SUSTAINABILITY SPECIALIST	T803	Classified	Hourly	43.27	45.42	47.70	50.08	52.59
			Bi-Weekly	3,461.60	3,633.60	3,816.00	4,006.40	4,207.20
			Monthly	7,500.13	7,872.80	8,268.00	8,680.53	9,115.60
			Annual	90,001.60	94,473.60	99,216.00	104,166.40	109,387.20
SUSTAINABILITY TECHNICIAN	T802	Classified	Hourly	39.34	41.29	43.35	45.51	47.79
			Bi-Weekly	3,147.20	3,303.20	3,468.00	3,640.80	3,823.20
			Monthly	6,818.93	7,156.93	7,514.00	7,888.40	8,283.60
			Annual	81,827.20	85,883.20	90,168.00	94,660.80	99,403.20
WATER POLLUTION CONTROL FACILITY (WPCF)								
WATER POLLUTION CONTROL FACILITY MANAGER	H870	Classified	Hourly	75.10	78.86	82.82	86.96	91.30
			Bi-Weekly	6,008.00	6,308.80	6,625.60	6,956.80	7,304.00
			Monthly	13,017.33	13,669.07	14,355.47	15,073.07	15,825.33
			Annual	156,208.00	164,028.80	172,265.60	180,876.80	189,904.00
WPCF OPERATIONS AND MAINTENANCE MANAGER	H865	Classified	Hourly	61.26	64.32	67.55	70.93	74.48
			Bi-Weekly	4,900.80	5,145.60	5,404.00	5,674.40	5,958.40
			Monthly	10,618.40	11,148.80	11,708.67	12,294.53	12,909.87
			Annual	127,420.80	133,785.60	140,504.00	147,534.40	154,918.40

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WPCF MAINTENANCE SUPERVISOR	H860	Classified	Hourly	55.72	58.49	61.42	64.50	67.72
			Bi-Weekly	4,457.60	4,679.20	4,913.60	5,160.00	5,417.60
			Monthly	9,658.13	10,138.27	10,646.13	11,180.00	11,738.13
			Annual	115,897.60	121,659.20	127,753.60	134,160.00	140,857.60
WPCF OPERATIONS SUPERVISOR	H855	Classified	Hourly	55.72	58.49	61.42	64.50	67.72
			Bi-Weekly	4,457.60	4,679.20	4,913.60	5,160.00	5,417.60
			Monthly	9,658.13	10,138.27	10,646.13	11,180.00	11,738.13
			Annual	115,897.60	121,659.20	127,753.60	134,160.00	140,857.60
WPCF LEAD OPERATOR	M935	Classified	Hourly	50.72	52.73	54.84	56.98	59.29
			Bi-Weekly	4,057.60	4,218.40	4,387.20	4,558.40	4,743.20
			Monthly	8,791.47	9,139.87	9,505.60	9,876.53	10,276.93
			Annual	105,497.60	109,678.40	114,067.20	118,518.40	123,323.20
WPCF OPERATOR	M930	Classified	Hourly	44.10	45.85	47.68	49.55	51.56
			Bi-Weekly	3,528.00	3,668.00	3,814.40	3,964.00	4,124.80
			Monthly	7,644.00	7,947.33	8,264.53	8,588.67	8,937.07
			Annual	91,728.00	95,368.00	99,174.40	103,064.00	107,244.80
OPERATOR-IN-TRAINING	M925	Classified	Hourly	40.37	41.96	43.71	45.22	46.98
			Bi-Weekly	3,229.60	3,356.80	3,496.80	3,617.60	3,758.40
			Monthly	6,997.47	7,273.07	7,576.40	7,838.13	8,143.20
			Annual	83,969.60	87,276.80	90,916.80	94,057.60	97,718.40
LAB SUPERVISOR	H850	Classified	Hourly	55.72	58.49	61.42	64.50	67.72
			Bi-Weekly	4,457.60	4,679.20	4,913.60	5,160.00	5,417.60
			Monthly	9,658.13	10,138.27	10,646.13	11,180.00	11,738.13
			Annual	115,897.60	121,659.20	127,753.60	134,160.00	140,857.60

CHEMIST	T807	Classified	Hourly	44.62	46.85	49.20	51.65	54.22
			Bi-Weekly	3,569.60	3,748.00	3,936.00	4,132.00	4,337.60
			Monthly	7,734.13	8,120.67	8,528.00	8,952.67	9,398.13
			Annual	92,809.60	97,448.00	102,336.00	107,432.00	112,777.60
LABORATORY TECHNICIAN	T805	Classified	Hourly	38.80	40.25	41.81	43.53	45.16
			Bi-Weekly	3,104.00	3,220.00	3,344.80	3,482.40	3,612.80
			Monthly	6,725.33	6,976.67	7,247.07	7,545.20	7,827.73
			Annual	80,704.00	83,720.00	86,964.80	90,542.40	93,932.80

WATER POLLUTION SOURCE CONTROL								
ENVIRONMENTAL SERVICES MANAGER	H805	Classified	Hourly	64.79	68.02	71.44	75.01	78.76
			Bi-Weekly	5,183.20	5,441.60	5,715.20	6,000.80	6,300.80
			Monthly	11,230.27	11,790.13	12,382.93	13,001.73	13,651.73
			Annual	134,763.20	141,481.60	148,595.20	156,020.80	163,820.80
WATER POLLUTION CONTROL ADMINISTRATOR	H845	Classified	Hourly	56.31	59.14	62.08	65.21	68.47
			Bi-Weekly	4,504.80	4,731.20	4,966.40	5,216.80	5,477.60
			Monthly	9,760.40	10,250.93	10,760.53	11,303.07	11,868.13
			Annual	117,124.80	123,011.20	129,126.40	135,636.80	142,417.60
SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR	T815	Classified	Hourly	48.44	50.95	53.51	56.05	58.92
			Bi-Weekly	3,875.20	4,076.00	4,280.80	4,484.00	4,713.60
			Monthly	8,396.27	8,831.33	9,275.07	9,715.33	10,212.80
			Annual	100,755.20	105,976.00	111,300.80	116,584.00	122,553.60
WATER POLLUTION SOURCE CONTROL INSPECTOR	T810	Classified	Hourly	44.02	46.32	48.43	50.92	53.46
			Bi-Weekly	3,521.60	3,705.60	3,874.40	4,073.60	4,276.80
			Monthly	7,630.13	8,028.80	8,394.53	8,826.13	9,266.40
			Annual	91,561.60	96,345.60	100,734.40	105,913.60	111,196.80
TECHNICAL INTERN	Z125	Classified	Hourly					15.82
			Bi-Weekly					1,265.60
			Monthly					2,742.13
			Annual					32,905.60

SENIOR WATER RESOURCES ENGINEER	H813	Classified	Hourly	62.60	65.72	69.01	72.46	76.07
			Bi-Weekly	5,008.00	5,257.60	5,520.80	5,796.80	6,085.60
			Monthly	10,850.67	11,391.47	11,961.73	12,559.73	13,185.47
			Annual	130,208.00	136,697.60	143,540.80	150,716.80	158,225.60
SENIOR UTILITIES ENGINEER	H810	Classified	Hourly	62.60	65.72	69.01	72.46	76.07
			Bi-Weekly	5,008.00	5,257.60	5,520.80	5,796.80	6,085.60
			Monthly	10,850.67	11,391.47	11,961.73	12,559.73	13,185.47
			Annual	130,208.00	136,697.60	143,540.80	150,716.80	158,225.60

SEWER COLLECTIONS & WATER DISTRIBUTION								
UTILITIES OPERATIONS AND MAINTENANCE MANAGER	H835	Classified	Hourly	69.14	72.58	76.20	80.01	84.02
			Bi-Weekly	5,531.20	5,806.40	6,096.00	6,400.80	6,721.60
			Monthly	11,984.27	12,580.53	13,208.00	13,868.40	14,563.47
			Annual	143,811.20	150,966.40	158,496.00	166,420.80	174,761.60
UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR	H830	Classified	Hourly	57.62	60.47	63.52	66.68	70.02
			Bi-Weekly	4,609.60	4,837.60	5,081.60	5,334.40	5,601.60
			Monthly	9,987.47	10,481.47	11,010.13	11,557.87	12,136.80
			Annual	119,849.60	125,777.60	132,121.60	138,694.40	145,641.60
UTILITIES FIELD SERVICES SUPERVISOR	H825	Classified	Hourly	57.62	60.47	63.52	66.68	70.02
			Bi-Weekly	4,609.60	4,837.60	5,081.60	5,334.40	5,601.60
			Monthly	9,987.47	10,481.47	11,010.13	11,557.87	12,136.80
			Annual	119,849.60	125,777.60	132,121.60	138,694.40	145,641.60

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WASTEWATER COLLECTIONS SYSTEM SUPERVISOR	H823	Classified	Hourly	55.72	58.49	61.42	64.50	67.72
			Bi-Weekly	4,457.60	4,679.20	4,913.60	5,160.00	5,417.60
			Monthly	9,658.13	10,138.27	10,646.13	11,180.00	11,738.13
			Annual	115,897.60	121,659.20	127,753.60	134,160.00	140,857.60
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified	Hourly	45.41	47.70	50.07	52.59	55.21
			Bi-Weekly	3,632.80	3,816.00	4,005.60	4,207.20	4,416.80
			Monthly	7,871.07	8,268.00	8,678.80	9,115.60	9,569.73
			Annual	94,452.80	99,216.00	104,145.60	109,387.20	114,836.80
SENIOR UTILITY FIELD SERVICES LEADER	M827	Classified	Hourly	46.24	48.07	50.03	51.80	53.81
			Bi-Weekly	3,699.20	3,845.60	4,002.40	4,144.00	4,304.80
			Monthly	8,014.93	8,332.13	8,671.87	8,978.67	9,327.07
			Annual	96,179.20	99,985.60	104,062.40	107,744.00	111,924.80
SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified	Hourly	45.03	46.57	48.41	50.42	52.47
			Bi-Weekly	3,602.40	3,725.60	3,872.80	4,033.60	4,197.60
			Monthly	7,805.20	8,072.13	8,391.07	8,739.47	9,094.80
			Annual	93,662.40	96,865.60	100,692.80	104,873.60	109,137.60
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified	Hourly	39.14	40.50	42.10	43.86	45.62
			Bi-Weekly	3,131.20	3,240.00	3,368.00	3,508.80	3,649.60
			Monthly	6,784.27	7,020.00	7,297.33	7,602.40	7,907.47
			Annual	81,411.20	84,240.00	87,568.00	91,228.80	94,889.60
WATER METER MECHANIC	M810	Classified	Hourly	38.05	39.51	41.14	42.83	44.54
			Bi-Weekly	3,044.00	3,160.80	3,291.20	3,426.40	3,563.20
			Monthly	6,595.33	6,848.40	7,130.93	7,423.87	7,720.27
			Annual	79,144.00	82,180.80	85,571.20	89,086.40	92,643.20
CUSTOMER FIELD TECHNICIAN	M807	Classified	Hourly	34.00	35.36	36.78	38.14	39.67
			Bi-Weekly	2,720.00	2,828.80	2,942.40	3,051.20	3,173.60
			Monthly	5,893.33	6,129.07	6,375.20	6,610.93	6,876.13
			Annual	70,720.00	73,548.80	76,502.40	79,331.20	82,513.60
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified	Hourly	32.90	34.47	36.07	37.82	39.67
			Bi-Weekly	2,632.00	2,757.60	2,885.60	3,025.60	3,173.60
			Monthly	5,702.67	5,974.80	6,252.13	6,555.47	6,876.13
			Annual	68,432.00	71,697.60	75,025.60	78,665.60	82,513.60
UTILITIES MAINTENANCE SUPERVISOR	H820	Classified	Hourly	52.22	54.82	57.57	60.46	63.48
			Bi-Weekly	4,177.60	4,385.60	4,605.60	4,836.80	5,078.40
			Monthly	9,051.47	9,502.13	9,978.80	10,479.73	11,003.20
			Annual	108,617.60	114,025.60	119,745.60	125,756.80	132,038.40
UTILITIES SERVICE WORKER	M900	Classified	Hourly	37.51	39.00	40.63	42.03	43.68
			Bi-Weekly	3,000.80	3,120.00	3,250.40	3,362.40	3,494.40
			Monthly	6,501.73	6,760.00	7,042.53	7,285.20	7,571.20
			Annual	78,020.80	81,120.00	84,510.40	87,422.40	90,854.40
GENERAL MAINTENANCE								
EQUIPMENT OPERATOR	M400	Classified	Hourly	38.09	39.60	41.26	42.68	44.34
			Bi-Weekly	3,047.20	3,168.00	3,300.80	3,414.40	3,547.20
			Monthly	6,602.27	6,864.00	7,151.73	7,397.87	7,685.60
			Annual	79,227.20	82,368.00	85,820.80	88,774.40	92,227.20
SENIOR UTILITY LEADER	M845	Classified	Hourly	47.45	49.34	51.40	53.18	55.25
			Bi-Weekly	3,796.00	3,947.20	4,112.00	4,254.40	4,420.00
			Monthly	8,224.67	8,552.27	8,909.33	9,217.87	9,576.67
			Annual	98,696.00	102,627.20	106,912.00	110,614.40	114,920.00
UTILITY LEADER	M840	Classified	Hourly	41.27	42.90	44.69	46.26	48.04
			Bi-Weekly	3,301.60	3,432.00	3,575.20	3,700.80	3,843.20
			Monthly	7,153.47	7,436.00	7,746.27	8,018.40	8,326.93
			Annual	85,841.60	89,232.00	92,955.20	96,220.80	99,923.20
UTILITY WORKER	M835	Classified	Hourly	37.51	39.00	40.63	42.03	43.68
			Bi-Weekly	3,000.80	3,120.00	3,250.40	3,362.40	3,494.40
			Monthly	6,501.73	6,760.00	7,042.53	7,285.20	7,571.20
			Annual	78,020.80	81,120.00	84,510.40	87,422.40	90,854.40
SENIOR UTILITY LEADER - SEWER	M920	Classified	Hourly	46.24	48.07	50.03	51.80	53.81
			Bi-Weekly	3,699.20	3,845.60	4,002.40	4,144.00	4,304.80
			Monthly	8,014.93	8,332.13	8,671.87	8,978.67	9,327.07
			Annual	96,179.20	99,985.60	104,062.40	107,744.00	111,924.80
UTILITY LEADER - SEWER	M915	Classified	Hourly	40.21	41.80	43.51	45.03	46.78
			Bi-Weekly	3,216.80	3,344.00	3,480.80	3,602.40	3,742.40
			Monthly	6,969.73	7,245.33	7,541.73	7,805.20	8,108.53
			Annual	83,636.80	86,944.00	90,500.80	93,662.40	97,302.40
UTILITY WORKER - SEWER	M910	Classified	Hourly	36.54	38.01	39.57	40.94	42.54
			Bi-Weekly	2,923.20	3,040.80	3,165.60	3,275.20	3,403.20
			Monthly	6,333.60	6,588.40	6,858.80	7,096.27	7,373.60
			Annual	76,003.20	79,060.80	82,305.60	85,155.20	88,483.20
UTILITIES MAINTENANCE MECHANIC	M415	Classified	Hourly	45.75	47.52	49.38	51.37	53.47
			Bi-Weekly	3,660.00	3,801.60	3,950.40	4,109.60	4,277.60
			Monthly	7,930.00	8,236.80	8,559.20	8,904.13	9,268.13
			Annual	95,160.00	98,841.60	102,710.40	106,849.60	111,217.60

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ATTACHMENT II
Recommended by
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on February 15, 2022

Classification Title	Job Code	Service Type		Step A	Step B	Step C	Step D	Step E
INFORMATION TECHNOLOGY DEPARTMENT								
DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY	U530	Classified	Hourly	71.92	75.51	79.29	83.26	87.41
			Bi-Weekly	5,753.60	6,040.80	6,343.20	6,660.80	6,992.80
			Monthly	12,466.13	13,088.40	13,743.60	14,431.73	15,151.07
			Annual	149,593.60	157,060.80	164,923.20	173,180.80	181,812.80
INFORMATION SYSTEMS MANAGER	H565	Classified	Hourly	59.24	62.19	65.30	68.58	72.00
			Bi-Weekly	4,739.20	4,975.20	5,224.00	5,486.40	5,760.00
			Monthly	10,268.27	10,779.60	11,318.67	11,887.20	12,480.00
			Annual	123,219.20	129,355.20	135,824.00	142,646.40	149,760.00
INFORMATION TECHNOLOGY MANAGER	H566	Classified	Hourly	65.82	69.11	72.58	76.21	80.03
			Bi-Weekly	5,265.60	5,528.80	5,806.40	6,096.80	6,402.40
			Monthly	11,408.80	11,979.07	12,580.53	13,209.73	13,871.87
			Annual	136,905.60	143,748.80	150,966.40	158,516.80	166,462.40
DATA AND SYSTEMS COORDINATOR	H560	Classified	Hourly	53.29	55.96	58.77	61.70	64.78
			Bi-Weekly	4,263.20	4,476.80	4,701.60	4,936.00	5,182.40
			Monthly	9,236.93	9,699.73	10,186.80	10,694.67	11,228.53
			Annual	110,843.20	116,396.80	122,241.60	128,336.00	134,742.40
NETWORK SYSTEMS SPECIALIST	H555	Classified	Hourly	52.68	55.33	58.11	60.99	64.05
			Bi-Weekly	4,214.40	4,426.40	4,648.80	4,879.20	5,124.00
			Monthly	9,131.20	9,590.53	10,072.40	10,571.60	11,102.00
			Annual	109,574.40	115,086.40	120,868.80	126,859.20	133,224.00
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified	Hourly	58.36	61.27	64.19	67.42	71.89
			Bi-Weekly	4,668.80	4,901.60	5,135.20	5,393.60	5,751.20
			Monthly	10,115.73	10,620.13	11,126.27	11,686.13	12,460.93
			Annual	121,388.80	127,441.60	133,515.20	140,233.60	149,531.20
PROGRAMMER ANALYST	T455	Classified	Hourly	50.80	53.28	56.04	58.81	61.72
			Bi-Weekly	4,064.00	4,262.40	4,483.20	4,704.80	4,937.60
			Monthly	8,805.33	9,235.20	9,713.60	10,193.73	10,698.13
			Annual	105,664.00	110,822.40	116,563.20	122,324.80	128,377.60
WEB SPECIALIST	T450	Classified	Hourly	45.40	47.69	50.07	52.55	55.19
			Bi-Weekly	3,632.00	3,815.20	4,005.60	4,204.00	4,415.20
			Monthly	7,869.33	8,266.27	8,678.80	9,108.67	9,566.27
			Annual	94,432.00	99,195.20	104,145.60	109,304.00	114,795.20
INFORMATION TECHNOLOGY ANALYST II	T435	Classified	Hourly	50.78	53.30	55.97	58.76	61.72
			Bi-Weekly	4,062.40	4,264.00	4,477.60	4,700.80	4,937.60
			Monthly	8,801.87	9,238.67	9,701.47	10,185.07	10,698.13
			Annual	105,622.40	110,864.00	116,417.60	122,220.80	128,377.60
INFORMATION TECHNOLOGY ANALYST I	T430	Classified	Hourly	46.15	48.46	50.89	53.45	56.09
			Bi-Weekly	3,692.00	3,876.80	4,071.20	4,276.00	4,487.20
			Monthly	7,999.33	8,399.73	8,820.93	9,264.67	9,722.27
			Annual	95,992.00	100,796.80	105,851.20	111,176.00	116,667.20
TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified	Hourly	50.78	53.30	55.97	58.76	61.72
			Bi-Weekly	4,062.40	4,264.00	4,477.60	4,700.80	4,937.60
			Monthly	8,801.87	9,238.67	9,701.47	10,185.07	10,698.13
			Annual	105,622.40	110,864.00	116,417.60	122,220.80	128,377.60
TECHNOLOGY SOLUTIONS ANALYST I	T440	Classified	Hourly	46.15	48.46	50.89	53.45	56.09
			Bi-Weekly	3,692.00	3,876.80	4,071.20	4,276.00	4,487.20
			Monthly	7,999.33	8,399.73	8,820.93	9,264.67	9,722.27
			Annual	95,992.00	100,796.80	105,851.20	111,176.00	116,667.20
GEOGRAPHIC INFO SYSTEM TECHNICIAN II	T465	Classified	Hourly	41.82	43.91	46.09	48.40	50.85
			Bi-Weekly	3,345.60	3,512.80	3,687.20	3,872.00	4,068.00
			Monthly	7,248.80	7,611.07	7,988.93	8,389.33	8,814.00
			Annual	86,985.60	91,332.80	95,867.20	100,672.00	105,768.00
GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T464	Classified	Hourly	38.04	39.92	41.93	44.03	46.24
			Bi-Weekly	3,043.20	3,193.60	3,354.40	3,522.40	3,699.20
			Monthly	6,593.60	6,919.47	7,267.87	7,631.87	8,014.93
			Annual	79,123.20	83,033.60	87,214.40	91,582.40	96,179.20
INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified	Hourly	41.82	43.91	46.09	48.40	50.85
			Bi-Weekly	3,345.60	3,512.80	3,687.20	3,872.00	4,068.00
			Monthly	7,248.80	7,611.07	7,988.93	8,389.33	8,814.00
			Annual	86,985.60	91,332.80	95,867.20	100,672.00	105,768.00
INFORMATION TECHNOLOGY TECHNICIAN I	T424	Classified	Hourly	38.04	39.92	41.93	44.03	46.24
			Bi-Weekly	3,043.20	3,193.60	3,354.40	3,522.40	3,699.20
			Monthly	6,593.60	6,919.47	7,267.87	7,631.87	8,014.93
			Annual	79,123.20	83,033.60	87,214.40	91,582.40	96,179.20
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified	Hourly	34.26	35.96	37.80	39.69	41.59
			Bi-Weekly	2,740.80	2,876.80	3,024.00	3,175.20	3,327.20
			Monthly	5,938.40	6,233.07	6,552.00	6,879.60	7,208.93
			Annual	71,260.80	74,796.80	78,624.00	82,555.20	86,507.20

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DATA SYSTEMS OPERATOR	C450	Classified	Hourly	30.32	31.68	33.26	34.84	36.47
			Bi-Weekly	2,425.60	2,534.40	2,660.80	2,787.20	2,917.60
			Monthly	5,255.47	5,491.20	5,765.07	6,038.93	6,321.47
			Annual	63,065.60	65,894.40	69,180.80	72,467.20	75,857.60
AUDIO VIDEO SPECIALIST	T410	Classified	Hourly	32.64	34.24	35.99	37.76	39.56
			Bi-Weekly	2,611.20	2,739.20	2,879.20	3,020.80	3,164.80
			Monthly	5,657.60	5,934.93	6,238.27	6,545.07	6,857.07
			Annual	67,891.20	71,219.20	74,859.20	78,540.80	82,284.80
VIDEO ASSISTANT	T400	Classified	Hourly					17.92
			Bi-Weekly					1,433.60
			Monthly					3,106.13
			Annual					37,273.60
INFORMATION TECHNOLOGY INTERN	Z121	Classified	Hourly				15.82	20.00
			Bi-Weekly				1,265.60	1,600.00
			Monthly				2,742.13	3,466.67
			Annual				32,905.60	41,600.00

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Classification Title	Job Code	Service Type
CITY WIDE ADMINISTRATIVE/ANALYTICAL SUPPORT		
SENIOR MANAGEMENT ANALYST	H115	Classified
MANAGEMENT ANALYST II	H110	Classified
MANAGEMENT ANALYST I	H105	Classified
ADMINISTRATIVE SUPERVISOR	H120	Classified
ADMINISTRATIVE SECRETARY	C120	Classified
SENIOR SECRETARY	C115	Classified
SECRETARY	C110	Classified
ADMINISTRATIVE CLERK II	C105	Classified
ADMINISTRATIVE CLERK I	C100	Classified
ADMINISTRATIVE INTERN	Z120	Classified
MAIL CLERK	C410	Classified
CITY WIDE MAINTENANCE		
ELECTRICIAN II	M410	Classified
ELECTRICIAN I	M405	Classified
MAINTENANCE WORKER	M305	Classified
LABORER	M905	Classified
CITY ATTORNEY DEPARTMENT		
SENIOR ASSISTANT CITY ATTORNEY	U215	Classified
ASSISTANT CITY ATTORNEY	U210	Classified
DEPUTY CITY ATTORNEY II	U205	Classified
DEPUTY CITY ATTORNEY I	U200	Classified
SENIOR PARALEGAL	U196	Classified
PARALEGAL	U195	Classified
LEGAL SECRETARY II	C935	Classified
LEGAL SECRETARY I	C930	Classified
CITY CLERK DEPARTMENT		
DEPUTY CITY CLERK	H500	Classified
CITY MANAGER DEPARTMENT		
OFFICE OF THE CITY MANAGER		
GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified
DIGITAL APPLICATIONS DEVELOPER	T470	Classified
MANAGEMENT FELLOW	U300	Classified

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COMMUNITY SERVICES		
COMMUNITY SERVICES MANAGER	H745	Classified
COMMUNITY PROGRAMS SPECIALIST	T705	Classified
SENIOR PROPERTY REHABILITATION SPECIALIST	T730	Classified
PROPERTY REHABILITATION SPECIALIST	T725	Classified
PARATRANSIT COORDINATOR	T715	Classified
EDUCATION SERVICES MANAGER	H760	Classified
EDUCATIONAL SERVICES COORDINATOR	T780	Classified
ECONOMIC DEVELOPMENT		
ECONOMIC DEVELOPMENT MANAGER	H710	Classified
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified
NEIGHBORHOOD PARTNERSHIP SERVICES		
NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified
HOUSING AUTHORITY		
HOUSING MANAGER	H715	Classified
HOUSING DEVELOPMENT SPECIALIST	T750	Classified
HOMEOWNERSHIP COORDINATOR	T710	Classified
DEVELOPMENT SERVICES DEPARTMENT		
DEVELOPMENT SERVICES ADMINISTRATION		
DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified
BUILDING DIVISION		
CITY BUILDING OFFICIAL	H335	Classified
SUPERVISING BUILDING INSPECTOR	H330	Classified
SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified
SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified
BUILDING INSPECTOR	T350	Classified
PLAN CHECKING ENGINEER	T335	Classified

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Classification Title	Job Code	Service Type
SUPERVISING PLAN CHECKER AND EXPEDITOR	H325	Classified
SENIOR PLAN CHECKER	T330	Classified
PLAN CHECKER	T325	Classified
SUPERVISING PERMIT TECHNICIAN	H340	Classified
SENIOR PERMIT TECHNICIAN	C205	Classified
PERMIT TECHNICIAN II	C200	Classified
PERMIT TECHNICIAN I	C199	Classified
PLANNING DIVISION		
PLANNING MANAGER	H320	Classified
PRINCIPAL PLANNER	H315	Classified
SENIOR PLANNER	H310	Classified
ASSOCIATE PLANNER	T315	Classified
ASSISTANT PLANNER	T310	Classified
JUNIOR PLANNER	T305	Classified
DEVELOPMENT REVIEW SPECIALIST	T320	Classified
LANDSCAPE ARCHITECT	H300	Classified
ASSOCIATE LANDSCAPE ARCHITECT	T370	Classified
CODE ENFORCEMENT		
CODE ENFORCEMENT MANAGER	H703	Classified
CODE ENFORCEMENT SUPERVISOR	H700	Classified
SENIOR CODE ENFORCEMENT INSPECTOR	T610	Classified
CODE ENFORCEMENT INSPECTOR II	T605	Classified
CODE ENFORCEMENT INSPECTOR I	T600	Classified
FINANCE DEPARTMENT		
ADMINISTRATION DIVISION		
DEPUTY DIRECTOR OF FINANCE	U500	Classified
BUDGET OFFICER	H170	Classified
FINANCIAL ANALYST	H165	Classified
FINANCE TECHNICIAN	C320	Classified
ACCOUNTING DIVISION		
ACCOUNTING MANAGER	H150	Classified
SENIOR ACCOUNTANT	H145	Classified
ACCOUNTANT	H140	Classified

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SENIOR ACCOUNT CLERK	C305	Classified
ACCOUNT CLERK	C300	Classified
REVENUE DIVISION		
REVENUE MANAGER	H160	Classified
FINANCE SUPERVISOR	H155	Classified
SUPERVISING CUSTOMER ACCOUNT CLERK	C332	Classified
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified
CUSTOMER ACCOUNT CLERK	C325	Classified
PURCHASING DIVISION		
PURCHASING AND SERVICES MANAGER	H180	Classified
PURCHASING TECHNICIAN	C345	Classified
MAIL AND PURCHASING CLERK	C335	Classified
FIRE DEPARTMENT		
SWORN		
DEPUTY FIRE CHIEF (40 HR)	F600	Classified
FIRE MARSHAL EMT (40 HR)	F401	Classified
FIRE MARSHAL (40 HR)	F400	Classified
FIRE TRAINING OFFICER (40 HR)	F420	Classified
BATTALION CHIEF (56 HR)	F410	Classified
BATTALION CHIEF (40 HR)	F415	Classified
STAFF FIRE CAPTAIN (40 HR)	F240	Classified
FIRE CAPTAIN (56 HR)	F245	Classified
FIRE CAPTAIN (40 HR)	F250	Classified
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified
APPARATUS OPERATOR (56 HR)	F210	Classified
APPARATUS OPERATOR (40 HR)	F215	Classified
FIREFIGHTER (56 HR)	F200	Classified
FIREFIGHTER (40 HR)	F205	Classified
FIREFIGHTER TRAINEE (40 HR)	F100	Classified
PROFESSIONAL STAFF		
HAZARDOUS MATERIALS PROGRAM COORDINATOR	H590	Classified
FIRE PROTECTION ENGINEER	T510	Classified
EMERGENCY MEDICAL SERVICES COORDINATOR	H585	Classified
ENVIRONMENTAL SPECIALIST	T505	Classified
HAZARDOUS MATERIALS INSPECTOR	T500	Classified
FIRE SERVICES SUPERVISOR	H580	Classified

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SENIOR FIRE TECHNICIAN	C260	Classified
FIRE TECHNICIAN II	C255	Classified
FIRE TECHNICIAN I	C250	Classified
HUMAN RESOURCES DEPARTMENT		
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified
HUMAN RESOURCES MANAGER	U135	Classified
SENIOR HUMAN RESOURCES ANALYST	U120	Classified
HUMAN RESOURCES ANALYST II	U115	Classified
HUMAN RESOURCES ANALYST I	U110	Classified
HUMAN RESOURCES TECHNICIAN	U100	Classified
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT	U105	Classified
LIBRARY SERVICES DEPARTMENT		
<i>LIBRARY SERVICES DIVISION</i>		
LIBRARY OPERATIONS MANAGER	H755	Classified
SUPERVISING LIBRARIAN I	H750	Classified
LIBRARIAN II	T795	Classified
LIBRARIAN I	T790	Classified
LEAD LIBRARY ASSISTANT	C520	Classified
SENIOR LIBRARY ASSISTANT	C515	Classified
LIBRARY ASSISTANT	C510	Classified
SENIOR LIBRARY PAGE	C505	Classified
LIBRARY PAGE	C500	Classified
LITERACY PROGRAM COORDINATOR	T785	Classified
LEAD PROGRAM ASSISTANT	C508	Classified
PROGRAM ASSISTANT	C506	Classified
MAINTENANCE SERVICES DEPARTMENT		
<i>FACILITIES MANAGEMENT</i>		
FACILITIES AND BUILDING MANAGER	H605	Classified
FACILITIES LEADWORKER	M135	Classified
HVAC MECHANIC	M140	Classified
FACILITIES PAINTER II	M130	Classified
FACILITIES PAINTER I	M125	Classified

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FACILITIES CARPENTER II	M120	Classified
FACILITIES CARPENTER I	M115	Classified
FACILITIES SERVICEWORKER II	M110	Classified
FACILITIES SERVICEWORKER I	M105	Classified
FLEET MANAGEMENT DIVISION		
FLEET MAINTENANCE MANAGER	H635	Classified
SENIOR EQUIPMENT MECHANIC	M620	Classified
EQUIPMENT MECHANIC II	M615	Classified
EQUIPMENT MECHANIC I	M610	Classified
EQUIPMENT PARTS STOREKEEPER	M605	Classified
EQUIPMENT SERVICE ATTENDANT	M600	Classified
LANDSCAPE MAINTENANCE DIVISION		
LANDSCAPE MAINTENANCE MANAGER	H615	Classified
LANDSCAPE MAINTENANCE SUPERVISOR	H610	Classified
GROUNDSKEEPER III	M215	Classified
GROUNDSKEEPER II	M210	Classified
GROUNDSKEEPER I	M205	Classified
TREE TRIMMER	M220	Classified
STREET MAINTENANCE DIVISION		
STREETS MAINTENANCE MANAGER	H625	Classified
STREETS MAINTENANCE SUPERVISOR	H620	Classified
SENIOR MAINTENANCE LEADER	M315	Classified
MAINTENANCE LEADER	M310	Classified
SWEEPER EQUIPMENT OPERATOR	M700	Classified
POLICE DEPARTMENT		
SWORN		
POLICE CAPTAIN	P300	Classified
POLICE LIEUTENANT	P215	Classified
POLICE SERGEANT	P210	Classified
POLICE OFFICER	P200	Classified
POLICE OFFICER TRAINEE	P100	Classified

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PROFESSIONAL STAFF		
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified
PERSONNEL OPERATIONS SPECIALIST	H460	Classified
SENIOR CRIME AND INTELLIGENCE ANALYST	H405	Classified
CRIME AND INTELLIGENCE ANALYST	H455	Classified
POLICE PROGRAMS ANALYST	H400	Classified
SPECIAL OPERATIONS DIVISION		
CRIME PREVENTION SPECIALIST II	C671	Classified
CRIME PREVENTION SPECIALIST I	C670	Classified
RESERVE OFFICER COORDINATOR	H460	Classified
INVESTIGATION DIVISION		
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified
COUNSELING SUPERVISOR	H440	Classified
FAMILY COUNSELOR	T550	Classified
CERTIFIED LATENT PRINT EXAMINER	T560	Classified
SUPPORT SERVICES DIVISION		
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified
PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR	H415	Classified
PROPERTY AND EVIDENCE SUPERVISOR	H410	Classified
POLICE ID SPECIALIST	T555	Classified
CRIME SCENE SPECIALIST	C687	Classified
CRIME SCENE TECHNICIAN	C685	Classified
PROPERTY & EVIDENCE TECHNICIAN	C665	Classified
ANIMAL SERVICES ADMINISTRATOR	H430	Classified
SHELTER OPERATIONS SUPERVISOR	C621	Classified
ANIMAL CONTROL OFFICER	C610	Classified
ANIMAL CARE ATTENDANT	C600	Classified
SHELTER VOLUNTEER COORDINATOR	C607	Classified
COMMUNICATIONS ADMINISTRATOR	H435	Classified
COMMUNICATIONS SUPERVISOR	C645	Classified
COMMUNICATIONS OPERATOR	C635	Classified
CALL TAKER	C633	Classified
RECORDS ADMINISTRATOR	H425	Classified

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RECORDS SUPERVISOR	C705	Classified
POLICE RECORDS CLERK II	C695	Classified
POLICE RECORDS CLERK I	C690	Classified
JAIL ADMINISTRATOR	H420	Classified
JAIL SUPERVISOR	C660	Classified
COMMUNITY SERVICE OFFICER	C650	Classified
TRANSPORTATION AND ENGINEERING DEPARTMENT		
AIRPORT DIVISION SUMMARY		
AIRPORT MANAGER	H205	Classified
AIRPORT OPERATIONS SUPERVISOR	H200	Classified
AIRPORT BUSINESS SUPERVISOR	H198	Classified
AIRPORT OPERATIONS SPECIALIST	T270	Classified
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified
AIRPORT MAINTENANCEWORKER	M505	Classified
AIRPORT ATTENDANT	M500	Classified
ENGINEERING/TRANSPORTATION DIVISION		
REAL PROPERTY MANAGER	H225	Classified
REAL PROPERTY ASSOCIATE	T260	Classified
REAL PROPERTY ASSISTANT	T255	Classified
SENIOR CIVIL ENGINEER	H240	Classified
ASSOCIATE CIVIL ENGINEER	T215	Classified
ASSISTANT CIVIL ENGINEER	T210	Classified
ENGINEERING TECHNICIAN	T200	Classified
SURVEY ENGINEER	H230	Classified
SURVEYOR	T265	Classified
SENIOR TRANSPORTATION ENGINEER	H215	Classified
ASSOCIATE TRANSPORTATION ENGINEER	T240	Classified
ASSISTANT TRANSPORTATION ENGINEER	T235	Classified
SENIOR TRANSPORTATION PLANNER	H210	Classified
ASSOCIATE TRANSPORTATION PLANNER	T225	Classified
TRAFFIC SIGNAL TECHNICIAN	T220	Classified

**CLASSIFICATION PLAN
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Classification Title	Job Code	Service Type
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified
SENIOR CONSTRUCTION INSPECTOR	T250	Classified
CONSTRUCTION INSPECTOR	T245	Classified
UTILITIES AND ENVIRONMENTAL SERVICES DEPARTMENT		
ADMINISTRATION DIVISION		
ASSISTANT DIRECTOR OF PUBLIC WORKS	U525	Classified
DEPUTY DIRECTOR OF PUBLIC WORKS	U510	Classified
WATER RESOURCES MANAGER	H875	Classified
UTILITIES ENGINEERING MANAGER	H880	Classified
SENIOR UTILITY SERVICE REPRESENTATIVE	M820	Classified
STOREKEEPER - EXPEDITER	M100	Classified
SOLID WASTE MANAGEMENT		
SOLID WASTE PROGRAM MANAGER	H800	Classified
RECYCLING SPECIALIST	T800	Classified
SUSTAINABILITY SPECIALIST	T802	Classified
WATER POLLUTION CONTROL FACILITY (WPCF)		
WATER POLLUTION CONTROL FACILITY MANAGER	H870	Classified
WPCF OPERATIONS AND MAINTENANCE MANAGER	H865	Classified
WPCF MAINTENANCE SUPERVISOR	H860	Classified
WPCF OPERATIONS SUPERVISOR	H855	Classified
WPCF LEAD OPERATOR	M935	Classified
WPCF OPERATOR	M930	Classified
OPERATOR-IN-TRAINING	M925	Classified
LAB SUPERVISOR	H850	Classified
CHEMIST	T807	Classified
LABORATORY TECHNICIAN	T805	Classified
WATER POLLUTION SOURCE CONTROL		
ENVIRONMENTAL SERVICES MANAGER	H805	Classified
WATER POLLUTION CONTROL ADMINISTRATOR	H845	Classified
SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR	T815	Classified
WATER POLLUTION SOURCE CONTROL INSPECTOR	T810	Classified
TECHNICAL INTERN	Z125	Classified
SENIOR WATER RESOURCES ENGINEER	H813	Classified
SENIOR UTILITIES ENGINEER	H810	Classified

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Classification Title	Job Code	Service Type
WATER DISTRIBUTION		
UTILITIES OPERATIONS AND MAINTENANCE MANAGER	H835	Classified
UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR	H830	Classified
UTILITIES FIELD SERVICES SUPERVISOR	H825	Classified
WASTEWATER COLLECTIONS SYSTEM SUPERVISOR	H823	Classified
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified
SENIOR UTILITY FIELD SERVICES LEADER	M827	Classified
SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified
WATER METER MECHANIC	M810	Classified
CUSTOMER FIELD TECHNICIAN	M807	Classified
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified
UTILITIES MAINTENANCE SUPERVISOR	H850	Classified
UTILITIES SERVICE WORKER	M900	Classified
GENERAL MAINTENANCE		
EQUIPMENT OPERATOR	M400	Classified
MAINTENANCE WORKER	M305	Classified
SENIOR UTILITY LEADER	M845	Classified
UTILITY LEADER	M840	Classified
UTILITY WORKER	M835	Classified
SENIOR UTILITY LEADER - SEWER	M920	Classified
UTILITY LEADER - SEWER	M915	Classified
UTILITY WORKER - SEWER	M910	Classified
UTILITIES MAINTENANCE MECHANIC	M415	Classified
INFORMATION TECHNOLOGY DEPARTMENT		
DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY	U530	Classified
INFORMATION SYSTEMS MANAGER	H565	Classified
INFORMATION TECHNOLOGY MANAGER	H566	Classified
DATA AND SYSTEMS COORDINATOR	H560	Classified
NETWORK SYSTEMS SPECIALIST	H555	Classified
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified
PROGRAMMER ANALYST	T455	Classified

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Classification Title	Job Code	Service Type
WEB SPECIALIST	T450	Classified

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INFORMATION TECHNOLOGY ANALYST II	T435	Classified
INFORMATION TECHNOLOGY ANALYST I	T430	Classified
TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified
TECHNOLOGY SOLUTIONS ANALYST I	T440	Classified
GEOGRAPHIC INFO SYSTEM TECHNICIAN II	T465	Classified
GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T470	Classified
INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified
INFORMATION TECHNOLOGY TECHNICIAN I	T475	Classified
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified
DATA SYSTEMS OPERATOR	C450	Classified
AUDIO VIDEO SPECIALIST	T410	Classified
VIDEO ASSISTANT	T400	Classified
INFORMATION TECHNOLOGY INTERN	Z121	Classified