

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, May 11, 2017

5:30 PM

City Hall, Conference Room 2A

Personnel Commission

CALL TO ORDER**PLEDGE OF ALLEGIANCE****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.

APPROVAL OF MINUTES

1. [MIN 17-067](#) Approval of Minutes for Special Meeting March 16, 2017

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

Election of Chair and Vice Chair (Vote)

ACTION ITEMS

2. [ACT 17-031](#) New Job Description for Lead Program Assistant

Attachments: [Attachment I Staff Report](#)
[Attachment II Lead Program Assistant Job Description](#)
[Attachment III Library & Community Services Organizational Chart](#)

3. [ACT 17-032](#) Revised Job Description for Groundskeeper II

Attachments: [Attachment I Staff Report](#)
[Attachment II Groundskeeper II Job Description](#)
[Attachment III Maintenance Services Org Chart](#)

4. [ACT 17-034](#) Revised Job Description for Senior Equipment Mechanic
Attachments: [Attachment I Staff Report](#)
 [Attachment II Senior Equipment Mechanic Job Description](#)
 [Attachment III Maintenance Services Org Chart](#)
5. [ACT 17-035](#) New Job Description for Supervising Permit Technician
Attachments: [Attachment I Staff Report](#)
 [Attachment II Supervising Permit Tech Job Description](#)
 [Attachment III Development Services Org Chart](#)
6. [ACT 17-036](#) Revised Job Description for Paralegal
Attachments: [Attachment I Staff Report](#)
 [Attachment II Paralegal Job Description](#)
 [Attachment III City Attorney's Office Org Chart](#)
7. [ACT 17-038](#) Revised Job Description for Sustainability Specialist
Attachments: [Attachment I Staff Report](#)
 [Attachment II Sustainability Specialist Job Description](#)
 [Attachment III Utilities & Environmental Services Org Chart](#)
8. [ACT 17-039](#) Revised City Classification and Salary Plan for Fiscal Year 2017
 – Updated May 11, 2017 – Effective June 12, 2017
Attachments: [Attachment I Staff Report](#)
 [Attachment II FY 2017 Salary Plan](#)
 [Attachment III Salary Survey Data](#)
 [Attachment IV FY 2017 Class Plan](#)

REPORTS (CONTINUED)

Recruitment Diversity Report (Oral Report)

RECURRING AGENDA TOPICS/GENERAL COMMENTS**ADJOURNMENT**

NEXT SPECIAL MEETING – JUNE 15, 2017

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 17-067

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Approval of Minutes for Special Meeting of March 16, 2017

RECOMMENDATION

That the Personnel Commission reviews and approves the meeting minutes from the special meeting held on March 16, 2017.

ATTACHMENTS

Attachment I Minutes



CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, March 16, 2017
Room 2A

A special meeting of the City of Hayward Personnel Commission was called to order at 5:35 p.m. on Thursday, March 16, 2017, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
Farbod Pirouzman, Deputy Director of Human Resources
Vanessa Lopez, Senior Human Resources Analyst
Lisette Del Pino, Human Resources Analyst II
Anthony Phillip, Human Resources Analyst I

CITY COUNCIL

Council Member Marvin Peixoto

OTHERS PRESENT

Seema Vashi, Assistant City Attorney
Sean Reinhart, Director of Library and Community Services
Stacey Bristow, Deputy Director of Development Services

| Attendance | <u>REGULAR MEETINGS</u> | | | <u>SPECIAL MEETINGS</u> | |
|-------------------|---------------------------------------------|------------------------------------------|-----------------------------------------|------------------------------------------|-----------------------------------------|
| | Present 03.16.2017 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. |
| Doris Yates | O | 1 | 0 | 1 | 1 |
| Elecia Garrett | O | 1 | 0 | 1 | 1 |
| V. Toni Adams | O | 1 | 0 | 0 | 2 |
| Jose Guadamuz | X | 0 | 0 | 2 | 0 |
| Rachel Lucas | X | 0 | 0 | 2 | 0 |
| Giancarlo Scalise | X | 0 | 0 | 2 | 0 |
| Allen Zargar | X | 0 | 0 | 2 | 0 |

X = present O = absent
* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of January 19, 2017 Meeting Minutes (Action)

(M/S/P) (Zargar/Scalise) Approved.

REPORTS

1. Welcome by City Manager (Information)

City Manager McAdoo welcomed the new Commissioners and thanked them for volunteering to be on the Committee. She discussed the role and purpose of the Personnel Commission, as stated in the Municipal Code, which includes reviewing job descriptions and the Personnel Rules. She indicated that the Council has asked that the Personnel Commission partner with City staff on some new initiatives. Some topics for consideration include: ways to continue promoting diversity in our employment practices, how we review and develop recruitment and retention strategies for our workforce, and exploring incentive programs to attract people to work for the City of Hayward.

City Manager McAdoo continued by asking the Commissioners to think of what they would like to contribute as a part of the Personnel Commission and how the Commission can help provide guidance to the City on these initiatives. She also mentioned that this will be an ongoing conversation and that Director Collins will be available to continue the discussion on the mission, goals and objectives, and the scope of the Personnel Commission. The proposed revisions to the Personnel Commission scope will be presented to Council in the future.

2. City Council Liaison (Information)

Council Member Peixoto mentioned two upcoming projects:

- Maple and Main – Mixed housing project, which consists of 240 units, 48 of which are low income. This is the first bundled parking project, which means that you have to pay to park in that lot since it's not incorporated in the rent.
- Lincoln Landing – This is the old Mervyn's building. This project was passed by the Planning Commission 6-1; however, it was appealed and will be brought to Council on April 25th.

3. Director of Human Resources (Information)

Director Collins mentioned that the Human Resources Department is looking for temporary analysts and technicians, especially as we near Labor negotiations. She

asked the Commissioners to refer anyone who may be interested to apply.

ACTION ITEMS

4. Revised Job Description for Assistant/Associate Planner

Stacey Bristow, Deputy Director of Development Services gave an overview of the Assistant/Associate Planner job specification and answered questions.

(M/S/P) (Zargar/Scalise) Approved.

5. Revised Job Description for Groundskeeper III

Nina Collins, Director of Human Resources gave an overview of the Groundskeeper III job specification and answered questions.

(M/S/P) (Zargar/Scalise) Approved.

6. Revised Job Description for Graphics and Media Relations Technician

Nina Collins, Director of Human Resources gave an overview of the Graphics and Media Relations Technician job specification and answered questions.

(M/S/P) (Lucas/Zargar) Approved.

7. Revised Job Description for Program Assistant and New Job Description for Lead Program Assistant

The Lead Program Assistant job description was pulled from the agenda.

Sean Reinhart, Director of Library and Community Services gave an overview of the Program Assistant job specification and answered questions.

(M/S/P) (Lucas/Scalise) Approved.

8. Revised City Classification and Salary Plan for Fiscal Year 2017 – Updated March 16, 2017

Director Collins provided an overview of the revised classification and salary plan. She began with an overview of the revised classification plan, which was updated to include the new titling changes of Volunteer Program Assistant to Program Assistant and Graphics/Planning Technician to Graphics and Media Relations Technician.

Lastly, Director Collins provided an overview of the reformatted and revised salary plan. The primary update to the salary plan was to adjust the salaries of six (6) job

specifications in the SEIU Local 1021 Maintenance and Operations Unit, as part of a grievance resolution. Per Section 9.02 of the Memorandum of Understanding between the City of Hayward and the SEIU Local 1021 Maintenance and Operations Unit, the salary ranges of six (6) job classifications are to be set at 15% above the highest base wage rate of the highest subordinate. During a review of the classifications, it was determined that not all salary ranges maintained the minimum 15% difference. The revised salary plan, includes updated salary ranges for the six (6) job specifications, Mail Clerk, Geographic Information Systems Coordinator, and the Water Pollution Control Facility Manager. Director Collins also stated that SEIU Maintenance has reviewed and agreed on the revised salary plan.

(M/S/P) (Lucas/Zargar) Adopted revised classification plan.

(M/S/P) (Lucas/Scalise) Recommended salary plan for Council approval.

Recruitment Diversity Report (Oral Report)

Director Collins gave an overview of what this report entails. She also stated that this report is normally given at regular meetings only, however, it's been awhile since we've had a regular meeting and she didn't want us to fall further behind. This also gives the new Commissioners an opportunity to see this information.

Director Collins indicated that the new Commissioners won't have much to say in regards to this diversity report, as they don't have anything to compare it to. However, going forward, they may notice some patterns/trends or something may peak their interest. She added that this information is presented to show recruitment diversity statistics and not how the City is staffed and what the vacancies are.

Assistant City Attorney Vashi added that this report is informational and the Personnel Commission doesn't need to approve it. It's simply provided and questions can be asked and discussed.

Commissioner Scalise asked what actions outside of the Personnel Commission are being done by Human Resources that are contributing to these diversity statistics. Director Collins responded that use outreach approaches to increase diversity through partnerships with community agencies and strategic advertising.

Commissioner Zargar asked how much leverage do we have with diversity. Director Collins stated that people can file EEOC complaints against the City and it has happened. She continued that it has been communicated to the hiring managers that it's our expectation that they make their selections based solely on experience, education, and fit in the organization. She also stated that we don't require that they hire at the top of the list, as we have rule of the list. She further indicated that she doesn't nudge them to make decisions because we don't have diversity quotas. She also stated that Department Directors are required to provide a solid justification

when they don't hire in rank order to indicate why a candidate that scored lower was selected.

Director Collins continued with an overview of candidate diversity tracking during the hiring process of the Assistant/Associate Civil Engineer recruitment.

Commissioner Zargar asked if copies of the report can be given. Assistant City Attorney Vashi confirmed that while we have not distributed this report in the past, it is a public document once the oral report is given. Director Collins advised that HR Administrative Assistant Jackson will email a copy of the report to the Commissioners. She also added that going forward, a copy of the Diversity Report will be provided to the Commissioners for review and questions can be asked at the meeting.

Commissioner Scalise asked if there's another report that includes residency. Director Collins answered that we have completed one for our total workforce, but not for the applicants. She also mentioned that this is a discussion that she's had with City Manager McAdoo, but they wanted to wait until after the goals and objectives of the Personnel Commission are established. She also stated that this is important to the Council as well.

Commissioner Guadamuz praised the City's continued effort to provide transparency in the recruitment and selection process.

Commissioner Zargar requested a report containing salary bands and educational requirements in order to view trends at the macro level. Director Collins answered that our system does collect that type of data, it will take some time, but we can create a report.

RECURRING AGENDA TOPICS/GENERAL COMMENTS

1. Director Collins mentioned that a diversity report will be provided at the next regular meeting so that the new Commissioners can have a better idea of our applicant pools. One of the bigger projects for the Commission is the rewriting of the Personnel Rules. Director Collins stated that Deputy Director Pirouzmand has started this project with the recruitment section.

Lastly, Director Collins mentioned that a Job Fair, in partnership with the Personnel Commission, is coming soon. If not this year, then next year.

2. Commissioner Yates mentioned that we need to elect officers. Director Collins stated that this will happen at the next meeting and Assistant City Attorney Vashi added that this will be added to the agenda.

ADJOURNMENT

Meeting was adjourned at 6:50 p.m.

Nina S. Collins, Director of Human Resources



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: ACT 17-031

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Lead Program Assistant

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Lead Program Assistant to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

ATTACHMENTS

| | |
|----------------|---------------------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Lead Program Assistant Job Description |
| Attachment III | Library & Community Services Organizational Chart |



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Lead Program Assistant

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Lead Program Assistant to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/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. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Library and Community Services Department utilizes the position of Volunteer Program Assistant to manage numerous volunteers who support the Literacy Program and the Homework Center Program. The department expressed a need to update the current Volunteer Program Assistant classification whose incumbents oversee the above programs. The department also requested the creation of a higher-level classification due to rapidly expanding and popular community programs to assist the Department Manager and Literacy Program Coordinator in program development and implementation. Together with the department, Human Resources staff revised the Volunteer Program Assistant to a Program Assistant to address the department's need for recruitment and management of volunteer staff, program development and implementation. The Commission adopted that classification at its March 16, 2017 meeting. A new classification for Lead Program Assistant was created to address additional lead responsibilities needed to effectively supervise the day-to-day operations, provide support and direction to staff, and other administrative and supervisory duties necessary to ensure the success of the above programs. The new duties for the Lead Program Assistant are as follows:

- Under direction, develops and implements policies and procedures for implementing various volunteer, education and community programs; works with supervisors to identify needs and opportunities for utilization of volunteers, and to design programs to fill those needs and achieve identified program outcomes.
- Develops and implements volunteer training and orientation programs in a variety of areas including program procedures, applicable laws and department policies, techniques for dealing effectively with the public, data collection and assessment tools, and the proper use of City and volunteer resources. Produces and updates volunteer training manuals and volunteer job descriptions.
- Under direction, represents the City's and/or assigned department's various programs to the public and news media through public service announcements, classes, workshops, events and presentations to local groups, schools and civic organizations and through personal contacts with community leaders.
- Represents the assigned department at workshops, conferences and coordinates volunteer meetings and events, including volunteer/staff appreciation events.
- Plans, assigns, and reviews the work of the assigned staff.
- Maintains systems for tracking intern timecards and volunteer program hours and performance measures.
- Maintains current intern and volunteer schedules, files, and records. Prepares reports on volunteer activities.
- Coordinates the distribution of volunteer supplies and equipment to satellite sites.
- Coordinates the donations and grants from private organizations and individuals.
- Assists professional staff with special projects as necessary.

FISCAL IMPACT

The annual cost of salary and benefits for the Lead Program Assistant is under review and will be proposed in the FY 2018 Adopted Budget.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

CITY OF HAYWARD

LEAD PROGRAM ASSISTANT

DEFINITION

Under general supervision, performs community liaison functions, coordinates public relations activities and education programs; assists in the planning, organization, implementation and review of volunteer programs for the City of Hayward; and performs the most complex of volunteer program clerical duties.

DISTINGUISHING CHARACTERISTICS

This is the lead level class of the Program Assistant series. This position is responsible for coordinating the daily activities of volunteer programs in the City of Hayward and/or assigned Departments, and for delivering various outcomes-based services and activities to the public in partnership with community organizations. This class is distinguished from the Program Assistant as incumbents in the latter are expected to perform lead supervisory duties and respond to the most complex Education Services requests including scheduling staff and paid interns, making presentations to large audiences, executing/monitoring community partner intern contracts, and responding to complex requests and problems that may arise in volunteer programs.

SUPERVISION RECEIVED

Receives general direction from the management personnel.

SUPERVISION EXERCISED

Exercises technical and functional supervision over assigned library personnel, paid interns, and volunteers.

ESSENTIAL DUTIES

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

Under direction, develops and implements policies and procedures for implementing various volunteer, education and community programs; works with supervisors to identify needs and opportunities for utilization of volunteers, and to design programs to fill those needs and achieve identified program outcomes.

Develops and implements volunteer training and orientation programs in a variety of areas including program procedures, applicable laws and department policies, techniques for dealing effectively with the public, data collection and assessment tools, and the proper use of City and volunteer resources. Produces and updates volunteer training manuals and volunteer job descriptions.

ESSENTIAL DUTIES (continued):

Under direction, represents the City's and/or assigned department's various programs to the public and news media through public service announcements, classes, workshops, events and presentations to local groups, schools and civic organizations and through personal contacts with community leaders.

Represents the assigned department at workshops, conferences and coordinates volunteer meetings and events, including volunteer/staff appreciation events.

Plans, assigns, and reviews the work of the assigned staff.

Maintains systems for tracking intern timecards and volunteer program hours and performance measures.

Maintains current intern and volunteer schedules, files, and records. Prepares reports on volunteer activities.

Coordinates the distribution of volunteer supplies and equipment to satellite sites.

Coordinates the donations and grants from private organizations and individuals.

Assists professional staff with special projects as necessary.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of education/tutoring programs and the operations and functions of municipal volunteer programs.

Community and government services, agencies and resources.

Principles and practices of customer service and community engagement.

Program planning, development and implementation.

Laws and regulations relating to applicable program operations.

Principles of supervision, consensus building and conflict resolution.

Basic word processing, desktop publishing and spreadsheet applications (Microsoft Office program suite).

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Develop and/or assist in developing effective education/tutoring programs, policies and procedures to meet identified program goals.

Train staff to recruit, screen, select, train and evaluate volunteers.

Plan, prioritize, assign, and review the work of others performing a variety of duties.

Develop and maintain positive effective working relationships with community groups, organizations, co-workers, City departments, and the public.

Communicate effectively with a wide range of clients and agencies

Work a flexible schedule; must be able to work weekends and evenings as required.

Prepare clear, concise written reports, letters, and memoranda.

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 equivalent to the Library Program Assistant or three (3) years progressively responsible experience in education/tutoring program coordination, customer service, project management or similar field.

Education: Equivalent to a Bachelor's Degree in Humanities, Social Sciences, Counseling, Education or a closely related field.

Licenses and Certificates: Possess and maintain a valid California Class C 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, including digital photography and power point and make presentations to various groups; to 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 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; interact with the public and all different levels of City staff in an effective and professional manner;

SPECIAL REQUIREMENTS (continued):

travel to designated assignments. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

Job Code TBD

March 2017

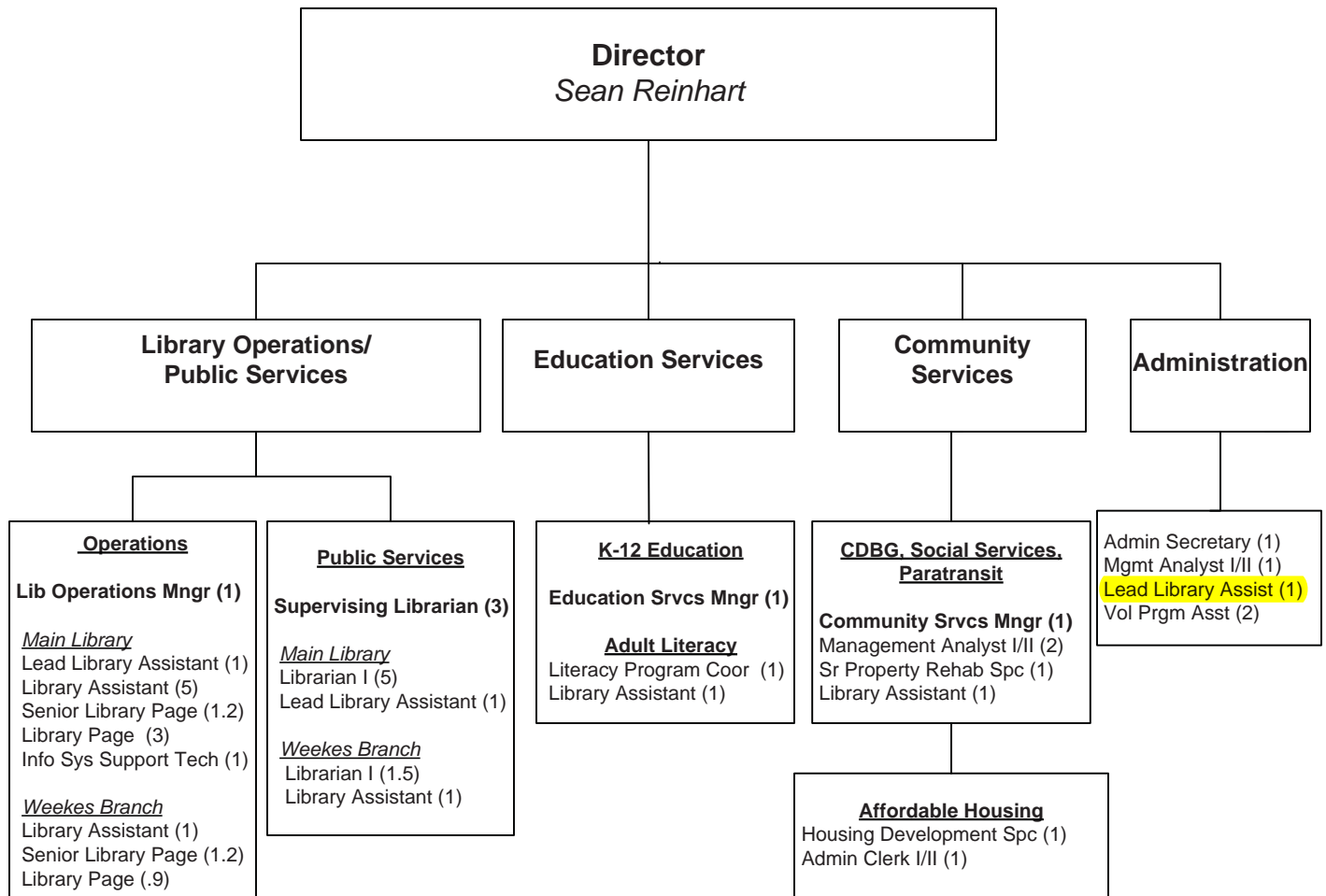
AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

FY 2017 STAFFING 42.8 FTE

Library & Community Services Department





CITY OF HAYWARD

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

File #: ACT 17-032

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Groundskeeper II

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Groundskeeper II to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

ATTACHMENTS

| | |
|----------------|------------------------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Groundskeeper II Job Description |
| Attachment III | Maintenance Services Department Organizational Chart |



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Groundskeeper II

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Groundskeeper II to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/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. Human Resources staff reviews 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 makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Groundskeeper II job description was revised to update the distinguishing characteristics, supervision received, essential duties, job related and essential qualifications, and education and experience. The changes to the job description are made to update the role and responsibilities of the classification to reflect the current operational needs of the department. The changes to the job description are as follows:

Groundskeeper II

Distinguishing Characteristics

Added: "Positions in this class also have the responsibility of pesticide application and manual methods of weed abatement during weed season."

Removed: "...tree trimming..."

Supervision Received

Replaced: "...Superintendent..." with "...Manager..."

Essential Duties

Removed: "Depending upon assignment..."

Replaced: "...pesticides..." with "...post and pre-emergent herbicides and..."

Job Related and Essential Qualifications

Knowledge of

Added:

- "Programming, installation and maintenance of evapotranspiration and weather-based irrigation controllers."
- "Safe and effective use of herbicides."

Experience and Education

Experience:

Removed: "...park maintenance and..."

Special Requirements

Added: "Essential duties require the following mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in confined workspaces, and be able to tolerate some exposure to varying amounts of vibration and equipment noise, pesticide chemicals, gas, oil and PVC glue and mechanical hazards; frequent standing and walking and occasional kneeling, crouching, stooping, twisting of the upper body, climbing; handling equipment; digital dexterity; 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; ability to safely lift and move equipment weighing up to 80 pounds; converse by telephone, email, in person and be clearly understood; read and comprehend technical and complex documents; and 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."

FISCAL IMPACT

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

GROUNDKEEPER II

DEFINITION

Under general supervision, performs a variety of unskilled, semi-skilled and skilled groundskeeping duties which may include gardening, landscaping, spraying, tree trimming and equipment operation; supervises and participates in the work of a major field section in the Landscape Maintenance Division.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from those in the lower class of Groundskeeper I in that the Groundskeeper II usually performs the more highly skilled and complex assignments and may work independently. Positions in this class have the responsibility of being a working leadworker in charge of a functional work unit such as the groundskeeping, landscaping, tree trimming or clean up sections. Positions in this class also have the responsibility of pesticide application and manual methods of weed abatement during weed season. In this capacity a Groundskeeper II may be required to perform duties similar to those performed by Groundskeepers I and Laborers. The duties assigned to positions in this class require that incumbents exercise independent judgement and initiative. Also, operation of a variety of light and moderately heavy equipment is required.

SUPERVISION RECEIVED

General supervision is provided by the Groundskeeper III and the Landscape Manager. Responsibilities include supervision of a major field section.

SUPERVISION EXERCISED

May act in Groundskeeper III's absence as needed to exercise effective supervision of one or more crews.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Provides work guidance, scheduling and follow up to one or more small crews of semi-skilled and unskilled workers.

Participates in the maintenance and repair of landscaped areas, irrigation systems and related facilities.

ESSENTIAL DUTIES (continued):

Performs semi-skilled trades work in the general classification of carpentry, plumbing, pipe fitting, tiling, brick laying, painting and cement work.

Checks on tools and equipment for proper condition and repairs.

Supervises and assists in trimming of small trees and root pruning.

Supervises and assists in removing trees and stumps.

Supervises and assists in landscaping activities such as planting, cultivating, watering, spraying of plants, shrubs, trees, and lawn with fertilizers, post and pre-emergent herbicides and growth retardants.

Supervises and assists in ground maintenance work such as raking leaves, weeding and litter removal.

Operates tractor equipped with mowers, lawn rollers, fertilizer spreaders, edgers, aerator and backhoe.

Operates equipment such as rototiller, trencher, stump remover, dethatcher, root saw, concrete saw and jackhammer.

Performs heavy physical labor as necessary in the course of duties.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic materials, methods, and terminology used in the maintenance and repair of landscaped areas including trees, irrigation systems and associated facilities.

Safe operating practices and procedures.

The operation and use of a variety of hand and powered tools used in performing groundskeeping work.

Methods of propagating, planting, transplanting, watering, spraying, trimming and removing trees, shrubs, flowers and lawns.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Programming, installation and maintenance of evapotranspiration and weather-based irrigation controllers.

Safe and effective use of herbicides.

Ability to:

Supervise the activities of one crew and work independently without direct supervision.

Perform a variety of skilled and semi-skilled groundskeeping tasks.

Follow verbal and written directions and work from sketches and drawings.

Use hand and power tools and equipment.

Perform heavy physical labor.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training 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 groundskeeping, including the operation of light and moderately heavy equipment.

Education: Equivalent to completion of the eighth grade.

Licenses and Certificates: Possession of a valid Class C California Driver's License. Must obtain Class B License during probationary period. Depending upon assignment, a Class A Driver's License and/or a California Tanker Endorsement may be required. Must obtain an Agricultural Pest Control Applicator's License in at least one category within one year from date of hire.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in confined workspaces, and be able to tolerate some exposure to varying amounts of vibration and equipment noise, pesticide chemicals, gas, oil and PVC glue and mechanical hazards; frequent standing and walking and occasional kneeling, crouching, stooping, twisting of the upper body, climbing; handling equipment; digital dexterity; 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; ability to safely lift and move equipment weighing up to 80 pounds; converse by telephone, email, in person and be clearly understood; read and comprehend technical and complex documents; and 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

342CS94

June 1988

Revised March 1994

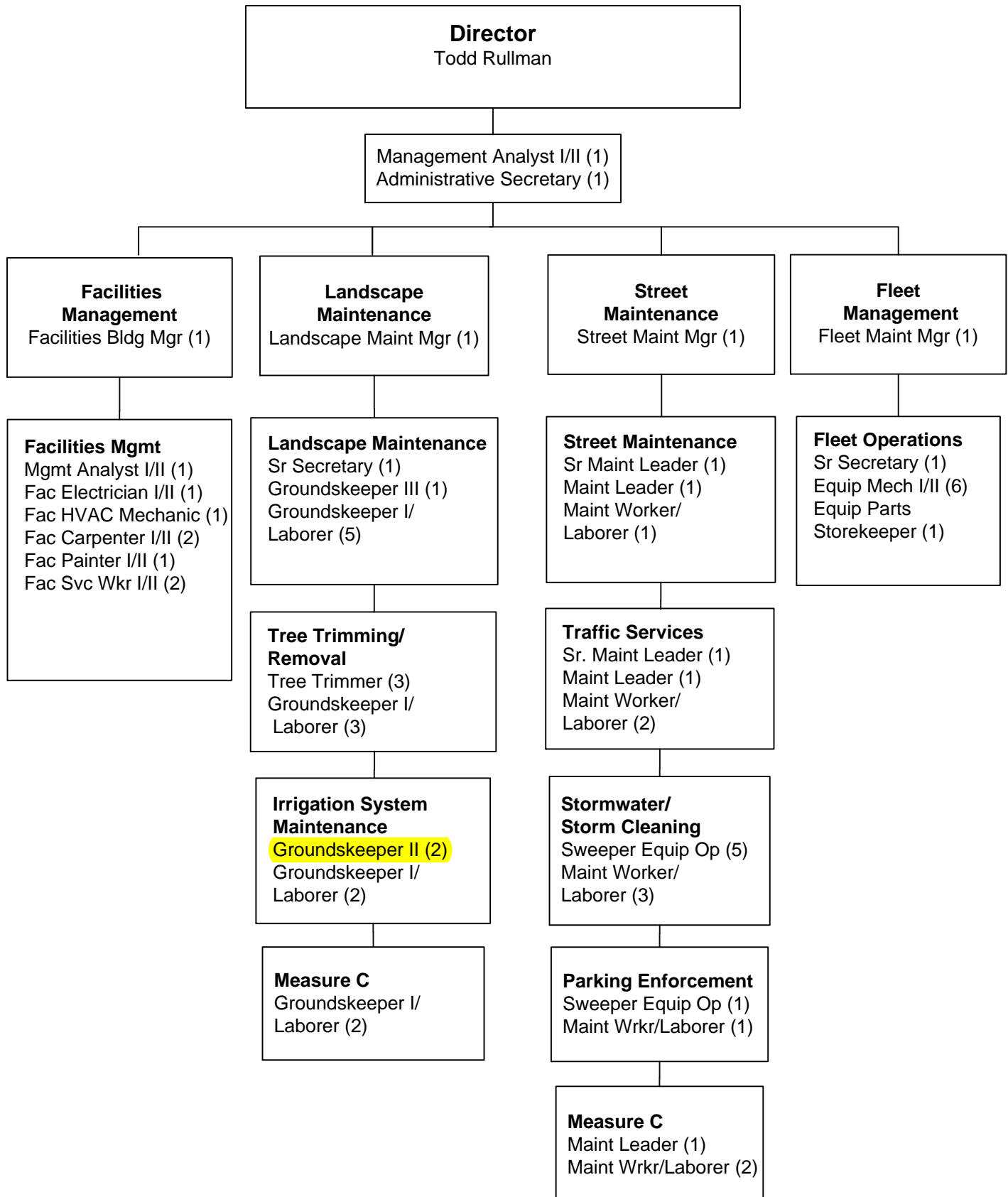
Revised April 2017

AAP GROUP: 17

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

Maintenance Services Department





CITY OF HAYWARD

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

File #: ACT 17-034

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Senior Equipment Mechanic

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Senior Equipment Mechanic to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

ATTACHMENTS

| | |
|----------------|-------------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Senior Equipment Mechanic Job Description |
| Attachment III | Maintenance Services Organizational Chart |



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Senior Equipment Mechanic

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Senior Equipment Mechanic to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/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. Human Resources staff reviews 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 makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Maintenance Services Department has requested to reinstate the Senior Equipment Mechanic job description because of an operational need for an advanced journey level position that directs, coordinates, and performs the work of Equipment Mechanics I/II. This class is distinguished from the lower class of Equipment Mechanic I/II by the requirement to direct one or more staff in the performance of a variety of complex mechanical diagnosis and repairs. The incumbent will also provide technical assistance to staff in the servicing of a wide variety of vehicles and equipment and assists in evaluating the work of assigned personnel.

The Senior Equipment Mechanic job description is revised to update the definition, distinguishing characteristics, supervision received and exercised, essential duties, and experience and education. The changes to the job description are made to update the role and responsibilities of the current classification to reflect the operational needs of the department. The changes to the job description are as follows:

Senior Equipment Mechanic

Definition

Added:

- “To supervise...”
- “...perform skilled work... in...”
- “...vehicles and...”
- “...working...to assigned staff...”

Removed:

- “Under general supervision...”
- “...assists... with...”
- “...construction...”
- “...to an assigned crew...”

Distinguishing Characteristics

Added: “This class is distinguished from the lower class of Equipment Mechanic I/II by the requirement to direct one or more staff in the performance of a variety of complex mechanical diagnosis and repairs. The incumbent will also provide technical assistance to staff in the servicing of a wide variety of vehicles and equipment and assists in evaluating the work of assigned personnel.”

Removed: “This class is distinguished from the Fleet Maintenance Equipment Manager, which is responsible for the direction supervision of staff and operation of the shop, including the planning, organization and evaluation of personnel.”

Supervision Received

Replaced: “...Equipment...” with “...Fleet Maintenance...”

Supervision Exercised

Added: “...and Fleet...”

Essential Duties

Added:

- “...schedules...”
- “...scheduled...City...”

Replaced: “...Equipment...” with “...Fleet Maintenance...”

Experience and Education

License or Certificate:

Removed: “Possession of valid California Smog Check, Lamp, and Brake Licenses are highly desirable.”

FISCAL IMPACT

The annual cost of salary and benefits for the Senior Equipment Mechanic is under review and will be proposed in the FY 2018 Adopted Budget.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

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

Kelly McAdoo, City Manager

SENIOR EQUIPMENT MECHANIC

DEFINITION

To supervise, coordinate and perform skilled work in the repair and servicing of a wide variety of gasoline and diesel powered vehicles and mechanical equipment; provides working lead direction to assigned staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position in which the incumbent directs, coordinates, and performs the work of Equipment Mechanic I/II. This class is distinguished from the lower class of Equipment Mechanic I/II by the requirement to direct one or more staff in the performance of a variety of complex mechanical diagnosis and repairs. The incumbent will also provide technical assistance to staff in the servicing of a wide variety of vehicles and equipment and assists in evaluating the work of assigned personnel.

SUPERVISION RECEIVED

Receives general supervision from the Fleet Maintenance Manager.

SUPERVISION EXERCISED

Provides functional and technical supervision to assigned mechanical and Fleet staff.

ESSENTIAL DUTIES

Depending on assignment, duties may include but are not limited to the following:

Directs, coordinates, schedules and oversees the work for mechanical staff engaged in the overhaul, maintenance, and repair of a wide variety of automotive, construction, and the mechanical equipment during daily maintenance operations.

Provides technical assistance to staff in resolving difficult repair or maintenance problems.

Performs repairs and maintenance on all types of equipment as a working lead while assisting other mechanics with other repairs.

Exercises judgment and initiative in the independent planning, scheduling, and prompt completion of work.

Uses fleet specific database to generate work orders, enters repair tasks, parts and labor hour

ESSENTIAL DUTIES (continued):

information.

Inspects completed work to ensure accurate and proper repairs.

Coordinates scheduled maintenance and repairs with all City departments.

Ensures that all warranty repairs are completed by the vendor at no charge.

Performs and documents daily shop safety inspections.

Assists Fleet Maintenance Manager with developing and compiling metrics and fleet data.

Trains Mechanics and other assigned staff to the work team and provides input to the Fleet Maintenance Manager on evaluations.

Issues burn permits for welding jobs.

Monitors smog inspections.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, practices, materials, and tools of the automotive mechanic trade.

Operating and repair characteristics of a variety of heavy equipment.

Occupational hazards and standard safety precautions necessary in the work.

Principles of gasoline and diesel engines.

Personal computers including maintenance based software programs, word processing, and email.

Principles of basic mathematics.

Principles of supervision.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Use materials and tools of the automotive mechanical trade.

Plan and assign the work of skilled mechanics and other shop workers.

Diagnose defects in and repair a wide variety of heavy equipment.

Maintain records and write detailed reports.

Lead, train and provide input in evaluating subordinates.

Communicate accurately and effectively with a wide variety of customers, vendors and employees.

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: Three years of experience as a journey level mechanic, including some lead experience.

Education: Equivalent to completion of the twelfth grade, supplemented by specialized courses from an accredited automotive college and/or successful completion of Automotive Service Excellence (ASE) certifications and coursework in supervisory and administrative practices.

License or Certificate: Possession and maintenance of a valid Class B California driver's license.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work is mainly performed outdoors; exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; ability to frequently bend, stoop, reach and handle equipment; may have repetitive motion in tasks; ability to sit for periods of time while working in the office, climb and twist; throughout the day, able to lift carry, push and pull up to 90 lbs while servicing

SPECIAL REQUIREMENTS (continued):

equipment; exposure to loud noises, moving objects, engine exhaust, normal or corrected to normal hearing is required for safety purposes; able to converse over the telephone or using a radio device and in-person; able to safely drive to various locations within and outside of the City of Hayward. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

305CS10

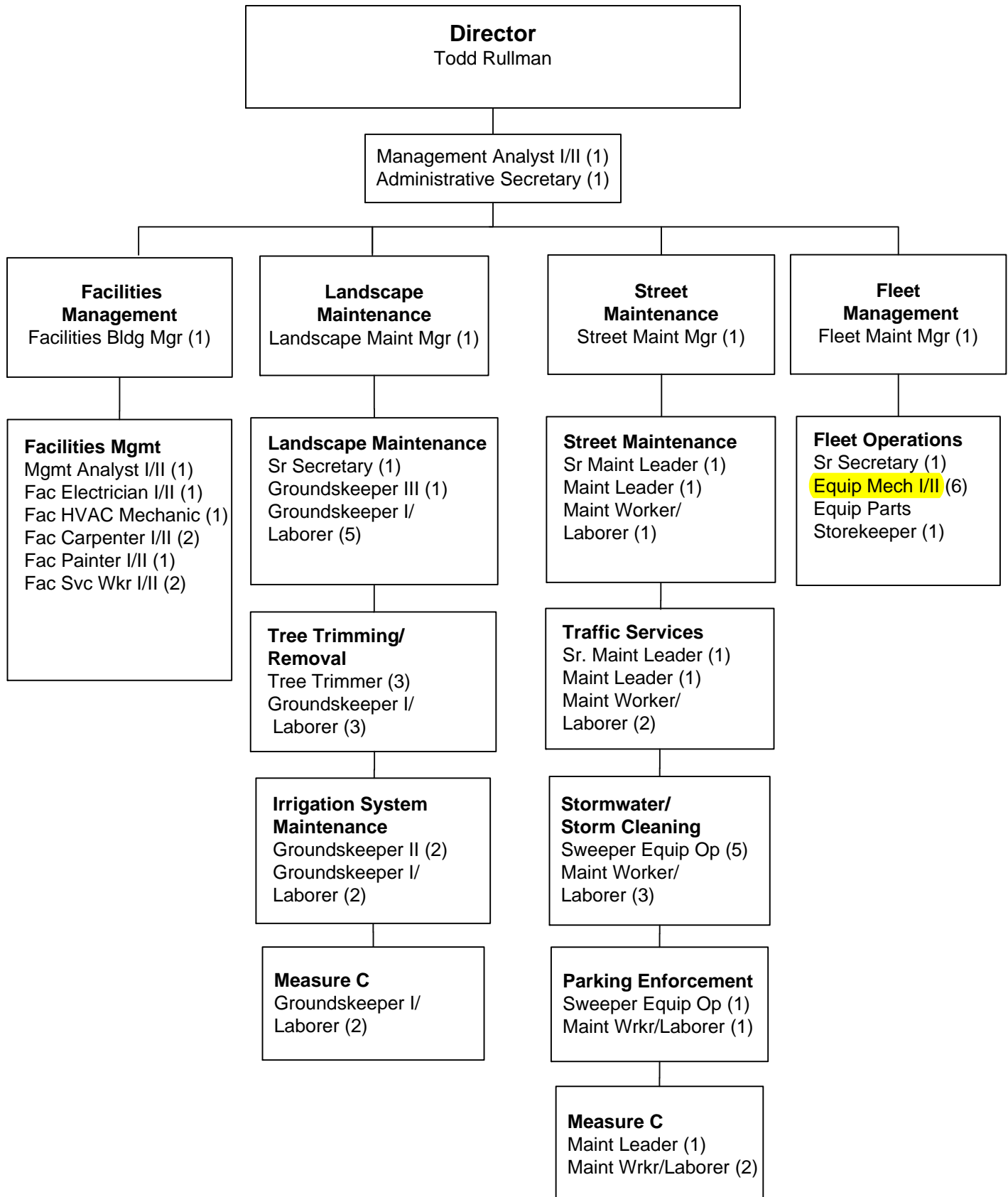
March 2017

AAP GROUP: 16

FLSA STATUS: Non-Designated

FPPC STATUS: Non-Exempt

Maintenance Services Department





CITY OF HAYWARD

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

File #: ACT 17-035

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Supervising Permit Technician

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Supervising Permit Technician to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

ATTACHMENTS

| | |
|----------------|------------------------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Supervising Permit Technician Job Description |
| Attachment III | Development Services Department Organizational Chart |



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Supervising Permit Technician

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Supervising Permit Technician to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/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. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. Furthermore, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Development Services Department requests the creation of a new classification in the Permit Technician series for operational and organizational reasons. This new supervisory classification in the Permit Technician series would be responsible for planning, coordinating and supervising the work activities related to permit issuance function, including the daily operations of the Permit Center. This position would be responsible for assisting the City Building Official in the overall planning, administration, and management of the Permit Center functions. This classification requires the exercise of independent judgment in setting and accomplishing the goals and objectives of the department.

Operationally, the volume and complexity of the permits for development in the City have increased and the Permit Center needs additional staffing resources to address these demands. The incumbent will coordinate and supervise the activities and performance of permit issuance. This classification will also be responsible for developing and implementing policies and procedures to expedite the issuance of permits. To address the work load in the Permit Center, the incumbent will also perform routine to complex permit issuance and will assist the general public with more complex requests, issues, and complaints.

Organizationally, the Supervising Permit Technician will provide Permit Technicians administrative direction by addressing performance management and development needs of the staff.

Therefore, it is the Human Resources Department's recommendation that the Personnel Commission adopt this new classification.

The new duties for the Supervising Permit Technician are as follows:

- Plans, schedules, assigns and reviews the work of Permit Center staff; arranges for training and employee development, evaluates performance, and recommends selection and discipline.
- Participates in issuing permits and paraprofessional plan check activities; performs advanced plan review and approval of projects, or portions of projects, not requiring the expertise of a registered engineer or architect, including residential and commercial projects up to the level of but not including the engineered portion of building designs, such as residential and commercial remodels, additions, and new construction.
- Monitors and reviews operations for work output, efficiency, customer satisfaction and compliance with laws, rules, regulations, and professional and mandated standards.
- Performs or assigns to staff public counter coverage on a daily basis with a Plan Check Engineer as a backup for difficult requests, issues, and complaints, provides general plan and zoning designations and other basic planning information to customers requesting that information; utilizes GIS to access related data; provides plans for review at counter in regards to inquiries due to public hearing notices.
- Makes recommendations on personnel actions, budgetary needs, and other administrative matters.
- Assists in the preparation of and/or monitoring of the Permit Center budget.
- Communicates status of projects to appropriate personnel, working cooperatively with all stakeholders.
- Keeps customers advised of upcoming permit expiration and cancellations; responds to requests from customers and departments for permit history and/or building data; compiles current and historical data and prepares routine and special reports for internal and external audiences using various database and archival tools.
- Participates in the development of and interprets and communicates appropriate application of policy and operational procedures; ensures the review of existing practices and policies to determine where improvement can be made; conducts research and analysis and makes recommendations regarding the business processes.

FISCAL IMPACT

The annual cost of salary and benefits for the Supervising Permit Technician is under review and will be proposed in the FY 2018 Adopted Budget.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

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

Kelly McAdoo, City Manager

CITY OF HAYWARD

SUPERVISING PERMIT TECHNICIAN

DEFINITION

Under general direction from the City Building Official or designee, coordinates and supervises the activities and performance of permit issuance and permit center staff; develops and implements policies and procedures to expedite the issuance of permits; performs routine to complex permit issuance; and assists the general public with more complex requests, issues, and complaints.

DISTINGUISHING CHARACTERISTICS

This is a supervisor level classification in the Permit Technician series. The incumbent is responsible for planning, coordinating and supervising the work activities related to permit issuance function, including the daily operations of the Permit Center. This position is responsible for assisting the City Building Official in the overall planning, administration, and management of the Permit Center functions. This classification requires the exercise of independent judgment in setting and accomplishing the goals and objectives of the department.

SUPERVISION RECEIVED

General supervision is provided by the City Building Official or designee.

SUPERVISION EXERCISED

Provides direct supervision of assigned Permit Center Staff.

ESSENTIAL DUTIES

Plans, schedules, assigns and reviews the work of Permit Center staff; arranges for training and employee development, evaluates performance and recommends selection and discipline.

Participates in issuing permits and paraprofessional plan check activities; performs advanced plan review and approval of projects, or portions of projects, not requiring the expertise of a registered engineer or architect, including residential and commercial projects up to the level of but not including the engineered portion of building designs, such as residential and commercial remodels, additions, and new construction.

Monitors and reviews operations for work output, efficiency, customer satisfaction and compliance with laws, rules, regulations, and professional and mandated standards.

Performs or assigns to staff public counter coverage on a daily basis with a Plan Check Engineer as a backup for difficult requests, issues, and complaints, provides general plan and zoning

ESSENTIAL DUTIES (continued):

designations and other basic planning information to customers requesting that information; utilizes GIS to access related data; provides plans for review at counter in regards to inquiries due to public hearing notices.

Makes recommendations on personnel actions, budgetary needs, and other administrative matters.

Assists in the preparation of and/or monitoring of the Permit Center budget.

Communicates status of projects to appropriate personnel, working cooperatively with all stakeholders.

Keeps customers advised of upcoming permit expiration and cancellations; responds to requests from customers and departments for permit history and/or building data; compiles current and historical data and prepares routine and special reports for internal and external audiences using various database and archival tools.

Participates in the development of and interprets and communicates appropriate application of policy and operational procedures; ensures the review of existing practices and policies to determine where improvement can be made; conducts research and analysis and makes recommendations regarding the business processes.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of effective supervision, including work assignment, employee selection, training, and evaluation.

Principles and practices of administration, supervision and training including workload planning, establishing goals and objectives and problem solving techniques.

Principles and practices of municipal building and zoning permit processes.

Federal, state, and municipal codes and regulations governing building construction, rehabilitation, alteration, use, and occupancy (including building, electrical, plumbing, mechanical, energy, and green building standards codes).

Knowledge of counter review and issuance of residential and commercial projects.

Principles and techniques of providing courteous and effective customer service.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Electronic permit tracking systems, word processing and spreadsheet applications.

Ability to:

Plan, organize, supervise, review, and evaluate the work of others.

Understand and explain relevant City policies, procedures, fees, and basic planning and building codes, regulations and development review processes to the general public, permit applicants, and City staff.

Understand and interpret plans, specifications, related construction documents, and maps.

Calculate square footage, fees, and/or penalties from plans, and fees for zoning permit applications.

Effectively prioritize and complete work with limited supervision.

Establish and maintain courteous and effective working relationships with internal and external customers.

Communicate clearly and concisely, both orally and in writing.

Effectively utilize computer applications and technology related to the work, including, but not limited to word processing, spreadsheet, database and permitting software.

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 experience in routine plan checking and/or building permit processing with at least one (1) year of lead or supervisory experience.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in building construction, architecture, engineering, public administration, or a related field.

Licenses and Certificates: Possess and maintain a California Class C Driver's License. Possess and maintain an International Code Council (ICC) Permit Technician certification.

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; 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

H340CS16

March 2017

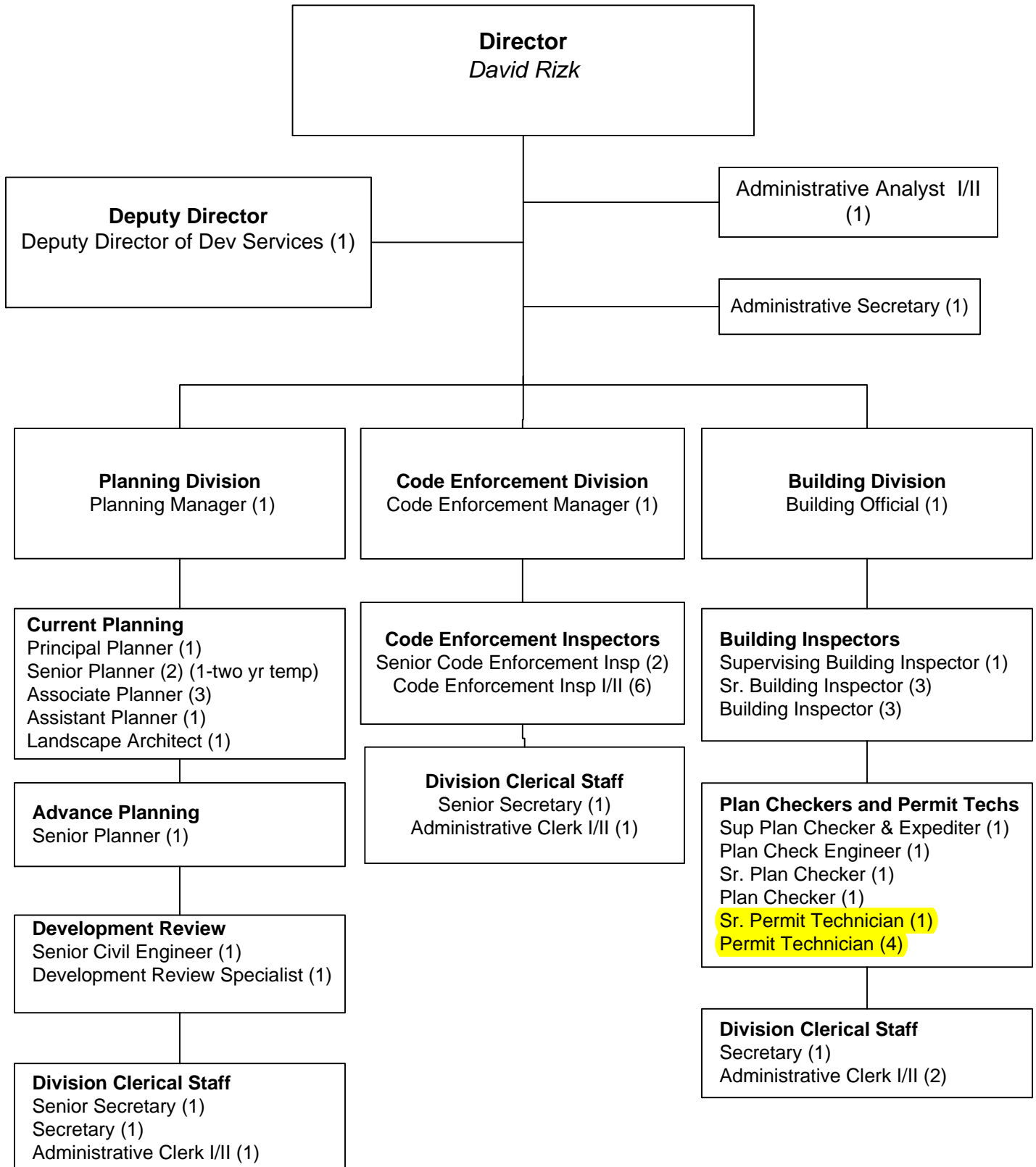
AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt

FY 2017 STAFFING 50.00 FTE

Development Services Department





CITY OF HAYWARD

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

File #: ACT 17-036

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Paralegal

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Paralegal to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

ATTACHMENTS

| | |
|----------------|---------------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Paralegal Job Description |
| Attachment III | City Attorney's Office Organizational Chart |



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Paralegal

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Paralegal to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/ 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. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. Furthermore, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

Incumbents in the Paralegal classification provide paraprofessional, administrative, and technical assistance to professional legal staff in the Office of the City Attorney. Incumbents also provide direct supervision to support staff, manage office operations and clerical activities conducted in support of departmental programs, and provide highly responsible administrative assistance to the City Attorney. This classification is currently exempt from Fair Labor Standards Act (FLSA).

The FLSA requires that most employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half of the employees' regular rate of pay for all hours worked over 40 hours in a work week. However, the FLSA provides an exemption from minimum wage and overtime pay for employees who perform executive, administrative, professional, and outside sales functions for employers. To qualify for exemption, employees must meet tests regarding their job duties. Job titles do not determine exempt status; therefore, for an exemption to apply, an employee's specific job duties must meet all the requirements of the Department of Labor's regulations.

The City Attorney requested Human Resources to analyze the appropriateness of the current FLSA status of the Paralegal classification. When analyzing the proper FLSA category for a job classification, several factors are considered including duties, decision making, involvement with labor and employee relations, supervision or management exercised, and how similar agencies treat like positions. To that end, Human Resources staff completed an analysis and surveyed comparable jurisdictions to ascertain how other agencies treat this classification.

Human Resources staff surveyed 17 local jurisdictions and compared the job descriptions and FLSA status of the Paralegal classification at those jurisdictions. From the 17 agencies surveyed, only nine (9) had a classification similar to the Paralegal. Of the nine (9) jurisdictions with comparable classifications, seven (7) agencies classify their Paralegals or equivalent classes as FLSA non-exempt, while only two (2) jurisdictions classify this classification as FLSA exempt:

| Agency | FLSA Status |
|--------------------------------|----------------|
| Oakland | Non-exempt |
| Berkeley | Non-exempt |
| Fremont | Non-exempt |
| Santa Rosa | Non-exempt |
| Concord | Exempt |
| City & County of San Francisco | Non-exempt |
| Livermore | Non-exempt |
| Walnut Creek | Non-exempt |
| Richmond | Exempt |
| Tracy | Not Comparable |
| Mountain View | Not Comparable |
| Santa Clara | Not Comparable |
| Palo Alto | Not Comparable |
| San Jose | Not Comparable |
| San Mateo | Not Comparable |
| Sup Court of CA - Alameda | Not Comparable |
| Sup Court of CA - Contra Costa | Not Comparable |

Human Resources staff also sought the feedback of the City Attorney and interviewed incumbents to inquire about the nature of their everyday duties and responsibilities and compared the Paralegal classifications with other comparable classifications within the City. From those interviews, it became clear that most of the incumbents' duties do not meet the exemption tests under the FLSA. They do not meet the executive, professional and outside sales tests. The nature of their responsibility and purview also do not meet the administrative test. For an employee to be exempt under the administrative test, the employee's primary duty must include the exercise of discretion and independent judgement with respect to matters of significance.

Paralegal staff currently, do not supervise any clerical staff and per the job description provide clerical and secretarial support to the City Attorney. In their current role, they do not exercise discretion and independent judgement on matters of legal significance in the Office of the City Attorney.

An analysis of comparable classifications at the City also showed that the majority of classifications that are similar to the Paralegal are not exempt from FLSA. Based on internal analysis of duties performed and the survey results, Human Resources staff concludes that the FLSA status of this classification should change from exempt to non-exempt.

Therefore, it is the recommendation of the Human Resources staff that the Commission adopt the change to the Paralegal job specification which updates the FLSA status from exempt to non-exempt.

The change to the job description is as follows:

Paralegal

FLSA Status:

Add: "Non-..." (to "Exempt")

FISCAL IMPACT

The change in the FLSA status of the Paralegal classification will have a nominal fiscal impact because it makes incumbents eligible for overtime compensation at the rate of time and a half of their regular rate of pay, if they work more than 40 hours per week.

Prepared by: Farbod Pirouzman, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

PARALEGAL

DEFINITION

To provide paraprofessional, administrative and technical assistance to professional legal staff; provide direct supervision to support staff; manage office operations and clerical activities conducted in support of departmental programs; and provide highly responsible secretarial assistance to the City Attorney.

DISTINGUISHING CHARACTERISTICS

This journey level classification is characterized by the responsibility to provide a variety of legal services and assignments not requiring the licensing of an attorney. The position is responsible for the preparation and management of complex legal documents and performs specialized legal administrative services at the direction of the professional staff in the City Attorney's office. Incumbents work independently within prescribed guidelines and protocol to plan, organize, and complete assignments, which are reviewed upon completion. This classification is distinguished from the Legal Secretary series in that the latter is responsible for the legal secretarial and office administrative assistance to the City Attorney and associated legal staff.

SUPERVISION RECEIVED

Receives general direction from the City Attorney.

SUPERVISION EXERCISED

Provides direct supervision over assigned secretarial and clerical personnel.

ESSENTIAL DUTIES

Provides responsible paraprofessional and technical assistance to the City Attorney and other professional legal staff; performs legal research and prepares draft City Council agenda items.

Coordinates the daily operation of the City Attorney's office which involves the direction and supervision of others; performs administrative detail work and maintains appropriate records and statistics.

Assists in the preparation of departmental budget; makes budget recommendations relative to assigned program areas of responsibility; coordinates and compiles budget recommendations; monitors budget spending.

Assists in formulating office policy, goals and procedures; collects and compiles relevant data

ESSENTIAL DUTIES (continued):

supporting recommendations.

Provides preliminary review of contracts and other legal documents for accuracy and completeness.

Conducts specific and moderately complex analyses of a wide range of legal documents.

Compiles materials and prepares reports and documents including confidential documents, memos, pleadings, legal documents, and correspondence.

Performs highly responsible secretarial duties for the City Attorney including maintaining calendars, responding to correspondence, and typing reports and letters.

Conducts surveys and performs research and statistical analyses as requested; prepares related reports.

Responds to inquiries and requests for information from the public and City staff.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of organization and administration of a law office.

Applicable federal, state and local laws and regulations.

Principles and practices of community relations and office management.

Basic budgetary systems and procedures.

Basic statistics and quantitative analytic techniques.

Ability to:

Learn the operation, policy and procedures of the City Attorney's office.

Research and draft City Council action items and routine legal documents.

Review and analyze legal documents and perform legal research.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Analyze situations accurately and develop effective courses of action.

Prepare and monitor a department budget.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Communicate clearly and concisely, both orally and in writing.

Perform administrative detail work including preparing clear and concise reports.

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

Select, supervise, train, and evaluate personnel as assigned.

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 highly responsible legal secretarial experience, preferably in a local government law office setting, including research and analyses of legal documents.

Education: Equivalent to the completion of the twelfth (12th) grade supplemented by course work in public administration, paralegal studies or a closely related field. Completion of a Paralegal certificate program at a two-year accredited community college or four-year accredited college or university is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of examination, training,

SPECIAL REQUIREMENTS (continued):

or other human resources related materials, weighing up to 40 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) year

1114CS95

May 1990

Revised: August 1995

Revised: April 2017

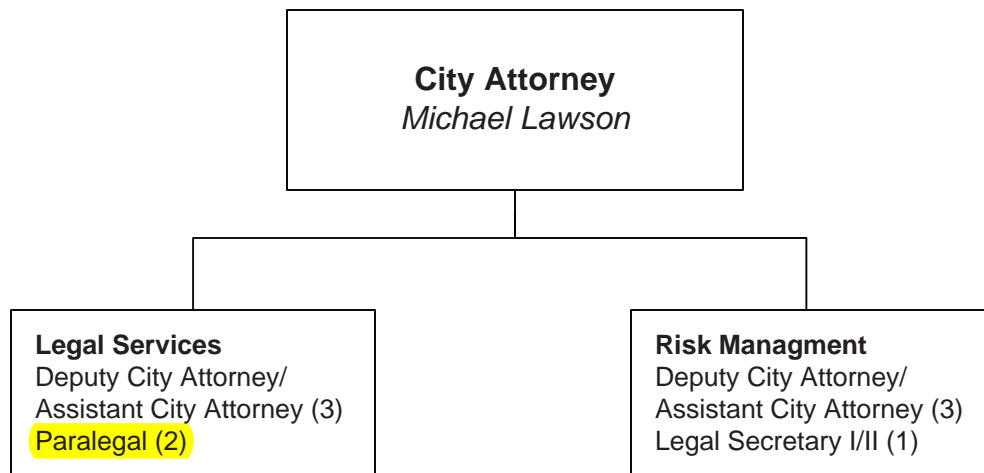
AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

FY 2017 STAFFING
10.0 FTE

Office of the City Attorney





CITY OF HAYWARD

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

File #: ACT 17-038

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Sustainability Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Sustainability Specialist to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

ATTACHMENTS

| | |
|----------------|---------------------------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Sustainability Specialist Job Description |
| Attachment III | Utilities & Environmental Services Organizational Chart |



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Sustainability Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Sustainability Specialist to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/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. Human Resources staff reviews 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 makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

In FY 2014, a Sustainability Technician position was created to replace an administrative position to assist with the implementation of sustainability programs, such as residential and commercial energy conservation, development of alternative energy sources in the community and in City facilities, pursuit of grant funding, and implementation of the Climate Action Plan. Among other specific tasks, the position also supports the solid waste management and recycling efforts within the City by reviewing development applications for conformance with applicable waste and recycling policies. The Sustainability Technician implements specific community programs, such as the annual Earth Day Poster and Writing Contest and Environmental Awards; and prepare reports and presentation materials to inform the City Council and community members about environmental programs.

At the time the position was created, the sustainability field was relatively new to the Utilities & Environmental Services Department. Over the past three years, the Department has been able to monitor the position's duties and responsibilities and assess minimum requirements for a position to effectively carry out evolving and expanding position requirements. The duties initially envisioned for the position have begun to expand to suit the needs of the Department, which directly support the City Council's stated priorities to be "clean" and

“green.” Staff has surveyed neighboring jurisdictions with similar positions and found it is uncommon for a position with comparable responsibilities to be classified as a “technician.” Unfortunately, the incumbent has decided to pursue another opportunity and has submitted her intent to separate from the City, effective at the end of May and will not be vying for the new position. Given the impending need to recruit for the position, it is critical to evaluate the job title and specification to ensure a successful recruitment.

The Sustainability Specialist is a technical level position, represented by International Federation of Professional and Technical Engineers (IFPTE), Local 21. The new position will remain responsible for assisting the Environmental Services Division staff with implementation of sustainability programs, such as residential and commercial energy conservation, development of alternative energy sources in the community and in City facilities, participation in solid waste source reduction and recycling programs, pursuit of grant funding and low interest loans, and implementation of the Climate Action Plan.

Candidates for the Sustainability Specialist position will typically be college graduates and have strong skills in program coordination, data analysis, and customer service. Because the overall field of sustainability is relatively new, the City will consider candidates who possess the necessary skills and experience from work in a closely related area, such as water conservation or energy efficiency, recycling and the like.

The Sustainability Technician job description has been revised to update the title, definition, supervision exercised, essential duties, job related and essential qualifications, experience and education, and to align the format to the current City standards. Furthermore, the additions and changes clarify the definition, essential duties, job related and essential qualifications, and education and experience requirements for the Sustainability Specialist. The changes to the job description are as follows:

Revised title “Technician” to “Specialist”

Definition

Replaced: “technical level administrative duties in support of a City department or program” with “...a variety of tasks in support of the City’s sustainability and climate action programs...”

Added: “...to develop and implement community outreach activities; ...”

Distinguishing Characteristics

Replaced: “It is distinguished from the secretarial classifications in that the latter provides routine support functions for the department while this position provides technical and non-routine operational functions.” With “This position is distinguished from similar City-wide classifications in that it has responsibility for a specialized program.

Essential Duties

Added:

- “...supervisory and other...”
- “..., some of which may occur simultaneously.”
- “Draft and process authorized consultant and service agreements.”

- “Assist in seeking and writing grant applications.”
- “Keep notes and provide summaries of meetings attended.”
- “Implement a wide range of long and short-term sustainability projects to help implement the Climate Action Plan (CAP).”
- “Create and maintain databases and complex spreadsheets for tracking various project data; greenhouse gas emissions inventory data; and Climate Action Plan progress.”
- “Represent the City at countywide public education and outreach meetings, review collaborative projects and provide comments that support City standards, professionalism, goals and initiatives.”
- “Write electronic newsletter articles on assigned topics.”
- “Create web pages, flyers, brochures, and assist with the development of educational and training videos as needed.”
- “Represent the City at local and regional events and festivals.”
- “Assist with volunteer recruitment.”

Removed:

- “Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.”

Replaced:

- “...budget; as assigned, prepare...” with “budget, and as assigned, preparation of...”
- “...e-mail and general correspondence...” with “...e-mail, general correspondence, and drop-in visitors from the public...”
- “Coordinate, compile and draft City Council, Council committees, boards and commissions communication, as assigned, including reports, presentation materials, agendas and meeting minutes.” with “Coordinate and prepare reports and presentation materials for City staff, community groups, and appointed or elected bodies. Make presentations to City staff, community groups, and appointed or elected bodies.”

Job Related and Essential Qualifications

Added: “Work with county and regional level entities and understand and apply their rules and regulations.”

Removed: “On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 35 pounds or less.”

Replaced: “Supervise, train and evaluate...” with “Assist with supervision, training and evaluation of...”

Experience and Education

Added:

- “...progressively...”

Replaced:

- “Associate’s” with “Bachelor’s”
- “...accounting...” with “...sustainability, environmental science, ...”

FISCAL IMPACT

All costs associated with the creation of this new classification will be borne by the Recycling, Water, and Wastewater Funds, and there will be no impact on the General Fund. The annual cost of salary and benefits for the Sustainability Specialist is under review and will be proposed in the FY 2018 Adopted Budget.

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

CITY OF HAYWARD

SUSTAINABILITY SPECIALIST

DEFINITION

To perform a variety of tasks in support of the City's sustainability and climate action programs; to research, collect, and analyze data and prepare draft reports; to track and report operational statistics; to develop and implement community outreach activities; and to provide technical assistance to management.

DISTINGUISHING CHARACTERISTICS

This journey-level classification performs a wide variety of complex, non-routine functions in support of the assigned department. Incumbents require knowledge of basic principles and methods of one or more technical or professional fields in order to perform the duties and functions of the position. This position is distinguished from similar City-wide positions because it has responsibility for a specialized program.

SUPERVISION RECEIVED

Receives general supervision from assigned supervisory personnel.

SUPERVISION EXERCISED

May exercise indirect supervision over administrative support personnel.

ESSENTIAL DUTIES

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

Develop, coordinate, and implement program activities of a technical area of assignment related to department activities and programs.

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

Assist supervisory and other professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; prepare draft reports and technical documents; provide project oversight for the less complex or political projects.

Assist with the development of Requests for Proposals and contract administration.

ESSENTIAL DUTIES (continued):

Plan, prioritize, assign, supervise and review the work of administrative support staff involved in duties related to area of assignment.

Establish and maintain systems related to assigned technical area of responsibility; monitor area activities and report progress as required.

Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

Review, verify and process documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.

Establish and maintain a wide variety of complex filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties prepare and type correspondence and compile and type reports.

Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.

Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.

Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.

Coordinate and assist in the development and administration of a department budget, and as assigned, preparation of grant and loan documents; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies.

Develop and implement assigned public outreach events and activities, some of which may occur simultaneously.

Draft and process authorized consultant and service agreements.

Assist in seeking and writing grant applications.

Keep notes and provide summaries of meetings attended.

Implement a wide range of long and short-term sustainability projects to help implement the Climate Action Plan (CAP).

ESSENTIAL DUTIES (continued):

Create and maintain databases and complex spreadsheets for tracking various project data; greenhouse gas emissions inventory data; and Climate Action Plan progress.

Represent the City at countywide public education and outreach meetings, review collaborative projects and provide comments that support City standards, professionalism, goals and initiatives.

Write electronic newsletter articles on assigned topics.

Create web pages, flyers, brochures, and assist with the development of educational and training videos as needed.

Represent the City at local and regional events and festivals.

Assist with volunteer recruitment.

Assist with implementation of community programs, as assigned, including preparation of reports, outreach materials and program records.

Independently respond to letters, e-mail general correspondence, and drop-in visitors from the public based on areas of assignment.

Coordinate and prepare, and reports and presentation materials for City staff, community groups, and appointed or elected bodies. Make presentations to City staff, community groups, and appointed or elected bodies.

May perform a wide variety of complex, responsible, secretarial, administrative and technical duties for executive staff and other management personnel including providing routine analytical support.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of administrative and/or technical area to which assigned.

Principles and practices of intermediate analytical research and project coordination.

Modern office equipment, methods, procedures, and computer hardware and software.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles of budget monitoring.

Techniques and principles of effective interpersonal communication.

Principles and methods of business letter and report writing.

Principles and practices of safety management.

Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

General functions and objectives of municipal government.

Research methods and techniques.

Computer software, including word processing, database, spreadsheet and presentation applications.

English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

Report writing techniques.

Ability to:

Independently perform a variety of technical duties including research, compilation and report development in support of assigned department or program.

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.

Collect, compile, analyze and present a variety of data in a meaningful way.

Develop and implement various data collection and reporting systems.

Interpret, apply and explain laws, rules, code and City policies and procedures.

Review budget submissions and revisions for mathematical and accounting accuracy.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Assist with supervision, training and evaluation of assigned administrative support staff.

Understand and interpret complex policies, procedures and regulations.

Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.

Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.

Analyze situations quickly and objectively to determine proper course of action.

Understand the organization and operations of the City and of outside agencies as necessary to assume assigned technical responsibilities.

Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.

Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports.

Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resource, payroll or other confidential issues.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Be an integral team player, which involves flexibility, cooperation and communication.

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

Communicate clearly and concisely, both orally and in writing.

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: Three years of progressively responsible administrative support or technical experience, preferably in the subject area to which assigned. One year of lead supervisory experience is highly desirable.

Education: Equivalent to a Bachelor's degree from an accredited college with course work in sustainability, environmental science, public administration, business administration, biology or a related field based on area of assignment.

Licenses and Certificates: Possession and maintenance of, or ability to obtain, a valid California driver's license.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: inspect various building and housing sites; perform various physical activities on a regular basis including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting with exposure to various weather conditions; work in an office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person; 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

Created: May 2014

Revised: May 2017

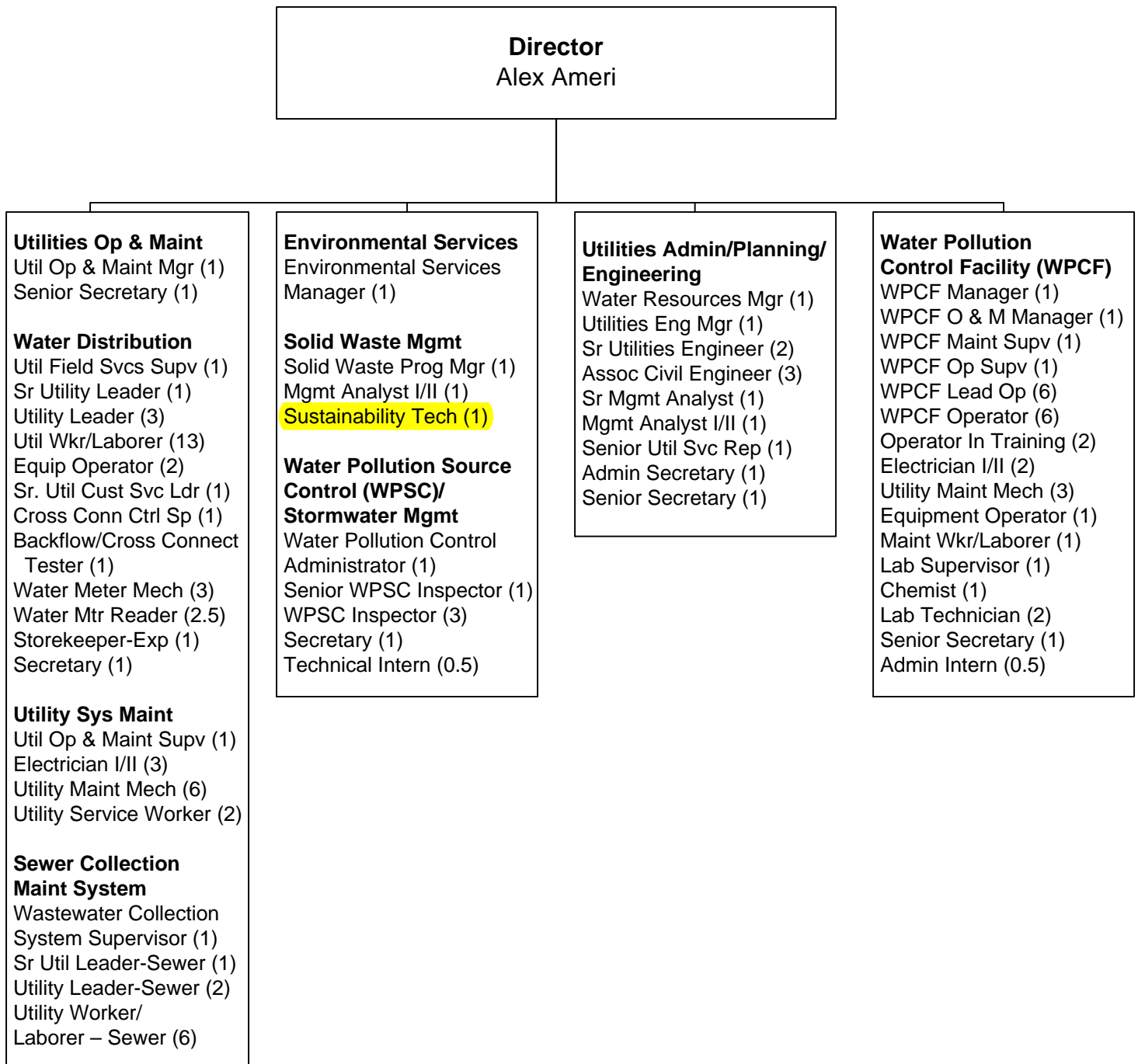
EEO Code: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt

FY 2017 STAFFING
108.5 FTE

Utilities & Environmental Services Department





CITY OF HAYWARD

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

File #: ACT 17-039

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised City Classification and Salary Plan for Fiscal Year 2017 - Updated May 11, 2017 - Effective June 12, 2017

RECOMMENDATION

That the Personnel Commission, after a public hearing, reviews and adopts a revised classification plan for each position in the City's classified service for Fiscal Year 2017, effective June 12, 2017.

That the Personnel Commission, after a public hearing, recommends to the City Council for adoption a revised salary plan for each position in the City's classified service for Fiscal Year 2017, effective June 12, 2017.

ATTACHMENTS

| | |
|----------------|-----------------------------|
| Attachment I | Staff Report |
| Attachment II | FY 2017 Classification Plan |
| Attachment III | FY 2017 Salary Plan |



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised City Classification and Salary Plan for Fiscal Year 2017 – Updated
May 11, 2017 – Effective June 12, 2017

RECOMMENDATION

That the Personnel Commission, after a public hearing, reviews and adopts a revised classification plan for each position in the City's classified service for Fiscal Year 2017 effective June 12, 2017.

That the Personnel Commission, after a public hearing, recommends to the City Council for adoption a revised salary plan for each position in the City's classified service for Fiscal Year 2017 effective June 12, 2017.

BACKGROUND/DISCUSSION

As required by the Municipal Code, the Salary Plan effective June 12, 2017 (Attachment II) has been updated to reflect all of the classifications in the City's classified service, including the additions of the Supervising Permit Technician, Airport Business Supervisor, Lead Program Assistant, the equity adjustment of the Utilities Engineering Manager, and the title change of the Sustainability Technician and Property/Evidence Administrator. The revised salary plan has also been updated to reflect the equity adjustments for forty-seven (47) classifications. The following changes were made:

1. Supervising Permit Technician - This new supervisory classification in the Permit Technician series is responsible for planning, coordinating and supervising the work activities related to the permit issuance function, including the daily operations of the Permit Center. This classification requires the exercise of independent judgment in setting and accomplishing the goals and objectives of the department. The salary range for the Supervising Permit Technician is set internally at ten percent (10%) above Senior Permit Technician, which is \$36.41 per hour at Step A and \$44.25 per hour at Step E.
2. Lead Program Assistant – Due to the expansion and increased participation in the Literacy and Homework Center Programs of the Library and Community Services Department, the Lead Program Assistant was created to address additional higher level responsibilities, including program oversight and providing day-to-day direction to staff. The salary range for Lead Program Assistant is set internally to mirror that of

the Lead Library Assistant, which is \$27.92 per hour at Step A and \$33.92 per hour at Step E.

3. Utilities Engineering Manager – This salary has been updated internally to align with similar management staff within the Utilities and Environmental Services Department, which is \$68.03 per hour at Step A and \$82.71 per hour at Step E.
4. Sustainability Specialist – The Sustainability Technician is retitled to Sustainability Specialist due to the increased responsibilities to meet City Council's Clean and Green priorities. This position is responsible for assisting the Environmental Services Division staff with implementation of sustainability programs, participation in solid waste source reduction and recycling programs, grant funding, and implementation of the Climate Action Plan. The salary range for the Sustainability Specialist is set internally at ten (10%) above the former Sustainability Technician., which is \$35.89 per hour at Step A and \$43.62 per hour at Step E.
5. Property/Evidence Administrator is retitled to Property/Evidence and Crime Scene Administrator, as originally approved by the Personnel Commission on July 10, 2014.
6. SEIU Local 1021 Clerical and Related Unit Equity Adjustments – Pursuant to the negotiated terms of the Memorandum of Understanding between SEIU Local 1021 Clerical and Related Unit and the City of Hayward Section 9.01, the equity adjustments will be processed in three (3) equal parts applied over a three (3) year period, beginning in June 2016. As an exception, if an adjustment was less than one (1) percent, those in that classification will receive the full increase in year one (2016). Thirty-four (34) classifications represented by SEIU Local 1021 Clerical and Related Unit have been increased in accordance with the mutually agreed upon salary survey data (Attachment III) with the effective date of June 12, 2017, representing the second year for equity adjustments.
7. SEIU Local 1021 Maintenance and Operations Unit Equity Adjustments – Pursuant to the negotiated terms of the Memorandum of Understanding between SEIU Local 1021 Maintenance and Operations Unit and the City of Hayward Section 9.01, the equity adjustments will be processed in three (3) equal parts applied over a three (3) year period beginning in June 2016. As an exception, if an adjustment was less than one (1) percent, those in that classification will receive the full increase in year one (2016). Thirteen (13) classifications represented by SEIU Local 1021 Maintenance and Operations Unit have been increased in accordance with the mutually agreed upon salary survey data (Attachment III) with the effective date of June 12, 2017, representing the second year for equity adjustments.

FISCAL IMPACT

1. There is no recommended salary change associated with the title change of Property/Evidence and Crime Scene Administrator.
2. The annual cost of salary and benefits for the classifications listed below are under

review and will be proposed in the fiscal year 2018 Adopted Budget:

- Supervising Permit Technician
 - Lead Program Assistant
 - Utilities Engineering Manager
 - Sustainability Specialist
3. The fiscal impact of the equity adjustments for the SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit for FY 2017 is approximately \$200,000. These equity adjustments will be implemented by the Human Resources and Finance departments effective June 12, 2017, and reflected on employees' paychecks dated June 30, 2017. The overall value of the equity adjustments over the three (3) year agreement, which includes the cost of previously agreed upon COLA increases is approximately \$1.7 million.

Prepared by: Anthony Phillip, Human Resources Analyst I

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| 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 | 48.00 | 50.38 | 52.91 | 55.56 | 58.33 |
| | | | Bi-Weekly | 3,840.00 | 4,030.40 | 4,232.80 | 4,444.80 | 4,666.40 |
| | | | Monthly | 8,320.00 | 8,732.53 | 9,171.07 | 9,630.40 | 10,110.53 |
| | | | Annual | 99,840.00 | 104,790.40 | 110,052.80 | 115,564.80 | 121,326.40 |
| MANAGEMENT ANALYST II | H110 | Classified | Hourly | 43.20 | 45.36 | 47.63 | 50.00 | 52.50 |
| | | | Bi-Weekly | 3,456.00 | 3,628.80 | 3,810.40 | 4,000.00 | 4,200.00 |
| | | | Monthly | 7,488.00 | 7,862.40 | 8,255.87 | 8,666.67 | 9,100.00 |
| | | | Annual | 89,856.00 | 94,348.80 | 99,070.40 | 104,000.00 | 109,200.00 |
| MANAGEMENT ANALYST I | H105 | Classified | Hourly | 39.28 | 41.25 | 43.30 | 45.47 | 47.74 |
| | | | Bi-Weekly | 3,142.40 | 3,300.00 | 3,464.00 | 3,637.60 | 3,819.20 |
| | | | Monthly | 6,808.53 | 7,150.00 | 7,505.33 | 7,881.47 | 8,274.93 |
| | | | Annual | 81,702.40 | 85,800.00 | 90,064.00 | 94,577.60 | 99,299.20 |
| ADMINISTRATIVE SUPERVISOR | H120 | Classified | Hourly | 35.27 | 37.03 | 38.88 | 40.82 | 42.86 |
| | | | Bi-Weekly | 2,821.60 | 2,962.40 | 3,110.40 | 3,265.60 | 3,428.80 |
| | | | Monthly | 6,113.47 | 6,418.53 | 6,739.20 | 7,075.47 | 7,429.07 |
| | | | Annual | 73,361.60 | 77,022.40 | 80,870.40 | 84,905.60 | 89,148.80 |
| ADMINISTRATIVE SECRETARY | C120 | Classified | Hourly | 32.33 | 33.67 | 34.98 | 36.30 | 37.75 |
| | | | Bi-Weekly | 2,586.40 | 2,693.60 | 2,798.40 | 2,904.00 | 3,020.00 |
| | | | Monthly | 5,603.87 | 5,836.13 | 6,063.20 | 6,292.00 | 6,543.33 |
| | | | Annual | 67,246.40 | 70,033.60 | 72,758.40 | 75,504.00 | 78,520.00 |
| SENIOR SECRETARY | C115 | Classified | Hourly | 29.55 | 30.71 | 31.96 | 33.13 | 34.41 |
| | | | Bi-Weekly | 2,364.00 | 2,456.80 | 2,556.80 | 2,650.40 | 2,752.80 |
| | | | Monthly | 5,122.00 | 5,323.07 | 5,539.73 | 5,742.53 | 5,964.40 |
| | | | Annual | 61,464.00 | 63,876.80 | 66,476.80 | 68,910.40 | 71,572.80 |
| SECRETARY | C110 | Classified | Hourly | 26.00 | 27.19 | 28.56 | 29.89 | 31.31 |
| | | | Bi-Weekly | 2,080.00 | 2,175.20 | 2,284.80 | 2,391.20 | 2,504.80 |
| | | | Monthly | 4,506.67 | 4,712.93 | 4,950.40 | 5,180.93 | 5,427.07 |
| | | | Annual | 54,080.00 | 56,555.20 | 59,404.80 | 62,171.20 | 65,124.80 |
| ADMINISTRATIVE CLERK II | C105 | Classified | Hourly | 24.61 | 25.61 | 26.65 | 27.84 | 29.21 |
| | | | Bi-Weekly | 1,968.85 | 2,049.10 | 2,131.77 | 2,227.42 | 2,336.84 |
| | | | Monthly | 4,265.84 | 4,439.71 | 4,618.84 | 4,826.07 | 5,063.16 |
| | | | Annual | 51,190.11 | 53,276.49 | 55,426.09 | 57,912.89 | 60,757.96 |
| ADMINISTRATIVE CLERK I | C100 | Classified | Hourly | 21.66 | 22.81 | 23.96 | 25.24 | 26.56 |
| | | | Bi-Weekly | 1,732.98 | 1,824.57 | 1,916.97 | 2,019.10 | 2,124.48 |
| | | | Monthly | 3,754.78 | 3,953.24 | 4,153.44 | 4,374.73 | 4,603.04 |
| | | | Annual | 45,057.41 | 47,438.83 | 49,841.33 | 52,496.73 | 55,236.42 |
| ADMINISTRATIVE INTERN | Z120 | Classified | Hourly | | | | 15.00 | 20.00 |
| | | | Bi-Weekly | | | | 1,200.00 | 1,600.00 |
| | | | Monthly | | | | 2,600.00 | 3,466.67 |
| | | | Annual | | | | 31,200.00 | 41,600.00 |
| MAIL CLERK | C410 | Classified | Hourly | | | 15.00 | 15.75 | 16.54 |
| | | | Bi-Weekly | | | 1,200.00 | 1,260.00 | 1,323.20 |
| | | | Monthly | | | 2,600.00 | 2,730.00 | 2,866.93 |
| | | | Annual | | | 31,200.00 | 32,760.00 | 34,403.20 |
| CITY WIDE ENGINEERING | | | | | | | | |
| SENIOR CIVIL ENGINEER | H240 | Classified | Hourly | 55.37 | 58.13 | 61.05 | 64.09 | 67.29 |
| | | | Bi-Weekly | 4,429.60 | 4,650.40 | 4,884.00 | 5,127.20 | 5,383.20 |
| | | | Monthly | 9,597.47 | 10,075.87 | 10,582.00 | 11,108.93 | 11,663.60 |
| | | | Annual | 115,169.60 | 120,910.40 | 126,984.00 | 133,307.20 | 139,963.20 |
| ASSOCIATE CIVIL ENGINEER | T215 | Classified | Hourly | 46.19 | 48.51 | 50.87 | 53.45 | 56.06 |
| | | | Bi-Weekly | 3,695.20 | 3,880.80 | 4,069.60 | 4,276.00 | 4,484.80 |
| | | | Monthly | 8,006.27 | 8,408.40 | 8,817.47 | 9,264.67 | 9,717.07 |
| | | | Annual | 96,075.20 | 100,900.80 | 105,809.60 | 111,176.00 | 116,604.80 |
| ASSISTANT CIVIL ENGINEER | T210 | Classified | Hourly | 39.79 | 41.84 | 43.98 | 46.11 | 48.41 |
| | | | Bi-Weekly | 3,183.20 | 3,347.20 | 3,518.40 | 3,688.80 | 3,872.80 |
| | | | Monthly | 6,896.93 | 7,252.27 | 7,623.20 | 7,992.40 | 8,391.07 |
| | | | Annual | 82,763.20 | 87,027.20 | 91,478.40 | 95,908.80 | 100,692.80 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|-----------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| CITY WIDE MAINTENANCE | | | | | | | | |
| ELECTRICIAN II | M410 | Classified | Hourly | 41.32 | 42.97 | 44.66 | 46.55 | 48.48 |
| | | | Bi-Weekly | 3,305.60 | 3,437.60 | 3,572.80 | 3,724.00 | 3,878.40 |
| | | | Monthly | 7,162.13 | 7,448.13 | 7,741.07 | 8,068.67 | 8,403.20 |
| | | | Annual | 85,945.60 | 89,377.60 | 92,892.80 | 96,824.00 | 100,838.40 |
| ELECTRICIAN I | M405 | Classified | Hourly | 37.58 | 39.12 | 40.68 | 42.38 | 44.10 |
| | | | Bi-Weekly | 3,006.40 | 3,129.60 | 3,254.40 | 3,390.40 | 3,528.00 |
| | | | Monthly | 6,513.87 | 6,780.80 | 7,051.20 | 7,345.87 | 7,644.00 |
| | | | Annual | 78,166.40 | 81,369.60 | 84,614.40 | 88,150.40 | 91,728.00 |
| | | | | | | | | |
| MAINTENANCE WORKER | M305 | Classified | Hourly | 27.80 | 28.92 | 30.12 | 31.15 | 32.39 |
| | | | Bi-Weekly | 2,224.00 | 2,313.60 | 2,409.60 | 2,492.00 | 2,591.20 |
| | | | Monthly | 4,818.67 | 5,012.80 | 5,220.80 | 5,399.33 | 5,614.27 |
| | | | Annual | 57,824.00 | 60,153.60 | 62,649.60 | 64,792.00 | 67,371.20 |
| | | | | | | | | |
| LABORER | M200 | Classified | Hourly | 24.27 | 25.17 | 26.17 | 27.25 | 28.21 |
| | M300 | | Bi-Weekly | 1,941.79 | 2,013.41 | 2,093.88 | 2,179.99 | 2,256.80 |
| | M830 | | Monthly | 4,207.21 | 4,362.39 | 4,536.74 | 4,723.30 | 4,889.73 |
| | M905 | | Annual | 50,486.52 | 52,348.65 | 54,440.92 | 56,679.65 | 58,676.80 |
| | | | | | | | | |
| CITY ATTORNEY DEPARTMENT | | | | | | | | |
| ASSISTANT CITY ATTORNEY | U210 | Classified | Hourly | 63.55 | 66.73 | 70.07 | 73.57 | 77.25 |
| | | | Bi-Weekly | 5,084.00 | 5,338.40 | 5,605.60 | 5,885.60 | 6,180.00 |
| | | | Monthly | 11,015.33 | 11,566.53 | 12,145.47 | 12,752.13 | 13,390.00 |
| | | | Annual | 132,184.00 | 138,798.40 | 145,745.60 | 153,025.60 | 160,680.00 |
| DEPUTY CITY ATTORNEY II | U205 | Classified | Hourly | 52.52 | 55.14 | 57.90 | 60.79 | 63.84 |
| | | | Bi-Weekly | 4,201.60 | 4,411.20 | 4,632.00 | 4,863.20 | 5,107.20 |
| | | | Monthly | 9,103.47 | 9,557.60 | 10,036.00 | 10,536.93 | 11,065.60 |
| | | | Annual | 109,241.60 | 114,691.20 | 120,432.00 | 126,443.20 | 132,787.20 |
| DEPUTY CITY ATTORNEY I | U200 | Classified | Hourly | 47.75 | 50.14 | 52.64 | 55.27 | 58.03 |
| | | | Bi-Weekly | 3,820.00 | 4,011.20 | 4,211.20 | 4,421.60 | 4,642.40 |
| | | | Monthly | 8,276.67 | 8,690.93 | 9,124.27 | 9,580.13 | 10,058.53 |
| | | | Annual | 99,320.00 | 104,291.20 | 109,491.20 | 114,961.60 | 120,702.40 |
| | | | | | | | | |
| PARALEGAL | U195 | Classified | Hourly | 33.88 | 35.58 | 37.36 | 39.22 | 41.18 |
| | | | Bi-Weekly | 2,710.40 | 2,846.40 | 2,988.80 | 3,137.60 | 3,294.40 |
| | | | Monthly | 5,872.53 | 6,167.20 | 6,475.73 | 6,798.13 | 7,137.87 |
| | | | Annual | 70,470.40 | 74,006.40 | 77,708.80 | 81,577.60 | 85,654.40 |
| LEGAL SECRETARY II | C935 | Classified | Hourly | 30.68 | 32.46 | 34.90 | 35.63 | 37.46 |
| | | | Bi-Weekly | 2,454.40 | 2,596.80 | 2,792.00 | 2,850.40 | 2,996.80 |
| | | | Monthly | 5,317.87 | 5,626.40 | 6,049.33 | 6,175.87 | 6,493.07 |
| | | | Annual | 63,814.40 | 67,516.80 | 72,592.00 | 74,110.40 | 77,916.80 |
| LEGAL SECRETARY I | C930 | Classified | Hourly | 27.62 | 29.08 | 30.61 | 32.26 | 33.97 |
| | | | Bi-Weekly | 2,209.60 | 2,326.40 | 2,448.80 | 2,580.80 | 2,717.60 |
| | | | Monthly | 4,787.47 | 5,040.53 | 5,305.73 | 5,591.73 | 5,888.13 |
| | | | Annual | 57,449.60 | 60,486.40 | 63,668.80 | 67,100.80 | 70,657.60 |
| | | | | | | | | |
| CITY CLERK DEPARTMENT | | | | | | | | |
| DEPUTY CITY CLERK | H500 | Classified | Hourly | 34.62 | 36.35 | 38.16 | 40.07 | 42.08 |
| | | | Bi-Weekly | 2,769.60 | 2,908.00 | 3,052.80 | 3,205.60 | 3,366.40 |
| | | | Monthly | 6,000.80 | 6,300.67 | 6,614.40 | 6,945.47 | 7,293.87 |
| | | | Annual | 72,009.60 | 75,608.00 | 79,372.80 | 83,345.60 | 87,526.40 |
| | | | | | | | | |
| CITY MANAGER DEPARTMENT | | | | | | | | |
| OFFICE OF THE CITY MANAGER | | | | | | | | |
| GRAPHICS AND MEDIA RELATIONS TECHNICIAN | T300 | Classified | Hourly | 29.68 | 31.12 | 32.77 | 34.41 | 36.08 |
| | | | Bi-Weekly | 2,374.40 | 2,489.60 | 2,621.60 | 2,752.80 | 2,886.40 |
| | | | Monthly | 5,144.53 | 5,394.13 | 5,680.13 | 5,964.40 | 6,253.87 |
| | | | Annual | 61,734.40 | 64,729.60 | 68,161.60 | 71,572.80 | 75,046.40 |
| DIGITAL APPLICATIONS DEVELOPER | T470 | Classified | Hourly | 40.71 | 42.74 | 44.88 | 47.13 | 49.49 |
| | | | Bi-Weekly | 3,256.80 | 3,419.20 | 3,590.40 | 3,770.40 | 3,959.20 |
| | | | Monthly | 7,056.40 | 7,408.27 | 7,779.20 | 8,169.20 | 8,578.27 |
| | | | Annual | 84,676.80 | 88,899.20 | 93,350.40 | 98,030.40 | 102,939.20 |
| MANAGEMENT FELLOW | U300 | Classified | Hourly | | | | | 22.95 |
| | | | Bi-Weekly | | | | | 1,836.00 |
| | | | Monthly | | | | | 3,978.00 |
| | | | Annual | | | | | 47,736.00 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | Step A | Step B | Step C | Step D | Step E | |
|-----------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| ECONOMIC DEVELOPMENT | | | | | | | | |
| ECONOMIC DEVELOPMENT MANAGER | H710 | Classified | Hourly | 60.54 | 63.56 | 66.74 | 70.07 | 73.58 |
| | | | Bi-Weekly | 4,843.20 | 5,084.80 | 5,339.20 | 5,605.60 | 5,886.40 |
| | | | Monthly | 10,493.60 | 11,017.07 | 11,568.27 | 12,145.47 | 12,753.87 |
| | | | Annual | 125,923.20 | 132,204.80 | 138,819.20 | 145,745.60 | 153,046.40 |
| ECONOMIC DEVELOPMENT SPECIALIST | T745 | Classified | Hourly | 42.79 | 44.95 | 47.14 | 49.54 | 51.96 |
| | | | Bi-Weekly | 3,423.20 | 3,596.00 | 3,771.20 | 3,963.20 | 4,156.80 |
| | | | Monthly | 7,416.93 | 7,791.33 | 8,170.93 | 8,586.93 | 9,006.40 |
| | | | Annual | 89,003.20 | 93,496.00 | 98,051.20 | 103,043.20 | 108,076.80 |
| NEIGHBORHOOD PARTNERSHIP SERVICES | | | | | | | | |
| NEIGHBORHOOD DEVELOPMENT MANAGER | H735 | Classified | Hourly | 59.95 | 62.93 | 66.08 | 69.38 | 72.85 |
| | | | Bi-Weekly | 4,796.00 | 5,034.40 | 5,286.40 | 5,550.40 | 5,828.00 |
| | | | Monthly | 10,391.33 | 10,907.87 | 11,453.87 | 12,025.87 | 12,627.33 |
| | | | Annual | 124,696.00 | 130,894.40 | 137,446.40 | 144,310.40 | 151,528.00 |
| NEIGHBORHOOD PARTNERSHIP MANAGER | H730 | Classified | Hourly | 53.91 | 56.61 | 59.44 | 62.41 | 65.53 |
| | | | Bi-Weekly | 4,312.80 | 4,528.80 | 4,755.20 | 4,992.80 | 5,242.40 |
| | | | Monthly | 9,344.40 | 9,812.40 | 10,302.93 | 10,817.73 | 11,358.53 |
| | | | Annual | 112,132.80 | 117,748.80 | 123,635.20 | 129,812.80 | 136,302.40 |
| HOUSING AUTHORITY | | | | | | | | |
| HOUSING MANAGER | H715 | Classified | Hourly | 53.91 | 56.61 | 59.44 | 62.41 | 65.53 |
| | | | Bi-Weekly | 4,312.80 | 4,528.80 | 4,755.20 | 4,992.80 | 5,242.40 |
| | | | Monthly | 9,344.40 | 9,812.40 | 10,302.93 | 10,817.73 | 11,358.53 |
| | | | Annual | 112,132.80 | 117,748.80 | 123,635.20 | 129,812.80 | 136,302.40 |
| HOUSING DEVELOPMENT SPECIALIST | T750 | Classified | Hourly | 42.79 | 44.95 | 47.14 | 49.54 | 51.96 |
| | | | Bi-Weekly | 3,423.20 | 3,596.00 | 3,771.20 | 3,963.20 | 4,156.80 |
| | | | Monthly | 7,416.93 | 7,791.33 | 8,170.93 | 8,586.93 | 9,006.40 |
| | | | Annual | 89,003.20 | 93,496.00 | 98,051.20 | 103,043.20 | 108,076.80 |
| HOMEOWNERSHIP COORDINATOR | T710 | Classified | Hourly | 37.59 | 39.47 | 41.38 | 43.48 | 45.61 |
| | | | Bi-Weekly | 3,007.20 | 3,157.60 | 3,310.40 | 3,478.40 | 3,648.80 |
| | | | Monthly | 6,515.60 | 6,841.47 | 7,172.53 | 7,536.53 | 7,905.73 |
| | | | Annual | 78,187.20 | 82,097.60 | 86,070.40 | 90,438.40 | 94,868.80 |
| DEVELOPMENT SERVICES DEPARTMENT | | | | | | | | |
| DEVELOPMENT SERVICE ADMINISTRATION | | | | | | | | |
| DEPUTY DIRECTOR OF DEVELOPMENT SERVICES | U515 | Classified | Hourly | 70.61 | 74.16 | 77.86 | 81.75 | 85.84 |
| | | | Bi-Weekly | 5,648.80 | 5,932.80 | 6,228.80 | 6,540.00 | 6,867.20 |
| | | | Monthly | 12,239.07 | 12,854.40 | 13,495.73 | 14,170.00 | 14,878.93 |
| | | | Annual | 146,868.80 | 154,252.80 | 161,948.80 | 170,040.00 | 178,547.20 |
| BUILDING DIVISION | | | | | | | | |
| CITY BUILDING OFFICIAL | H335 | Classified | Hourly | 62.34 | 65.46 | 68.73 | 72.17 | 75.78 |
| | | | Bi-Weekly | 4,987.20 | 5,236.80 | 5,498.40 | 5,773.60 | 6,062.40 |
| | | | Monthly | 10,805.60 | 11,346.40 | 11,913.20 | 12,509.47 | 13,135.20 |
| | | | Annual | 129,667.20 | 136,156.80 | 142,958.40 | 150,113.60 | 157,622.40 |
| SUPERVISING BUILDING INSPECTOR | H330 | Classified | Hourly | 50.89 | 53.44 | 56.11 | 58.92 | 61.86 |
| | | | Bi-Weekly | 4,071.20 | 4,275.20 | 4,488.80 | 4,713.60 | 4,948.80 |
| | | | Monthly | 8,820.93 | 9,262.93 | 9,725.73 | 10,212.80 | 10,722.40 |
| | | | Annual | 105,851.20 | 111,155.20 | 116,708.80 | 122,553.60 | 128,668.80 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
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FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|-----------------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| SENIOR BUILDING INSPECTOR/STRUCTURAL | T365 | Classified | Hourly | 42.27 | 44.53 | 46.77 | 48.98 | 51.42 |
| | | | Bi-Weekly | 3,381.60 | 3,562.40 | 3,741.60 | 3,918.40 | 4,113.60 |
| | | | Monthly | 7,326.80 | 7,718.53 | 8,106.80 | 8,489.87 | 8,912.80 |
| | | | Annual | 87,921.60 | 92,622.40 | 97,281.60 | 101,878.40 | 106,953.60 |
| SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL | T360 | Classified | Hourly | 42.27 | 44.53 | 46.77 | 48.98 | 51.42 |
| | | | Bi-Weekly | 3,381.60 | 3,562.40 | 3,741.60 | 3,918.40 | 4,113.60 |
| | | | Monthly | 7,326.80 | 7,718.53 | 8,106.80 | 8,489.87 | 8,912.80 |
| | | | Annual | 87,921.60 | 92,622.40 | 97,281.60 | 101,878.40 | 106,953.60 |
| SENIOR BUILDING INSPECTOR/ELECTRICAL | T355 | Classified | Hourly | 42.27 | 44.53 | 46.77 | 48.98 | 51.42 |
| | | | Bi-Weekly | 3,381.60 | 3,562.40 | 3,741.60 | 3,918.40 | 4,113.60 |
| | | | Monthly | 7,326.80 | 7,718.53 | 8,106.80 | 8,489.87 | 8,912.80 |
| | | | Annual | 87,921.60 | 92,622.40 | 97,281.60 | 101,878.40 | 106,953.60 |
| BUILDING INSPECTOR | T350 | Classified | Hourly | 36.50 | 38.21 | 40.16 | 42.20 | 44.97 |
| | | | Bi-Weekly | 2,920.00 | 3,056.80 | 3,212.80 | 3,376.00 | 3,597.60 |
| | | | Monthly | 6,326.67 | 6,623.07 | 6,961.07 | 7,314.67 | 7,794.80 |
| | | | Annual | 75,920.00 | 79,476.80 | 83,532.80 | 87,776.00 | 93,537.60 |
| | | | | | | | | |
| PLAN CHECKING ENGINEER | T335 | Classified | Hourly | 49.42 | 51.81 | 54.43 | 57.26 | 60.18 |
| | | | Bi-Weekly | 3,953.60 | 4,144.80 | 4,354.40 | 4,580.80 | 4,814.40 |
| | | | Monthly | 8,566.13 | 8,980.40 | 9,434.53 | 9,925.07 | 10,431.20 |
| | | | Annual | 102,793.60 | 107,764.80 | 113,214.40 | 119,100.80 | 125,174.40 |
| | | | | | | | | |
| SUPERVISING PLAN CHECKER AND EXPEDITOR | H325 | Classified | Hourly | 54.72 | 57.45 | 60.34 | 63.35 | 66.52 |
| | | | Bi-Weekly | 4,377.60 | 4,596.00 | 4,827.20 | 5,068.00 | 5,321.60 |
| | | | Monthly | 9,484.80 | 9,958.00 | 10,458.93 | 10,980.67 | 11,530.13 |
| | | | Annual | 113,817.60 | 119,496.00 | 125,507.20 | 131,768.00 | 138,361.60 |
| SENIOR PLAN CHECKER | T330 | Classified | Hourly | 42.27 | 44.53 | 46.77 | 48.98 | 51.42 |
| | | | Bi-Weekly | 3,381.60 | 3,562.40 | 3,741.60 | 3,918.40 | 4,113.60 |
| | | | Monthly | 7,326.80 | 7,718.53 | 8,106.80 | 8,489.87 | 8,912.80 |
| | | | Annual | 87,921.60 | 92,622.40 | 97,281.60 | 101,878.40 | 106,953.60 |
| PLAN CHECKER | T325 | Classified | Hourly | 38.44 | 40.47 | 42.52 | 44.55 | 46.76 |
| | | | Bi-Weekly | 3,075.20 | 3,237.60 | 3,401.60 | 3,564.00 | 3,740.80 |
| | | | Monthly | 6,662.93 | 7,014.80 | 7,370.13 | 7,722.00 | 8,105.07 |
| | | | Annual | 79,955.20 | 84,177.60 | 88,441.60 | 92,664.00 | 97,260.80 |
| | | | | | | | | |
| SUPERVISING PERMIT TECHNICIAN | H340 | Classified | Hourly | 36.41 | 38.23 | 40.14 | 42.15 | 44.25 |
| | | | Bi-Weekly | 2,912.80 | 3,058.40 | 3,211.20 | 3,372.00 | 3,540.00 |
| | | | Monthly | 6,311.07 | 6,626.53 | 6,957.60 | 7,306.00 | 7,670.00 |
| | | | Annual | 75,732.80 | 79,518.40 | 83,491.20 | 87,672.00 | 92,040.00 |
| SENIOR PERMIT TECHNICIAN | C205 | Classified | Hourly | 33.92 | 35.32 | 36.69 | 38.29 | 40.23 |
| | | | Bi-Weekly | 2,713.26 | 2,825.28 | 2,934.87 | 3,063.00 | 3,218.52 |
| | | | Monthly | 5,878.74 | 6,121.43 | 6,358.88 | 6,636.50 | 6,973.47 |
| | | | Annual | 70,544.85 | 73,457.15 | 76,306.60 | 79,637.94 | 83,681.65 |
| PERMIT TECHNICIAN II | C200 | Classified | Hourly | 30.58 | 31.80 | 33.08 | 34.51 | 36.26 |
| | | | Bi-Weekly | 2,446.53 | 2,544.04 | 2,646.38 | 2,760.81 | 2,901.02 |
| | | | Monthly | 5,300.82 | 5,512.08 | 5,733.82 | 5,981.75 | 6,285.55 |
| | | | Annual | 63,609.79 | 66,144.96 | 68,805.84 | 71,781.00 | 75,426.62 |
| PERMIT TECHNICIAN I | C199 | Classified | Hourly | 27.80 | 28.91 | 30.08 | 31.37 | 32.97 |
| | | | Bi-Weekly | 2,224.12 | 2,312.76 | 2,406.24 | 2,509.39 | 2,637.51 |
| | | | Monthly | 4,818.92 | 5,010.98 | 5,213.52 | 5,437.00 | 5,714.61 |
| | | | Annual | 57,827.08 | 60,131.78 | 62,562.19 | 65,244.03 | 68,575.37 |
| | | | | | | | | |
| PLANNING DIVISION | | | | | | | | |
| PLANNING MANAGER | H320 | Classified | Hourly | 62.55 | 65.66 | 68.94 | 72.39 | 76.02 |
| | | | Bi-Weekly | 5,004.00 | 5,252.80 | 5,515.20 | 5,791.20 | 6,081.60 |
| | | | Monthly | 10,842.00 | 11,381.07 | 11,949.60 | 12,547.60 | 13,176.80 |
| | | | Annual | 130,104.00 | 136,572.80 | 143,395.20 | 150,571.20 | 158,121.60 |
| PRINCIPAL PLANNER | H315 | Classified | Hourly | 53.91 | 56.61 | 59.44 | 62.41 | 65.53 |
| | | | Bi-Weekly | 4,312.80 | 4,528.80 | 4,755.20 | 4,992.80 | 5,242.40 |
| | | | Monthly | 9,344.40 | 9,812.40 | 10,302.93 | 10,817.73 | 11,358.53 |
| | | | Annual | 112,132.80 | 117,748.80 | 123,635.20 | 129,812.80 | 136,302.40 |
| | | | | | | | | |
| SENIOR PLANNER | H310 | Classified | Hourly | 48.30 | 50.71 | 53.25 | 55.91 | 58.71 |
| | | | Bi-Weekly | 3,864.00 | 4,056.80 | 4,260.00 | 4,472.80 | 4,696.80 |
| | | | Monthly | 8,372.00 | 8,789.73 | 9,230.00 | 9,691.07 | 10,176.40 |
| | | | Annual | 100,464.00 | 105,476.80 | 110,760.00 | 116,292.80 | 122,116.80 |
| ASSOCIATE PLANNER | T315 | Classified | Hourly | 42.92 | 45.02 | 47.26 | 49.69 | 52.07 |
| | | | Bi-Weekly | 3,433.60 | 3,601.60 | 3,780.80 | 3,975.20 | 4,165.60 |
| | | | Monthly | 7,439.47 | 7,803.47 | 8,191.73 | 8,612.93 | 9,025.47 |
| | | | Annual | 89,273.60 | 93,641.60 | 98,300.80 | 103,355.20 | 108,305.60 |

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FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
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on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|-----------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| ASSISTANT PLANNER | T310 | Classified | Hourly | 35.22 | 36.94 | 38.93 | 40.83 | 42.92 |
| | | | Bi-Weekly | 2,817.60 | 2,955.20 | 3,114.40 | 3,266.40 | 3,433.60 |
| | | | Monthly | 6,104.80 | 6,402.93 | 6,747.87 | 7,077.20 | 7,439.47 |
| | | | Annual | 73,257.60 | 76,835.20 | 80,974.40 | 84,926.40 | 89,273.60 |
| JUNIOR PLANNER | T305 | Classified | Hourly | 31.22 | 32.87 | 34.42 | 36.14 | 37.90 |
| | | | Bi-Weekly | 2,497.60 | 2,629.60 | 2,753.60 | 2,891.20 | 3,032.00 |
| | | | Monthly | 5,411.47 | 5,697.47 | 5,966.13 | 6,264.27 | 6,569.33 |
| | | | Annual | 64,937.60 | 68,369.60 | 71,593.60 | 75,171.20 | 78,832.00 |
| | | | | | | | | |
| DEVELOPMENT REVIEW SPECIALIST | T320 | Classified | Hourly | 37.53 | 39.35 | 41.48 | 43.52 | 45.74 |
| | | | Bi-Weekly | 3,002.40 | 3,148.00 | 3,318.40 | 3,481.60 | 3,659.20 |
| | | | Monthly | 6,505.20 | 6,820.67 | 7,189.87 | 7,543.47 | 7,928.27 |
| | | | Annual | 78,062.40 | 81,848.00 | 86,278.40 | 90,521.60 | 95,139.20 |
| | | | | | | | | |
| LANDSCAPE ARCHITECT | H300 | Classified | Hourly | 55.27 | 58.03 | 60.93 | 63.98 | 67.19 |
| | | | Bi-Weekly | 4,421.60 | 4,642.40 | 4,874.40 | 5,118.40 | 5,375.20 |
| | | | Monthly | 9,580.13 | 10,058.53 | 10,561.20 | 11,089.87 | 11,646.27 |
| | | | Annual | 114,961.60 | 120,702.40 | 126,734.40 | 133,078.40 | 139,755.20 |
| | | | | | | | | |
| CODE ENFORCEMENT DIVISION | | | | | | | | |
| CODE ENFORCEMENT MANAGER | H703 | Classified | Hourly | 49.26 | 51.73 | 54.31 | 57.03 | 59.87 |
| | | | Bi-Weekly | 3,940.80 | 4,138.40 | 4,344.80 | 4,562.40 | 4,789.60 |
| | | | Monthly | 8,538.40 | 8,966.53 | 9,413.73 | 9,885.20 | 10,377.47 |
| | | | Annual | 102,460.80 | 107,598.40 | 112,964.80 | 118,622.40 | 124,529.60 |
| CODE ENFORCEMENT SUPERVISOR | H700 | Classified | Hourly | 42.83 | 44.97 | 47.23 | 49.58 | 52.07 |
| | | | Bi-Weekly | 3,426.40 | 3,597.60 | 3,778.40 | 3,966.40 | 4,165.60 |
| | | | Monthly | 7,423.87 | 7,794.80 | 8,186.53 | 8,593.87 | 9,025.47 |
| | | | Annual | 89,086.40 | 93,537.60 | 98,238.40 | 103,126.40 | 108,305.60 |
| SENIOR CODE ENFORCEMENT INSPECTOR | T610 | Classified | Hourly | 38.76 | 40.70 | 42.73 | 44.87 | 47.11 |
| | | | Bi-Weekly | 3,100.80 | 3,256.00 | 3,418.40 | 3,589.60 | 3,768.80 |
| | | | Monthly | 6,718.40 | 7,054.67 | 7,406.53 | 7,777.47 | 8,165.73 |
| | | | Annual | 80,620.80 | 84,656.00 | 88,878.40 | 93,329.60 | 97,988.80 |
| CODE ENFORCEMENT INSPECTOR II | T605 | Classified | Hourly | 35.23 | 36.99 | 38.84 | 40.78 | 42.82 |
| | | | Bi-Weekly | 2,818.40 | 2,959.20 | 3,107.20 | 3,262.40 | 3,425.60 |
| | | | Monthly | 6,106.53 | 6,411.60 | 6,732.27 | 7,068.53 | 7,422.13 |
| | | | Annual | 73,278.40 | 76,939.20 | 80,787.20 | 84,822.40 | 89,065.60 |
| CODE ENFORCEMENT INSPECTOR I | T600 | Classified | Hourly | 32.02 | 33.63 | 35.30 | 37.06 | 38.93 |
| | | | Bi-Weekly | 2,561.60 | 2,690.40 | 2,824.00 | 2,964.80 | 3,114.40 |
| | | | Monthly | 5,550.13 | 5,829.20 | 6,118.67 | 6,423.73 | 6,747.87 |
| | | | Annual | 66,601.60 | 69,950.40 | 73,424.00 | 77,084.80 | 80,974.40 |
| | | | | | | | | |
| FINANCE DEPARTMENT | | | | | | | | |
| | | | | | | | | |
| ADMINISTRATION DIVISION | | | | | | | | |
| DEPUTY DIRECTOR OF FINANCE | U500 | Classified | Hourly | 63.73 | 66.91 | 70.27 | 73.78 | 77.46 |
| | | | Bi-Weekly | 5,098.40 | 5,352.80 | 5,621.60 | 5,902.40 | 6,196.80 |
| | | | Monthly | 11,046.53 | 11,597.73 | 12,180.13 | 12,788.53 | 13,426.40 |
| | | | Annual | 132,558.40 | 139,172.80 | 146,161.60 | 153,462.40 | 161,116.80 |
| BUDGET OFFICER | H170 | Classified | Hourly | 50.70 | 53.25 | 55.90 | 58.70 | 61.62 |
| | | | Bi-Weekly | 4,056.00 | 4,260.00 | 4,472.00 | 4,696.00 | 4,929.60 |
| | | | Monthly | 8,788.00 | 9,230.00 | 9,689.33 | 10,174.67 | 10,680.80 |
| | | | Annual | 105,456.00 | 110,760.00 | 116,272.00 | 122,096.00 | 128,169.60 |
| FINANCIAL ANALYST | H165 | Classified | Hourly | 44.20 | 46.40 | 48.72 | 51.15 | 53.71 |
| | | | Bi-Weekly | 3,536.00 | 3,712.00 | 3,897.60 | 4,092.00 | 4,296.80 |
| | | | Monthly | 7,661.33 | 8,042.67 | 8,444.80 | 8,866.00 | 9,309.73 |
| | | | Annual | 91,936.00 | 96,512.00 | 101,337.60 | 106,392.00 | 111,716.80 |
| FINANCE TECHNICIAN | C320 | Classified | Hourly | 32.95 | 34.59 | 36.33 | 38.14 | 40.06 |
| | | | Bi-Weekly | 2,636.00 | 2,767.20 | 2,906.40 | 3,051.20 | 3,204.80 |
| | | | Monthly | 5,711.33 | 5,995.60 | 6,297.20 | 6,610.93 | 6,943.73 |
| | | | Annual | 68,536.00 | 71,947.20 | 75,566.40 | 79,331.20 | 83,324.80 |

SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| ACCOUNTING DIVISION | | | | | | | | |
| ACCOUNTING MANAGER | H150 | Classified | Hourly | 57.94 | 60.83 | 63.87 | 67.07 | 70.42 |
| | | | Bi-Weekly | 4,635.20 | 4,866.40 | 5,109.60 | 5,365.60 | 5,633.60 |
| | | | Monthly | 10,042.93 | 10,543.87 | 11,070.80 | 11,625.47 | 12,206.13 |
| | | | Annual | 120,515.20 | 126,526.40 | 132,849.60 | 139,505.60 | 146,473.60 |
| SENIOR ACCOUNTANT | H145 | Classified | Hourly | 44.21 | 46.41 | 48.72 | 51.16 | 53.71 |
| | | | Bi-Weekly | 3,536.80 | 3,712.80 | 3,897.60 | 4,092.80 | 4,296.80 |
| | | | Monthly | 7,663.07 | 8,044.40 | 8,444.80 | 8,867.73 | 9,309.73 |
| | | | Annual | 91,956.80 | 96,532.80 | 101,337.60 | 106,412.80 | 111,716.80 |
| ACCOUNTANT | H140 | Classified | Hourly | 39.22 | 41.18 | 43.23 | 45.40 | 47.67 |
| | | | Bi-Weekly | 3,137.60 | 3,294.40 | 3,458.40 | 3,632.00 | 3,813.60 |
| | | | Monthly | 6,798.13 | 7,137.87 | 7,493.20 | 7,869.33 | 8,262.80 |
| | | | Annual | 81,577.60 | 85,654.40 | 89,918.40 | 94,432.00 | 99,153.60 |
| | | | | | | | | |
| SENIOR ACCOUNT CLERK | C305 | Classified | Hourly | 28.20 | 29.57 | 30.85 | 32.35 | 33.85 |
| | | | Bi-Weekly | 2,256.05 | 2,365.29 | 2,468.06 | 2,587.82 | 2,708.39 |
| | | | Monthly | 4,888.11 | 5,124.80 | 5,347.46 | 5,606.95 | 5,868.18 |
| | | | Annual | 58,657.29 | 61,497.58 | 64,169.56 | 67,283.36 | 70,418.20 |
| ACCOUNT CLERK | C300 | Classified | Hourly | 25.70 | 26.84 | 28.11 | 29.40 | 30.87 |
| | | | Bi-Weekly | 2,056.18 | 2,146.81 | 2,248.77 | 2,352.34 | 2,469.68 |
| | | | Monthly | 4,455.05 | 4,651.42 | 4,872.33 | 5,096.75 | 5,350.97 |
| | | | Annual | 53,460.61 | 55,817.00 | 58,467.94 | 61,160.95 | 64,211.64 |
| REVENUE DIVISION | | | | | | | | |
| REVENUE MANAGER | H160 | Classified | Hourly | 56.94 | 59.78 | 62.76 | 65.90 | 69.20 |
| | | | Bi-Weekly | 4,555.20 | 4,782.40 | 5,020.80 | 5,272.00 | 5,536.00 |
| | | | Monthly | 9,869.60 | 10,361.87 | 10,878.40 | 11,422.67 | 11,994.67 |
| | | | Annual | 118,435.20 | 124,342.40 | 130,540.80 | 137,072.00 | 143,936.00 |
| FINANCE SUPERVISOR | H155 | Classified | Hourly | 43.71 | 45.90 | 48.18 | 50.59 | 53.12 |
| | | | Bi-Weekly | 3,496.80 | 3,672.00 | 3,854.40 | 4,047.20 | 4,249.60 |
| | | | Monthly | 7,576.40 | 7,956.00 | 8,351.20 | 8,768.93 | 9,207.47 |
| | | | Annual | 90,916.80 | 95,472.00 | 100,214.40 | 105,227.20 | 110,489.60 |
| | | | | | | | | |
| SUPERVISING CUSTOMER ACCOUNT CLERK | C332 | Classified | Hourly | 30.64 | 32.17 | 33.76 | 35.46 | 37.23 |
| | | | Bi-Weekly | 2,451.07 | 2,573.26 | 2,701.11 | 2,837.06 | 2,978.67 |
| | | | Monthly | 5,310.64 | 5,575.39 | 5,852.40 | 6,146.95 | 6,453.77 |
| | | | Annual | 63,727.74 | 66,904.66 | 70,228.85 | 73,763.44 | 77,445.30 |
| SENIOR CUSTOMER ACCOUNT CLERK | C330 | Classified | Hourly | 28.20 | 29.57 | 30.85 | 32.35 | 33.85 |
| | | | Bi-Weekly | 2,256.05 | 2,365.29 | 2,468.06 | 2,587.82 | 2,708.39 |
| | | | Monthly | 4,888.11 | 5,124.80 | 5,347.46 | 5,606.95 | 5,868.18 |
| | | | Annual | 58,657.29 | 61,497.58 | 64,169.56 | 67,283.36 | 70,418.20 |
| CUSTOMER ACCOUNT CLERK | C325 | Classified | Hourly | 25.70 | 26.84 | 28.11 | 29.40 | 30.87 |
| | | | Bi-Weekly | 2,056.18 | 2,146.81 | 2,248.77 | 2,352.34 | 2,469.68 |
| | | | Monthly | 4,455.05 | 4,651.42 | 4,872.33 | 5,096.75 | 5,350.97 |
| | | | Annual | 53,460.61 | 55,817.00 | 58,467.94 | 61,160.95 | 64,211.64 |
| MAIL AND REVENUE CLERK | C322 | Classified | Hourly | 21.66 | 22.81 | 23.96 | 25.24 | 26.56 |
| | | | Bi-Weekly | 1,732.98 | 1,824.57 | 1,916.97 | 2,019.10 | 2,124.48 |
| | | | Monthly | 3,754.78 | 3,953.24 | 4,153.44 | 4,374.73 | 4,603.04 |
| | | | Annual | 45,057.41 | 47,438.83 | 49,841.33 | 52,496.73 | 55,236.42 |
| PURCHASING DIVISION | | | | | | | | |
| PURCHASING AND SERVICES MANAGER | H180 | Classified | Hourly | 50.69 | 53.22 | 55.88 | 58.67 | 61.59 |
| | | | Bi-Weekly | 4,055.20 | 4,257.60 | 4,470.40 | 4,693.60 | 4,927.20 |
| | | | Monthly | 8,786.27 | 9,224.80 | 9,685.87 | 10,169.47 | 10,675.60 |
| | | | Annual | 105,435.20 | 110,697.60 | 116,230.40 | 122,033.60 | 128,107.20 |
| PURCHASING TECHNICIAN | C345 | Classified | Hourly | 29.97 | 31.48 | 33.03 | 34.66 | 36.41 |
| | | | Bi-Weekly | 2,397.60 | 2,518.40 | 2,642.40 | 2,772.80 | 2,912.80 |
| | | | Monthly | 5,194.80 | 5,456.53 | 5,725.20 | 6,007.73 | 6,311.07 |
| | | | Annual | 62,337.60 | 65,478.40 | 68,702.40 | 72,092.80 | 75,732.80 |
| MAIL AND PURCHASING CLERK | C335 | Classified | Hourly | 23.35 | 24.53 | 25.67 | 27.01 | 28.34 |
| | | | Bi-Weekly | 1,868.34 | 1,962.37 | 2,053.96 | 2,160.95 | 2,267.14 |
| | | | Monthly | 4,048.07 | 4,251.79 | 4,450.24 | 4,682.06 | 4,912.13 |
| | | | Annual | 48,576.86 | 51,021.51 | 53,402.94 | 56,184.78 | 58,945.54 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|-----------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| FIRE DEPARTMENT | | | | | | | | |
| SWORN | | | | | | | | |
| DEPUTY FIRE CHIEF (40 HR) | F600 | Classified | Hourly | 75.82 | 79.61 | 83.58 | 87.77 | 92.16 |
| | | | Bi-Weekly | 6,065.60 | 6,368.80 | 6,686.40 | 7,021.60 | 7,372.80 |
| | | | Monthly | 13,142.13 | 13,799.07 | 14,487.20 | 15,213.47 | 15,974.40 |
| | | | Annual | 157,705.60 | 165,588.80 | 173,846.40 | 182,561.60 | 191,692.80 |
| FIRE MARSHAL (40 HR) | F400 | Classified | Hourly | 68.93 | 72.38 | 75.99 | 79.79 | 83.78 |
| | | | Bi-Weekly | 5,514.40 | 5,790.40 | 6,079.20 | 6,383.20 | 6,702.40 |
| | | | Monthly | 11,947.87 | 12,545.87 | 13,171.60 | 13,830.27 | 14,521.87 |
| | | | Annual | 143,374.40 | 150,550.40 | 158,059.20 | 165,963.20 | 174,262.40 |
| FIRE TRAINING OFFICER (40 HR) | F420 | Classified | Hourly | 68.93 | 72.38 | 75.99 | 79.79 | 83.78 |
| | | | Bi-Weekly | 5,514.40 | 5,790.40 | 6,079.20 | 6,383.20 | 6,702.40 |
| | | | Monthly | 11,947.87 | 12,545.87 | 13,171.60 | 13,830.27 | 14,521.87 |
| | | | Annual | 143,374.40 | 150,550.40 | 158,059.20 | 165,963.20 | 174,262.40 |
| BATTALION CHIEF (56 HR) | F410 | Classified | Hourly | 44.76 | 47.00 | 49.35 | 51.82 | 54.40 |
| | | | Bi-Weekly | 5,013.12 | 5,264.00 | 5,527.20 | 5,803.84 | 6,092.80 |
| | | | Monthly | 10,861.76 | 11,405.33 | 11,975.60 | 12,574.99 | 13,201.07 |
| | | | Annual | 130,341.12 | 136,864.00 | 143,707.20 | 150,899.84 | 158,412.80 |
| BATTALION CHIEF (40 HR) | F415 | Classified | Hourly | 62.65 | 65.79 | 69.07 | 72.53 | 76.16 |
| | | | Bi-Weekly | 5,012.00 | 5,263.20 | 5,525.60 | 5,802.40 | 6,092.80 |
| | | | Monthly | 10,859.33 | 11,403.60 | 11,972.13 | 12,571.87 | 13,201.07 |
| | | | Annual | 130,312.00 | 136,843.20 | 143,665.60 | 150,862.40 | 158,412.80 |
| STAFF FIRE CAPTAIN (40 HR) | F240 | Classified | Hourly | | | 60.34 | 63.35 | 66.52 |
| | | | Bi-Weekly | | | 4,827.20 | 5,068.00 | 5,321.60 |
| | | | Monthly | | | 10,458.93 | 10,980.67 | 11,530.13 |
| | | | Annual | | | 125,507.20 | 131,768.00 | 138,361.60 |
| FIRE CAPTAIN (56 HR) | F245 | Classified | Hourly | | | 39.17 | 41.13 | 43.19 |
| | | | Bi-Weekly | | | 4,387.04 | 4,606.56 | 4,837.28 |
| | | | Monthly | | | 9,505.25 | 9,980.88 | 10,480.77 |
| | | | Annual | | | 114,063.04 | 119,770.56 | 125,769.28 |
| FIRE CAPTAIN (40 HR) | F250 | Classified | Hourly | | | 54.85 | 57.59 | 60.46 |
| | | | Bi-Weekly | | | 4,388.00 | 4,607.20 | 4,836.80 |
| | | | Monthly | | | 9,507.33 | 9,982.27 | 10,479.73 |
| | | | Annual | | | 114,088.00 | 119,787.20 | 125,756.80 |
| FIRE PREVENTION INSPECTOR (56 HR) | F225 | Classified | Hourly | 33.19 | 34.84 | 36.58 | 38.41 | 40.32 |
| | | | Bi-Weekly | 3,717.28 | 3,902.08 | 4,096.96 | 4,301.92 | 4,515.84 |
| | | | Monthly | 8,054.11 | 8,454.51 | 8,876.75 | 9,320.83 | 9,784.32 |
| | | | Annual | 96,649.28 | 101,454.08 | 106,520.96 | 111,849.92 | 117,411.84 |
| FIRE PREVENTION INSPECTOR (40 HR) | F220 | Classified | Hourly | 46.43 | 48.76 | 51.20 | 53.76 | 56.44 |
| | | | Bi-Weekly | 3,714.40 | 3,900.80 | 4,096.00 | 4,300.80 | 4,515.20 |
| | | | Monthly | 8,047.87 | 8,451.73 | 8,874.67 | 9,318.40 | 9,782.93 |
| | | | Annual | 96,574.40 | 101,420.80 | 106,496.00 | 111,820.80 | 117,395.20 |
| APPARATUS OPERATOR (56 HR) | F210 | Classified | Hourly | 31.43 | 32.99 | 34.65 | 36.38 | 38.19 |
| | | | Bi-Weekly | 3,520.16 | 3,694.88 | 3,880.80 | 4,074.56 | 4,277.28 |
| | | | Monthly | 7,627.01 | 8,005.57 | 8,408.40 | 8,828.21 | 9,267.44 |
| | | | Annual | 91,524.16 | 96,066.88 | 100,900.80 | 105,938.56 | 111,209.28 |
| APPARATUS OPERATOR (40 HR) | F215 | Classified | Hourly | 43.95 | 46.15 | 48.46 | 50.88 | 53.43 |
| | | | Bi-Weekly | 3,516.00 | 3,692.00 | 3,876.80 | 4,070.40 | 4,274.40 |
| | | | Monthly | 7,618.00 | 7,999.33 | 8,399.73 | 8,819.20 | 9,261.20 |
| | | | Annual | 91,416.00 | 95,992.00 | 100,796.80 | 105,830.40 | 111,134.40 |
| FIREFIGHTER (56 HR) | F200 | Classified | Hourly | 29.61 | 31.10 | 32.65 | 34.29 | 36.01 |
| | | | Bi-Weekly | 3,316.32 | 3,483.20 | 3,656.80 | 3,840.48 | 4,033.12 |
| | | | Monthly | 7,185.36 | 7,546.93 | 7,923.07 | 8,321.04 | 8,738.43 |
| | | | Annual | 86,224.32 | 90,563.20 | 95,076.80 | 99,852.48 | 104,861.12 |
| FIREFIGHTER (40 HR) | F205 | Classified | Hourly | 41.47 | 43.54 | 45.71 | 48.00 | 50.40 |
| | | | Bi-Weekly | 3,317.60 | 3,483.20 | 3,656.80 | 3,840.00 | 4,032.00 |
| | | | Monthly | 7,188.13 | 7,546.93 | 7,923.07 | 8,320.00 | 8,736.00 |
| | | | Annual | 86,257.60 | 90,563.20 | 95,076.80 | 99,840.00 | 104,832.00 |
| FIREFIGHTER TRAINEE (40 HR) | F100 | Classified | Hourly | 37.71 | 39.58 | | | |
| | | | Bi-Weekly | 3,016.80 | 3,166.40 | | | |
| | | | Monthly | 6,536.40 | 6,860.53 | | | |
| | | | Annual | 78,436.80 | 82,326.40 | | | |

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FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
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| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|------------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| PROFESSIONAL STAFF | | | | | | | | |
| HAZARDOUS MATERIALS PROGRAM COORDINATOR | H590 | Classified | Hourly | 53.18 | 55.84 | 58.63 | 61.57 | 64.64 |
| | | | Bi-Weekly | 4,254.40 | 4,467.20 | 4,690.40 | 4,925.60 | 5,171.20 |
| | | | Monthly | 9,217.87 | 9,678.93 | 10,162.53 | 10,672.13 | 11,204.27 |
| | | | Annual | 110,614.40 | 116,147.20 | 121,950.40 | 128,065.60 | 134,451.20 |
| FIRE PROTECTION ENGINEER | T510 | Classified | Hourly | 49.42 | 51.81 | 54.43 | 57.26 | 60.18 |
| | | | Bi-Weekly | 3,953.60 | 4,144.80 | 4,354.40 | 4,580.80 | 4,814.40 |
| | | | Monthly | 8,566.13 | 8,980.40 | 9,434.53 | 9,925.07 | 10,431.20 |
| | | | Annual | 102,793.60 | 107,764.80 | 113,214.40 | 119,100.80 | 125,174.40 |
| EMERGENCY MEDICAL SERVICES COORDINATOR | H585 | Classified | Hourly | 48.37 | 50.80 | 53.33 | 55.99 | 58.80 |
| | | | Bi-Weekly | 3,869.60 | 4,064.00 | 4,266.40 | 4,479.20 | 4,704.00 |
| | | | Monthly | 8,384.13 | 8,805.33 | 9,243.87 | 9,704.93 | 10,192.00 |
| | | | Annual | 100,609.60 | 105,664.00 | 110,926.40 | 116,459.20 | 122,304.00 |
| ENVIRONMENTAL SPECIALIST | T505 | Classified | Hourly | 43.72 | 45.90 | 48.20 | 50.60 | 53.14 |
| | | | Bi-Weekly | 3,497.60 | 3,672.00 | 3,856.00 | 4,048.00 | 4,251.20 |
| | | | Monthly | 7,578.13 | 7,956.00 | 8,354.67 | 8,770.67 | 9,210.93 |
| | | | Annual | 90,937.60 | 95,472.00 | 100,256.00 | 105,248.00 | 110,531.20 |
| HAZARDOUS MATERIALS INVESTIGATOR | T500 | Classified | Hourly | 41.65 | 43.73 | 45.91 | 48.22 | 50.60 |
| | | | Bi-Weekly | 3,332.00 | 3,498.40 | 3,672.80 | 3,857.60 | 4,048.00 |
| | | | Monthly | 7,219.33 | 7,579.87 | 7,957.73 | 8,358.13 | 8,770.67 |
| | | | Annual | 86,632.00 | 90,958.40 | 95,492.80 | 100,297.60 | 105,248.00 |
| | | | | | | | | |
| FIRE SERVICES SUPERVISOR | H580 | Classified | Hourly | 45.67 | 47.96 | 50.35 | 52.86 | 55.51 |
| | | | Bi-Weekly | 3,653.60 | 3,836.80 | 4,028.00 | 4,228.80 | 4,440.80 |
| | | | Monthly | 7,916.13 | 8,313.07 | 8,727.33 | 9,162.40 | 9,621.73 |
| | | | Annual | 94,993.60 | 99,756.80 | 104,728.00 | 109,948.80 | 115,460.80 |
| | | | | | | | | |
| FIRE TECHNICIAN II | C255 | Classified | Hourly | 29.84 | 31.33 | 32.89 | 34.54 | 36.26 |
| | | | Bi-Weekly | 2,386.90 | 2,506.16 | 2,631.07 | 2,763.23 | 2,901.02 |
| | | | Monthly | 5,171.61 | 5,430.02 | 5,700.65 | 5,986.99 | 6,285.55 |
| | | | Annual | 62,059.35 | 65,160.22 | 68,407.76 | 71,843.86 | 75,426.62 |
| FIRE TECHNICIAN I | C250 | Classified | Hourly | 27.11 | 28.47 | 29.89 | 31.39 | 32.96 |
| | | | Bi-Weekly | 2,168.52 | 2,277.30 | 2,390.93 | 2,511.00 | 2,636.71 |
| | | | Monthly | 4,698.45 | 4,934.16 | 5,180.34 | 5,440.49 | 5,712.87 |
| | | | Annual | 56,381.40 | 59,209.90 | 62,164.11 | 65,285.93 | 68,554.42 |
| HUMAN RESOURCES DEPARTMENT | | | | | | | | |
| | | | | | | | | |
| DEPUTY DIRECTOR OF HUMAN RESOURCES | U520 | Classified | Hourly | 63.73 | 66.91 | 70.27 | 73.78 | 77.46 |
| | | | Bi-Weekly | 5,098.40 | 5,352.80 | 5,621.60 | 5,902.40 | 6,196.80 |
| | | | Monthly | 11,046.53 | 11,597.73 | 12,180.13 | 12,788.53 | 13,426.40 |
| | | | Annual | 132,558.40 | 139,172.80 | 146,161.60 | 153,462.40 | 161,116.80 |
| HUMAN RESOURCES MANAGER | U135 | Classified | Hourly | 48.60 | 51.03 | 53.58 | 56.26 | 59.07 |
| | | | Bi-Weekly | 3,888.00 | 4,082.40 | 4,286.40 | 4,500.80 | 4,725.60 |
| | | | Monthly | 8,424.00 | 8,845.20 | 9,287.20 | 9,751.73 | 10,238.80 |
| | | | Annual | 101,088.00 | 106,142.40 | 111,446.40 | 117,020.80 | 122,865.60 |
| SENIOR HUMAN RESOURCES ANALYST | U120 | Classified | Hourly | 45.51 | 47.77 | 50.17 | 52.68 | 55.31 |
| | | | Bi-Weekly | 3,640.80 | 3,821.60 | 4,013.60 | 4,214.40 | 4,424.80 |
| | | | Monthly | 7,888.40 | 8,280.13 | 8,696.13 | 9,131.20 | 9,587.07 |
| | | | Annual | 94,660.80 | 99,361.60 | 104,353.60 | 109,574.40 | 115,044.80 |
| HUMAN RESOURCES ANALYST II | U115 | Classified | Hourly | 41.38 | 43.44 | 45.61 | 47.88 | 50.28 |
| | | | Bi-Weekly | 3,310.40 | 3,475.20 | 3,648.80 | 3,830.40 | 4,022.40 |
| | | | Monthly | 7,172.53 | 7,529.60 | 7,905.73 | 8,299.20 | 8,715.20 |
| | | | Annual | 86,070.40 | 90,355.20 | 94,868.80 | 99,590.40 | 104,582.40 |
| HUMAN RESOURCES ANALYST I | U110 | Classified | Hourly | 37.61 | 39.49 | 41.47 | 43.55 | 45.72 |
| | | | Bi-Weekly | 3,008.80 | 3,159.20 | 3,317.60 | 3,484.00 | 3,657.60 |
| | | | Monthly | 6,519.07 | 6,844.93 | 7,188.13 | 7,548.67 | 7,924.80 |
| | | | Annual | 78,228.80 | 82,139.20 | 86,257.60 | 90,584.00 | 95,097.60 |
| HUMAN RESOURCES TECHNICIAN | U100 | Classified | Hourly | 29.16 | 30.62 | 32.15 | 33.74 | 35.43 |
| | | | Bi-Weekly | 2,332.80 | 2,449.60 | 2,572.00 | 2,699.20 | 2,834.40 |
| | | | Monthly | 5,054.40 | 5,307.47 | 5,572.67 | 5,848.27 | 6,141.20 |
| | | | Annual | 60,652.80 | 63,689.60 | 66,872.00 | 70,179.20 | 73,694.40 |
| | | | | | | | | |
| HUMAN RESOURCES ADMINISTRATIVE ASSISTANT | U105 | Classified | Hourly | 32.76 | 34.39 | 36.11 | 37.91 | 39.82 |
| | | | Bi-Weekly | 2,620.80 | 2,751.20 | 2,888.80 | 3,032.80 | 3,185.60 |
| | | | Monthly | 5,678.40 | 5,960.93 | 6,259.07 | 6,571.07 | 6,902.13 |
| | | | Annual | 68,140.80 | 71,531.20 | 75,108.80 | 78,852.80 | 82,825.60 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | Step A | Step B | Step C | Step D | Step E | |
|-------------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| LIBRARY AND COMMUNITY SERVICES DEPARTMENT | | | | | | | | |
| COMMUNITY SERVICES | | | | | | | | |
| COMMUNITY SERVICES MANAGER | H745 | Classified | Hourly | 58.96 | 61.90 | 65.00 | 68.26 | 71.67 |
| | | | Bi-Weekly | 4,716.80 | 4,952.00 | 5,200.00 | 5,460.80 | 5,733.60 |
| | | | Monthly | 10,219.73 | 10,729.33 | 11,266.67 | 11,831.73 | 12,422.80 |
| | | | Annual | 122,636.80 | 128,752.00 | 135,200.00 | 141,980.80 | 149,073.60 |
| COMMUNITY PROGRAMS SPECIALIST | T705 | Classified | Hourly | 39.43 | 41.48 | 43.59 | 45.74 | 47.97 |
| | | | Bi-Weekly | 3,154.40 | 3,318.40 | 3,487.20 | 3,659.20 | 3,837.60 |
| | | | Monthly | 6,834.53 | 7,189.87 | 7,555.60 | 7,928.27 | 8,314.80 |
| | | | Annual | 82,014.40 | 86,278.40 | 90,667.20 | 95,139.20 | 99,777.60 |
| | | | | | | | | |
| SENIOR PROPERTY REHABILITATION SPECIALIST | T730 | Classified | Hourly | 43.37 | 45.62 | 47.94 | 50.30 | 52.76 |
| | | | Bi-Weekly | 3,469.60 | 3,649.60 | 3,835.20 | 4,024.00 | 4,220.80 |
| | | | Monthly | 7,517.47 | 7,907.47 | 8,309.60 | 8,718.67 | 9,145.07 |
| | | | Annual | 90,209.60 | 94,889.60 | 99,715.20 | 104,624.00 | 109,740.80 |
| PROPERTY REHABILITATION SPECIALIST | T725 | Classified | Hourly | 39.43 | 41.48 | 43.59 | 45.74 | 47.97 |
| | | | Bi-Weekly | 3,154.40 | 3,318.40 | 3,487.20 | 3,659.20 | 3,837.60 |
| | | | Monthly | 6,834.53 | 7,189.87 | 7,555.60 | 7,928.27 | 8,314.80 |
| | | | Annual | 82,014.40 | 86,278.40 | 90,667.20 | 95,139.20 | 99,777.60 |
| | | | | | | | | |
| PARATRANSIT COORDINATOR | T715 | Classified | Hourly | 37.59 | 39.47 | 41.38 | 43.48 | 45.61 |
| | | | Bi-Weekly | 3,007.20 | 3,157.60 | 3,310.40 | 3,478.40 | 3,648.80 |
| | | | Monthly | 6,515.60 | 6,841.47 | 7,172.53 | 7,536.53 | 7,905.73 |
| | | | Annual | 78,187.20 | 82,097.60 | 86,070.40 | 90,438.40 | 94,868.80 |
| | | | | | | | | |
| EDUCATION SERVICES MANAGER | H760 | Classified | Hourly | 40.73 | 42.76 | 44.90 | 47.13 | 49.49 |
| | | | Bi-Weekly | 3,258.40 | 3,420.80 | 3,592.00 | 3,770.40 | 3,959.20 |
| | | | Monthly | 7,059.87 | 7,411.73 | 7,782.67 | 8,169.20 | 8,578.27 |
| | | | Annual | 84,718.40 | 88,940.80 | 93,392.00 | 98,030.40 | 102,939.20 |
| EDUCATIONAL SERVICES COORDINATOR | T780 | Classified | Hourly | 29.30 | 30.77 | 32.32 | 33.93 | 35.63 |
| | | | Bi-Weekly | 2,344.00 | 2,461.60 | 2,585.60 | 2,714.40 | 2,850.40 |
| | | | Monthly | 5,078.67 | 5,333.47 | 5,602.13 | 5,881.20 | 6,175.87 |
| | | | Annual | 60,944.00 | 64,001.60 | 67,225.60 | 70,574.40 | 74,110.40 |
| LIBRARY SERVICES DIVISION | | | | | | | | |
| LIBRARY OPERATIONS MANAGER | H755 | Classified | Hourly | 40.73 | 42.76 | 44.90 | 47.13 | 49.49 |
| | | | Bi-Weekly | 3,258.40 | 3,420.80 | 3,592.00 | 3,770.40 | 3,959.20 |
| | | | Monthly | 7,059.87 | 7,411.73 | 7,782.67 | 8,169.20 | 8,578.27 |
| | | | Annual | 84,718.40 | 88,940.80 | 93,392.00 | 98,030.40 | 102,939.20 |
| | | | | | | | | |
| SUPERVISING LIBRARIAN I | H750 | Classified | Hourly | 40.73 | 42.76 | 44.90 | 47.13 | 49.49 |
| | | | Bi-Weekly | 3,258.40 | 3,420.80 | 3,592.00 | 3,770.40 | 3,959.20 |
| | | | Monthly | 7,059.87 | 7,411.73 | 7,782.67 | 8,169.20 | 8,578.27 |
| | | | Annual | 84,718.40 | 88,940.80 | 93,392.00 | 98,030.40 | 102,939.20 |
| LIBRARIAN II | T795 | Classified | Hourly | 33.06 | 34.72 | 36.40 | 38.24 | 40.05 |
| | | | Bi-Weekly | 2,644.80 | 2,777.60 | 2,912.00 | 3,059.20 | 3,204.00 |
| | | | Monthly | 5,730.40 | 6,018.13 | 6,309.33 | 6,628.27 | 6,942.00 |
| | | | Annual | 68,764.80 | 72,217.60 | 75,712.00 | 79,539.20 | 83,304.00 |
| LIBRARIAN I | T790 | Classified | Hourly | 29.98 | 31.49 | 33.06 | 34.63 | 36.41 |
| | | | Bi-Weekly | 2,398.40 | 2,519.20 | 2,644.80 | 2,770.40 | 2,912.80 |
| | | | Monthly | 5,196.53 | 5,458.27 | 5,730.40 | 6,002.53 | 6,311.07 |
| | | | Annual | 62,358.40 | 65,499.20 | 68,764.80 | 72,030.40 | 75,732.80 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|--------------------------|----------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|
| LEAD LIBRARY ASSISTANT | C520 | Classified | Hourly | 27.92 | 29.33 | 30.73 | 32.24 | 33.92 |
| | | | Bi-Weekly | 2,233.46 | 2,346.61 | 2,458.12 | 2,579.47 | 2,713.94 |
| | | | Monthly | 4,839.17 | 5,084.32 | 5,325.93 | 5,588.85 | 5,880.19 |
| | | | Annual | 58,070.01 | 61,011.89 | 63,911.12 | 67,066.18 | 70,562.32 |
| SENIOR LIBRARY ASSISTANT | C515 | Classified | Hourly | 25.78 | 26.91 | 28.15 | 29.40 | 30.81 |
| | | | Bi-Weekly | 2,062.10 | 2,153.11 | 2,252.32 | 2,352.35 | 2,464.68 |
| | | | Monthly | 4,467.88 | 4,665.07 | 4,880.03 | 5,096.76 | 5,340.14 |
| | | | Annual | 53,614.57 | 55,980.86 | 58,560.33 | 61,161.11 | 64,081.67 |
| LIBRARY ASSISTANT | C510 | Classified | Hourly | 23.36 | 24.44 | 25.54 | 26.72 | 27.98 |
| | | | Bi-Weekly | 1,868.60 | 1,955.51 | 2,043.24 | 2,137.53 | 2,238.38 |
| | | | Monthly | 4,048.63 | 4,236.94 | 4,427.02 | 4,631.32 | 4,849.83 |
| | | | Annual | 48,583.54 | 50,843.24 | 53,124.26 | 55,575.82 | 58,197.92 |

| | | | | | | | | |
|------------------------------|------|------------|-----------|--|--|--|--|-----------|
| SENIOR LIBRARY PAGE (.6 FTE) | C505 | Classified | Hourly | | | | | 17.38 |
| | | | Bi-Weekly | | | | | 834.24 |
| | | | Monthly | | | | | 1,807.52 |
| | | | Annual | | | | | 21,690.24 |
| LIBRARY PAGE (.3 FTE) | C500 | Classified | Hourly | | | | | 15.87 |
| | | | Bi-Weekly | | | | | 380.88 |
| | | | Monthly | | | | | 825.24 |
| | | | Annual | | | | | 9,902.88 |

| | | | | | | | | |
|------------------------------|------|------------|-----------|-----------|-----------|-----------|-----------|-----------|
| LITERACY PROGRAM COORDINATOR | T785 | Classified | Hourly | 29.34 | 30.82 | 32.35 | 33.89 | 35.63 |
| | | | Bi-Weekly | 2,347.20 | 2,465.60 | 2,588.00 | 2,711.20 | 2,850.40 |
| | | | Monthly | 5,085.60 | 5,342.13 | 5,607.33 | 5,874.27 | 6,175.87 |
| | | | Annual | 61,027.20 | 64,105.60 | 67,288.00 | 70,491.20 | 74,110.40 |

| | | | | | | | | |
|------------------------|------|------------|-----------|-----------|-----------|-----------|-----------|-----------|
| LEAD PROGRAM ASSISTANT | C508 | Classified | Hourly | 27.92 | 29.33 | 30.73 | 32.24 | 33.92 |
| | | | Bi-Weekly | 2,233.46 | 2,346.61 | 2,458.12 | 2,579.47 | 2,713.94 |
| | | | Monthly | 4,839.17 | 5,084.32 | 5,325.93 | 5,588.85 | 5,880.19 |
| | | | Annual | 58,070.01 | 61,011.89 | 63,911.12 | 67,066.18 | 70,562.32 |
| PROGRAM ASSISTANT | C506 | Classified | Hourly | 21.84 | 22.95 | 24.09 | 25.30 | 26.57 |
| | | | Bi-Weekly | 1,747.57 | 1,835.92 | 1,927.51 | 2,023.97 | 2,125.29 |
| | | | Monthly | 3,786.40 | 3,977.82 | 4,176.28 | 4,385.26 | 4,604.79 |
| | | | Annual | 45,436.75 | 47,733.88 | 50,115.30 | 52,623.18 | 55,257.50 |

MAINTENANCE SERVICES DEPARTMENT

| FACILITIES MANAGEMENT | | | | | | | | |
|-----------------------------------|------|------------|-----------|------------|------------|------------|------------|------------|
| FACILITIES AND BUILDING MANAGER | H605 | Classified | Hourly | 53.18 | 55.83 | 58.62 | 61.56 | 64.64 |
| | | | Bi-Weekly | 4,254.40 | 4,466.40 | 4,689.60 | 4,924.80 | 5,171.20 |
| | | | Monthly | 9,217.87 | 9,677.20 | 10,160.80 | 10,670.40 | 11,204.27 |
| | | | Annual | 110,614.40 | 116,126.40 | 121,929.60 | 128,044.80 | 134,451.20 |
| FACILITIES LEADWORKER | M135 | Classified | Hourly | 45.72 | 47.53 | 49.38 | 51.42 | 53.62 |
| | | | Bi-Weekly | 3,657.60 | 3,802.40 | 3,950.40 | 4,113.60 | 4,289.60 |
| | | | Monthly | 7,924.80 | 8,238.53 | 8,559.20 | 8,912.80 | 9,294.13 |
| | | | Annual | 95,097.60 | 98,862.40 | 102,710.40 | 106,953.60 | 111,529.60 |
| FACILITIES MAINTENANCE SUPERVISOR | H600 | Classified | Hourly | 37.85 | 39.74 | 41.73 | 43.82 | 46.01 |
| | | | Bi-Weekly | 3,028.00 | 3,179.20 | 3,338.40 | 3,505.60 | 3,680.80 |
| | | | Monthly | 6,560.67 | 6,888.27 | 7,233.20 | 7,595.47 | 7,975.07 |
| | | | Annual | 78,728.00 | 82,659.20 | 86,798.40 | 91,145.60 | 95,700.80 |

| | | | | | | | | |
|---------------|------|------------|-----------|-----------|-----------|-----------|-----------|------------|
| HVAC MECHANIC | M140 | Classified | Hourly | 41.32 | 42.97 | 44.66 | 46.55 | 48.48 |
| | | | Bi-Weekly | 3,305.60 | 3,437.60 | 3,572.80 | 3,724.00 | 3,878.40 |
| | | | Monthly | 7,162.13 | 7,448.13 | 7,741.07 | 8,068.67 | 8,403.20 |
| | | | Annual | 85,945.60 | 89,377.60 | 92,892.80 | 96,824.00 | 100,838.40 |

| | | | | | | | | |
|-----------------------|------|------------|-----------|-----------|-----------|-----------|-----------|-----------|
| FACILITIES PAINTER II | M130 | Classified | Hourly | 33.73 | 35.11 | 36.48 | 37.99 | 39.57 |
| | | | Bi-Weekly | 2,698.40 | 2,808.80 | 2,918.40 | 3,039.20 | 3,165.60 |
| | | | Monthly | 5,846.53 | 6,085.73 | 6,323.20 | 6,584.93 | 6,858.80 |
| | | | Annual | 70,158.40 | 73,028.80 | 75,878.40 | 79,019.20 | 82,305.60 |
| FACILITIES PAINTER I | M125 | Classified | Hourly | 30.69 | 31.93 | 33.22 | 34.61 | 35.98 |
| | | | Bi-Weekly | 2,455.20 | 2,554.40 | 2,657.60 | 2,768.80 | 2,878.40 |
| | | | Monthly | 5,319.60 | 5,534.53 | 5,758.13 | 5,999.07 | 6,236.53 |
| | | | Annual | 63,835.20 | 66,414.40 | 69,097.60 | 71,988.80 | 74,838.40 |

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|----------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|--|
| FACILITIES CARPENTER II | M120 | Classified | Hourly | 33.59 | 34.92 | 36.39 | 37.89 | 39.47 | |
| | | | Bi-Weekly | 2,687.20 | 2,793.60 | 2,911.20 | 3,031.20 | 3,157.60 | |
| | | | Monthly | 5,822.27 | 6,052.80 | 6,307.60 | 6,567.60 | 6,841.47 | |
| | | | Annual | 69,867.20 | 72,633.60 | 75,691.20 | 78,811.20 | 82,097.60 | |
| FACILITIES CARPENTER I | M115 | Classified | Hourly | 30.56 | 31.82 | 33.13 | 34.47 | 35.91 | |
| | | | Bi-Weekly | 2,444.80 | 2,545.60 | 2,650.40 | 2,757.60 | 2,872.80 | |
| | | | Monthly | 5,297.07 | 5,515.47 | 5,742.53 | 5,974.80 | 6,224.40 | |
| | | | Annual | 63,564.80 | 66,185.60 | 68,910.40 | 71,697.60 | 74,692.80 | |
| | | | | | | | | | |
| FACILITIES SERVICEWORKER II | M110 | Classified | Hourly | 24.83 | 25.81 | 26.87 | 27.81 | 28.92 | |
| | | | Bi-Weekly | 1,986.40 | 2,064.80 | 2,149.60 | 2,224.80 | 2,313.60 | |
| | | | Monthly | 4,303.87 | 4,473.73 | 4,657.47 | 4,820.40 | 5,012.80 | |
| | | | Annual | 51,646.40 | 53,684.80 | 55,889.60 | 57,844.80 | 60,153.60 | |
| FACILITIES SERVICEWORKER I | M105 | Classified | Hourly | 22.61 | 23.44 | 24.36 | 25.37 | 26.27 | |
| | | | Bi-Weekly | 1,808.80 | 1,875.20 | 1,948.80 | 2,029.60 | 2,101.60 | |
| | | | Monthly | 3,919.07 | 4,062.93 | 4,222.40 | 4,397.47 | 4,553.47 | |
| | | | Annual | 47,028.80 | 48,755.20 | 50,668.80 | 52,769.60 | 54,641.60 | |
| | | | | | | | | | |
| FLEET MANAGEMENT DIVISION | | | | | | | | | |
| FLEET MAINTENANCE MANAGER | H635 | Classified | Hourly | 53.18 | 55.83 | 58.62 | 61.56 | 64.64 | |
| | | | Bi-Weekly | 4,254.40 | 4,466.40 | 4,689.60 | 4,924.80 | 5,171.20 | |
| | | | Monthly | 9,217.87 | 9,677.20 | 10,160.80 | 10,670.40 | 11,204.27 | |
| | | | Annual | 110,614.40 | 116,126.40 | 121,929.60 | 128,044.80 | 134,451.20 | |
| FLEET MANAGEMENT SUPERVISOR | H630 | Classified | Hourly | 46.36 | 48.69 | 51.12 | 53.67 | 56.35 | |
| | | | Bi-Weekly | 3,708.80 | 3,895.20 | 4,089.60 | 4,293.60 | 4,508.00 | |
| | | | Monthly | 8,035.73 | 8,439.60 | 8,860.80 | 9,302.80 | 9,767.33 | |
| | | | Annual | 96,428.80 | 101,275.20 | 106,329.60 | 111,633.60 | 117,208.00 | |
| | | | | | | | | | |
| EQUIPMENT MECHANIC II | M615 | Classified | Hourly | 31.88 | 33.38 | 35.07 | 36.90 | 38.73 | |
| | | | Bi-Weekly | 2,550.74 | 2,670.01 | 2,805.41 | 2,952.08 | 3,098.76 | |
| | | | Monthly | 5,526.60 | 5,785.03 | 6,078.38 | 6,396.18 | 6,713.99 | |
| | | | Annual | 66,319.16 | 69,420.34 | 72,940.60 | 76,754.21 | 80,567.82 | |
| EQUIPMENT MECHANIC I | M610 | Classified | Hourly | 29.03 | 30.49 | 32.05 | 33.62 | 35.27 | |
| | | | Bi-Weekly | 2,322.66 | 2,439.52 | 2,563.63 | 2,689.36 | 2,821.53 | |
| | | | Monthly | 5,032.43 | 5,285.63 | 5,554.53 | 5,826.94 | 6,113.31 | |
| | | | Annual | 60,389.20 | 63,427.52 | 66,654.42 | 69,923.23 | 73,359.67 | |
| | | | | | | | | | |
| EQUIPMENT PARTS STOREKEEPER | M605 | Classified | Hourly | 26.71 | 28.14 | 29.49 | 30.98 | 32.54 | |
| | | | Bi-Weekly | 2,137.02 | 2,251.03 | 2,359.38 | 2,478.24 | 2,603.56 | |
| | | | Monthly | 4,630.22 | 4,877.23 | 5,111.99 | 5,369.51 | 5,641.05 | |
| | | | Annual | 55,562.63 | 58,526.81 | 61,343.83 | 64,434.15 | 67,692.64 | |
| EQUIPMENT SERVICE ATTENDANT | M600 | Classified | Hourly | 24.66 | 25.62 | 26.68 | 27.59 | 28.65 | |
| | | | Bi-Weekly | 1,972.89 | 2,049.70 | 2,134.60 | 2,207.37 | 2,292.27 | |
| | | | Monthly | 4,274.59 | 4,441.02 | 4,624.96 | 4,782.63 | 4,966.58 | |
| | | | Annual | 51,295.05 | 53,292.19 | 55,499.56 | 57,391.59 | 59,598.96 | |
| | | | | | | | | | |
| LANDSCAPE MAINTENANCE DIVISION | | | | | | | | | |
| LANDSCAPE MAINTENANCE MANAGER | H615 | Classified | Hourly | 53.18 | 55.83 | 58.62 | 61.56 | 64.64 | |
| | | | Bi-Weekly | 4,254.40 | 4,466.40 | 4,689.60 | 4,924.80 | 5,171.20 | |
| | | | Monthly | 9,217.87 | 9,677.20 | 10,160.80 | 10,670.40 | 11,204.27 | |
| | | | Annual | 110,614.40 | 116,126.40 | 121,929.60 | 128,044.80 | 134,451.20 | |
| LANDSCAPE MAINTENANCE SUPERVISOR | H610 | Classified | Hourly | 46.36 | 48.69 | 51.12 | 53.67 | 56.35 | |
| | | | Bi-Weekly | 3,708.80 | 3,895.20 | 4,089.60 | 4,293.60 | 4,508.00 | |
| | | | Monthly | 8,035.73 | 8,439.60 | 8,860.80 | 9,302.80 | 9,767.33 | |
| | | | Annual | 96,428.80 | 101,275.20 | 106,329.60 | 111,633.60 | 117,208.00 | |

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FY 2017**

ATTACHMENT II
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|--------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| GROUNDSKEEPER III | M215 | Classified | Hourly | 34.50 | 35.88 | 37.34 | 38.66 | 40.15 |
| | | | Bi-Weekly | 2,760.00 | 2,870.40 | 2,987.20 | 3,092.80 | 3,212.00 |
| | | | Monthly | 5,980.00 | 6,219.20 | 6,472.27 | 6,701.07 | 6,959.33 |
| | | | Annual | 71,760.00 | 74,630.40 | 77,667.20 | 80,412.80 | 83,512.00 |
| GROUNDSKEEPER II | M210 | Classified | Hourly | 30.00 | 31.20 | 32.47 | 33.62 | 34.91 |
| | | | Bi-Weekly | 2,400.00 | 2,496.00 | 2,597.60 | 2,689.60 | 2,792.80 |
| | | | Monthly | 5,200.00 | 5,408.00 | 5,628.13 | 5,827.47 | 6,051.07 |
| | | | Annual | 62,400.00 | 64,896.00 | 67,537.60 | 69,929.60 | 72,612.80 |
| GROUNDSKEEPER I | M205 | Classified | Hourly | 27.24 | 28.34 | 29.53 | 30.55 | 31.75 |
| | | | Bi-Weekly | 2,179.20 | 2,267.20 | 2,362.40 | 2,444.00 | 2,540.00 |
| | | | Monthly | 4,721.60 | 4,912.27 | 5,118.53 | 5,295.33 | 5,503.33 |
| | | | Annual | 56,659.20 | 58,947.20 | 61,422.40 | 63,544.00 | 66,040.00 |
| TREE TRIMMER | M220 | Classified | Hourly | 31.24 | 32.49 | 33.81 | 35.01 | 36.38 |
| | | | Bi-Weekly | 2,499.16 | 2,599.09 | 2,704.67 | 2,800.57 | 2,910.18 |
| | | | Monthly | 5,414.84 | 5,631.37 | 5,860.11 | 6,067.91 | 6,305.38 |
| | | | Annual | 64,978.11 | 67,576.39 | 70,321.36 | 72,814.87 | 75,664.61 |
| STREET MAINTENANCE DIVISION | | | | | | | | |
| STREETS MAINTENANCE MANAGER | H625 | Classified | Hourly | 53.18 | 55.83 | 58.62 | 61.56 | 64.64 |
| | | | Bi-Weekly | 4,254.40 | 4,466.40 | 4,689.60 | 4,924.80 | 5,171.20 |
| | | | Monthly | 9,217.87 | 9,677.20 | 10,160.80 | 10,670.40 | 11,204.27 |
| | | | Annual | 110,614.40 | 116,126.40 | 121,929.60 | 128,044.80 | 134,451.20 |
| STREETS MAINTENANCE SUPERVISOR | H620 | Classified | Hourly | 46.36 | 48.69 | 51.12 | 53.67 | 56.35 |
| | | | Bi-Weekly | 3,708.80 | 3,895.20 | 4,089.60 | 4,293.60 | 4,508.00 |
| | | | Monthly | 8,035.73 | 8,439.60 | 8,860.80 | 9,302.80 | 9,767.33 |
| | | | Annual | 96,428.80 | 101,275.20 | 106,329.60 | 111,633.60 | 117,208.00 |
| SENIOR MAINTENANCE LEADER | M315 | Classified | Hourly | 35.21 | 36.58 | 38.10 | 39.43 | 40.95 |
| | | | Bi-Weekly | 2,816.80 | 2,926.40 | 3,048.00 | 3,154.40 | 3,276.00 |
| | | | Monthly | 6,103.07 | 6,340.53 | 6,604.00 | 6,834.53 | 7,098.00 |
| | | | Annual | 73,236.80 | 76,086.40 | 79,248.00 | 82,014.40 | 85,176.00 |
| MAINTENANCE LEADER | M310 | Classified | Hourly | 30.62 | 31.81 | 33.13 | 34.29 | 35.61 |
| | | | Bi-Weekly | 2,449.60 | 2,544.80 | 2,650.40 | 2,743.20 | 2,848.80 |
| | | | Monthly | 5,307.47 | 5,513.73 | 5,742.53 | 5,943.60 | 6,172.40 |
| | | | Annual | 63,689.60 | 66,164.80 | 68,910.40 | 71,323.20 | 74,068.80 |
| SWEEPER EQUIPMENT OPERATOR | M700 | Classified | Hourly | 29.65 | 30.65 | 31.87 | 33.24 | 34.55 |
| | | | Bi-Weekly | 2,372.23 | 2,452.07 | 2,549.82 | 2,658.98 | 2,764.07 |
| | | | Monthly | 5,139.84 | 5,312.81 | 5,524.62 | 5,761.13 | 5,988.83 |
| | | | Annual | 61,678.02 | 63,753.73 | 66,295.40 | 69,133.61 | 71,865.91 |
| POLICE DEPARTMENT | | | | | | | | |
| SWORN | | | | | | | | |
| POLICE CAPTAIN | P300 | Classified | Hourly | 79.93 | 83.92 | 88.12 | 92.53 | 97.14 |
| | | | Bi-Weekly | 6,394.40 | 6,713.60 | 7,049.60 | 7,402.40 | 7,771.20 |
| | | | Monthly | 13,854.53 | 14,546.13 | 15,274.13 | 16,038.53 | 16,837.60 |
| | | | Annual | 166,254.40 | 174,553.60 | 183,289.60 | 192,462.40 | 202,051.20 |
| POLICE LIEUTENANT | P215 | Classified | Hourly | | | | 70.73 | 74.17 |
| | | | Bi-Weekly | | | | 5,658.40 | 5,933.60 |
| | | | Monthly | | | | 12,259.87 | 12,856.13 |
| | | | Annual | | | | 147,118.40 | 154,273.60 |
| POLICE SERGEANT | P210 | Classified | Hourly | | | 60.61 | 63.53 | 66.78 |
| | | | Bi-Weekly | | | 4,848.80 | 5,082.40 | 5,342.40 |
| | | | Monthly | | | 10,505.73 | 11,011.87 | 11,575.20 |
| | | | Annual | | | 126,068.80 | 132,142.40 | 138,902.40 |
| INSPECTOR | P205 | Classified | Hourly | 50.17 | 52.67 | 55.25 | 57.88 | 60.71 |
| | | | Bi-Weekly | 4,013.60 | 4,213.60 | 4,420.00 | 4,630.40 | 4,856.80 |
| | | | Monthly | 8,696.13 | 9,129.47 | 9,576.67 | 10,032.53 | 10,523.07 |
| | | | Annual | 104,353.60 | 109,553.60 | 114,920.00 | 120,390.40 | 126,276.80 |
| POLICE OFFICER | P200 | Classified | Hourly | 44.51 | 46.64 | 48.90 | 51.27 | 53.70 |
| | | | Bi-Weekly | 3,560.80 | 3,731.20 | 3,912.00 | 4,101.60 | 4,296.00 |
| | | | Monthly | 7,715.07 | 8,084.27 | 8,476.00 | 8,886.80 | 9,308.00 |
| | | | Annual | 92,580.80 | 97,011.20 | 101,712.00 | 106,641.60 | 111,696.00 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|-------------------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| POLICE OFFICER TRAINEE | P100 | Classified | Hourly | 32.34 | 33.93 | | | |
| | | | Bi-Weekly | 2,587.20 | 2,714.60 | | | |
| | | | Monthly | 5,605.60 | 5,881.64 | | | |
| | | | Annual | 67,267.20 | 70,579.63 | | | |
| PROFESSIONAL STAFF | | | | | | | | |
| PERSONNEL AND TRAINING ADMINISTRATOR | H450 | Classified | Hourly | 60.43 | 63.45 | 66.63 | 69.96 | 73.46 |
| | | | Bi-Weekly | 4,834.40 | 5,076.00 | 5,330.40 | 5,596.80 | 5,876.80 |
| | | | Monthly | 10,474.53 | 10,998.00 | 11,549.20 | 12,126.40 | 12,733.07 |
| | | | Annual | 125,694.40 | 131,976.00 | 138,590.40 | 145,516.80 | 152,796.80 |
| SENIOR CRIME AND INTELLIGENCE ANALYST | H406 | Classified | Hourly | 48.00 | 50.38 | 52.91 | 55.56 | 58.33 |
| | | | Bi-Weekly | 3,840.00 | 4,030.40 | 4,232.80 | 4,444.80 | 4,666.40 |
| | | | Monthly | 8,320.00 | 8,732.53 | 9,171.07 | 9,630.40 | 10,110.53 |
| | | | Annual | 99,840.00 | 104,790.40 | 110,052.80 | 115,564.80 | 121,326.40 |
| CRIME AND INTELLIGENCE ANALYST | H405 | Classified | Hourly | 43.20 | 45.36 | 47.63 | 50.00 | 52.50 |
| | | | Bi-Weekly | 3,456.00 | 3,628.80 | 3,810.40 | 4,000.00 | 4,200.00 |
| | | | Monthly | 7,488.00 | 7,862.40 | 8,255.87 | 8,666.67 | 9,100.00 |
| | | | Annual | 89,856.00 | 94,348.80 | 99,070.40 | 104,000.00 | 109,200.00 |
| POLICE PROGRAMS ANALYST | H400 | Classified | Hourly | 43.20 | 45.36 | 47.63 | 50.00 | 52.50 |
| | | | Bi-Weekly | 3,456.00 | 3,628.80 | 3,810.40 | 4,000.00 | 4,200.00 |
| | | | Monthly | 7,488.00 | 7,862.40 | 8,255.87 | 8,666.67 | 9,100.00 |
| | | | Annual | 89,856.00 | 94,348.80 | 99,070.40 | 104,000.00 | 109,200.00 |
| SPECIAL OPERATIONS DIVISION | | | | | | | | |
| CRIME PREVENTION SPECIALIST | C670 | Classified | Hourly | 29.77 | 31.25 | 32.82 | 34.47 | 36.18 |
| | | | Bi-Weekly | 2,381.92 | 2,500.00 | 2,625.36 | 2,757.60 | 2,894.70 |
| | | | Monthly | 5,160.82 | 5,416.67 | 5,688.29 | 5,974.80 | 6,271.84 |
| | | | Annual | 61,929.82 | 65,000.02 | 68,259.48 | 71,697.60 | 75,262.08 |
| RESERVE OFFICER COORDINATOR | H455 | Classified | Hourly | 52.98 | 55.63 | 58.41 | 61.23 | 64.36 |
| | | | Bi-Weekly | 4,238.40 | 4,450.40 | 4,672.80 | 4,898.40 | 5,148.80 |
| | | | Monthly | 9,183.20 | 9,642.53 | 10,124.40 | 10,613.20 | 11,155.73 |
| | | | Annual | 110,198.40 | 115,710.40 | 121,492.80 | 127,358.40 | 133,868.80 |
| INVESTIGATION DIVISION | | | | | | | | |
| YOUTH AND FAMILY SERVICES ADMINISTRATOR | H445 | Classified | Hourly | 60.43 | 63.45 | 66.63 | 69.96 | 73.46 |
| | | | Bi-Weekly | 4,834.40 | 5,076.00 | 5,330.40 | 5,596.80 | 5,876.80 |
| | | | Monthly | 10,474.53 | 10,998.00 | 11,549.20 | 12,126.40 | 12,733.07 |
| | | | Annual | 125,694.40 | 131,976.00 | 138,590.40 | 145,516.80 | 152,796.80 |
| COUNSELING SUPERVISOR | H440 | Classified | Hourly | 45.67 | 47.96 | 50.35 | 52.86 | 55.51 |
| | | | Bi-Weekly | 3,653.60 | 3,836.80 | 4,028.00 | 4,228.80 | 4,440.80 |
| | | | Monthly | 7,916.13 | 8,313.07 | 8,727.33 | 9,162.40 | 9,621.73 |
| | | | Annual | 94,993.60 | 99,756.80 | 104,728.00 | 109,948.80 | 115,460.80 |
| FAMILY COUNSELOR | T550 | Classified | Hourly | 36.74 | 38.56 | 40.50 | 42.35 | 44.57 |
| | | | Bi-Weekly | 2,939.20 | 3,084.80 | 3,240.00 | 3,388.00 | 3,565.60 |
| | | | Monthly | 6,368.27 | 6,683.73 | 7,020.00 | 7,340.67 | 7,725.47 |
| | | | Annual | 76,419.20 | 80,204.80 | 84,240.00 | 88,088.00 | 92,705.60 |
| CERTIFIED LATENT PRINT EXAMINER | T560 | Classified | Hourly | 43.72 | 45.90 | 48.20 | 50.60 | 53.14 |
| | | | Bi-Weekly | 3,497.60 | 3,672.00 | 3,856.00 | 4,048.00 | 4,251.20 |
| | | | Monthly | 7,578.13 | 7,956.00 | 8,354.67 | 8,770.67 | 9,210.93 |
| | | | Annual | 90,937.60 | 95,472.00 | 100,256.00 | 105,248.00 | 110,531.20 |
| SUPPORT SERVICES DIVISION | | | | | | | | |
| OPERATIONS SUPPORT SERVICES MANAGER | U400 | Classified | Hourly | 69.79 | 73.28 | 77.69 | 81.58 | 85.64 |
| | | | Bi-Weekly | 5,583.20 | 5,862.40 | 6,215.20 | 6,526.40 | 6,851.20 |
| | | | Monthly | 12,096.93 | 12,701.87 | 13,466.27 | 14,140.53 | 14,844.27 |
| | | | Annual | 145,163.20 | 152,422.40 | 161,595.20 | 169,686.40 | 178,131.20 |
| PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR | H415 | Classified | Hourly | 47.93 | 50.31 | 52.83 | 55.48 | 58.25 |
| | | | Bi-Weekly | 3,834.40 | 4,024.80 | 4,226.40 | 4,438.40 | 4,660.00 |
| | | | Monthly | 8,307.87 | 8,720.40 | 9,157.20 | 9,616.53 | 10,096.67 |
| | | | Annual | 99,694.40 | 104,644.80 | 109,886.40 | 115,398.40 | 121,160.00 |
| PROPERTY AND EVIDENCE SUPERVISOR | H410 | Classified | Hourly | 35.73 | 37.52 | 39.40 | 41.35 | 43.42 |
| | | | Bi-Weekly | 2,858.40 | 3,001.60 | 3,152.00 | 3,308.00 | 3,473.60 |
| | | | Monthly | 6,193.20 | 6,503.47 | 6,829.33 | 7,167.33 | 7,526.13 |
| | | | Annual | 74,318.40 | 78,041.60 | 81,952.00 | 86,008.00 | 90,313.60 |
| POLICE ID SPECIALIST | T555 | Classified | Hourly | 32.39 | 34.01 | 35.71 | 37.52 | 39.29 |
| | | | Bi-Weekly | 2,591.20 | 2,720.80 | 2,856.80 | 3,001.60 | 3,143.20 |
| | | | Monthly | 5,614.27 | 5,895.07 | 6,189.73 | 6,503.47 | 6,810.27 |
| | | | Annual | 67,371.20 | 70,740.80 | 74,276.80 | 78,041.60 | 81,723.20 |
| CRIME SCENE TECHNICIAN | C685 | Classified | Hourly | 29.61 | 30.95 | 32.38 | 33.83 | 35.44 |
| | | | Bi-Weekly | 2,369.02 | 2,475.93 | 2,590.12 | 2,706.75 | 2,835.53 |
| | | | Monthly | 5,132.87 | 5,364.51 | 5,611.94 | 5,864.63 | 6,143.65 |
| | | | Annual | 61,594.42 | 64,374.06 | 67,343.23 | 70,375.57 | 73,723.78 |

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FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

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|-------------------------------|----------|--------------|-----------|-----------|------------|------------|------------|------------|
| PROPERTY TECHNICIAN | C665 | Classified | Hourly | 28.54 | 29.78 | 31.21 | 32.64 | 34.19 |
| | | | Bi-Weekly | 2,283.57 | 2,382.64 | 2,497.15 | 2,610.84 | 2,735.09 |
| | | | Monthly | 4,947.73 | 5,162.39 | 5,410.48 | 5,656.81 | 5,926.02 |
| | | | Annual | 59,372.79 | 61,948.71 | 64,925.80 | 67,881.77 | 71,112.22 |
| ANIMAL SERVICES ADMINISTRATOR | H430 | Classified | Hourly | 47.93 | 50.31 | 52.83 | 55.48 | 58.25 |
| | | | Bi-Weekly | 3,834.40 | 4,024.80 | 4,226.40 | 4,438.40 | 4,660.00 |
| | | | Monthly | 8,307.87 | 8,720.40 | 9,157.20 | 9,616.53 | 10,096.67 |
| | | | Annual | 99,694.40 | 104,644.80 | 109,886.40 | 115,398.40 | 121,160.00 |
| SHELTER OPERATIONS SUPERVISOR | C621 | Classified | Hourly | 31.43 | 32.83 | 34.36 | 35.93 | 37.64 |
| | | | Bi-Weekly | 2,514.06 | 2,626.19 | 2,748.89 | 2,874.02 | 3,011.35 |
| | | | Monthly | 5,447.13 | 5,690.09 | 5,955.93 | 6,227.05 | 6,524.59 |
| | | | Annual | 65,365.58 | 68,281.04 | 71,471.15 | 74,724.64 | 78,295.03 |
| ANIMAL CONTROL OFFICER | C610 | Classified | Hourly | 27.02 | 28.41 | 29.71 | 31.11 | 32.56 |
| | | | Bi-Weekly | 2,161.41 | 2,272.73 | 2,376.74 | 2,488.87 | 2,605.07 |
| | | | Monthly | 4,683.05 | 4,924.25 | 5,149.60 | 5,392.55 | 5,644.31 |
| | | | Annual | 56,196.65 | 59,090.99 | 61,795.19 | 64,710.65 | 67,731.75 |
| ANIMAL CARE ATTENDANT | C600 | Classified | Hourly | 22.49 | 23.44 | 24.38 | 25.44 | 26.70 |
| | | | Bi-Weekly | 1,799.01 | 1,875.39 | 1,950.14 | 2,035.46 | 2,136.22 |
| | | | Monthly | 3,897.85 | 4,063.34 | 4,225.31 | 4,410.17 | 4,628.48 |
| | | | Annual | 46,774.20 | 48,760.10 | 50,703.74 | 52,922.03 | 55,541.73 |
| SHELTER VOLUNTEER COORDINATOR | C607 | Classified | Hourly | 22.49 | 23.44 | 24.38 | 25.44 | 26.70 |
| | | | Bi-Weekly | 1,799.01 | 1,875.39 | 1,950.14 | 2,035.46 | 2,136.22 |
| | | | Monthly | 3,897.85 | 4,063.34 | 4,225.31 | 4,410.17 | 4,628.48 |
| | | | Annual | 46,774.20 | 48,760.10 | 50,703.74 | 52,922.03 | 55,541.73 |
| COMMUNICATIONS ADMINISTRATOR | H435 | Classified | Hourly | 47.93 | 50.31 | 52.83 | 55.48 | 58.25 |
| | | | Bi-Weekly | 3,834.40 | 4,024.80 | 4,226.40 | 4,438.40 | 4,660.00 |
| | | | Monthly | 8,307.87 | 8,720.40 | 9,157.20 | 9,616.53 | 10,096.67 |
| | | | Annual | 99,694.40 | 104,644.80 | 109,886.40 | 115,398.40 | 121,160.00 |
| COMMUNICATIONS SUPERVISOR | C645 | Classified | Hourly | 38.78 | 40.72 | 42.76 | 44.88 | 47.16 |
| | | | Bi-Weekly | 3,102.03 | 3,257.83 | 3,420.96 | 3,590.62 | 3,772.52 |
| | | | Monthly | 6,721.07 | 7,058.62 | 7,412.08 | 7,779.68 | 8,173.79 |
| | | | Annual | 80,652.81 | 84,703.47 | 88,945.01 | 93,356.21 | 98,085.52 |
| COMMUNICATIONS OPERATOR | C635 | Classified | Hourly | 33.64 | 35.36 | 37.09 | 38.98 | 40.94 |
| | | | Bi-Weekly | 2,690.93 | 2,828.78 | 2,967.44 | 3,118.34 | 3,274.96 |
| | | | Monthly | 5,830.34 | 6,129.02 | 6,429.46 | 6,756.41 | 7,095.74 |
| | | | Annual | 69,964.14 | 73,548.23 | 77,153.54 | 81,076.96 | 85,148.84 |
| CALL TAKER | C633 | Classified | Hourly | 27.99 | 29.37 | 30.85 | 32.41 | 34.02 |
| | | | Bi-Weekly | 2,239.04 | 2,349.97 | 2,468.25 | 2,593.05 | 2,721.92 |
| | | | Monthly | 4,851.26 | 5,091.61 | 5,347.87 | 5,618.27 | 5,897.50 |
| | | | Annual | 58,215.08 | 61,099.33 | 64,174.44 | 67,419.21 | 70,770.03 |
| RECORDS ADMINISTRATOR | H425 | Classified | Hourly | 47.93 | 50.31 | 52.83 | 55.48 | 58.25 |
| | | | Bi-Weekly | 3,834.40 | 4,024.80 | 4,226.40 | 4,438.40 | 4,660.00 |
| | | | Monthly | 8,307.87 | 8,720.40 | 9,157.20 | 9,616.53 | 10,096.67 |
| | | | Annual | 99,694.40 | 104,644.80 | 109,886.40 | 115,398.40 | 121,160.00 |
| RECORDS SUPERVISOR | C705 | Classified | Hourly | 34.16 | 35.86 | 37.65 | 39.53 | 41.51 |
| | | | Bi-Weekly | 2,732.78 | 2,868.62 | 3,011.69 | 3,162.80 | 3,321.14 |
| | | | Monthly | 5,921.03 | 6,215.34 | 6,525.33 | 6,852.72 | 7,195.80 |
| | | | Annual | 71,052.38 | 74,584.11 | 78,303.91 | 82,232.69 | 86,349.54 |

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|-------------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| POLICE RECORDS CLERK II | C695 | Classified | Hourly | 26.55 | 27.62 | 28.72 | 29.99 | 31.46 |
| | | | Bi-Weekly | 2,124.34 | 2,209.54 | 2,297.95 | 2,399.22 | 2,516.57 |
| | | | Monthly | 4,602.73 | 4,787.33 | 4,978.89 | 5,198.32 | 5,452.57 |
| | | | Annual | 55,232.78 | 57,447.94 | 59,746.70 | 62,379.81 | 65,430.89 |
| POLICE RECORDS CLERK I | C690 | Classified | Hourly | 23.35 | 24.55 | 25.86 | 27.15 | 28.60 |
| | | | Bi-Weekly | 1,867.94 | 1,964.39 | 2,068.88 | 2,171.76 | 2,288.30 |
| | | | Monthly | 4,047.20 | 4,256.18 | 4,482.57 | 4,705.48 | 4,957.99 |
| | | | Annual | 48,566.39 | 51,074.13 | 53,790.83 | 56,465.75 | 59,495.92 |
| JAIL ADMINISTRATOR | H420 | Classified | Hourly | 47.93 | 50.31 | 52.83 | 55.48 | 58.25 |
| | | | Bi-Weekly | 3,834.40 | 4,024.80 | 4,226.40 | 4,438.40 | 4,660.00 |
| | | | Monthly | 8,307.87 | 8,720.40 | 9,157.20 | 9,616.53 | 10,096.67 |
| | | | Annual | 99,694.40 | 104,644.80 | 109,886.40 | 115,398.40 | 121,160.00 |
| JAIL SUPERVISOR | C660 | Classified | Hourly | 33.29 | 34.69 | 36.36 | 38.06 | 39.88 |
| | | | Bi-Weekly | 2,663.20 | 2,775.20 | 2,908.80 | 3,044.80 | 3,190.40 |
| | | | Monthly | 5,770.27 | 6,012.93 | 6,302.40 | 6,597.07 | 6,912.53 |
| | | | Annual | 69,243.20 | 72,155.20 | 75,628.80 | 79,164.80 | 82,950.40 |
| COMMUNITY SERVICE OFFICER | C650 | Classified | Hourly | 29.08 | 30.34 | 31.80 | 33.26 | 34.84 |
| | | | Bi-Weekly | 2,326.40 | 2,427.20 | 2,544.00 | 2,660.80 | 2,787.20 |
| | | | Monthly | 5,040.53 | 5,258.93 | 5,512.00 | 5,765.07 | 6,038.93 |
| | | | Annual | 60,486.40 | 63,107.20 | 66,144.00 | 69,180.80 | 72,467.20 |
| TRANSPORTATION AND ENGINEERING DEPARTMENT | | | | | | | | |
| AIRPORT DIVISION SUMMARY | | | | | | | | |
| AIRPORT MANAGER | H205 | Classified | Hourly | 59.95 | 62.93 | 66.08 | 69.38 | 72.85 |
| | | | Bi-Weekly | 4,796.00 | 5,034.40 | 5,286.40 | 5,550.40 | 5,828.00 |
| | | | Monthly | 10,391.33 | 10,907.87 | 11,453.87 | 12,025.87 | 12,627.33 |
| | | | Annual | 124,696.00 | 130,894.40 | 137,446.40 | 144,310.40 | 151,528.00 |
| AIRPORT OPERATIONS SUPERVISOR | H200 | Classified | Hourly | 49.97 | 52.46 | 55.09 | 57.84 | 60.73 |
| | | | Bi-Weekly | 3,997.60 | 4,196.80 | 4,407.20 | 4,627.20 | 4,858.40 |
| | | | Monthly | 8,661.47 | 9,093.07 | 9,548.93 | 10,025.60 | 10,526.53 |
| | | | Annual | 103,937.60 | 109,116.80 | 114,587.20 | 120,307.20 | 126,318.40 |
| AIRPORT BUSINESS SUPERVISOR | H198 | Classified | Hourly | 48.00 | 50.38 | 52.91 | 55.56 | 58.33 |
| | | | Bi-Weekly | 3,840.00 | 4,030.40 | 4,232.80 | 4,444.80 | 4,666.40 |
| | | | Monthly | 8,320.00 | 8,732.53 | 9,171.07 | 9,630.40 | 10,110.53 |
| | | | Annual | 99,840.00 | 104,790.40 | 110,052.80 | 115,564.80 | 121,326.40 |
| AIRPORT OPERATIONS SPECIALIST | T270 | Classified | Hourly | 29.34 | 30.82 | 32.35 | 33.89 | 35.63 |
| | | | Bi-Weekly | 2,347.20 | 2,465.60 | 2,588.00 | 2,711.20 | 2,850.40 |
| | | | Monthly | 5,085.60 | 5,342.13 | 5,607.33 | 5,874.27 | 6,175.87 |
| | | | Annual | 61,027.20 | 64,105.60 | 67,288.00 | 70,491.20 | 74,110.40 |
| SENIOR AIRPORT MAINTENANCE WORKER | M510 | Classified | Hourly | 32.04 | 33.22 | 34.54 | 35.96 | 37.40 |
| | | | Bi-Weekly | 2,563.20 | 2,657.60 | 2,763.20 | 2,876.80 | 2,992.00 |
| | | | Monthly | 5,553.60 | 5,758.13 | 5,986.93 | 6,233.07 | 6,482.67 |
| | | | Annual | 66,643.20 | 69,097.60 | 71,843.20 | 74,796.80 | 77,792.00 |
| AIRPORT MAINTENANCE WORKER | M505 | Classified | Hourly | 29.11 | 30.18 | 31.35 | 32.67 | 34.01 |
| | | | Bi-Weekly | 2,328.80 | 2,414.40 | 2,508.00 | 2,613.60 | 2,720.80 |
| | | | Monthly | 5,045.73 | 5,231.20 | 5,434.00 | 5,662.80 | 5,895.07 |
| | | | Annual | 60,548.80 | 62,774.40 | 65,208.00 | 67,953.60 | 70,740.80 |
| AIRPORT ATTENDANT | M500 | Classified | Hourly | 21.79 | 22.76 | 23.59 | 24.62 | 25.84 |
| | | | Bi-Weekly | 1,743.20 | 1,820.80 | 1,887.20 | 1,969.60 | 2,067.20 |
| | | | Monthly | 3,776.93 | 3,945.07 | 4,088.93 | 4,267.47 | 4,478.93 |
| | | | Annual | 45,323.20 | 47,340.80 | 49,067.20 | 51,209.60 | 53,747.20 |
| ENGINEERING/TRANSPORTATION DIVISION | | | | | | | | |
| ASSISTANT CITY ENGINEER | H250 | Classified | Hourly | 60.90 | 63.95 | 67.15 | 70.49 | 74.02 |
| | | | Bi-Weekly | 4,872.00 | 5,116.00 | 5,372.00 | 5,639.20 | 5,921.60 |
| | | | Monthly | 10,556.00 | 11,084.67 | 11,639.33 | 12,218.27 | 12,830.13 |
| | | | Annual | 126,672.00 | 133,016.00 | 139,672.00 | 146,619.20 | 153,961.60 |

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| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| REAL PROPERTY MANAGER | H225 | Classified | Hourly | 43.98 | 46.19 | 48.49 | 50.92 | 53.47 |
| | | | Bi-Weekly | 3,518.40 | 3,695.20 | 3,879.20 | 4,073.60 | 4,277.60 |
| | | | Monthly | 7,623.20 | 8,006.27 | 8,404.93 | 8,826.13 | 9,268.13 |
| | | | Annual | 91,478.40 | 96,075.20 | 100,859.20 | 105,913.60 | 111,217.60 |
| REAL PROPERTY ASSOCIATE | T260 | Classified | Hourly | 38.85 | 40.88 | 42.94 | 45.02 | 47.24 |
| | | | Bi-Weekly | 3,108.00 | 3,270.40 | 3,435.20 | 3,601.60 | 3,779.20 |
| | | | Monthly | 6,734.00 | 7,085.87 | 7,442.93 | 7,803.47 | 8,188.27 |
| | | | Annual | 80,808.00 | 85,030.40 | 89,315.20 | 93,641.60 | 98,259.20 |
| REAL PROPERTY ASSISTANT | T255 | Classified | Hourly | 33.11 | 34.76 | 36.43 | 38.24 | 40.17 |
| | | | Bi-Weekly | 2,648.80 | 2,780.80 | 2,914.40 | 3,059.20 | 3,213.60 |
| | | | Monthly | 5,739.07 | 6,025.07 | 6,314.53 | 6,628.27 | 6,962.80 |
| | | | Annual | 68,868.80 | 72,300.80 | 75,774.40 | 79,539.20 | 83,553.60 |
| ENGINEERING TECHNICIAN | T200 | Classified | Hourly | 31.58 | 33.10 | 34.78 | 36.52 | 38.26 |
| | | | Bi-Weekly | 2,526.40 | 2,648.00 | 2,782.40 | 2,921.60 | 3,060.80 |
| | | | Monthly | 5,473.87 | 5,737.33 | 6,028.53 | 6,330.13 | 6,631.73 |
| | | | Annual | 65,686.40 | 68,848.00 | 72,342.40 | 75,961.60 | 79,580.80 |
| SURVEY ENGINEER | H230 | Classified | Hourly | 51.24 | 53.80 | 56.50 | 59.32 | 62.28 |
| | | | Bi-Weekly | 4,099.20 | 4,304.00 | 4,520.00 | 4,745.60 | 4,982.40 |
| | | | Monthly | 8,881.60 | 9,325.33 | 9,793.33 | 10,282.13 | 10,795.20 |
| | | | Annual | 106,579.20 | 111,904.00 | 117,520.00 | 123,385.60 | 129,542.40 |
| SURVEYOR | T265 | Classified | Hourly | 37.57 | 39.42 | 41.39 | 43.43 | 45.62 |
| | | | Bi-Weekly | 3,005.60 | 3,153.60 | 3,311.20 | 3,474.40 | 3,649.60 |
| | | | Monthly | 6,512.13 | 6,832.80 | 7,174.27 | 7,527.87 | 7,907.47 |
| | | | Annual | 78,145.60 | 81,993.60 | 86,091.20 | 90,334.40 | 94,889.60 |
| TRANSPORTATION MANAGER | H220 | Classified | Hourly | 64.07 | 67.28 | 70.65 | 74.18 | 77.88 |
| | | | Bi-Weekly | 5,125.60 | 5,382.40 | 5,652.00 | 5,934.40 | 6,230.40 |
| | | | Monthly | 11,105.47 | 11,661.87 | 12,246.00 | 12,857.87 | 13,499.20 |
| | | | Annual | 133,265.60 | 139,942.40 | 146,952.00 | 154,294.40 | 161,990.40 |
| SENIOR TRANSPORTATION ENGINEER | H215 | Classified | Hourly | 55.58 | 58.36 | 61.27 | 64.33 | 67.55 |
| | | | Bi-Weekly | 4,446.40 | 4,668.80 | 4,901.60 | 5,146.40 | 5,404.00 |
| | | | Monthly | 9,633.87 | 10,115.73 | 10,620.13 | 11,150.53 | 11,708.67 |
| | | | Annual | 115,606.40 | 121,388.80 | 127,441.60 | 133,806.40 | 140,504.00 |
| ASSOCIATE TRANSPORTATION ENGINEER | T240 | Classified | Hourly | 46.19 | 48.51 | 50.87 | 53.45 | 56.06 |
| | | | Bi-Weekly | 3,695.20 | 3,880.80 | 4,069.60 | 4,276.00 | 4,484.80 |
| | | | Monthly | 8,006.27 | 8,408.40 | 8,817.47 | 9,264.67 | 9,717.07 |
| | | | Annual | 96,075.20 | 100,900.80 | 105,809.60 | 111,176.00 | 116,604.80 |
| ASSISTANT TRANSPORTATION ENGINEER | T235 | Classified | Hourly | 39.79 | 41.84 | 43.98 | 46.11 | 48.41 |
| | | | Bi-Weekly | 3,183.20 | 3,347.20 | 3,518.40 | 3,688.80 | 3,872.80 |
| | | | Monthly | 6,896.93 | 7,252.27 | 7,623.20 | 7,992.40 | 8,391.07 |
| | | | Annual | 82,763.20 | 87,027.20 | 91,478.40 | 95,908.80 | 100,692.80 |
| SENIOR TRANSPORTATION PLANNER | H210 | Classified | Hourly | 48.30 | 50.71 | 53.25 | 55.91 | 58.71 |
| | | | Bi-Weekly | 3,864.00 | 4,056.80 | 4,260.00 | 4,472.80 | 4,696.80 |
| | | | Monthly | 8,372.00 | 8,789.73 | 9,230.00 | 9,691.07 | 10,176.40 |
| | | | Annual | 100,464.00 | 105,476.80 | 110,760.00 | 116,292.80 | 122,116.80 |
| ASSOCIATE TRANSPORTATION PLANNER | T225 | Classified | Hourly | 42.92 | 45.02 | 47.26 | 49.69 | 52.07 |
| | | | Bi-Weekly | 3,433.60 | 3,601.60 | 3,780.80 | 3,975.20 | 4,165.60 |
| | | | Monthly | 7,439.47 | 7,803.47 | 8,191.73 | 8,612.93 | 9,025.47 |
| | | | Annual | 89,273.60 | 93,641.60 | 98,300.80 | 103,355.20 | 108,305.60 |
| TRAFFIC SIGNAL TECHNICIAN | T220 | Classified | Hourly | 31.58 | 33.10 | 34.78 | 36.52 | 38.26 |
| | | | Bi-Weekly | 2,526.40 | 2,648.00 | 2,782.40 | 2,921.60 | 3,060.80 |
| | | | Monthly | 5,473.87 | 5,737.33 | 6,028.53 | 6,330.13 | 6,631.73 |
| | | | Annual | 65,686.40 | 68,848.00 | 72,342.40 | 75,961.60 | 79,580.80 |
| SUPERVISING CONSTRUCTION INSPECTOR | H235 | Classified | Hourly | 50.89 | 53.44 | 56.11 | 58.92 | 61.86 |
| | | | Bi-Weekly | 4,071.20 | 4,275.20 | 4,488.80 | 4,713.60 | 4,948.80 |
| | | | Monthly | 8,820.93 | 9,262.93 | 9,725.73 | 10,212.80 | 10,722.40 |
| | | | Annual | 105,851.20 | 111,155.20 | 116,708.80 | 122,553.60 | 128,668.80 |
| SENIOR CONSTRUCTION INSPECTOR | T250 | Classified | Hourly | 42.27 | 44.53 | 46.77 | 48.98 | 51.42 |
| | | | Bi-Weekly | 3,381.60 | 3,562.40 | 3,741.60 | 3,918.40 | 4,113.60 |
| | | | Monthly | 7,326.80 | 7,718.53 | 8,106.80 | 8,489.87 | 8,912.80 |
| | | | Annual | 87,921.60 | 92,622.40 | 97,281.60 | 101,878.40 | 106,953.60 |
| CONSTRUCTION INSPECTOR | T245 | Classified | Hourly | 35.42 | 37.24 | 38.98 | 40.95 | 43.03 |
| | | | Bi-Weekly | 2,833.60 | 2,979.20 | 3,118.40 | 3,276.00 | 3,442.40 |
| | | | Monthly | 6,139.47 | 6,454.93 | 6,756.53 | 7,098.00 | 7,458.53 |
| | | | Annual | 73,673.60 | 77,459.20 | 81,078.40 | 85,176.00 | 89,502.40 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | Step A | Step B | Step C | Step D | Step E | |
|-------------------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| UTILITIES AND ENVIRONMENTAL SERVICES DEPARTMENT | | | | | | | | |
| ADMINISTRATION | | | | | | | | |
| DEPUTY DIRECTOR OF PUBLIC WORKS | U510 | Classified | Hourly | 68.03 | 71.44 | 75.01 | 78.77 | 82.71 |
| | | | Bi-Weekly | 5,442.40 | 5,715.20 | 6,000.80 | 6,301.60 | 6,616.80 |
| | | | Monthly | 11,791.87 | 12,382.93 | 13,001.73 | 13,653.47 | 14,336.40 |
| | | | Annual | 141,502.40 | 148,595.20 | 156,020.80 | 163,841.60 | 172,036.80 |
| WATER RESOURCES MANAGER | H875 | Classified | Hourly | 68.03 | 71.44 | 75.01 | 78.77 | 82.71 |
| | | | Bi-Weekly | 5,442.40 | 5,715.20 | 6,000.80 | 6,301.60 | 6,616.80 |
| | | | Monthly | 11,791.87 | 12,382.93 | 13,001.73 | 13,653.47 | 14,336.40 |
| | | | Annual | 141,502.40 | 148,595.20 | 156,020.80 | 163,841.60 | 172,036.80 |
| UTILITIES ENGINEERING MANAGER | H880 | Classified | Hourly | 68.03 | 71.44 | 75.01 | 78.77 | 82.71 |
| | | | Bi-Weekly | 5,442.40 | 5,715.20 | 6,000.80 | 6,301.60 | 6,616.80 |
| | | | Monthly | 11,791.87 | 12,382.93 | 13,001.73 | 13,653.47 | 14,336.40 |
| | | | Annual | 141,502.40 | 148,595.20 | 156,020.80 | 163,841.60 | 172,036.80 |
| SENIOR UTILITY SERVICE REPRESENTATIVE | M820 | Classified | Hourly | 33.99 | 35.67 | 37.37 | 39.29 | 41.21 |
| | | | Bi-Weekly | 2,719.20 | 2,853.60 | 2,989.60 | 3,143.20 | 3,296.80 |
| | | | Monthly | 5,891.60 | 6,182.80 | 6,477.47 | 6,810.27 | 7,143.07 |
| | | | Annual | 70,699.20 | 74,193.60 | 77,729.60 | 81,723.20 | 85,716.80 |
| STOREKEEPER - EXPEDITER | M100 | Classified | Hourly | 27.90 | 29.05 | 30.14 | 31.29 | 32.48 |
| | | | Bi-Weekly | 2,231.63 | 2,323.80 | 2,411.13 | 2,503.30 | 2,598.71 |
| | | | Monthly | 4,835.19 | 5,034.90 | 5,224.11 | 5,423.82 | 5,630.54 |
| | | | Annual | 58,022.27 | 60,418.84 | 62,689.27 | 65,085.85 | 67,566.51 |
| RECYCLING-SOLID WASTE | | | | | | | | |
| SOLID WASTE PROGRAM MANAGER | H800 | Classified | Hourly | 48.00 | 50.38 | 52.91 | 55.56 | 58.33 |
| | | | Bi-Weekly | 3,840.00 | 4,030.40 | 4,232.80 | 4,444.80 | 4,666.40 |
| | | | Monthly | 8,320.00 | 8,732.53 | 9,171.07 | 9,630.40 | 10,110.53 |
| | | | Annual | 99,840.00 | 104,790.40 | 110,052.80 | 115,564.80 | 121,326.40 |
| RECYCLING SPECIALIST | T800 | Classified | Hourly | 33.40 | 35.06 | 36.77 | 38.64 | 40.56 |
| | | | Bi-Weekly | 2,672.00 | 2,804.80 | 2,941.60 | 3,091.20 | 3,244.80 |
| | | | Monthly | 5,789.33 | 6,077.07 | 6,373.47 | 6,697.60 | 7,030.40 |
| | | | Annual | 69,472.00 | 72,924.80 | 76,481.60 | 80,371.20 | 84,364.80 |
| SUSTAINABILITY SPECIALIST | T802 | Classified | Hourly | 35.89 | 37.68 | 39.56 | 41.54 | 43.62 |
| | | | Bi-Weekly | 2,871.20 | 3,014.40 | 3,164.80 | 3,323.20 | 3,489.60 |
| | | | Monthly | 6,220.93 | 6,531.20 | 6,857.07 | 7,200.27 | 7,560.80 |
| | | | Annual | 74,651.20 | 78,374.40 | 82,284.80 | 86,403.20 | 90,729.60 |
| WATER POLLUTION CONTROL FACILITY (WPCF) | | | | | | | | |
| WATER POLLUTION CONTROL FACILITY MANAGER | H870 | Classified | Hourly | 68.03 | 71.44 | 75.01 | 78.77 | 82.71 |
| | | | Bi-Weekly | 5,442.40 | 5,715.20 | 6,000.80 | 6,301.60 | 6,616.80 |
| | | | Monthly | 11,791.87 | 12,382.93 | 13,001.73 | 13,653.47 | 14,336.40 |
| | | | Annual | 141,502.40 | 148,595.20 | 156,020.80 | 163,841.60 | 172,036.80 |
| WPCF OPERATIONS AND MAINTENANCE MANAGER | H865 | Classified | Hourly | 55.49 | 58.26 | 61.18 | 64.25 | 67.46 |
| | | | Bi-Weekly | 4,439.20 | 4,660.80 | 4,894.40 | 5,140.00 | 5,396.80 |
| | | | Monthly | 9,618.27 | 10,098.40 | 10,604.53 | 11,136.67 | 11,693.07 |
| | | | Annual | 115,419.20 | 121,180.80 | 127,254.40 | 133,640.00 | 140,316.80 |
| WPCF MAINTENANCE SUPERVISOR | H860 | Classified | Hourly | 50.19 | 52.69 | 55.32 | 58.10 | 61.01 |
| | | | Bi-Weekly | 4,015.20 | 4,215.20 | 4,425.60 | 4,648.00 | 4,880.80 |
| | | | Monthly | 8,699.60 | 9,132.93 | 9,588.80 | 10,070.67 | 10,575.07 |
| | | | Annual | 104,395.20 | 109,595.20 | 115,065.60 | 120,848.00 | 126,900.80 |
| WPCF OPERATIONS SUPERVISOR | H855 | Classified | Hourly | 50.19 | 52.69 | 55.32 | 58.10 | 61.01 |
| | | | Bi-Weekly | 4,015.20 | 4,215.20 | 4,425.60 | 4,648.00 | 4,880.80 |
| | | | Monthly | 8,699.60 | 9,132.93 | 9,588.80 | 10,070.67 | 10,575.07 |
| | | | Annual | 104,395.20 | 109,595.20 | 115,065.60 | 120,848.00 | 126,900.80 |
| WPCF LEAD OPERATOR | M935 | Classified | Hourly | 38.98 | 40.54 | 42.13 | 43.80 | 45.57 |
| | | | Bi-Weekly | 3,118.59 | 3,243.27 | 3,370.43 | 3,504.19 | 3,645.38 |
| | | | Monthly | 6,756.95 | 7,027.09 | 7,302.59 | 7,592.40 | 7,898.32 |
| | | | Annual | 81,083.43 | 84,325.05 | 87,631.07 | 91,108.83 | 94,779.81 |
| WPCF OPERATOR | M930 | Classified | Hourly | 34.66 | 36.04 | 37.49 | 38.94 | 40.53 |
| | | | Bi-Weekly | 2,773.04 | 2,883.27 | 2,999.22 | 3,115.18 | 3,242.56 |
| | | | Monthly | 6,008.25 | 6,247.09 | 6,498.32 | 6,749.55 | 7,025.55 |
| | | | Annual | 72,098.98 | 74,965.11 | 77,979.85 | 80,994.59 | 84,306.55 |
| OPERATOR-IN-TRAINING | M925 | Classified | Hourly | 31.73 | 32.99 | 34.37 | 35.53 | 36.92 |
| | | | Bi-Weekly | 2,538.69 | 2,639.12 | 2,749.36 | 2,842.45 | 2,953.50 |
| | | | Monthly | 5,500.48 | 5,718.10 | 5,956.94 | 6,158.63 | 6,399.24 |
| | | | Annual | 66,005.81 | 68,617.17 | 71,483.30 | 73,903.58 | 76,790.94 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|-----------------------|----------|--------------|-----------|------------|------------|------------|------------|------------|
| LAB SUPERVISOR | H850 | Classified | Hourly | 50.19 | 52.69 | 55.32 | 58.10 | 61.01 |
| | | | Bi-Weekly | 4,015.20 | 4,215.20 | 4,425.60 | 4,648.00 | 4,880.80 |
| | | | Monthly | 8,699.60 | 9,132.93 | 9,588.80 | 10,070.67 | 10,575.07 |
| | | | Annual | 104,395.20 | 109,595.20 | 115,065.60 | 120,848.00 | 126,900.80 |
| CHEMIST | T807 | Classified | Hourly | 39.44 | 41.42 | 43.49 | 45.66 | 47.94 |
| | | | Bi-Weekly | 3,155.20 | 3,313.60 | 3,479.20 | 3,652.80 | 3,835.20 |
| | | | Monthly | 6,836.27 | 7,179.47 | 7,538.27 | 7,914.40 | 8,309.60 |
| | | | Annual | 82,035.20 | 86,153.60 | 90,459.20 | 94,972.80 | 99,715.20 |
| LABORATORY TECHNICIAN | T805 | Classified | Hourly | 34.30 | 35.59 | 36.96 | 38.48 | 39.91 |
| | | | Bi-Weekly | 2,744.00 | 2,847.20 | 2,956.80 | 3,078.40 | 3,192.80 |
| | | | Monthly | 5,945.33 | 6,168.93 | 6,406.40 | 6,669.87 | 6,917.73 |
| | | | Annual | 71,344.00 | 74,027.20 | 76,876.80 | 80,038.40 | 83,012.80 |

| | | | | | | | | |
|-------------------------------------------------|------|------------|-----------|------------|------------|------------|------------|------------|
| WATER POLLUTION SOURCE CONTROL | | | | | | | | |
| ENVIRONMENTAL SERVICES MANAGER | H805 | Classified | Hourly | 57.71 | 60.59 | 63.63 | 66.81 | 70.15 |
| | | | Bi-Weekly | 4,616.80 | 4,847.20 | 5,090.40 | 5,344.80 | 5,612.00 |
| | | | Monthly | 10,003.07 | 10,502.27 | 11,029.20 | 11,580.40 | 12,159.33 |
| | | | Annual | 120,036.80 | 126,027.20 | 132,350.40 | 138,964.80 | 145,912.00 |
| WATER POLLUTION CONTROL ADMINISTRATOR | H845 | Classified | Hourly | 50.73 | 53.26 | 55.92 | 58.73 | 61.67 |
| | | | Bi-Weekly | 4,058.40 | 4,260.80 | 4,473.60 | 4,698.40 | 4,933.60 |
| | | | Monthly | 8,793.20 | 9,231.73 | 9,692.80 | 10,179.87 | 10,689.47 |
| | | | Annual | 105,518.40 | 110,780.80 | 116,313.60 | 122,158.40 | 128,273.60 |
| SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR | T815 | Classified | Hourly | 39.22 | 41.26 | 43.33 | 45.38 | 47.69 |
| | | | Bi-Weekly | 3,137.60 | 3,300.80 | 3,466.40 | 3,630.40 | 3,815.20 |
| | | | Monthly | 6,798.13 | 7,151.73 | 7,510.53 | 7,865.87 | 8,266.27 |
| | | | Annual | 81,577.60 | 85,820.80 | 90,126.40 | 94,390.40 | 99,195.20 |
| WATER POLLUTION SOURCE CONTROL INSPECTOR | T810 | Classified | Hourly | 35.64 | 37.50 | 39.21 | 41.23 | 43.28 |
| | | | Bi-Weekly | 2,851.20 | 3,000.00 | 3,136.80 | 3,298.40 | 3,462.40 |
| | | | Monthly | 6,177.60 | 6,500.00 | 6,796.40 | 7,146.53 | 7,501.87 |
| | | | Annual | 74,131.20 | 78,000.00 | 81,556.80 | 85,758.40 | 90,022.40 |
| TECHNICAL INTERN | Z125 | Classified | Hourly | | | | | 15.00 |
| | | | Bi-Weekly | | | | | 1,200.00 |
| | | | Monthly | | | | | 2,600.00 |
| | | | Annual | | | | | 31,200.00 |

| | | | | | | | | |
|---------------------------|------|------------|-----------|------------|------------|------------|------------|------------|
| SENIOR UTILITIES ENGINEER | H810 | Classified | Hourly | 55.37 | 58.13 | 61.05 | 64.09 | 67.29 |
| | | | Bi-Weekly | 4,429.60 | 4,650.40 | 4,884.00 | 5,127.20 | 5,383.20 |
| | | | Monthly | 9,597.47 | 10,075.87 | 10,582.00 | 11,108.93 | 11,663.60 |
| | | | Annual | 115,169.60 | 120,910.40 | 126,984.00 | 133,307.20 | 139,963.20 |

| | | | | | | | | |
|---------------------------------------------------|------|------------|-----------|------------|------------|------------|------------|------------|
| SEWER COLLECTIONS & WATER DISTRIBUTION | | | | | | | | |
| UTILITIES OPERATIONS AND MAINTENANCE MANAGER | H835 | Classified | Hourly | 62.63 | 65.75 | 69.03 | 72.49 | 76.11 |
| | | | Bi-Weekly | 5,010.40 | 5,260.00 | 5,522.40 | 5,799.20 | 6,088.80 |
| | | | Monthly | 10,855.87 | 11,396.67 | 11,965.20 | 12,564.93 | 13,192.40 |
| | | | Annual | 130,270.40 | 136,760.00 | 143,582.40 | 150,779.20 | 158,308.80 |
| UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR | H830 | Classified | Hourly | 52.18 | 54.78 | 57.53 | 60.41 | 63.43 |
| | | | Bi-Weekly | 4,174.40 | 4,382.40 | 4,602.40 | 4,832.80 | 5,074.40 |
| | | | Monthly | 9,044.53 | 9,495.20 | 9,971.87 | 10,471.07 | 10,994.53 |
| | | | Annual | 108,534.40 | 113,942.40 | 119,662.40 | 125,652.80 | 131,934.40 |
| UTILITIES FIELD SERVICES SUPERVISOR | H825 | Classified | Hourly | 52.18 | 54.78 | 57.53 | 60.41 | 63.43 |
| | | | Bi-Weekly | 4,174.40 | 4,382.40 | 4,602.40 | 4,832.80 | 5,074.40 |
| | | | Monthly | 9,044.53 | 9,495.20 | 9,971.87 | 10,471.07 | 10,994.53 |
| | | | Annual | 108,534.40 | 113,942.40 | 119,662.40 | 125,652.80 | 131,934.40 |
| WASTEWATER COLLECTIONS SYSTEM SUPERVISOR | H823 | Classified | Hourly | 50.19 | 52.69 | 55.32 | 58.10 | 61.01 |
| | | | Bi-Weekly | 4,015.20 | 4,215.20 | 4,425.60 | 4,648.00 | 4,880.80 |
| | | | Monthly | 8,699.60 | 9,132.93 | 9,588.80 | 10,070.67 | 10,575.07 |
| | | | Annual | 104,395.20 | 109,595.20 | 115,065.60 | 120,848.00 | 126,900.80 |
| WATER INSTALLATION AND MAINTENANCE SUPERVISOR | H815 | Classified | Hourly | 41.14 | 43.20 | 45.36 | 47.64 | 50.01 |
| | | | Bi-Weekly | 3,291.20 | 3,456.00 | 3,628.80 | 3,811.20 | 4,000.80 |
| | | | Monthly | 7,130.93 | 7,488.00 | 7,862.40 | 8,257.60 | 8,668.40 |
| | | | Annual | 85,571.20 | 89,856.00 | 94,348.80 | 99,091.20 | 104,020.80 |

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ATTACHMENT II
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| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|----------------------------------------|----------|--------------|-----------|-----------|------------|------------|------------|------------|
| SENIOR UTILITY CUSTOMER SERVICE LEADER | M825 | Classified | Hourly | 35.78 | 37.02 | 38.48 | 40.07 | 41.69 |
| | | | Bi-Weekly | 2,862.40 | 2,961.60 | 3,078.40 | 3,205.60 | 3,335.20 |
| | | | Monthly | 6,201.87 | 6,416.80 | 6,669.87 | 6,945.47 | 7,226.27 |
| | | | Annual | 74,422.40 | 77,001.60 | 80,038.40 | 83,345.60 | 86,715.20 |
| CROSS CONNECTION CONTROL SPECIALIST | M815 | Classified | Hourly | 31.11 | 32.19 | 33.46 | 34.84 | 36.25 |
| | | | Bi-Weekly | 2,488.80 | 2,575.20 | 2,676.80 | 2,787.20 | 2,900.00 |
| | | | Monthly | 5,392.40 | 5,579.60 | 5,799.73 | 6,038.93 | 6,283.33 |
| | | | Annual | 64,708.80 | 66,955.20 | 69,596.80 | 72,467.20 | 75,400.00 |
| WATER METER MECHANIC | M810 | Classified | Hourly | 30.24 | 31.40 | 32.70 | 34.04 | 35.40 |
| | | | Bi-Weekly | 2,419.20 | 2,512.00 | 2,616.00 | 2,723.20 | 2,832.00 |
| | | | Monthly | 5,241.60 | 5,442.67 | 5,668.00 | 5,900.27 | 6,136.00 |
| | | | Annual | 62,899.20 | 65,312.00 | 68,016.00 | 70,803.20 | 73,632.00 |
| WATER METER READER | M805 | Classified | Hourly | 27.03 | 28.10 | 29.24 | 30.31 | 31.52 |
| | | | Bi-Weekly | 2,162.40 | 2,248.00 | 2,339.20 | 2,424.80 | 2,521.60 |
| | | | Monthly | 4,685.20 | 4,870.67 | 5,068.27 | 5,253.73 | 5,463.47 |
| | | | Annual | 56,222.40 | 58,448.00 | 60,819.20 | 63,044.80 | 65,561.60 |
| BACKFLOW/CROSS CONNECTION TESTER | M800 | Classified | Hourly | 26.15 | 27.40 | 28.67 | 30.06 | 31.52 |
| | | | Bi-Weekly | 2,092.00 | 2,192.00 | 2,293.60 | 2,404.80 | 2,521.60 |
| | | | Monthly | 4,532.67 | 4,749.33 | 4,969.47 | 5,210.40 | 5,463.47 |
| | | | Annual | 54,392.00 | 56,992.00 | 59,633.60 | 62,524.80 | 65,561.60 |
| | | | | | | | | |
| UTILITIES MAINTENANCE SUPERVISOR | H820 | Classified | Hourly | 47.31 | 49.67 | 52.15 | 54.77 | 57.50 |
| | | | Bi-Weekly | 3,784.80 | 3,973.60 | 4,172.00 | 4,381.60 | 4,600.00 |
| | | | Monthly | 8,200.40 | 8,609.47 | 9,039.33 | 9,493.47 | 9,966.67 |
| | | | Annual | 98,404.80 | 103,313.60 | 108,472.00 | 113,921.60 | 119,600.00 |
| | | | | | | | | |
| UTILITIES SERVICE WORKER | M900 | Classified | Hourly | 29.82 | 31.00 | 32.28 | 33.40 | 34.71 |
| | | | Bi-Weekly | 2,385.60 | 2,480.00 | 2,582.40 | 2,672.00 | 2,776.80 |
| | | | Monthly | 5,168.80 | 5,373.33 | 5,595.20 | 5,789.33 | 6,016.40 |
| | | | Annual | 62,025.60 | 64,480.00 | 67,142.40 | 69,472.00 | 72,196.80 |
| | | | | | | | | |
| GENERAL MAINTENANCE | | | | | | | | |
| EQUIPMENT OPERATOR | M400 | Classified | Hourly | 30.15 | 31.25 | 32.49 | 33.81 | 35.18 |
| | | | Bi-Weekly | 2,412.00 | 2,500.00 | 2,599.20 | 2,704.80 | 2,814.40 |
| | | | Monthly | 5,226.00 | 5,416.67 | 5,631.60 | 5,860.40 | 6,097.87 |
| | | | Annual | 62,712.00 | 65,000.00 | 67,579.20 | 70,324.80 | 73,174.40 |
| | | | | | | | | |
| SENIOR UTILITY LEADER | M845 | Classified | Hourly | 37.71 | 39.22 | 40.85 | 42.27 | 43.90 |
| | | | Bi-Weekly | 3,016.80 | 3,137.60 | 3,268.00 | 3,381.60 | 3,512.00 |
| | | | Monthly | 6,536.40 | 6,798.13 | 7,080.67 | 7,326.80 | 7,609.33 |
| | | | Annual | 78,436.80 | 81,577.60 | 84,968.00 | 87,921.60 | 91,312.00 |
| UTILITY LEADER | M840 | Classified | Hourly | 32.79 | 34.10 | 35.52 | 36.76 | 38.17 |
| | | | Bi-Weekly | 2,623.20 | 2,728.00 | 2,841.60 | 2,940.80 | 3,053.60 |
| | | | Monthly | 5,683.60 | 5,910.67 | 6,156.80 | 6,371.73 | 6,616.13 |
| | | | Annual | 68,203.20 | 70,928.00 | 73,881.60 | 76,460.80 | 79,393.60 |
| UTILITY WORKER | M835 | Classified | Hourly | 29.82 | 31.00 | 32.28 | 33.40 | 34.71 |
| | | | Bi-Weekly | 2,385.60 | 2,480.00 | 2,582.40 | 2,672.00 | 2,776.80 |
| | | | Monthly | 5,168.80 | 5,373.33 | 5,595.20 | 5,789.33 | 6,016.40 |
| | | | Annual | 62,025.60 | 64,480.00 | 67,142.40 | 69,472.00 | 72,196.80 |
| | | | | | | | | |
| SENIOR UTILITY LEADER - SEWER | M920 | Classified | Hourly | 38.92 | 40.46 | 42.11 | 43.59 | 45.29 |
| | | | Bi-Weekly | 3,113.60 | 3,236.80 | 3,368.80 | 3,487.20 | 3,623.20 |
| | | | Monthly | 6,746.13 | 7,013.07 | 7,299.07 | 7,555.60 | 7,850.27 |
| | | | Annual | 80,953.60 | 84,156.80 | 87,588.80 | 90,667.20 | 94,203.20 |
| UTILITY LEADER - SEWER | M915 | Classified | Hourly | 33.84 | 35.18 | 36.62 | 37.90 | 39.38 |
| | | | Bi-Weekly | 2,707.20 | 2,814.40 | 2,929.60 | 3,032.00 | 3,150.40 |
| | | | Monthly | 5,865.60 | 6,097.87 | 6,347.47 | 6,569.33 | 6,825.87 |
| | | | Annual | 70,387.20 | 73,174.40 | 76,169.60 | 78,832.00 | 81,910.40 |
| UTILITY WORKER - SEWER | M910 | Classified | Hourly | 30.76 | 31.98 | 33.30 | 34.46 | 35.80 |
| | | | Bi-Weekly | 2,460.80 | 2,558.40 | 2,664.00 | 2,756.80 | 2,864.00 |
| | | | Monthly | 5,331.73 | 5,543.20 | 5,772.00 | 5,973.07 | 6,205.33 |
| | | | Annual | 63,980.80 | 66,518.40 | 69,264.00 | 71,676.80 | 74,464.00 |
| | | | | | | | | |
| UTILITIES MAINTENANCE MECHANIC | M415 | Classified | Hourly | 35.62 | 37.00 | 38.46 | 40.01 | 41.62 |
| | | | Bi-Weekly | 2,849.79 | 2,960.03 | 3,076.80 | 3,200.92 | 3,329.93 |
| | | | Monthly | 6,174.55 | 6,413.40 | 6,666.40 | 6,935.32 | 7,214.85 |
| | | | Annual | 74,094.65 | 76,960.78 | 79,996.75 | 83,223.80 | 86,578.22 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | Step A | Step B | Step C | Step D | Step E |
|------------------------------------------|----------|--------------|-----------|------------|------------|------------|------------|
| INFORMATION TECHNOLOGY DEPARTMENT | | | | | | | |
| INFORMATION SYSTEMS MANAGER | H565 | Classified | Hourly | 53.65 | 56.33 | 59.15 | 62.12 |
| | | | Bi-Weekly | 4,292.00 | 4,506.40 | 4,732.00 | 4,969.60 |
| | | | Monthly | 9,299.33 | 9,763.87 | 10,252.67 | 10,767.47 |
| | | | Annual | 111,592.00 | 117,166.40 | 123,032.00 | 129,209.60 |
| INFORMATION TECHNOLOGY MANAGER | H566 | Classified | Hourly | 53.65 | 56.33 | 59.15 | 62.12 |
| | | | Bi-Weekly | 4,292.00 | 4,506.40 | 4,732.00 | 4,969.60 |
| | | | Monthly | 9,299.33 | 9,763.87 | 10,252.67 | 10,767.47 |
| | | | Annual | 111,592.00 | 117,166.40 | 123,032.00 | 129,209.60 |
| DATA AND SYSTEMS COORDINATOR | H560 | Classified | Hourly | 48.28 | 50.69 | 53.23 | 55.89 |
| | | | Bi-Weekly | 3,862.40 | 4,055.20 | 4,258.40 | 4,471.20 |
| | | | Monthly | 8,368.53 | 8,786.27 | 9,226.53 | 9,687.60 |
| | | | Annual | 100,422.40 | 105,435.20 | 110,718.40 | 116,251.20 |
| NETWORK SYSTEMS SPECIALIST | H555 | Classified | Hourly | 43.39 | 45.57 | 47.84 | 50.23 |
| | | | Bi-Weekly | 3,471.20 | 3,645.60 | 3,827.20 | 4,018.40 |
| | | | Monthly | 7,520.93 | 7,898.80 | 8,292.27 | 8,706.53 |
| | | | Annual | 90,251.20 | 94,785.60 | 99,507.20 | 104,478.40 |
| GEOGRAPHIC INFO SYSTEMS COORDINATOR | T460 | Classified | Hourly | 46.80 | 49.14 | 51.47 | 54.07 |
| | | | Bi-Weekly | 3,744.00 | 3,931.20 | 4,117.60 | 4,325.60 |
| | | | Monthly | 8,112.00 | 8,517.60 | 8,921.47 | 9,372.13 |
| | | | Annual | 97,344.00 | 102,211.20 | 107,057.60 | 112,465.60 |
| PROGRAMMER ANALYST | T455 | Classified | Hourly | 40.73 | 42.72 | 44.95 | 47.16 |
| | | | Bi-Weekly | 3,258.40 | 3,417.60 | 3,596.00 | 3,772.80 |
| | | | Monthly | 7,059.87 | 7,404.80 | 7,791.33 | 8,174.40 |
| | | | Annual | 84,718.40 | 88,857.60 | 93,496.00 | 98,092.80 |
| WEB SPECIALIST | T450 | Classified | Hourly | 40.14 | 42.17 | 44.26 | 46.46 |
| | | | Bi-Weekly | 3,211.20 | 3,373.60 | 3,540.80 | 3,716.80 |
| | | | Monthly | 6,957.60 | 7,309.47 | 7,671.73 | 8,053.07 |
| | | | Annual | 83,491.20 | 87,713.60 | 92,060.80 | 96,636.80 |
| INFORMATION TECHNOLOGY ANALYST II | T435 | Classified | Hourly | 40.71 | 42.74 | 44.88 | 47.13 |
| | | | Bi-Weekly | 3,256.80 | 3,419.20 | 3,590.40 | 3,770.40 |
| | | | Monthly | 7,056.40 | 7,408.27 | 7,779.20 | 8,169.20 |
| | | | Annual | 84,676.80 | 88,899.20 | 93,350.40 | 98,030.40 |
| INFORMATION TECHNOLOGY ANALYST I | T430 | Classified | Hourly | 37.01 | 38.86 | 40.81 | 42.85 |
| | | | Bi-Weekly | 2,960.80 | 3,108.80 | 3,264.80 | 3,428.00 |
| | | | Monthly | 6,415.07 | 6,735.73 | 7,073.73 | 7,427.33 |
| | | | Annual | 76,980.80 | 80,828.80 | 84,884.80 | 89,128.00 |
| TECHNOLOGY SOLUTIONS ANALYST II | T445 | Classified | Hourly | 40.71 | 42.74 | 44.88 | 47.13 |
| | | | Bi-Weekly | 3,256.80 | 3,419.20 | 3,590.40 | 3,770.40 |
| | | | Monthly | 7,056.40 | 7,408.27 | 7,779.20 | 8,169.20 |
| | | | Annual | 84,676.80 | 88,899.20 | 93,350.40 | 98,030.40 |
| TECHNOLOGY SOLUTIONS ANALYST I | T440 | Classified | Hourly | 37.01 | 38.86 | 40.81 | 42.85 |
| | | | Bi-Weekly | 2,960.80 | 3,108.80 | 3,264.80 | 3,428.00 |
| | | | Monthly | 6,415.07 | 6,735.73 | 7,073.73 | 7,427.33 |
| | | | Annual | 76,980.80 | 80,828.80 | 84,884.80 | 89,128.00 |
| GEOGRAPHIC INFO SYSTEM TECHNICIAN II | T465 | Classified | Hourly | 36.97 | 38.82 | 40.75 | 42.78 |
| | | | Bi-Weekly | 2,957.60 | 3,105.60 | 3,260.00 | 3,422.40 |
| | | | Monthly | 6,408.13 | 6,728.80 | 7,063.33 | 7,415.20 |
| | | | Annual | 76,897.60 | 80,745.60 | 84,760.00 | 88,982.40 |
| GEOGRAPHIC INFO SYSTEM TECHNICIAN I | T464 | Classified | Hourly | 33.63 | 35.30 | 37.06 | 38.93 |
| | | | Bi-Weekly | 2,690.40 | 2,824.00 | 2,964.80 | 3,114.40 |
| | | | Monthly | 5,829.20 | 6,118.67 | 6,423.73 | 6,747.87 |
| | | | Annual | 69,950.40 | 73,424.00 | 77,084.80 | 80,974.40 |

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

ATTACHMENT II
Recommended by
Personnel Commission
on May 11, 2017
Approved by Council
on May 23, 2017

| Classification Title | Job Code | Service Type | | Step A | Step B | Step C | Step D | Step E |
|----------------------------------------|----------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|
| INFORMATION TECHNOLOGY TECHNICIAN II | T425 | Classified | Hourly | 36.97 | 38.82 | 40.75 | 42.78 | 44.96 |
| | | | Bi-Weekly | 2,957.60 | 3,105.60 | 3,260.00 | 3,422.40 | 3,596.80 |
| | | | Monthly | 6,408.13 | 6,728.80 | 7,063.33 | 7,415.20 | 7,793.07 |
| | | | Annual | 76,897.60 | 80,745.60 | 84,760.00 | 88,982.40 | 93,516.80 |
| INFORMATION TECHNOLOGY TECHNICIAN I | T424 | Classified | Hourly | 33.63 | 35.30 | 37.06 | 38.93 | 40.87 |
| | | | Bi-Weekly | 2,690.40 | 2,824.00 | 2,964.80 | 3,114.40 | 3,269.60 |
| | | | Monthly | 5,829.20 | 6,118.67 | 6,423.73 | 6,747.87 | 7,084.13 |
| | | | Annual | 69,950.40 | 73,424.00 | 77,084.80 | 80,974.40 | 85,009.60 |
| INFORMATION SYSTEMS SUPPORT TECHNICIAN | T415 | Classified | Hourly | 30.28 | 31.79 | 33.42 | 35.08 | 36.77 |
| | | | Bi-Weekly | 2,422.40 | 2,543.20 | 2,673.60 | 2,806.40 | 2,941.60 |
| | | | Monthly | 5,248.53 | 5,510.27 | 5,792.80 | 6,080.53 | 6,373.47 |
| | | | Annual | 62,982.40 | 66,123.20 | 69,513.60 | 72,966.40 | 76,481.60 |
| DATA SYSTEMS OPERATOR | C450 | Classified | Hourly | 26.72 | 27.93 | 29.32 | 30.71 | 32.15 |
| | | | Bi-Weekly | 2,137.45 | 2,234.71 | 2,345.76 | 2,456.81 | 2,571.91 |
| | | | Monthly | 4,631.13 | 4,841.88 | 5,082.48 | 5,323.08 | 5,572.46 |
| | | | Annual | 55,573.61 | 58,102.56 | 60,989.78 | 63,876.99 | 66,869.58 |
| AUDIO VIDEO SPECIALIST | T410 | Classified | Hourly | 28.85 | 30.26 | 31.81 | 33.39 | 34.98 |
| | | | Bi-Weekly | 2,308.00 | 2,420.80 | 2,544.80 | 2,671.20 | 2,798.40 |
| | | | Monthly | 5,000.67 | 5,245.07 | 5,513.73 | 5,787.60 | 6,063.20 |
| | | | Annual | 60,008.00 | 62,940.80 | 66,164.80 | 69,451.20 | 72,758.40 |
| VIDEO ASSISTANT | T400 | Classified | Hourly | | | | | 15.84 |
| | | | Bi-Weekly | | | | | 1,267.20 |
| | | | Monthly | | | | | 2,745.60 |
| | | | Annual | | | | | 32,947.20 |

SEIU Salary Survey Impementation Based on IRA

Attachment III

| Classification | % City is Above or Below Labor Market Average | Total Salary Adjustment | June 2016 Increase | June 2017 Increase | June 2018 Increase | FTE |
|-------------------------------------------|-----------------------------------------------------|----------------------------|-----------------------|-----------------------|-----------------------|-----|
| Account Clerk | -3.45% | 3.45% | 1.15% | 1.15% | 1.15% | 0 |
| <i>Customer Account Clerk</i> | | | | | | 5 |
| <i>Senior Account Clerk</i> | | | | | | 4 |
| <i>Senior Customer Account Clerk</i> | | | | | | 5 |
| <i>Supervising Customer Account Clerk</i> | | | | | | 1 |
| Administrative Clerk II | -3.96% | 3.96% | 1.32% | 1.32% | 1.32% | 5 |
| <i>Administrative Clerk I</i> | | | | | | 2 |
| <i>Data Systems Operator</i> | | | | | | 1 |
| <i>Mail And Purchasing Clerk</i> | | | | | | 1 |
| <i>Mail And Revenue Clerk</i> | | | | | | 1 |
| <i>Volunteer Program Assistant</i> | | | | | | 1 |
| Administrative Secretary | 2.99% | 0% | 0% | 0% | 0% | 6 |
| <i>Secretary</i> | | | | | | 10 |
| <i>Senior Secretary</i> | | | | | | 12 |
| Animal Control Officer | -4.71% | 4.71% | 1.57% | 1.57% | 1.57% | 2 |
| <i>Animal Care Attendant</i> | | | | | | 5 |
| <i>Shelter Operations Supervisor</i> | | | | | | 1 |
| <i>Shelter Volunteer Coordinator</i> | | | | | | 1 |
| Communications Operator | -5.88% | 5.88% | 1.96% | 1.96% | 1.96% | 16 |
| <i>Call Taker</i> | | | | | | 2 |
| <i>Communications Supervisor</i> | | | | | | 4 |
| Community Service Officer | 1.09% | 0% | 0% | 0% | 0% | 20 |
| <i>Jail Supervisor</i> | | | | | | 4 |
| Crime Prevention Specialist | -3.31% | 3.31% | 1.11% | 1.10% | 1.10% | 2 |
| Crime Scene Technician | -3.73% | 3.73% | 1.25% | 1.24% | 1.24% | 4 |
| Electrician II | 7.00% | 0% | 0% | 0% | 0% | 5 |
| <i>Electrician I</i> | | | | | | 0 |
| <i>HVAC Mechanic</i> | | | | | | 1 |
| Equipment Mechanic II | -2.23% | 2.23% | 0.75% | 0.74% | 0.74% | 4 |
| <i>Equipment Mechanic I</i> | | | | | | 1 |
| Equipment Operator | -0.58% | 0.58% | 0.58% | 0.00% | 0.00% | 3 |
| Facilities Carpenter II | 5.26% | 0% | 0% | 0% | 0% | 1 |
| <i>Facilities Carpenter I</i> | | | | | | 0 |
| Facilities Painter II | 4.64% | 0% | 0% | 0% | 0% | 1 |
| <i>Facilities Painter I</i> | | | | | | 0 |
| Finance Technician | 6.08% | 0% | 0% | 0% | 0% | 4 |
| <i>Purchasing Technician</i> | | | | | | 1 |
| Laborer | -1.76% | 1.76% | 0.59% | 0.59% | 0.58% | 12 |
| Legal Secretary II | -0.56% | 0.56% | 0.56% | 0.00% | 0.00% | 1 |
| <i>Legal Secretary I</i> | | | | | | 0 |
| Library Assistant | -7.46% | 7.46% | 2.49% | 2.49% | 2.48% | 8 |
| <i>Lead Library Assistant</i> | | | | | | 3 |
| <i>Senior Library Assistant</i> | | | | | | 0 |
| Library Page | 11.98% | 0% | 0% | 0% | 0% | 3.6 |
| <i>Senior Library Page</i> | | | | | | 1.8 |
| Maintenance Leader | 3.49% | 0% | 0% | 0% | 0% | 3 |
| <i>Airport Attendant</i> | | | | | | 0 |
| <i>Airport Maintenance Worker</i> | | | | | | 3 |
| <i>Facilities Leadworker</i> | | | | | | 0 |
| <i>Facilities Service Worker I</i> | | | | | | 1 |
| <i>Facilities Serviceworker II</i> | | | | | | 1 |
| <i>Groundskeeper I</i> | | | | | | 6 |
| <i>Groundskeeper II</i> | | | | | | 2 |
| <i>Groundskeeper III</i> | | | | | | 1 |
| <i>Maintenance Worker</i> | | | | | | 6 |
| <i>Senior Airport Maintenance Worker</i> | | | | | | 1 |
| <i>Senior Maintenance Leader</i> | | | | | | 2 |

SEIU Salary Survey Impementation Based on IRA

Attachment III

| Classification | % City is Above or Below Labor Market Average | Total Salary Adjustment | June 2016 Increase | June 2017 Increase | June 2018 Increase | FTE |
|----------------------------------------------|-----------------------------------------------------|----------------------------|-----------------------|-----------------------|-----------------------|-----|
| Permit Technician | -2.18% | 2.18% | 0.73% | 0.73% | 0.72% | 4 |
| <i>Fire Technician I</i> | | | | | | 0 |
| <i>Fire Technician II</i> | | | | | | 2 |
| <i>Senior Permit Technician</i> | | | | | | 1 |
| Police Officer Trainee | -3.34% | 3.34% | 1.12% | 1.11% | 1.11% | 2 |
| Police Records Clerk II | -1.40% | 1.40% | 0.47% | 0.47% | 0.46% | 12 |
| <i>Police Records Clerk I</i> | | | | | | 2 |
| <i>Records Supervisor</i> | | | | | | 2 |
| Property Technician | -4.54% | 4.54% | 1.52% | 1.51% | 1.51% | 4 |
| Storekeeper-Expediter | -3.20% | 3.20% | 1.07% | 1.07% | 1.06% | 1 |
| <i>Equipment Parts Storekeeper</i> | | | | | | 1 |
| <i>Equipment Service Attendant</i> | | | | | | 0 |
| Sweeper Equipment Operator | -5.48% | 5.48% | 1.83% | 1.83% | 1.82% | 5 |
| Tree Trimmer | -2.21% | 2.21% | 0.74% | 0.74% | 0.73% | 3 |
| Utility Worker | 0.74% | 0% | 0% | 0% | 0% | 8 |
| <i>Utility Worker (Sewer)</i> | | | | | | 5 |
| <i>Backflow/Cross Connection Tester</i> | | | | | | 1 |
| <i>Cross Connection Control Specialist</i> | | | | | | 0 |
| <i>Senior Utility Cust. Svc. Leader</i> | | | | | | 1 |
| <i>Senior Utility Leader</i> | | | | | | 1 |
| <i>Senior Utility Leader - Sewer</i> | | | | | | 0 |
| <i>Senior Utility Service Representative</i> | | | | | | 1 |
| <i>Utilities Service Worker</i> | | | | | | 2 |
| <i>Utility Leader</i> | | | | | | 3 |
| <i>Utility Leader – Sewer</i> | | | | | | 2 |
| Water Meter Reader | 2.56% | 0% | 0% | 0% | 0% | 2.5 |
| <i>Water Meter Mechanic</i> | | | | | | 3 |
| WPCF Operator | -6.21% | 6.21% | 2.07% | 2.07% | 2.07% | 4 |
| <i>Operator-In-Training</i> | | | | | | 1 |
| <i>Utilities Maintenance Mechanic</i> | | | | | | 8 |
| WPCF Lead Operator | -9.64% | 9.64% | 3.22% | 3.21% | 3.21% | 5 |

277.9

**CLASSIFICATION PLAN
CLASSIFIED POSITIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

Approved by
Personnel Commission
on May 11, 2017.

| 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 ENGINEERING | | |
| SENIOR CIVIL ENGINEER | H240 | Classified |
| ASSOCIATE CIVIL ENGINEER | T215 | Classified |
| ASSISTANT CIVIL ENGINEER | T210 | Classified |
| | | |
| CITY WIDE MAINTENANCE | | |
| ELECTRICIAN II | M410 | Classified |
| ELECTRICIAN I | M405 | Classified |
| | | |
| MAINTENANCE WORKER | M305 | Classified |
| | | |
| LABORER | M905 | Classified |
| | | |
| CITY ATTORNEY DEPARTMENT | | |
| ASSISTANT CITY ATTORNEY | U210 | Classified |
| DEPUTY CITY ATTORNEY II | U205 | Classified |
| DEPUTY CITY ATTORNEY I | U200 | 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 | | |

**CLASSIFICATION PLAN
CLASSIFIED POSITIONS
(PER MUNI CODE SEC.2-4.30)
FY 2017**

Approved by
Personnel Commission
on May 11, 2017.

| Classification Title | Job Code | Service Type |
|--------------------------------------------------|-----------------|---------------------|
| GRAPHICS AND MEDIA RELATIONS TECHNICIAN | T300 | Classified |
| DIGITAL APPLICATIONS DEVELOPER | T470 | Classified |
| MANAGEMENT FELLOW | U300 | Classified |
| | | |
| | | |
| <i>ECONOMIC DEVELOPMENT</i> | | |
| ECONOMIC DEVELOPMENT MANAGER | H710 | Classified |
| ECONOMIC DEVELOPMENT SPECIALIST | T745 | Classified |
| | | |
| | | |
| <i>NEIGHBORHOOD PARTNERSHIP SERVICES</i> | | |
| NEIGHBORHOOD DEVELOPMENT MANAGER | H735 | Classified |
| NEIGHBORHOOD PARTNERSHIP MANAGER | H730 | Classified |
| | | |
| <i>HOUSING AUTHORITY</i> | | |
| HOUSING MANAGER | H715 | Classified |
| HOUSING DEVELOPMENT SPECIALIST | T750 | Classified |
| | | |
| HOMEOWNERSHIP COORDINATOR | T710 | Classified |
| | | |
| DEVELOPMENT SERVICES DEPARTMENT | | |
| <i>DEVELOPMENT SERVICE ADMINISTRATION</i> | | |
| DEPUTY DIRECTOR OF DEVELOPMENT SERVICES | U515 | Classified |
| | | |
| <i>BUILDING DIVISION</i> | | |
| 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 |
| | | |
| 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 |

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|------------------------------------|----------|--------------|
| 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 |
| | | |
| 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 |
| | | |
| 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 |

**CLASSIFICATION PLAN
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|-----------------------------------------|----------|--------------|
| 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 (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 INVESTIGATOR | T500 | Classified |
| | | |
| FIRE SERVICES SUPERVISOR | H580 | 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 |

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|--------------------------------------------------|----------|--------------|
| HUMAN RESOURCES TECHNICIAN | U100 | Classified |
| | | |
| HUMAN RESOURCES ADMINISTRATIVE ASSISTANT | U105 | Classified |
| LIBRARY AND COMMUNITY SERVICES DEPARTMENT | | |
| 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 |
| | | |
| LIBRARY SERVICES DIVISION | | |
| 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 | | |
| FACILITIES MANAGEMENT | | |
| FACILITIES AND BUILDING MANAGER | H605 | Classified |
| FACILITIES LEADWORKER | M135 | Classified |
| FACILITIES MAINTENANCE SUPERVISOR | H600 | Classified |
| | | |
| HVAC MECHANIC | M140 | Classified |

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|---------------------------------------|----------|--------------|
| FACILITIES PAINTER II | M130 | Classified |
| FACILITIES PAINTER I | M125 | Classified |
| 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 |
| FLEET MANAGEMENT SUPERVISOR | H630 | 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 |

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|-------------------------------------------------|----------|--------------|
| POLICE LIEUTENANT | P215 | Classified |
| POLICE SERGEANT | P210 | Classified |
| INSPECTOR | P205 | Classified |
| POLICE OFFICER | P200 | Classified |
| POLICE OFFICER TRAINEE | P100 | Classified |
| | | |
| PROFESSIONAL STAFF | | |
| PERSONNEL AND TRAINING ADMINISTRATOR | H450 | 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 | 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 TECHNICIAN | C685 | Classified |
| PROPERTY 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 |

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|--------------------------------------------------|----------|--------------|
| RECORDS ADMINISTRATOR | H425 | Classified |
| 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 | | |
| ASSISTANT CITY ENGINEER | H250 | Classified |
| ASSOCIATE CIVIL ENGINEER | T215 | Classified |
| ASSISTANT CIVIL ENGINEER | T210 | Classified |
| REAL PROPERTY MANAGER | H225 | Classified |
| REAL PROPERTY ASSOCIATE | T260 | Classified |
| REAL PROPERTY ASSISTANT | T255 | Classified |
| ENGINEERING TECHNICIAN | T200 | Classified |
| SURVEY ENGINEER | H230 | Classified |
| SURVEYOR | T265 | Classified |
| TRANSPORTATION MANAGER | H220 | 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 |

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|--------------------------------------------------------|----------|--------------|
| TRAFFIC SIGNAL TECHNICIAN | T220 | Classified |
| SUPERVISING CONSTRUCTION INSPECTOR | H235 | Classified |
| SENIOR CONSTRUCTION INSPECTOR | T250 | Classified |
| CONSTRUCTION INSPECTOR | T245 | Classified |
| UTILITIES AND ENVIRONMENTAL SERVICES DEPARTMENT | | |
| ADMINISTRATION DIVISION | | |
| 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 UTILITIES ENGINEER | H810 | Classified |

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|-------------------------------------------------|----------|--------------|
| 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 CUSTOMER SERVICE LEADER | M825 | Classified |
| CROSS CONNECTION CONTROL SPECIALIST | M815 | Classified |
| WATER METER MECHANIC | M810 | Classified |
| WATER METER READER | M805 | 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 |
| | | |
| TECHNOLOGY SERVICES DEPARTMENT | | |
| 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 |
| 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 |