

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, November 16, 2017

5:30 PM

City Hall, Conference Room 4A

Personnel Commission

CALL TO ORDER**PUBLIC COMMENTS:**

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

MINUTES

1. [MIN 17-150](#) Approval of Minutes for Special Meeting October 26, 2017

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

ACTION ITEMS

2. [ACT 17-061](#) Revised Job Description for Hazardous Materials Investigator

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Hazardous Materials Investigator](#)
[Attachment III Fire Organizational Chart](#)

3. [ACT 17-062](#) Revised Job Description for Librarian I

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Librarian I](#)
[Attachment III Organizational Chart for Library and Community Services](#)

4. [ACT 17-063](#) Revised Job Description for Senior Transportation Engineer

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Senior Transportation Engineer](#)
[Attachment III Public Works Organizational Chart](#)

5. [ACT 17-064](#) Revised Job Description for Deputy City Clerk
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Revised Job Description for Deputy City Clerk](#)
 [Attachment III City Clerk's Office Organizational Chart](#)
6. [ACT 17-055](#) Revised City Classification and Salary Plan for Fiscal Year 2018
 - Updated November 16, 2017 - Effective November 28, 2017
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II FY 2018 Salary Plan](#)
 [Attachment III FY 2018 Classification Plan](#)

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)**RECURRING AGENDA TOPICS/GENERAL COMMENTS****ADJOURNMENT****NEXT REGULAR MEETING – January 11, 2018**

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.



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777 B Street
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File #: MIN 17-150

DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Approval of Minutes for Special Meeting October 26, 2017

RECOMMENDATION

That the Personnel Commission reviews and approves the meeting minutes from the special meeting held on October 26, 2017.

ATTACHMENTS

Attachment I Minutes



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, October 26, 2017
Conference Room 4A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:36 p.m. on Thursday, October 26, 2017, at Hayward City Hall, Conference Room 4A.

HUMAN RESOURCES DEPARTMENT STAFF

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

OTHERS PRESENT

Marvin Peixoto, Council Member
Seema Vashi, Assistant City Attorney
Todd Rullman, Director of Maintenance Services

Attendance	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>		
	Present 10.26.2017 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	0	1
Elecia Garrett	O	1	0	0	1
V. Toni Adams	O	0	1	0	1
Jose Guadamuz	X	0	1	1	0
*Rachel Lucas	X	1	0	1	0
Giancarlo Scalise	X	1	0	1	0
Allen Zargar	X	0	1	1	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of July 13, 2017 Meeting Minutes (Action)

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

REPORTS

2. City Council Liaison (Information)

Council Member Peixoto gave an overview of two recent Work Sessions where direction was given by Council regarding: 1) Affordable Housing – more incorporated within respective projects that Council approves; and 2) Cannabis – discussed dispensary locations, how would it be taxed, at production level or the retail level in preparation of the approved use of recreational marijuana use beginning January 1.

3. Director of Human Resources (Information)

Director Collins reported that Council had a budget Work Session two weeks ago, which included discussions on how the City can reduce its deficit by considering revenue enhancements, expense reductions, and other efficiencies. Director Collins encouraged Commissioners to view the Work Session online for their reference as a part of the community and the Personnel Commission.

Director Collins also stated that on November 28th, Council will discuss and adopt its principles for labor negotiations, Policy and Goals Statement for Contract Negotiations, which allows the Council to give direction on the approach they want staff to take in negotiations on salaries and benefits.

Lastly, Director Collins stated that she signed the engagement letter to kick off the Employee Engagement Survey, which invites employees to provide feedback to assist staff to address employee concerns. This survey will also measure our progress from the last survey two years ago.

Commissioner Zargar asked if a summary of the results will be shared. Director Collins answered yes, they will be available online and shared with the Personnel Commission.

ACTION ITEMS

4. New Job Description for Information Technology Intern

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Information Technology Intern job specification and answered questions.

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

5. Revised Job Description for Senior Equipment Mechanic

Todd Rullman, Director of Maintenance Services gave an overview of the Senior Equipment Mechanic job specification and answered questions.

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

6. **FY 2018 Scope and Goals (Brainstorm)**

Director Collins passed around the Draft 2017 and 2018 Goals document for discussion, based on the feedback from the July 13th Personnel Commission meeting. She also stated that having 2-year goals would be more productive for the Commission. Below are the proposed draft goals that were discussed:

1) Review and revise the City's Classification Plan as necessary to support staffing reorganizations and updating of job specifications to align with the Classification Plan.

- Review of job specifications is limited to substantive changes in the areas of experience and education for existing specifications and new job specifications only.

Director Collins stated that revising this goal to be limited to substantive changes in the areas of experience and education for existing specifications and new job specification only, is more meaningful and a better use of the Commission's time. Commissioner Lucas agreed. Council Member Peixoto also agreed and stated that discussing the new Information Technology Intern job specification tonight is a great example of the Commission deciding on substantive issues as opposed to grammatical or typographical errors.

Commissioner Zargar asked if the changes are non-substantive, would staff make the changes and then provide to Council for approval. Director Collins answered no, because Council doesn't approve job specifications, however, it goes to the bargaining representatives to seek their consent. It's created by an HR Analyst, reviewed by the Deputy Director, goes to the bargaining unit, reviewed by Director Collins, and then brought to the Commission.

Commissioner Zargar asked what the City Charter says about the Commission's role in reviewing job specifications. Director Collins stated that this goal is close to what is stated in the Charter, and can be interpreted broadly.

2) Review and recommend approval of the City's Salary Plan for the classified service as necessary to support organizational changes and needs related to staffing, recruitment and retention of highly

qualified candidates.

Director Collins stated that goal #2 must remain, as its part of the Charter. There were no objections from the Personnel Commissioners.

3) Review and make recommendations related to candidate pool diversity and outreach efforts to attract a highly qualified and diverse pool of candidates for City of Hayward jobs.

- Participate in at least two (2) community events to introduce attendees to public service and advertise current openings.
- Assist with the City's Career Fair
- Review and discuss recruitment statistics and make recommendations to improve process.

Director Collins stated that goal #3 could be accomplished as a body, and not individually. Commissioner Lucas agreed that this goal should be quantified as a board, and not individually.

Commissioner Scalise requested to include assisting with the City's Career Fair as part of the two (2) community events. Director Collins approved of this request and stated that she's open to other names for the Career Fair, to make it more appealing.

Commissioner Lucas suggested adding participation on hiring panels as satisfying the participation requirement of Commissioners in community events. Director Collins asked if participation on hiring panels can be added as a separate piece of this goal. Commissioner Lucas agreed that would be acceptable.

4) Complete phase one review and recommendation of amendments to the personnel rules of the multi-phase project.

- Redline and recommend changes to Sections 2, 3, 6, 7, 8, and 9 of the City of Hayward's Personnel Rules

Goal #4 was not discussed and was tabled for the next Personnel Commission meeting.

7. RECURRING AGENDA TOPICS/GENERAL COMMENTS

8. ADJOURNMENT

Meeting was adjourned at 6:30 p.m.



Nina S. Collins, Director of Human Resources



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File #: ACT 17-061

DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Hazardous Materials Investigator

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Hazardous Materials Investigator 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	Revised Job Description for Hazardous Materials Investigator
Attachment III	Fire Department Organizational Chart



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Hazardous Materials Investigator

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Hazardous Materials Investigator 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 Hazardous Materials Investigator job description was revised to change the title to Hazardous Materials Inspector to accurately reflect the duties of the position, which do not include conducting investigations. Rather, the primary responsibility is to conduct inspections of hazardous materials facilities.

The essential duties have been updated to reflect the additional responsibilities due to the changed nature of the job. The incumbent will review and process Hazardous Materials Business Plans submitted by regulated facilities into the California Environmental Reporting System (CERS). The incumbent will also be in charge of reviewing compliance and providing interpretation for the Hayward-adopted version of the California Fire Code associated with hazardous materials. The incumbent will provide review and interpretation for the Planning and Building Divisions associated with hazardous materials.

The changes to the Hazardous Materials Investigator job description were shared with and agreed to by representatives of Local 21. The Hazardous Materials Investigator job description was revised to update the title, definition, distinguishing characteristics, essential

duties, job related and essential qualifications, and special requirements. The changes to the job description are as follows:

Replaced title “Hazardous Materials Investigator” with “Hazardous Materials Inspector”

Definition

Added: “... which administers the ... Program Agency (CUPA), Hayward-adopted version of the California Fire code, as well as other... and local... regulations...”

Replaced: “...Hazardous Materials and Hazardous Waste Management Program...” with “...hazardous materials and hazardous waste management programs...”

Removed: “... Agency (CUPA) and a Local Implementing Agency (LIA) for the Regional Water Quality Control Board ...”

Distinguishing Characteristics

Replaced: “...non-public...” with “...public, non-safety...”

Essential Duties

Added:

- “... as well as...”
- “Conducts verification inspections to ensure compliance with approved permits and plans.”
- “Reviews and processes Hazardous Materials Business Plans submitted by regulated facilities into the California Environmental Reporting System (CERS) for completeness and accuracy.”
- “Reviews compliance and provides interpretation for the Hayward-adopted version of the California Fire Code associated with hazardous materials.”
- “Provides review and interpretation for the Planning and Building Divisions associated with hazardous materials.”

Replaced:

- “...on site...” with “...on-site...”
- “...information...” with “...informational...”
- “...first responders...” with “...First Responders...”
- “Make...” with “Makes...”
- “evaluate...” with “Evaluates...”

Removed: “...chemical...”

Job Related and Essential Qualifications

Knowledge of:

Removed: “Analyze and interpret codes, regulations, and policies.”

Ability to:

Added: "Analyze and interpret codes, regulations, and policies."

Special Requirements

Added:

- "...and field... and field..."
- "...consistently use and maintain appropriate safety equipment in performing job functions and duties..."

Removed:

- "...and..."
- "...to travel..."

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

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

HAZARDOUS MATERIALS INSPECTOR

DEFINITION

The Hazardous Materials Inspector (HMI) will provide administrative and technical support to the Office of the Fire Marshal's Hazardous Materials Office, which administers the State-Certified Unified Program Agency (CUPA), Hayward-adopted version of the California Fire Code, as well as other hazardous materials and hazardous waste management programs, to ensure compliance with State and local hazardous materials laws, regulations and requirements.

DISTINGUISHING CHARACTERISTICS

The Hazardous Materials Inspector (HMI) is a public, non-safety position with the Fire Department's Office of the Fire Marshal, with responsibility for the permitting and inspection of hazardous materials facilities under the direction of the Hazardous Materials Program Coordinator. The HMI spends a majority of time in the field performing complex inspections to ensure compliance with laws and regulations applicable to a number of hazardous materials programs, including, but not limited to, the underground storage of hazardous materials, storage and handling of hazardous materials at businesses, the storage and treatment of hazardous wastes, and the storage of hazardous materials in aboveground tanks.

The HMI performs complex inspections often involving the storage and use of many chemicals at small-, medium- and large-sized industrial facilities. The HMI also reviews plans for new construction and tenant improvements of hazardous materials-related facilities, responds to complaints associated with the management of hazardous materials, and performs periodic investigations of hazardous materials spills and releases at hazardous materials facilities. This HMI position requires frequent contact with the public and hazardous materials facility owners and operators.

SUPERVISION RECEIVED

Direction is provided by the Hazardous Materials Program Coordinator.

SUPERVISION EXERCISED

May provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES

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

Inspects hazardous materials facilities for compliance with hazardous materials laws, regulations and ordinances. This includes evaluating hazardous materials management and monitoring plans, as well as on-site evaluation of chemical storage and use practices.

ESSENTIAL DUTIES (continued):

Processes and evaluates hazardous materials permit applications and compliance plans according to applicable hazardous materials laws, regulations and ordinances.

Drafts permit conditions of approval and correspondence, or meets permit applicants to explain necessary revisions and additional conditions and requirements. Issues Hazardous Materials Permits, identifying appropriate permit types and fees. Conducts verification inspections to ensure compliance with approved permits and plans.

Makes recommendations for the elimination or control of hazardous conditions.

Evaluates hazardous waste at the phase of generation, transportation and disposal.

Investigates complaints and violations in the storage of hazardous materials and makes appropriate recommendations.

Reviews and processes Hazardous Materials Business Plans submitted by regulated facilities into the California Environmental Reporting System (CERS) for completeness and accuracy.

Assists in the development, maintenance and utilization of various information and data management systems for hazardous materials, including City-wide permitting software and, the California Environmental Reporting System (CERS).

Reviews compliance and provides interpretation for the Hayward-adopted version of the California Fire Code associated with hazardous materials.

Provides review and interpretation for the Planning and Building Divisions associated with hazardous materials.

Prepares detailed written inspection reports.

Gathers and prepares supporting documents and information for the District Attorney's Office and other agencies in preparation of environmental enforcement cases.

Assists the Hazardous Materials Coordinator and the Environmental Specialist in carrying out supporting functions for special features and programs relating to the Fire Department's hazardous materials program.

Provides technical support to First Responders to emergencies associated with the spill and release of hazardous materials.

Appears in court to provide testimony, as required.

Maintains liaisons with other departments and divisions within the City of Hayward, as well as other regulatory agencies and cities involved with hazardous materials facilities, including periodic joint inspections.

ESSENTIAL DUTIES (continued):

Attends various interagency meetings designed to coordinate activities and provide each other technical and informational support to facilitate completion of regulatory duties and responsibilities.

Facilitates Code Assistance Meetings to assist project proponents in the submittal of project plans for new facilities and tenant improvements.

Other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Chemical properties and uses.

Safe storage and handling procedures for hazardous materials.

Applicable Federal, State and local laws and regulations pertaining to hazardous materials.

Ability to:

Analyze and interpret codes, regulations, and policies.

Identify potential hazards in the proposed storage or handling of hazardous materials.

Effectively communicate and interact with the public, City employees and with owners and operators of hazardous materials facilities.

Effectively write, ~~to~~-prepare and maintain accurate records, reports and letters.

Analyze and interpret data and to code it for computer entry.

Effectively use Microsoft Office programs, such as Outlook, Word, Excel, and Access.

EXPERIENCE AND EDUCATION

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

Experience: One (1) year recent experience in industrial or hazardous material inspection, permit issuance, government, health or environmental regulation enforcement, environmental health, industrial hygiene, toxicology or related subject area.

EXPERIENCE AND EDUCATION (continued):

Education: Participating CUPA staff must either meet Section 15260 (d)(1)(A) or Section 15260 (d)(1)(B) of Title 27 of the California Code of Regulations (Title 27 CCR) in order to satisfy the educational requirements:

Section 15260 (d)(1)(A): Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of the California Education Code Section 94310(b) with major course work in biological, chemical, physical, environmental or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene; or a related field.

Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an approved institution.

Section 15260 (d)(1)(B): Registration as an Environmental Health Specialist (REHS) may be substituted for the required education.

License and Certificates: Possess and maintain a valid Class C Driver's License.

Per Title 23 Section 2715(j)(1) & (2) of the California Code of Regulations (Title 23 CCR), must possess a current International Code Council (ICC) California Underground Storage Tank (UST) Inspector Certification, or obtain such certification within six (6) months of employment.

Must possess, or obtain within 6 months of employment, a Cal EPA Aboveground Petroleum Storage Act (APSA) Inspector Training Certification.

Must have completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Standard training, and maintained the required annual 8-hr HAZWOPER Refresher training.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office and field environment and use standard office and field equipment and current software; 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; consistently use and

SPECIAL REQUIREMENTS (continued):

maintain appropriate safety equipment in performing job functions and duties: 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; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties. Essential functions must be performed with reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

T500 Hazardous Materials Inspector

Created June 1985

Revised August 1988

Revised May 2014

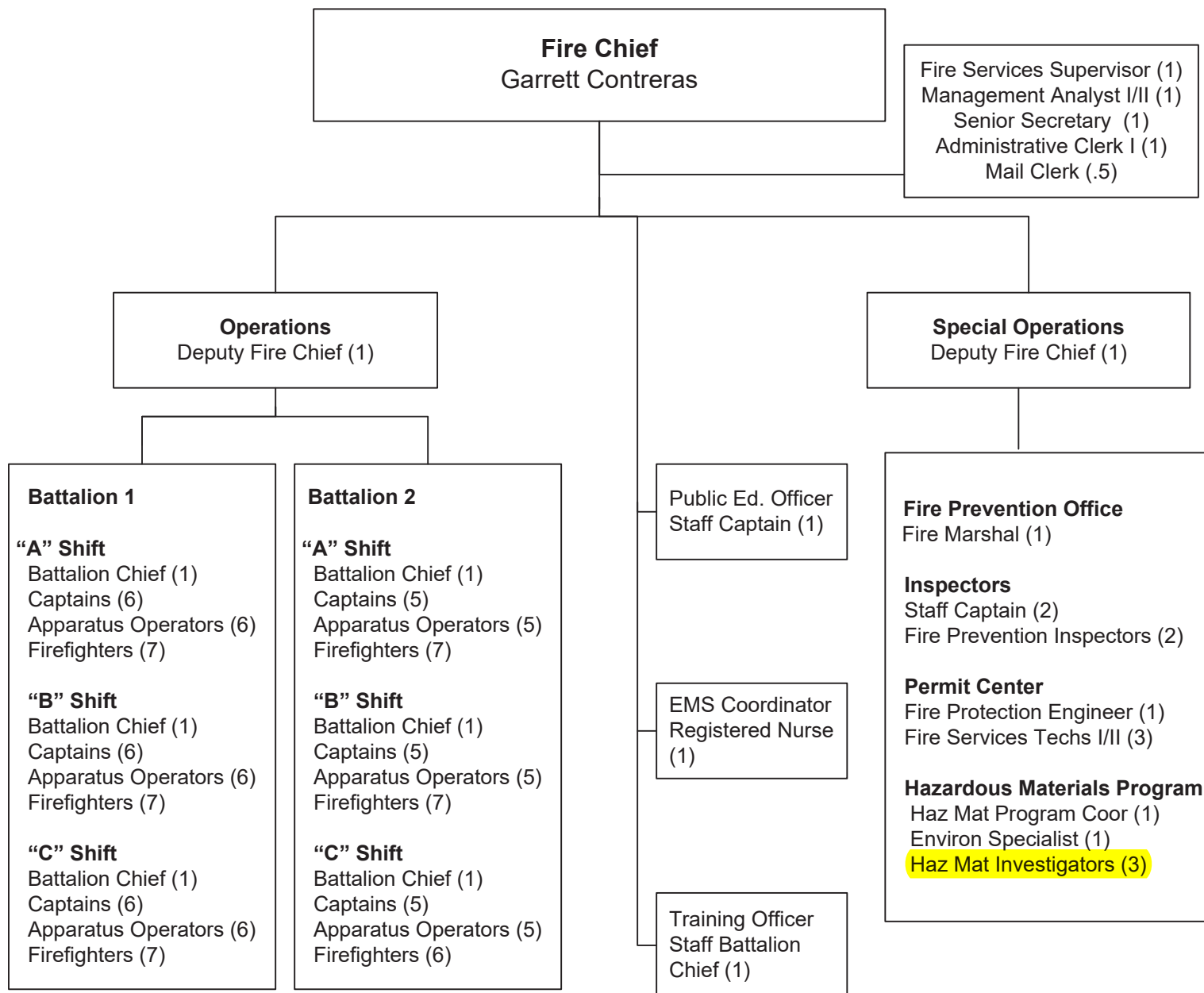
Revised August 2017

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt

FY 2018 STAFFING 137.5 FTE

Fire Department





CITY OF HAYWARD

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

File #: ACT 17-062

DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Librarian I

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Librarian I 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	Revised Job Description for Librarian I
Attachment III	Organizational Chart for Library & Community Services



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Librarian I

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Librarian I 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 changes to the Librarian I job description were shared with and agreed to by representatives of Local 21. The Librarian I job description was revised to update the supervision exercised, and experience and education. The changes to the job description are as follows:

Librarian I

Supervision Exercised

Replaced: "Provides..." with "May provide..."

Added: "...and volunteers..."

Experience and Education

Experience:

- Replaced "...increasing..." with "...increasingly..."

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

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

Approved by:



Kelly McAdoo, City Manager

LIBRARIAN I

DEFINITION

To perform a variety of professional and para-professional duties in support of a modern urban library and community learning center; to develop, implement and evaluate educational and library programs tailored to the changing needs of a diverse local community; and to provide responsive customer service to a diverse population of library and learning center users.

DISTINGUISHING CHARACTERISTICS

This entry level classification performs a variety of professional and para-professional duties in a modern fast-paced urban library. This classification differs from the lower level Lead Library Assistant in that the latter performs the more complex assignments of a technical or clerical nature. Positions in this classification differ from the higher level Supervising Librarian I in that the latter administers the operation of a major library division.

SUPERVISION RECEIVED

Receives general direction from higher level professional librarians.

SUPERVISION EXERCISED

May provide technical and functional supervision over technical and administrative support staff and volunteers.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Develops, implements and evaluates impactful library and educational services/programs that are responsive to the changing and varied needs of the local community, including services developed for children, teens, adults, seniors, the disabled and non-English speakers.

Monitors and evaluates library and educational services programs for effectiveness and efficiency through the use of data and measurable outcomes; recommends and implements program changes in response to the changing needs of the program participants.

Assists in the development and implementation of library program standards and evaluation methods that will ensure that library and educational services are reaching the intended population and meeting goals and objectives.

Seeks and secures external funding to support program activities; participates with other library team members in resource development activities to create sustainable program operations and growth.

ESSENTIAL DUTIES (continued):

Responds to customer inquiries for library information, resources and services; conducts customized reference interviews with customers to identify their specific and unique library and educational needs; follows-through with customers to ensure the proper level of service was provided.

Locates and verifies alternate sources of information or resources from other libraries, agencies or on-line sources, as needed.

Assists and instructs customers in the use of the library's catalog, website and databases to locate materials and resources.

May evaluate, select and order books and media items for one or more subject areas of the library collection; evaluate library books and media items for withdrawal from the library collection.

May perform cataloging and classification activities as needed.

Enforces library customer conduct policies to ensure a safe and welcoming public environment for all library visitors.

Performs related duties as assigned.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

Current best practices, procedures and techniques used in creating, delivering, and evaluating effective public library and community learning center services in an urban environment.

Current technologies, resources, and other tools needed to plan and deliver effective library and community learning center services to various demographic groups.

Modern library operational systems, including Integrated Library Systems, automated cataloging and processing systems, electronic resources and databases, reciprocal borrowing systems, materials movement systems, materials selection systems and processes, and modern electronic recordkeeping systems.

Children's and teen literature including knowledge of the various genres, sub-genres and subject areas of children's and teen literature; knowledge of specific authors, titles and trends.

Adult literature including knowledge of the various genres, sub-genres and subject areas of adult literature; knowledge of specific authors, titles and trends.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Provide excellent customer service to a diverse community of urban public library and community learning center users.

Prioritize and manage multiple projects and service demands efficiently and effectively.

Communicate effectively both orally and in writing with a diverse customer population; deliver clear and concise written and verbal communications that are relevant to the intended audience.

Identify and adapt to changing community needs and service delivery models in an urban public library/learning centers.

Analyze data to accurately assess changing customer needs, adjust program strategies to ensure effective program delivery and accurately measure success.

Participate in resource development activities to support library services and projects, which includes writing effective grant proposals independently and as a team member.

Coordinate and collaborate effectively with others to identify and achieve shared goals.

Use modern office technology and equipment.

Work flexible schedules, including evenings and weekends.

EXPERIENCE AND EDUCATION

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

Experience: Two (2) years of increasingly responsible professional public library experience.

Education: Possession of a Bachelor's degree from an accredited college or university with major course work in Library Science. A Master's degree in Library Science is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment:

Work in a standard office environment; travel to various locations and participate in meetings to conduct City business during day and evening hours; 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 work related materials, weighing up to 35 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

T790 Librarian I

Revised October 1978

Revised October 1983

Revised December 1983

Revised April 2014

Revised November 2017

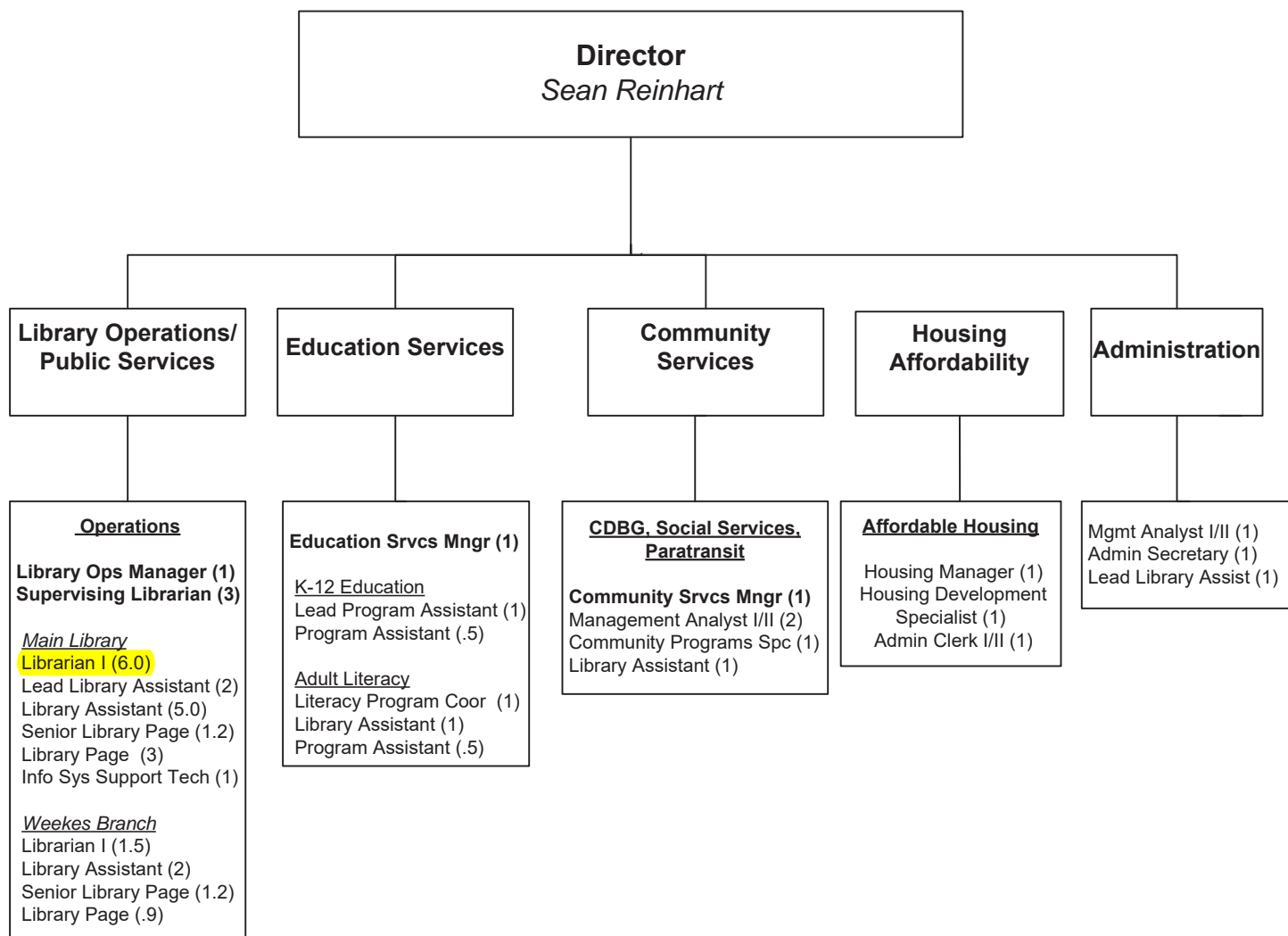
EEO Code: 02

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

FY 2018 STAFFING 44.8 FTE

Library & Community Services Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: ACT 17-063

DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Senior Transportation Engineer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Senior Transportation Engineer 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	Revised Job Description for Senior Transportation Engineer
Attachment III	Public Works Organizational Chart



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Senior Transportation Engineer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Senior Transportation Engineer 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.

To expand the applicant pool, the minimum qualifications for the position have been changed to allow applicants with an out-of-state Professional Engineer (P.E) or Transportation Engineer (T.E.) license to apply for the position and obtain a State of California registration within a one-year period of being hired.

The changes to the Senior Transportation Engineer job description were shared with and agreed to by representatives of HAME. The Senior Transportation Engineer job description was revised to update the definition, supervision exercised, essential duties, experience and education. The changes to the job description are as follows:

Senior Transportation Engineer

Added:

- "...overall..."
- "Periodically..."

Removed:

- “... direction ...”
- “... the most ...”
- “...administrative...”

Replaced:

- “...management duties...” with “...evaluations...”
- “...duties...” with “...studies...”
- “Prepares...” with “Also, tasked with preparing...”

Supervision Exercised

Removed: “...direct...”

Added: “...as needed.”

Essential Duties

Replaced:

- “...or...” with “...and...”
- “...signal timing and other traffic problems...” with “...overall traffic operations and traffic safety concerns reported by the community...”

Added:

- “...for the City’s 135 signalized intersections.”
- “Manages and/or prepares various transportation studies or programs.”
- “Periodically...”

Removed:

- “Makes recommendations for purchasing additional equipment.”
- “Prepares the Citywide Intersection Improvement Study and makes appropriate recommendations.”

Experience and Education

Licenses and Certificates:

- Added: “An out-of-state P.E. or T.E. will be accepted, but will require the candidate to obtain a State of California registration within a one-year period of being hired.”

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Farbod Pirouzmand, Deputy Human Resources Director

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

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager

SENIOR TRANSPORTATION ENGINEER

DEFINITION

Under direction of the Transportation Manager, provides oversight, and management on major strategic initiatives as stipulated by City Council; manages the City's Traffic Management Center; plans, assigns and reviews the work of transportation engineering staff; performs technical evaluations related to traffic operations in the City, including signal system operations, streetlight system operations, management of neighborhood traffic calming efforts; performs complex and advanced transportation engineering related studies; and provides overall support to the Transportation Manager. Periodically attends and represents the City at the Alameda County Transportation Commission, Metropolitan Transportation Commission and other regional agencies meetings as requested. Also, tasked with preparing grant applications and requests for funding.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Transportation Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned and independence of action taken, and by the amount of time spent performing the more complex duties. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which includes providing technical and functional supervision over assigned professional and technical personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Transportation Manager.

SUPERVISION EXERCISED

Exercises supervision over professional and technical staff as needed.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Manages the City's Traffic Management Center and makes recommendations on signal timing and other operational improvements, for the city's 135 signalized intersections.

Troubleshoots overall traffic operations and traffic safety concerns reported by the community both in the office and in the field.

Manages and/or prepares various transportation studies or programs.

ESSENTIAL DUTIES (continued):

Plans, prioritizes, assigns, supervises and reviews the activities and staff in the traffic operations unit of the Transportation section.

Participates in the preparation of plans and specifications for new and modified traffic signals, street lighting systems and related traffic control devices.

Prepares grant applications for federal, state, regional or other funding.

Recommends and assists in the implementation of the Transportation section's goals and objectives; establishes schedules and methods for transportation engineering activities and projects.

Assists with and conducts the more complex transportation engineering projects and activities; prepares recommendations for traffic signal timing and coordination improvements; prepares traffic signal timing plans; and supervises and participates in collecting, tabulating and analyzing traffic information.

Acts as City Traffic Engineer.

Provides professional and technical staff assistance.

Supervises the City's speed lump program and makes recommendations for alternative traffic calming measures as appropriate.

Supervises and participates in preparation of work orders for installation, removal or replacement of traffic control devices.

Confers with neighborhood groups, property owners and others relative to information on traffic operations activities; coordinates responses to inquiries from the public, City Council, City Manager and City staff relative to traffic operations issues; investigates complaints and recommends corrective action as necessary to resolve complaints.

Coordinates traffic operations unit activities with other City departments; serves as liaison between the City and boards, councils, outside organizations, and commissions as directed; prepares and presents staff reports and presentations at various City Council, commissions, boards, and other governmental meetings; prepares City Council agenda reports; serves on and attends various committees and task forces, attends Planning Commission, City Council and neighborhood meetings as necessary.

Makes presentations on traffic and transportation issues to citizen and neighborhood groups, City Council, and Planning Commission as appropriate.

Periodically attends and represents the City at the Alameda County Transportation Commission, Metropolitan Transportation Commission and other regional agencies meetings as appropriate.

ESSENTIAL DUTIES (continued):

Prepares and reviews agreements for traffic signal maintenance and streetlight maintenance support as needed.

Participates in budget and Capital Improvement Program (CIP) preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures; recommends funding needs for traffic operations unit functions and capital projects; monitors CIP project expenditures related to traffic operations, and identifies funding sources to supplement the budget for the traffic operations unit.

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

Participates in the selection of transportation engineering staff; provides and coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods and techniques used in traffic engineering and operations.

Pertinent local, state and federal laws, ordinances and rules including, the California Vehicle Code, the Manual on Uniform Traffic Control Devices (MUTCD), the MUTCD California Supplement and the Highway Capacity Manual.

Traffic signal system design including communications, timing plans, controller functions and interconnect system design; signal operations, signal optimization software such as SYNCHRO, SIMTRAFFIC, TRANSYT, PASSER, HCS, analysis of traffic operations, development and maintenance of traffic control inventories.

Traffic management software such as SCATS.

Various traffic signal controllers such as NAZTEC and Econolite.

Video detection equipment such as Pentel zoom cameras.

Techniques for analyzing and developing signal timing and coordination plans and use of traffic signal operational analysis and timing software.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Techniques for improving traffic operations and mitigating impacts in neighborhoods, the downtown and in other areas of the City, and for improving traffic operations and safety on the City's arterial system.

Regional transportation planning, funding and oversight agencies including the Alameda County Transportation Commission, Metropolitan Transportation Commission, Air Quality Management District and others as appropriate.

Street design strategies to address the need to make streets accessible to all users, i.e. Complete Streets.

Basic telecommunication for traffic signal operations.

Techniques for improving pedestrian and bicycle circulation.

Principles and practices of supervision, training, discipline, and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Ability to:

Prepare accurate, clear, concise and grammatically correct reports and correspondence in a form understandable to the public.

Effectively communicate traffic operations issues to the residents of the City.

Work with signal system design including communications, timing plans, controller and interconnect designs.

Clearly and effectively articulate City positions on regional transportation planning and funding issues.

Work with signal operations including determination of optimum signal splits, offset and cycle lengths, preemption, controller functions and settings of typical signal communication equipment.

Analyze traffic operations to detect and recommend solutions to traffic safety and congestion problems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Perform the most advanced and complex transportation engineering related duties.

Review, evaluate and prepare traffic engineering plans.

Interpret and explain pertinent laws, rules, regulations and policies.

Assist in the development and monitoring of an assigned program budget.

Communicate clearly and concisely, both orally and in writing.

Supervise, organize, direct, train and evaluate staff.

Work effectively and cooperatively with consultants and contractors.

Establish and maintain effective working relationships and deal respectfully and tactfully with those encountered in the course of work.

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 responsible professional transportation engineering work similar to that of an Associate Transportation Engineer with the City of Hayward.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Traffic/Transportation Engineering or a closely related field.

Licenses and Certificates: Registration as a Professional Civil or Traffic Engineer in the State of California. An out-of-state P.E. or T.E. will be accepted, but will require the candidate to obtain a State of California registration within a one-year period of being hired. Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend engineering designs, plans, legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H215 Senior Transportation Engineer

Created June 2012

Revised May 2013

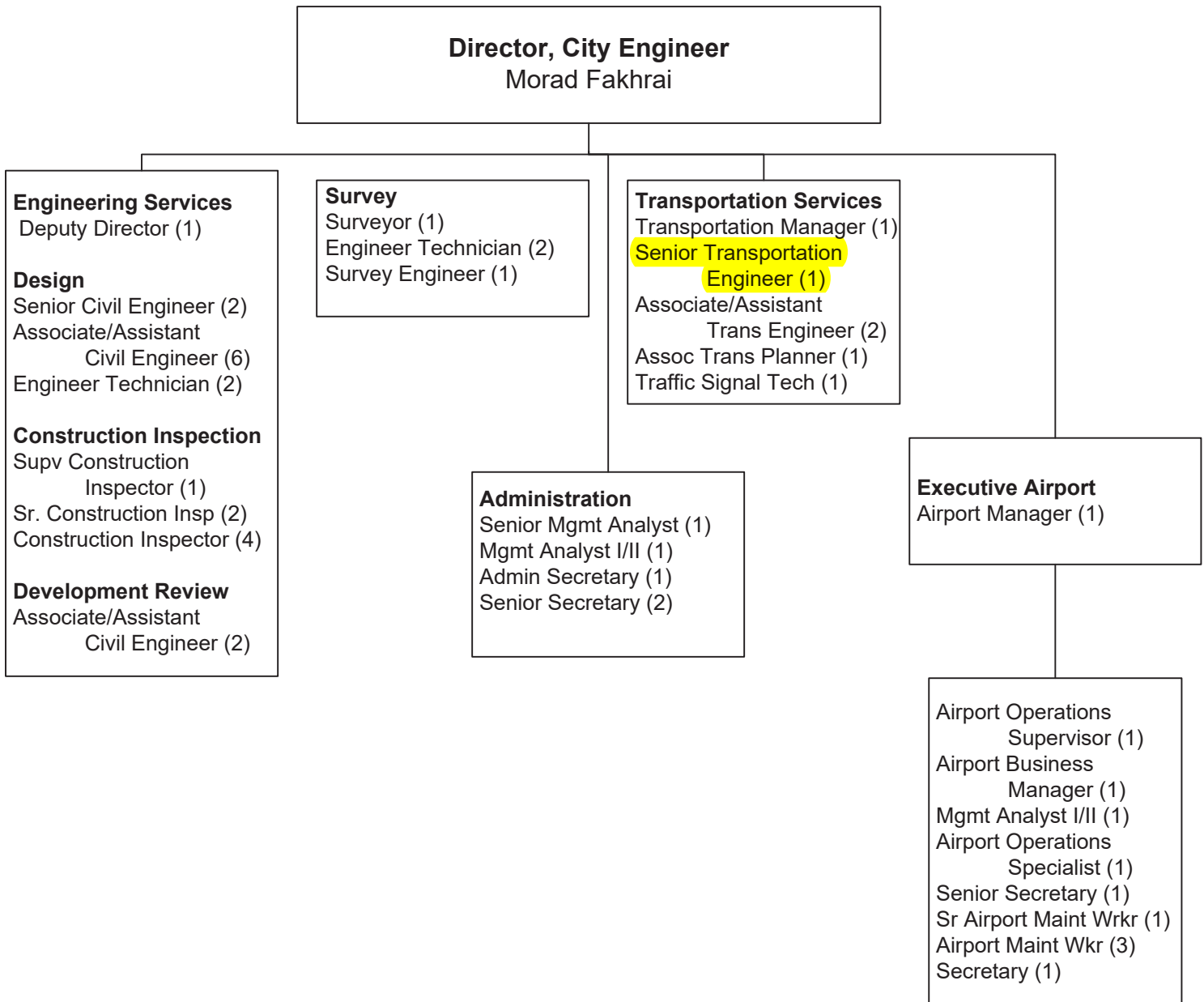
Revised October 2017

FPPC STATUS: Designated

FLSA STATUS: Exempt

FY 2018 STAFFING
47.0 FTE

Public Works
Engineering & Transportation Department





CITY OF HAYWARD

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

File #: ACT 17-064

DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Deputy City Clerk

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Deputy City Clerk 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	Revised Job Description for Deputy City Clerk
Attachment III	City Clerk's Office Organizational Chart



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Deputy City Clerk

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Deputy City Clerk 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 changes to the job description reflect revisions to the role of Deputy City Clerk consistent with the expectation that the job provides oversight of staff and performs at a professional level, based on the standards for the position in similar jurisdictions. In the Office of the City Clerk, the Deputy City Clerk position will supervise the staff including the Management Analyst II position. Additionally, the incumbent will provide the requisite technical and administrative support needed to ensure the successful delivery of numerous complex projects and administrative tasks. Among other specific tasks, the position will conduct statistical analysis and oversee the records management policies and procedures, including records retention and electronic document management.

The minimum qualifications have been increased for the Deputy City Clerk to ensure that candidates have the type of experience required to perform the higher level duties of the position. Currently, the classification requires education equivalent to a high school diploma including specialized clerical courses, an Associate of Arts degree in office management, supervision or business administration or a related field is highly desirable and three years of increasingly responsible clerical experience, including office

management. The revised education requirement is a Bachelor's degree from an accredited college or university with major work in business, public administration or a related field and three years of professional level administrative experience, including at least two years in a lead or supervisory capacity. Designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks and a notary public license are desirable.

The changes to the Deputy City Clerk job description were shared with and agreed to by representatives of the Hayward Association of Management Employees (HAME). The Deputy City Clerk job description was revised to update the definition, distinguishing characteristics, supervision received, supervision exercised, essential duties, job related and essential qualifications, experience and education, special requirements, and to align the format to the current City standards.

The changes to the job description are as follows:

Deputy City Clerk

Definition

Added:

- "Under general direction of the City Clerk,..."
- "...in the Office of the City Clerk; performs budgetary and statistical analysis;..."
- "...and performs other duties as required."

Replaced: "...highly responsible..." with "...professional..."

Removed: "...in the Office of the City Clerk..."

Added Distinguishing Characteristics section:

Added: "This is a single level management classification that reports to the City Clerk. The incumbent performs various high level assignments with a great degree of independence. The classification is distinguished from the City Clerk in that the latter is responsible for strategic planning, organizing, and directing support to the City Council, official City records, and City elections. The position is distinguished from the Management Analyst I in that the latter works under direct oversight with a lesser degree of independence."

Revised "Supervision Received and Exercised" with "Supervision Received"

Added Supervision Exercised section:

Added: "...direct and indirect..."

Replaced: "...over other support staff..." with "...of administrative, temporary, and volunteer positions."

Essential Duties

Added:

- "...California..."
- "...City Council..."

- “Applies and implements records management policies, procedures and techniques including records retention and electronic document management.”
- “...operating...”

Replaced:

- “...act...” with “...Act...”
- “...-...” with “..., and...”
- “Prepares...” with “Assists in the development, implementation,...”
- “...monitors...” with “...monitoring of the...”
- “...under City Clerk’s supervision. Oversees petty cash drawer and regular expenditures and billing in order to ensure that they are within budget...” with “...; analyzes costs; and prepares a variety of fiscal, administrative and management reports.”
- “...and...” with “...including...”
- “... , ...” with “... ; coordinates FPPC filings including...”
- “...designated employee...” with “...Statements of Economic Interests...”
- “Recommends suggestions and modifications to improve the records management program.” with “Assists in the development and revision of departmental policies, procedures and programs; conducts studies and projects related to program area; and coordinates program activities within the department.”
- “Composes Correspondence and response for...” with “Ensures timely responses to public records requests according to...”
- “...City Clerk...” with “...California Public Records Act...”
- “...completes special projects as assigned.” with “...and conducts research and retrieval of information and documents.”
- “...supervises support staff including preparing performance evaluations and approval of time cards.” with “... ; provides training, input into performance evaluations, and recommendation for department’s personnel needs.”

Removed:

- “...prepares “Call to Special Meeting” as required;...”
- “Prepare and distribute Annotated Agendas and Council minutes.”
- “...of resolutions of intent and ordinances...”
- “...legal...”
- “Prepares and distributes City Council Agenda Schedule, Master Calendar and Weekly Schedule for Council and staff.”
- “Serves as Acting City Clerk as required.”

Job Related and Essential Qualifications

Knowledge of:

Added:

- “Principles and practices of Federal, State, and local city laws, rules and regulations pertaining to local government operations.”
- “Principles and practices of budgetary methods and techniques.”
- “Principles and practices of administrative and statistical analysis; and statistical research and presentation methods.”

- "... ; and computer applications related to the work performed in the City Clerk's Office."
- "Principles and practices of supervision."
- "Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations."
- "Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone."

Replaced:

- "Basic principles of office project management including budgeting." with "Principles and practices of public organization and administration."

Removed:

- "Possess a combination of education and experience resulting in the development of the knowledge, skills and abilities necessary to perform the duties and responsibilities of the position, such as:"
- "...various..."
- "Organization and function of City government."

Ability to:

Added:

- "Interpret and apply federal, state, and local laws and regulations including the Political Reform Act, Brown Act, Public Records Act, resolutions, ordinances, Municipal Code, City Charter, California Elections Code and other laws relevant to the Office of the City Clerk."
- "Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; maintain attention to detail and accuracy while meeting critical deadlines."
- "Read, analyze, evaluate and summarize statistical data; apply statistical formulas; collect, analyze and interpret a variety of information and data."
- "Establish and maintain cooperative relations with coworkers, the public and community."
- "Operate modern office equipment including computer equipment and specialized software applications programs; provide input for computer systems and programs related to assigned work."

Replaced:

- "Maintain..." with "Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; maintain..."
- "Meet the public, understand their questions and effectively respond." with "Communicate clearly and concisely, both orally and in writing."

Removed:

- "Type at a minimum of 60 net words per minute."

Revised “Experience and Training” with “Experience and Education”

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

Experience

Replaced:

- “...increasingly responsible clerical...” with “...professional level administrative...”
- “...including office management. Experience in a...” with “... , including at least two years in a lead or supervisory capacity.”

Removed: “...other...”

Added: “...experience...”

Education

Replaced:

- “...the completion of the twelfth grade including or supplemented by specialized clerical courses. An Associate of Arts degree in office management, supervision or...” with “...a Bachelor’s degree from an accredited college or university with major work in...”

Added: “...public...”

Removed:

- “...is highly desirable.”
- “Prospective applicants who have not had the education or experience listed may substitute other evidence of meeting the above qualifications for up to two years of the required clerical experience.”
- “(For example: two years of training at a vocational business school or two years of full time college education involving a variety of secretarial business or commercial subjects may be substituted for two years of the required experience; college education in a non-related subject may be substituted for up to two years of experience on the basis of one year of college education for six months of experience.”

Added Licenses and Certificates

Added:

- “Possession and maintenance of a valid California C Driver’s License.”
- “Designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks is desirable.”
- “Notary public license is desirable.”

Added “Special Requirements” section:

Added: “Essential duties require the mental and/or physical abilities and work environment: Work in a standard 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; 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; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.”

FISCAL IMPACT

Pursuant to the Memorandum of Understanding between the City of Hayward and Hayward Association of Management Employees (HAME), the salary for the Deputy City Clerk has been adjusted to reflect a ten percent differential between the position and the highest paid subordinate (Management Analyst II). The increase to the salary of the Deputy City Clerk resulted in a net fiscal increase of \$24,482 annually. The cost for this increase will be adjusted at mid-year and will impact the City’s General Fund.

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

DEPUTY CITY CLERK

DEFINITION

Under general direction of the City Clerk, provides professional administrative and technical assistance involving maintenance of official City documents and records and execution of official functions and activities in the Office of the City Clerk; performs budgetary and statistical analysis; assists in problem solving, developing organizational priorities and objectives; provides information to members of the City Council, public, and City staff; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single level management classification that reports to the City Clerk. The incumbent performs various high level assignments with a great degree of independence. The classification is distinguished from the City Clerk in that the latter is responsible for strategic planning, organizing, and directing support to the City Council, official City records, and City elections. The position is distinguished from the Management Analyst I in that the latter works under direct oversight with a lesser degree of independence.

SUPERVISION RECEIVED

Receives general direction from the City Clerk.

SUPERVISION EXERCISED

Exercises direct and indirect supervision of administrative, temporary, and volunteer positions.

ESSENTIAL DUTIES

Duties may include but are not limited to:

Compiles agenda items for City Council meetings and prepares agendas; distributes the same in accordance with the provisions of the California Brown Act; ensures the provision of official notification of public hearings, including legal notices in accordance with City, State, and Federal laws.

Verifies material submitted for the City Council Agenda Packet is complete, accurate, presentable, and contains all necessary signatures and attachments, and notifies appropriate department and secures corrections/changes as necessary.

Conforms all Resolutions and Ordinances and distributes as required; and prepares for recordation and/or publication as necessary.

City of Hayward
Deputy City Clerk
Page 2

ESSENTIAL DUTIES (continued):

Applies and implements records management policies, procedures and techniques including records retention and electronic document management.

Assists in the development, implementation, and monitoring of the department operating budget; analyzes costs; and prepares a variety of fiscal, administrative and management reports.

Assists the City Clerk in arrangements for municipal elections including accepting and processing petitions for referendums and initiatives; and registers voters.

Assists the City Clerk in administration of requirements relating to conflict of interest statements; coordinates FPPC filings including campaign statements and Statements of Economic Interests pursuant to the Political Reform Act of 1974.

Assists in the development and revision of departmental policies, procedures and programs; conducts studies and projects related to program area; and coordinates program activities within the department.

Ensures timely response to public records requests according to the California Public Records Act; and conducts research and retrieval of information and documents.

Oversees the day-to-day support services of the office in order to ensure effective, efficient operation of the City Clerk's Office; provides training, input into performance evaluations, and recommendation for department's personnel needs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public organization and administration.

Principles and practices of Federal, State, and local city laws, rules and regulations pertaining to local government operations.

Principles and practices of budgetary methods and techniques.

Principles and practices of administrative and statistical analysis; and statistical research and presentation methods.

Principles and practices of records management systems including software databases and optical imaging systems; and computer applications related to the work performed in the City Clerk's Office.

City of Hayward
Deputy City Clerk
Page 3

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of supervision.

English usage, spelling, grammar and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

Learn municipal laws and procedures; election laws and political reform requirements.

Interpret and apply federal, state, and local laws and regulations including the Political Reform Act, Brown Act, Public Records Act, resolutions, ordinances, Municipal Code, City Charter, California Elections Code and other laws relevant to the Office of the City Clerk.

Analyze and interpret legal documents, ordinances, resolutions, and administrative procedures and provide information and organize material in conformance with policies and regulations.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; maintain attention to detail and accuracy while meeting critical deadlines.

Read, analyze, evaluate and summarize statistical data; apply statistical formulas; collect, analyze and interpret a variety of information and data.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; maintain complex records, take accurate notes and summarize actions from meetings.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with coworkers, the public and community.

Operate modern office equipment including computer equipment and specialized software applications programs; provide input for computer systems and programs related to assigned work.

Supervise, direct and evaluate the work of subordinate staff.

City of Hayward
Deputy City Clerk
Page 4

EXPERIENCE AND EDUCATION

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

Experience: Three years of professional level administrative experience, including at least two years in a lead or supervisory capacity. City Clerk's Office or public agency experience is highly desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in business, public administration or a related field.

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

Designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks is desirable.

Notary public license is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment:

Work in a standard 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; 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; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

H500 Deputy City Clerk

Created: August 1997

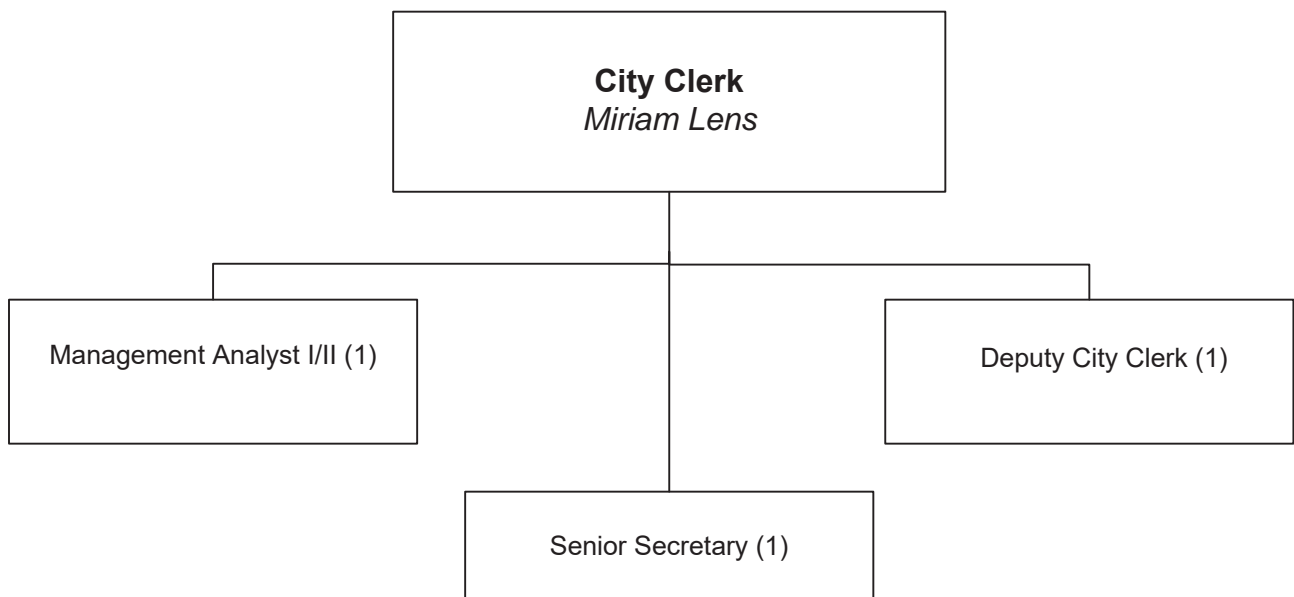
Revised: October 2017

FPPC STATUS: Designated

FLSA STATUS: Exempt

**FY 2018 STAFFING
4.0 FTE**

Office of the City Clerk





CITY OF HAYWARD

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

File #: ACT 17-055

DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised City Classification and Salary Plan for Fiscal Year 2018 - Updated November 16, 2017 - Effective November 28, 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 2018 effective November 28, 2017.

That the Personnel Commission, after a public hearing, recommends to the City Council adoption of a revised salary plan for each position in the City's classified service for Fiscal Year 2018 effective November 28, 2017.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	FY 2018 Salary Plan
Attachment III	FY 2018 Classification Plan



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised City Classification and Salary Plan for Fiscal Year 2018 – Updated
November 16, 2017 – Effective November 28, 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 2018 effective November 28, 2017.

That the Personnel Commission, after a public hearing, recommends to the City Council adoption of a revised salary plan for each position in the City's classified service for Fiscal Year 2018 effective November 28, 2017.

BACKGROUND/DISCUSSION

As required by the Municipal Code, the Classification Plan (Attachment III) has been updated to reflect all the classifications in the City's classified service, including the reactivation of Senior Equipment Mechanic, the addition of the Information Technology Intern, and the retitling of Hazardous Materials Investigator. The FY 2018 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classifications, a correction of an administrative error to Firefighter Trainee, and a salary increase to Deputy City Clerk. The following changes were made:

1. Senior Equipment Mechanic – This position was reactivated to fulfill an operational need for a position to direct one or more staff in the performance of a variety of complex mechanical diagnosis and repairs. This salary range is set internally at 15% above Equipment Mechanic II, which is \$37.77 per hour at Step A and \$45.87 per hour at Step E.
2. Information Technology Intern – This position was created to clearly define the specialized technical scope of duties for an Administrative Intern within the Information Technology Department. This salary range is set to mirror that of the city-wide Administrative Intern, which is \$15.00 per hour at Step D and \$20.00 per hour at Step E.

3. Hazardous Materials Investigator – The title of this job specification has been changed to Hazardous Materials Inspector since the incumbent does not conduct investigations. The primary responsibility is to conduct inspections of hazardous materials facilities.
4. Firefighter Trainee – The salary plan has been revised to correct an administrative error that occurred when the FY 2018 cost-of-living increases were applied citywide. The error did not have any impact on employees, as they were paid correctly. The Salary Plan has been updated to reflect the correct salary range of \$37.71 per hour at Step A and \$39.58 per hour at Step B.
5. Deputy City Clerk – This position was updated to include the new supervisory responsibilities within the Office of the City Clerk. The salary range was adjusted internally at ten percent (10%) above Management Analyst I, which is \$45.34 per hour at Step A and \$55.11 per hour at Step E.

FISCAL IMPACT

Senior Equipment Mechanic – The additional annual cost of salary and benefits for the Senior Equipment Mechanic is estimated at \$15,000.

Information Technology Intern – The annual salary cost for the IT Intern is approximately \$25,000 per fiscal year.

Firefighter Trainee – There is no fiscal impact in correcting the salary range. The hourly wage for employees in this classification were corrected prior to any employee receiving a paycheck.

Deputy City Clerk – The additional annual cost of salary and benefits for the Deputy City Clerk is \$24,482.

The cost for the above increases will be absorbed in the current approved budget. Any necessary adjustments outside of the current budget, will be made during the mid-year budget process.

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 2018**

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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	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
MANAGEMENT ANALYST II	H110	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
MANAGEMENT ANALYST I	H105	Classified	Hourly	41.22	43.29	45.44	47.71	50.10
			Bi-Weekly	3,297.60	3,463.20	3,635.20	3,816.80	4,008.00
			Monthly	7,144.80	7,503.60	7,876.27	8,269.73	8,684.00
			Annual	85,737.60	90,043.20	94,515.20	99,236.80	104,208.00
ADMINISTRATIVE SUPERVISOR	H120	Classified	Hourly	36.33	38.14	40.05	42.04	44.15
			Bi-Weekly	2,906.40	3,051.20	3,204.00	3,363.20	3,532.00
			Monthly	6,297.20	6,610.93	6,942.00	7,286.93	7,652.67
			Annual	75,566.40	79,331.20	83,304.00	87,443.20	91,832.00
ADMINISTRATIVE SECRETARY	C120	Classified	Hourly	33.30	34.68	36.03	37.39	38.88
			Bi-Weekly	2,664.00	2,774.40	2,882.40	2,991.20	3,110.40
			Monthly	5,772.00	6,011.20	6,245.20	6,480.93	6,739.20
			Annual	69,264.00	72,134.40	74,942.40	77,771.20	80,870.40
SENIOR SECRETARY	C115	Classified	Hourly	30.44	31.63	32.92	34.12	35.44
			Bi-Weekly	2,435.20	2,530.40	2,633.60	2,729.60	2,835.20
			Monthly	5,276.27	5,482.53	5,706.13	5,914.13	6,142.93
			Annual	63,315.20	65,790.40	68,473.60	70,969.60	73,715.20
SECRETARY	C110	Classified	Hourly	26.78	28.01	29.42	30.79	32.25
			Bi-Weekly	2,142.40	2,240.80	2,353.60	2,463.20	2,580.00
			Monthly	4,641.87	4,855.07	5,099.47	5,336.93	5,590.00
			Annual	55,702.40	58,260.80	61,193.60	64,043.20	67,080.00
ADMINISTRATIVE CLERK II	C105	Classified	Hourly	25.35	26.38	27.45	28.68	30.09
			Bi-Weekly	2,028.00	2,110.40	2,196.00	2,294.40	2,407.20
			Monthly	4,394.00	4,572.53	4,758.00	4,971.20	5,215.60
			Annual	52,728.00	54,870.40	57,096.00	59,654.40	62,587.20
ADMINISTRATIVE CLERK I	C100	Classified	Hourly	22.31	23.49	24.68	26.00	27.36
			Bi-Weekly	1,784.80	1,879.20	1,974.40	2,080.00	2,188.80
			Monthly	3,867.07	4,071.60	4,277.87	4,506.67	4,742.40
			Annual	46,404.80	48,859.20	51,334.40	54,080.00	56,908.80
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			15.45	16.22	17.04
			Bi-Weekly			1,236.00	1,297.60	1,363.20
			Monthly			2,678.00	2,811.47	2,953.60
			Annual			32,136.00	33,737.60	35,443.20
CITY WIDE ENGINEERING								
SENIOR CIVIL ENGINEER	H240	Classified	Hourly	58.40	61.31	64.39	67.60	70.97
			Bi-Weekly	4,672.00	4,904.80	5,151.20	5,408.00	5,677.60
			Monthly	10,122.67	10,627.07	11,160.93	11,717.33	12,301.47
			Annual	121,472.00	127,524.80	133,931.20	140,608.00	147,617.60
ASSOCIATE CIVIL ENGINEER	T215	Classified	Hourly	47.34	49.72	52.14	54.79	57.46
			Bi-Weekly	3,787.20	3,977.60	4,171.20	4,383.20	4,596.80
			Monthly	8,205.60	8,618.13	9,037.60	9,496.93	9,959.73
			Annual	98,467.20	103,417.60	108,451.20	113,963.20	119,516.80
ASSISTANT CIVIL ENGINEER	T210	Classified	Hourly	40.78	42.89	45.08	47.26	49.62
			Bi-Weekly	3,262.40	3,431.20	3,606.40	3,780.80	3,969.60
			Monthly	7,068.53	7,434.27	7,813.87	8,191.73	8,600.80
			Annual	84,822.40	89,211.20	93,766.40	98,300.80	103,209.60

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CITY WIDE MAINTENANCE								
ELECTRICIAN II	M410	Classified	Hourly	42.56	44.26	46.00	47.95	49.93
			Bi-Weekly	3,404.80	3,540.80	3,680.00	3,836.00	3,994.40
			Monthly	7,377.07	7,671.73	7,973.33	8,311.33	8,654.53
			Annual	88,524.80	92,060.80	95,680.00	99,736.00	103,854.40
ELECTRICIAN I	M405	Classified	Hourly	38.71	40.29	41.90	43.65	45.42
			Bi-Weekly	3,096.80	3,223.20	3,352.00	3,492.00	3,633.60
			Monthly	6,709.73	6,983.60	7,262.67	7,566.00	7,872.80
			Annual	80,516.80	83,803.20	87,152.00	90,792.00	94,473.60
MAINTENANCE WORKER	M305	Classified	Hourly	28.63	29.79	31.02	32.08	33.36
			Bi-Weekly	2,290.40	2,383.20	2,481.60	2,566.40	2,668.80
			Monthly	4,962.53	5,163.60	5,376.80	5,560.53	5,782.40
			Annual	59,550.40	61,963.20	64,521.60	66,726.40	69,388.80
LABORER	M200 M300 M830 M905	Classified	Hourly	25.00	25.93	26.96	28.07	29.06
	Bi-Weekly		2,000.00	2,074.40	2,156.80	2,245.60	2,324.80	
	Monthly		4,333.33	4,494.53	4,673.07	4,865.47	5,037.07	
	Annual		52,000.00	53,934.40	56,076.80	58,385.60	60,444.80	
CITY ATTORNEY DEPARTMENT								
ASSISTANT CITY ATTORNEY	U210	Classified	Hourly	65.46	68.73	72.17	75.78	79.57
			Bi-Weekly	5,236.80	5,498.40	5,773.60	6,062.40	6,365.60
			Monthly	11,346.40	11,913.20	12,509.47	13,135.20	13,792.13
			Annual	136,156.80	142,958.40	150,113.60	157,622.40	165,505.60
DEPUTY CITY ATTORNEY II	U205	Classified	Hourly	54.10	56.79	59.64	62.61	65.76
			Bi-Weekly	4,328.00	4,543.20	4,771.20	5,008.80	5,260.80
			Monthly	9,377.33	9,843.60	10,337.60	10,852.40	11,398.40
			Annual	112,528.00	118,123.20	124,051.20	130,228.80	136,780.80
DEPUTY CITY ATTORNEY I	U200	Classified	Hourly	49.18	51.64	54.22	56.93	59.77
			Bi-Weekly	3,934.40	4,131.20	4,337.60	4,554.40	4,781.60
			Monthly	8,524.53	8,950.93	9,398.13	9,867.87	10,360.13
			Annual	102,294.40	107,411.20	112,777.60	118,414.40	124,321.60
PARALEGAL	U195	Classified	Hourly	34.90	36.65	38.48	40.40	42.42
			Bi-Weekly	2,792.00	2,932.00	3,078.40	3,232.00	3,393.60
			Monthly	6,049.33	6,352.67	6,669.87	7,002.67	7,352.80
			Annual	72,592.00	76,232.00	80,038.40	84,032.00	88,233.60
LEGAL SECRETARY II	C935	Classified	Hourly	31.60	33.43	35.95	36.70	38.58
			Bi-Weekly	2,528.00	2,674.40	2,876.00	2,936.00	3,086.40
			Monthly	5,477.33	5,794.53	6,231.33	6,361.33	6,687.20
			Annual	65,728.00	69,534.40	74,776.00	76,336.00	80,246.40
LEGAL SECRETARY I	C930	Classified	Hourly	28.45	29.95	31.53	33.23	34.99
			Bi-Weekly	2,276.00	2,396.00	2,522.40	2,658.40	2,799.20
			Monthly	4,931.33	5,191.33	5,465.20	5,759.87	6,064.93
			Annual	59,176.00	62,296.00	65,582.40	69,118.40	72,779.20
CITY CLERK DEPARTMENT								
DEPUTY CITY CLERK	H500	Classified	Hourly	45.34	47.62	49.98	52.48	55.11
			Bi-Weekly	3,627.20	3,809.60	3,998.40	4,198.40	4,408.80
			Monthly	7,858.93	8,254.13	8,663.20	9,096.53	9,552.40
			Annual	94,307.20	99,049.60	103,958.40	109,158.40	114,628.80
CITY MANAGER DEPARTMENT								
OFFICE OF THE CITY MANAGER								
GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified	Hourly	30.42	31.90	33.59	35.27	36.98
			Bi-Weekly	2,433.60	2,552.00	2,687.20	2,821.60	2,958.40
			Monthly	5,272.80	5,529.33	5,822.27	6,113.47	6,409.87
			Annual	63,273.60	66,352.00	69,867.20	73,361.60	76,918.40
DIGITAL APPLICATIONS DEVELOPER	T470	Classified	Hourly	41.73	43.81	46.00	48.31	50.73
			Bi-Weekly	3,338.40	3,504.80	3,680.00	3,864.80	4,058.40
			Monthly	7,233.20	7,593.73	7,973.33	8,373.73	8,793.20
			Annual	86,798.40	91,124.80	95,680.00	100,484.80	105,518.40
MANAGEMENT FELLOW	U300	Classified	Hourly					23.64
			Bi-Weekly					1,891.20
			Monthly					4,097.60
			Annual					49,171.20

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ECONOMIC DEVELOPMENT								
ECONOMIC DEVELOPMENT MANAGER	H710	Classified	Hourly	62.36	65.47	68.74	72.17	75.79
			Bi-Weekly	4,988.80	5,237.60	5,499.20	5,773.60	6,063.20
			Monthly	10,809.07	11,348.13	11,914.93	12,509.47	13,136.93
			Annual	129,708.80	136,177.60	142,979.20	150,113.60	157,643.20
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified	Hourly	43.86	46.07	48.32	50.78	53.26
			Bi-Weekly	3,508.80	3,685.60	3,865.60	4,062.40	4,260.80
			Monthly	7,602.40	7,985.47	8,375.47	8,801.87	9,231.73
			Annual	91,228.80	95,825.60	100,505.60	105,622.40	110,780.80
NEIGHBORHOOD PARTNERSHIP SERVICES								
NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified	Hourly	61.75	64.82	68.06	71.46	75.04
			Bi-Weekly	4,940.00	5,185.60	5,444.80	5,716.80	6,003.20
			Monthly	10,703.33	11,235.47	11,797.07	12,386.40	13,006.93
			Annual	128,440.00	134,825.60	141,564.80	148,636.80	156,083.20
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified	Hourly	55.53	58.31	61.22	64.28	67.50
			Bi-Weekly	4,442.40	4,664.80	4,897.60	5,142.40	5,400.00
			Monthly	9,625.20	10,107.07	10,611.47	11,141.87	11,700.00
			Annual	115,502.40	121,284.80	127,337.60	133,702.40	140,400.00
HOUSING AUTHORITY								
HOUSING MANAGER	H715	Classified	Hourly	55.53	58.31	61.22	64.28	67.50
			Bi-Weekly	4,442.40	4,664.80	4,897.60	5,142.40	5,400.00
			Monthly	9,625.20	10,107.07	10,611.47	11,141.87	11,700.00
			Annual	115,502.40	121,284.80	127,337.60	133,702.40	140,400.00
HOUSING DEVELOPMENT SPECIALIST	T750	Classified	Hourly	43.86	46.07	48.32	50.78	53.26
			Bi-Weekly	3,508.80	3,685.60	3,865.60	4,062.40	4,260.80
			Monthly	7,602.40	7,985.47	8,375.47	8,801.87	9,231.73
			Annual	91,228.80	95,825.60	100,505.60	105,622.40	110,780.80
HOMEOWNERSHIP COORDINATOR	T710	Classified	Hourly	38.53	40.46	42.41	44.57	46.75
			Bi-Weekly	3,082.40	3,236.80	3,392.80	3,565.60	3,740.00
			Monthly	6,678.53	7,013.07	7,351.07	7,725.47	8,103.33
			Annual	80,142.40	84,156.80	88,212.80	92,705.60	97,240.00
DEVELOPMENT SERVICES DEPARTMENT								
DEVELOPMENT SERVICE ADMINISTRATION								
DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified	Hourly	72.73	76.37	80.20	84.20	88.42
			Bi-Weekly	5,818.40	6,109.60	6,416.00	6,736.00	7,073.60
			Monthly	12,606.53	13,237.47	13,901.33	14,594.67	15,326.13
			Annual	151,278.40	158,849.60	166,816.00	175,136.00	183,913.60
BUILDING DIVISION								
CITY BUILDING OFFICIAL	H335	Classified	Hourly	64.21	67.42	70.79	74.34	78.05
			Bi-Weekly	5,136.80	5,393.60	5,663.20	5,947.20	6,244.00
			Monthly	11,129.73	11,686.13	12,270.27	12,885.60	13,528.67
			Annual	133,556.80	140,233.60	147,243.20	154,627.20	162,344.00
SUPERVISING BUILDING INSPECTOR	H330	Classified	Hourly	52.42	55.04	57.79	60.69	63.72
			Bi-Weekly	4,193.60	4,403.20	4,623.20	4,855.20	5,097.60
			Monthly	9,086.13	9,540.27	10,016.93	10,519.60	11,044.80
			Annual	109,033.60	114,483.20	120,203.20	126,235.20	132,537.60

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SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
BUILDING INSPECTOR	T350	Classified	Hourly	37.41	39.17	41.16	43.26	46.09
			Bi-Weekly	2,992.80	3,133.60	3,292.80	3,460.80	3,687.20
			Monthly	6,484.40	6,789.47	7,134.40	7,498.40	7,988.93
			Annual	77,812.80	81,473.60	85,612.80	89,980.80	95,867.20
PLAN CHECKING ENGINEER	T335	Classified	Hourly	50.66	53.11	55.79	58.69	61.68
			Bi-Weekly	4,052.80	4,248.80	4,463.20	4,695.20	4,934.40
			Monthly	8,781.07	9,205.73	9,670.27	10,172.93	10,691.20
			Annual	105,372.80	110,468.80	116,043.20	122,075.20	128,294.40
SUPERVISING PLAN CHECKER AND EXPEDITOR	H325	Classified	Hourly	56.36	59.17	62.15	65.25	68.52
			Bi-Weekly	4,508.80	4,733.60	4,972.00	5,220.00	5,481.60
			Monthly	9,769.07	10,256.13	10,772.67	11,310.00	11,876.80
			Annual	117,228.80	123,073.60	129,272.00	135,720.00	142,521.60
SENIOR PLAN CHECKER	T330	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
PLAN CHECKER	T325	Classified	Hourly	39.40	41.48	43.58	45.66	47.93
			Bi-Weekly	3,152.00	3,318.40	3,486.40	3,652.80	3,834.40
			Monthly	6,829.33	7,189.87	7,553.87	7,914.40	8,307.87
			Annual	81,952.00	86,278.40	90,646.40	94,972.80	99,694.40
SUPERVISING PERMIT TECHNICIAN	H340	Classified	Hourly	37.50	39.38	41.34	43.41	45.58
			Bi-Weekly	3,000.00	3,150.40	3,307.20	3,472.80	3,646.40
			Monthly	6,500.00	6,825.87	7,165.60	7,524.40	7,900.53
			Annual	78,000.00	81,910.40	85,987.20	90,292.80	94,806.40
SENIOR PERMIT TECHNICIAN	C205	Classified	Hourly	34.94	36.38	37.79	39.44	41.44
			Bi-Weekly	2,795.20	2,910.40	3,023.20	3,155.20	3,315.20
			Monthly	6,056.27	6,305.87	6,550.27	6,836.27	7,182.93
			Annual	72,675.20	75,670.40	78,603.20	82,035.20	86,195.20
PERMIT TECHNICIAN II	C200	Classified	Hourly	31.50	32.75	34.07	35.55	37.35
			Bi-Weekly	2,520.00	2,620.00	2,725.60	2,844.00	2,988.00
			Monthly	5,460.00	5,676.67	5,905.47	6,162.00	6,474.00
			Annual	65,520.00	68,120.00	70,865.60	73,944.00	77,688.00
PERMIT TECHNICIAN I	C199	Classified	Hourly	28.63	29.78	30.98	32.31	33.96
			Bi-Weekly	2,290.40	2,382.40	2,478.40	2,584.80	2,716.80
			Monthly	4,962.53	5,161.87	5,369.87	5,600.40	5,886.40
			Annual	59,550.40	61,942.40	64,438.40	67,204.80	70,636.80
PLANNING DIVISION								
PLANNING MANAGER	H320	Classified	Hourly	64.43	67.63	71.01	74.56	78.30
			Bi-Weekly	5,154.40	5,410.40	5,680.80	5,964.80	6,264.00
			Monthly	11,167.87	11,722.53	12,308.40	12,923.73	13,572.00
			Annual	134,014.40	140,670.40	147,700.80	155,084.80	162,864.00
PRINCIPAL PLANNER	H315	Classified	Hourly	55.53	58.31	61.22	64.28	67.50
			Bi-Weekly	4,442.40	4,664.80	4,897.60	5,142.40	5,400.00
			Monthly	9,625.20	10,107.07	10,611.47	11,141.87	11,700.00
			Annual	115,502.40	121,284.80	127,337.60	133,702.40	140,400.00
SENIOR PLANNER	H310	Classified	Hourly	49.75	52.23	54.85	57.59	60.47
			Bi-Weekly	3,980.00	4,178.40	4,388.00	4,607.20	4,837.60
			Monthly	8,623.33	9,053.20	9,507.33	9,982.27	10,481.47
			Annual	103,480.00	108,638.40	114,088.00	119,787.20	125,777.60
ASSOCIATE PLANNER	T315	Classified	Hourly	43.99	46.15	48.44	50.93	53.37
			Bi-Weekly	3,519.20	3,692.00	3,875.20	4,074.40	4,269.60
			Monthly	7,624.93	7,999.33	8,396.27	8,827.87	9,250.80
			Annual	91,499.20	95,992.00	100,755.20	105,934.40	111,009.60

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ASSISTANT PLANNER	T310	Classified	Hourly	36.10	37.86	39.90	41.85	43.99
			Bi-Weekly	2,888.00	3,028.80	3,192.00	3,348.00	3,519.20
			Monthly	6,257.33	6,562.40	6,916.00	7,254.00	7,624.93
			Annual	75,088.00	78,748.80	82,992.00	87,048.00	91,499.20
JUNIOR PLANNER	T305	Classified	Hourly	32.00	33.69	35.28	37.04	38.85
			Bi-Weekly	2,560.00	2,695.20	2,822.40	2,963.20	3,108.00
			Monthly	5,546.67	5,839.60	6,115.20	6,420.27	6,734.00
			Annual	66,560.00	70,075.20	73,382.40	77,043.20	80,808.00
DEVELOPMENT REVIEW SPECIALIST	T320	Classified	Hourly	38.47	40.33	42.52	44.61	46.88
			Bi-Weekly	3,077.60	3,226.40	3,401.60	3,568.80	3,750.40
			Monthly	6,668.13	6,990.53	7,370.13	7,732.40	8,125.87
			Annual	80,017.60	83,886.40	88,441.60	92,788.80	97,510.40
LANDSCAPE ARCHITECT	H300	Classified	Hourly	58.64	61.56	64.64	67.88	71.28
			Bi-Weekly	4,691.20	4,924.80	5,171.20	5,430.40	5,702.40
			Monthly	10,164.27	10,670.40	11,204.27	11,765.87	12,355.20
			Annual	121,971.20	128,044.80	134,451.20	141,190.40	148,262.40
CODE ENFORCEMENT DIVISION								
CODE ENFORCEMENT MANAGER	H703	Classified	Hourly	50.74	53.28	55.94	58.74	61.67
			Bi-Weekly	4,059.20	4,262.40	4,475.20	4,699.20	4,933.60
			Monthly	8,794.93	9,235.20	9,696.27	10,181.60	10,689.47
			Annual	105,539.20	110,822.40	116,355.20	122,179.20	128,273.60
CODE ENFORCEMENT SUPERVISOR	H700	Classified	Hourly	44.11	46.32	48.65	51.07	53.63
			Bi-Weekly	3,528.80	3,705.60	3,892.00	4,085.60	4,290.40
			Monthly	7,645.73	8,028.80	8,432.67	8,852.13	9,295.87
			Annual	91,748.80	96,345.60	101,192.00	106,225.60	111,550.40
SENIOR CODE ENFORCEMENT INSPECTOR	T610	Classified	Hourly	39.73	41.72	43.80	45.99	48.29
			Bi-Weekly	3,178.40	3,337.60	3,504.00	3,679.20	3,863.20
			Monthly	6,886.53	7,231.47	7,592.00	7,971.60	8,370.27
			Annual	82,638.40	86,777.60	91,104.00	95,659.20	100,443.20
CODE ENFORCEMENT INSPECTOR II	T605	Classified	Hourly	36.11	37.91	39.81	41.80	43.89
			Bi-Weekly	2,888.80	3,032.80	3,184.80	3,344.00	3,511.20
			Monthly	6,259.07	6,571.07	6,900.40	7,245.33	7,607.60
			Annual	75,108.80	78,852.80	82,804.80	86,944.00	91,291.20
CODE ENFORCEMENT INSPECTOR I	T600	Classified	Hourly	32.82	34.47	36.18	37.99	39.90
			Bi-Weekly	2,625.60	2,757.60	2,894.40	3,039.20	3,192.00
			Monthly	5,688.80	5,974.80	6,271.20	6,584.93	6,916.00
			Annual	68,265.60	71,697.60	75,254.40	79,019.20	82,992.00
FINANCE DEPARTMENT								
ADMINISTRATION DIVISION								
DEPUTY DIRECTOR OF FINANCE	U500	Classified	Hourly	66.44	69.76	73.26	76.92	80.75
			Bi-Weekly	5,315.20	5,580.80	5,860.80	6,153.60	6,460.00
			Monthly	11,516.27	12,091.73	12,698.40	13,332.80	13,996.67
			Annual	138,195.20	145,100.80	152,380.80	159,993.60	167,960.00
BUDGET OFFICER	H170	Classified	Hourly	52.22	54.85	57.58	60.46	63.47
			Bi-Weekly	4,177.60	4,388.00	4,606.40	4,836.80	5,077.60
			Monthly	9,051.47	9,507.33	9,980.53	10,479.73	11,001.47
			Annual	108,617.60	114,088.00	119,766.40	125,756.80	132,017.60
FINANCIAL ANALYST	H165	Classified	Hourly	45.53	47.79	50.18	52.68	55.32
			Bi-Weekly	3,642.40	3,823.20	4,014.40	4,214.40	4,425.60
			Monthly	7,891.87	8,283.60	8,697.87	9,131.20	9,588.80
			Annual	94,702.40	99,403.20	104,374.40	109,574.40	115,065.60
FINANCE TECHNICIAN	C320	Classified	Hourly	33.94	35.63	37.42	39.28	41.26
			Bi-Weekly	2,715.20	2,850.40	2,993.60	3,142.40	3,300.80
			Monthly	5,882.93	6,175.87	6,486.13	6,808.53	7,151.73
			Annual	70,595.20	74,110.40	77,833.60	81,702.40	85,820.80

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ACCOUNTING DIVISION								
ACCOUNTING MANAGER	H150	Classified	Hourly	60.41	63.42	66.58	69.91	73.41
			Bi-Weekly	4,832.80	5,073.60	5,326.40	5,592.80	5,872.80
			Monthly	10,471.07	10,992.80	11,540.53	12,117.73	12,724.40
			Annual	125,652.80	131,913.60	138,486.40	145,412.80	152,692.80
SENIOR ACCOUNTANT	H145	Classified	Hourly	45.80	48.07	50.46	52.99	55.63
			Bi-Weekly	3,664.00	3,845.60	4,036.80	4,239.20	4,450.40
			Monthly	7,938.67	8,332.13	8,746.40	9,184.93	9,642.53
			Annual	95,264.00	99,985.60	104,956.80	110,219.20	115,710.40
ACCOUNTANT	H140	Classified	Hourly	41.61	43.69	45.86	48.16	50.57
			Bi-Weekly	3,328.80	3,495.20	3,668.80	3,852.80	4,045.60
			Monthly	7,212.40	7,572.93	7,949.07	8,347.73	8,765.47
			Annual	86,548.80	90,875.20	95,388.80	100,172.80	105,185.60
SENIOR ACCOUNT CLERK	C305	Classified	Hourly	29.05	30.46	31.78	33.32	34.87
			Bi-Weekly	2,324.00	2,436.80	2,542.40	2,665.60	2,789.60
			Monthly	5,035.33	5,279.73	5,508.53	5,775.47	6,044.13
			Annual	60,424.00	63,356.80	66,102.40	69,305.60	72,529.60
ACCOUNT CLERK	C300	Classified	Hourly	26.47	27.65	28.95	30.28	31.80
			Bi-Weekly	2,117.60	2,212.00	2,316.00	2,422.40	2,544.00
			Monthly	4,588.13	4,792.67	5,018.00	5,248.53	5,512.00
			Annual	55,057.60	57,512.00	60,216.00	62,982.40	66,144.00
REVENUE DIVISION								
REVENUE MANAGER	H160	Classified	Hourly	60.41	63.42	66.58	69.91	73.41
			Bi-Weekly	4,832.80	5,073.60	5,326.40	5,592.80	5,872.80
			Monthly	10,471.07	10,992.80	11,540.53	12,117.73	12,724.40
			Annual	125,652.80	131,913.60	138,486.40	145,412.80	152,692.80
FINANCE SUPERVISOR	H155	Classified	Hourly	45.02	47.28	49.63	52.11	54.71
			Bi-Weekly	3,601.60	3,782.40	3,970.40	4,168.80	4,376.80
			Monthly	7,803.47	8,195.20	8,602.53	9,032.40	9,483.07
			Annual	93,641.60	98,342.40	103,230.40	108,388.80	113,796.80
SUPERVISING CUSTOMER ACCOUNT CLERK	C332	Classified	Hourly	31.56	33.14	34.77	36.52	38.35
			Bi-Weekly	2,524.80	2,651.20	2,781.60	2,921.60	3,068.00
			Monthly	5,470.40	5,744.27	6,026.80	6,330.13	6,647.33
			Annual	65,644.80	68,931.20	72,321.60	75,961.60	79,768.00
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified	Hourly	29.05	30.46	31.78	33.32	34.87
			Bi-Weekly	2,324.00	2,436.80	2,542.40	2,665.60	2,789.60
			Monthly	5,035.33	5,279.73	5,508.53	5,775.47	6,044.13
			Annual	60,424.00	63,356.80	66,102.40	69,305.60	72,529.60
CUSTOMER ACCOUNT CLERK	C325	Classified	Hourly	26.47	27.65	28.95	30.28	31.80
			Bi-Weekly	2,117.86	2,212.00	2,316.23	2,422.40	2,543.77
			Monthly	4,588.70	4,792.67	5,018.50	5,248.53	5,511.50
			Annual	55,064.43	57,512.00	60,221.97	62,982.40	66,137.99
MAIL AND REVENUE CLERK	C322	Classified	Hourly	22.31	23.49	24.68	26.00	27.36
			Bi-Weekly	1,784.80	1,879.20	1,974.40	2,080.00	2,188.80
			Monthly	3,867.07	4,071.60	4,277.87	4,506.67	4,742.40
			Annual	46,404.80	48,859.20	51,334.40	54,080.00	56,908.80
PURCHASING DIVISION								
PURCHASING AND SERVICES MANAGER	H180	Classified	Hourly	52.21	54.82	57.56	60.43	63.44
			Bi-Weekly	4,176.80	4,385.60	4,604.80	4,834.40	5,075.20
			Monthly	9,049.73	9,502.13	9,977.07	10,474.53	10,996.27
			Annual	108,596.80	114,025.60	119,724.80	125,694.40	131,955.20
PURCHASING TECHNICIAN	C345	Classified	Hourly	30.87	32.42	34.02	35.70	37.50
			Bi-Weekly	2,469.60	2,593.60	2,721.60	2,856.00	3,000.00
			Monthly	5,350.80	5,619.47	5,896.80	6,188.00	6,500.00
			Annual	64,209.60	67,433.60	70,761.60	74,256.00	78,000.00
MAIL AND PURCHASING CLERK	C335	Classified	Hourly	24.05	25.27	26.44	27.82	29.19
			Bi-Weekly	1,924.00	2,021.60	2,115.20	2,225.60	2,335.20
			Monthly	4,168.67	4,380.13	4,582.93	4,822.13	5,059.60
			Annual	50,024.00	52,561.60	54,995.20	57,865.60	60,715.20

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FIRE DEPARTMENT							
SWORN							
DEPUTY FIRE CHIEF (40 HR)	F600	Classified	Hourly	75.82	79.61	83.58	92.16
			Bi-Weekly	6,065.60	6,368.80	6,686.40	7,372.80
			Monthly	13,142.13	13,799.07	14,487.20	15,974.40
			Annual	157,705.60	165,588.80	173,846.40	191,692.80
FIRE MARSHAL (40 HR)	F400	Classified	Hourly	68.93	72.38	75.99	83.78
			Bi-Weekly	5,514.40	5,790.40	6,079.20	6,702.40
			Monthly	11,947.87	12,545.87	13,171.60	14,521.87
			Annual	143,374.40	150,550.40	158,059.20	174,262.40
FIRE TRAINING OFFICER (40 HR)	F420	Classified	Hourly	68.93	72.38	75.99	83.78
			Bi-Weekly	5,514.40	5,790.40	6,079.20	6,702.40
			Monthly	11,947.87	12,545.87	13,171.60	14,521.87
			Annual	143,374.40	150,550.40	158,059.20	174,262.40
BATTALION CHIEF (56 HR)	F410	Classified	Hourly	44.76	47.00	49.35	54.40
			Bi-Weekly	5,013.12	5,264.00	5,527.20	6,092.80
			Monthly	10,861.76	11,405.33	11,975.60	13,201.07
			Annual	130,341.12	136,864.00	143,707.20	158,412.80
BATTALION CHIEF (40 HR)	F415	Classified	Hourly	62.65	65.79	69.07	76.16
			Bi-Weekly	5,012.00	5,263.20	5,525.60	6,092.80
			Monthly	10,859.33	11,403.60	11,972.13	13,201.07
			Annual	130,312.00	136,843.20	143,665.60	158,412.80
STAFF FIRE CAPTAIN (40 HR)	F240	Classified	Hourly			60.34	66.52
			Bi-Weekly			4,827.20	5,321.60
			Monthly			10,458.93	11,530.13
			Annual			125,507.20	138,361.60
FIRE CAPTAIN (56 HR)	F245	Classified	Hourly			39.17	43.19
			Bi-Weekly			4,387.04	4,837.28
			Monthly			9,505.25	10,480.77
			Annual			114,063.04	125,769.28
FIRE CAPTAIN (40 HR)	F250	Classified	Hourly			54.85	60.46
			Bi-Weekly			4,388.00	4,836.80
			Monthly			9,507.33	10,479.73
			Annual			114,088.00	125,756.80
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified	Hourly	33.19	34.84	36.58	40.32
			Bi-Weekly	3,717.28	3,902.08	4,096.96	4,515.84
			Monthly	8,054.11	8,454.51	8,876.75	9,784.32
			Annual	96,649.28	101,454.08	106,520.96	117,411.84
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified	Hourly	46.43	48.76	51.20	56.44
			Bi-Weekly	3,714.40	3,900.80	4,096.00	4,515.20
			Monthly	8,047.87	8,451.73	8,874.67	9,782.93
			Annual	96,574.40	101,420.80	106,496.00	117,395.20
APPARATUS OPERATOR (56 HR)	F210	Classified	Hourly	31.43	32.99	34.65	38.19
			Bi-Weekly	3,520.16	3,694.88	3,880.80	4,277.28
			Monthly	7,627.01	8,005.57	8,408.40	9,267.44
			Annual	91,524.16	96,066.88	100,900.80	111,209.28
APPARATUS OPERATOR (40 HR)	F215	Classified	Hourly	43.95	46.15	48.46	53.43
			Bi-Weekly	3,516.00	3,692.00	3,876.80	4,274.40
			Monthly	7,618.00	7,999.33	8,399.73	9,261.20
			Annual	91,416.00	95,992.00	100,796.80	111,134.40
FIREFIGHTER (56 HR)	F200	Classified	Hourly	29.61	31.10	32.65	36.01
			Bi-Weekly	3,316.32	3,483.20	3,656.80	4,033.12
			Monthly	7,185.36	7,546.93	7,923.07	8,738.43
			Annual	86,224.32	90,563.20	95,076.80	104,861.12
FIREFIGHTER (40 HR)	F205	Classified	Hourly	41.47	43.54	45.71	50.40
			Bi-Weekly	3,317.60	3,483.20	3,656.80	4,032.00
			Monthly	7,188.13	7,546.93	7,923.07	8,736.00
			Annual	86,257.60	90,563.20	95,076.80	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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PROFESSIONAL STAFF								
HAZARDOUS MATERIALS PROGRAM COORDINATOR	H590	Classified	Hourly	54.78	57.52	60.39	63.42	66.58
			Bi-Weekly	4,382.40	4,601.60	4,831.20	5,073.60	5,326.40
			Monthly	9,495.20	9,970.13	10,467.60	10,992.80	11,540.53
			Annual	113,942.40	119,641.60	125,611.20	131,913.60	138,486.40
FIRE PROTECTION ENGINEER	T510	Classified	Hourly	50.66	53.11	55.79	58.69	61.68
			Bi-Weekly	4,052.80	4,248.80	4,463.20	4,695.20	4,934.40
			Monthly	8,781.07	9,205.73	9,670.27	10,172.93	10,691.20
			Annual	105,372.80	110,468.80	116,043.20	122,075.20	128,294.40
EMERGENCY MEDICAL SERVICES COORDINATOR	H585	Classified	Hourly	49.82	52.32	54.93	57.67	60.56
			Bi-Weekly	3,985.60	4,185.60	4,394.40	4,613.60	4,844.80
			Monthly	8,635.47	9,068.80	9,521.20	9,996.13	10,497.07
			Annual	103,625.60	108,825.60	114,254.40	119,953.60	125,964.80
ENVIRONMENTAL SPECIALIST	T505	Classified	Hourly	44.81	47.05	49.41	51.87	54.47
			Bi-Weekly	3,584.80	3,764.00	3,952.80	4,149.60	4,357.60
			Monthly	7,767.07	8,155.33	8,564.40	8,990.80	9,441.47
			Annual	93,204.80	97,864.00	102,772.80	107,889.60	113,297.60
HAZARDOUS MATERIALS INSPECTOR	T500	Classified	Hourly	42.69	44.82	47.06	49.43	51.87
			Bi-Weekly	3,415.20	3,585.60	3,764.80	3,954.40	4,149.60
			Monthly	7,399.60	7,768.80	8,157.07	8,567.87	8,990.80
			Annual	88,795.20	93,225.60	97,884.80	102,814.40	107,889.60
FIRE SERVICES SUPERVISOR	H580	Classified	Hourly	49.86	52.36	54.97	57.72	60.61
			Bi-Weekly	3,988.80	4,188.80	4,397.60	4,617.60	4,848.80
			Monthly	8,642.40	9,075.73	9,528.13	10,004.80	10,505.73
			Annual	103,708.80	108,908.80	114,337.60	120,057.60	126,068.80
FIRE TECHNICIAN II	C255	Classified	Hourly	30.74	32.27	33.88	35.58	37.35
			Bi-Weekly	2,459.20	2,581.60	2,710.40	2,846.40	2,988.00
			Monthly	5,328.27	5,593.47	5,872.53	6,167.20	6,474.00
			Annual	63,939.20	67,121.60	70,470.40	74,006.40	77,688.00
FIRE TECHNICIAN I	C250	Classified	Hourly	27.92	29.32	30.79	32.33	33.95
			Bi-Weekly	2,233.60	2,345.60	2,463.20	2,586.40	2,716.00
			Monthly	4,839.47	5,082.13	5,336.93	5,603.87	5,884.67
			Annual	58,073.60	60,985.60	64,043.20	67,246.40	70,616.00
HUMAN RESOURCES DEPARTMENT								
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified	Hourly	66.44	69.76	73.26	76.92	80.75
			Bi-Weekly	5,315.20	5,580.80	5,860.80	6,153.60	6,460.00
			Monthly	11,516.27	12,091.73	12,698.40	13,332.80	13,996.67
			Annual	138,195.20	145,100.80	152,380.80	159,993.60	167,960.00
HUMAN RESOURCES MANAGER	U135	Classified	Hourly	50.06	52.56	55.19	57.95	60.84
			Bi-Weekly	4,004.80	4,204.80	4,415.20	4,636.00	4,867.20
			Monthly	8,677.07	9,110.40	9,566.27	10,044.67	10,545.60
			Annual	104,124.80	109,324.80	114,795.20	120,536.00	126,547.20
SENIOR HUMAN RESOURCES ANALYST	U120	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
HUMAN RESOURCES ANALYST II	U115	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
HUMAN RESOURCES ANALYST I	U110	Classified	Hourly	41.22	43.29	45.44	47.71	50.10
			Bi-Weekly	3,297.60	3,463.20	3,635.20	3,816.80	4,008.00
			Monthly	7,144.80	7,503.60	7,876.27	8,269.73	8,684.00
			Annual	85,737.60	90,043.20	94,515.20	99,236.80	104,208.00
HUMAN RESOURCES TECHNICIAN	U100	Classified	Hourly	30.03	31.54	33.11	34.75	36.49
			Bi-Weekly	2,402.40	2,523.20	2,648.80	2,780.00	2,919.20
			Monthly	5,205.20	5,466.93	5,739.07	6,023.33	6,324.93
			Annual	62,462.40	65,603.20	68,868.80	72,280.00	75,899.20
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT	U105	Classified	Hourly	33.74	35.42	37.19	39.05	41.01
			Bi-Weekly	2,699.20	2,833.60	2,975.20	3,124.00	3,280.80
			Monthly	5,848.27	6,139.47	6,446.27	6,768.67	7,108.40
			Annual	70,179.20	73,673.60	77,355.20	81,224.00	85,300.80

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LIBRARY AND COMMUNITY SERVICES DEPARTMENT								
COMMUNITY SERVICES								
COMMUNITY SERVICES MANAGER	H745	Classified	Hourly	62.55	65.67	68.96	72.42	76.03
			Bi-Weekly	5,004.00	5,253.60	5,516.80	5,793.60	6,082.40
			Monthly	10,842.00	11,382.80	11,953.07	12,552.80	13,178.53
			Annual	130,104.00	136,593.60	143,436.80	150,633.60	158,142.40
COMMUNITY PROGRAMS SPECIALIST	T705	Classified	Hourly	40.42	42.52	44.68	46.88	49.17
			Bi-Weekly	3,233.60	3,401.60	3,574.40	3,750.40	3,933.60
			Monthly	7,006.13	7,370.13	7,744.53	8,125.87	8,522.80
			Annual	84,073.60	88,441.60	92,934.40	97,510.40	102,273.60
SENIOR PROPERTY REHABILITATION SPECIALIST	T730	Classified	Hourly	44.45	46.76	49.14	51.56	54.08
			Bi-Weekly	3,556.00	3,740.80	3,931.20	4,124.80	4,326.40
			Monthly	7,704.67	8,105.07	8,517.60	8,937.07	9,373.87
			Annual	92,456.00	97,260.80	102,211.20	107,244.80	112,486.40
PROPERTY REHABILITATION SPECIALIST	T725	Classified	Hourly	40.42	42.52	44.68	46.88	49.17
			Bi-Weekly	3,233.60	3,401.60	3,574.40	3,750.40	3,933.60
			Monthly	7,006.13	7,370.13	7,744.53	8,125.87	8,522.80
			Annual	84,073.60	88,441.60	92,934.40	97,510.40	102,273.60
PARATRANSIT COORDINATOR	T715	Classified	Hourly	38.53	40.46	42.41	44.57	46.75
			Bi-Weekly	3,082.40	3,236.80	3,392.80	3,565.60	3,740.00
			Monthly	6,678.53	7,013.07	7,351.07	7,725.47	8,103.33
			Annual	80,142.40	84,156.80	88,212.80	92,705.60	97,240.00
EDUCATION SERVICES MANAGER	H760	Classified	Hourly	43.21	45.36	47.63	50.00	52.50
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00	4,200.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67	9,100.00
			Annual	89,876.80	94,348.80	99,070.40	104,000.00	109,200.00
EDUCATIONAL SERVICES COORDINATOR	T780	Classified	Hourly	30.03	31.54	33.13	34.78	36.52
			Bi-Weekly	2,402.40	2,523.20	2,650.40	2,782.40	2,921.60
			Monthly	5,205.20	5,466.93	5,742.53	6,028.53	6,330.13
			Annual	62,462.40	65,603.20	68,910.40	72,342.40	75,961.60
LIBRARY SERVICES DIVISION								
LIBRARY OPERATIONS MANAGER	H755	Classified	Hourly	43.21	45.36	47.63	50.00	52.50
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00	4,200.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67	9,100.00
			Annual	89,876.80	94,348.80	99,070.40	104,000.00	109,200.00
SUPERVISING LIBRARIAN I	H750	Classified	Hourly	43.21	45.36	47.63	50.00	52.50
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00	4,200.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67	9,100.00
			Annual	89,876.80	94,348.80	99,070.40	104,000.00	109,200.00
LIBRARIAN II	T795	Classified	Hourly	33.89	35.59	37.31	39.20	41.05
			Bi-Weekly	2,711.20	2,847.20	2,984.80	3,136.00	3,284.00
			Monthly	5,874.27	6,168.93	6,467.07	6,794.67	7,115.33
			Annual	70,491.20	74,027.20	77,604.80	81,536.00	85,384.00
LIBRARIAN I	T790	Classified	Hourly	30.73	32.28	33.89	35.50	37.32
			Bi-Weekly	2,458.40	2,582.40	2,711.20	2,840.00	2,985.60
			Monthly	5,326.53	5,595.20	5,874.27	6,153.33	6,468.80
			Annual	63,918.40	67,142.40	70,491.20	73,840.00	77,625.60

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LEAD LIBRARY ASSISTANT	C520	Classified	Hourly	28.76	30.21	31.65	33.21	34.94
			Bi-Weekly	2,300.80	2,416.80	2,532.00	2,656.80	2,795.20
			Monthly	4,985.07	5,236.40	5,486.00	5,756.40	6,056.27
			Annual	59,820.80	62,836.80	65,832.00	69,076.80	72,675.20
SENIOR LIBRARY ASSISTANT	C515	Classified	Hourly	26.55	27.72	28.99	30.28	31.73
			Bi-Weekly	2,124.00	2,217.60	2,319.20	2,422.40	2,538.40
			Monthly	4,602.00	4,804.80	5,024.93	5,248.53	5,499.87
			Annual	55,224.00	57,657.60	60,299.20	62,982.40	65,998.40
LIBRARY ASSISTANT	C510	Classified	Hourly	24.06	25.17	26.31	27.52	28.82
			Bi-Weekly	1,924.80	2,013.60	2,104.80	2,201.60	2,305.60
			Monthly	4,170.40	4,362.80	4,560.40	4,770.13	4,995.47
			Annual	50,044.80	52,353.60	54,724.80	57,241.60	59,945.60
SENIOR LIBRARY PAGE (.6 FTE)	C505	Classified	Hourly					17.90
			Bi-Weekly					859.20
			Monthly					1,861.60
			Annual					22,339.20
LIBRARY PAGE (.3 FTE)	C500	Classified	Hourly					16.35
			Bi-Weekly					392.40
			Monthly					850.20
			Annual					10,202.40
LITERACY PROGRAM COORDINATOR	T785	Classified	Hourly	30.07	31.59	33.16	34.74	36.52
			Bi-Weekly	2,405.60	2,527.20	2,652.80	2,779.20	2,921.60
			Monthly	5,212.13	5,475.60	5,747.73	6,021.60	6,330.13
			Annual	62,545.60	65,707.20	68,972.80	72,259.20	75,961.60
LEAD PROGRAM ASSISTANT	C508	Classified	Hourly	28.76	30.21	31.65	33.21	34.94
			Bi-Weekly	2,300.80	2,416.80	2,532.00	2,656.80	2,795.20
			Monthly	4,985.07	5,236.40	5,486.00	5,756.40	6,056.27
			Annual	59,820.80	62,836.80	65,832.00	69,076.80	72,675.20
PROGRAM ASSISTANT	C506	Classified	Hourly	22.50	23.64	24.81	26.06	27.37
			Bi-Weekly	1,800.00	1,891.20	1,984.80	2,084.80	2,189.60
			Monthly	3,900.00	4,097.60	4,300.40	4,517.07	4,744.13
			Annual	46,800.00	49,171.20	51,604.80	54,204.80	56,929.60
MAINTENANCE SERVICES DEPARTMENT								
FACILITIES MANAGEMENT								
FACILITIES AND BUILDING MANAGER	H605	Classified	Hourly	54.78	57.50	60.38	63.41	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80	5,326.40
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07	11,540.53
			Annual	113,942.40	119,600.00	125,590.40	131,892.80	138,486.40
FACILITIES LEADWORKER	M135	Classified	Hourly	47.09	48.96	50.86	52.96	55.23
			Bi-Weekly	3,767.20	3,916.80	4,068.80	4,236.80	4,418.40
			Monthly	8,162.27	8,486.40	8,815.73	9,179.73	9,573.20
			Annual	97,947.20	101,836.80	105,788.80	110,156.80	114,878.40
HVAC MECHANIC	M140	Classified	Hourly	42.56	44.26	46.00	47.95	49.93
			Bi-Weekly	3,404.80	3,540.80	3,680.00	3,836.00	3,994.40
			Monthly	7,377.07	7,671.73	7,973.33	8,311.33	8,654.53
			Annual	88,524.80	92,060.80	95,680.00	99,736.00	103,854.40
FACILITIES PAINTER II	M130	Classified	Hourly	34.74	36.16	37.57	39.13	40.76
			Bi-Weekly	2,779.20	2,892.80	3,005.60	3,130.40	3,260.80
			Monthly	6,021.60	6,267.73	6,512.13	6,782.53	7,065.07
			Annual	72,259.20	75,212.80	78,145.60	81,390.40	84,780.80
FACILITIES PAINTER I	M125	Classified	Hourly	31.61	32.89	34.22	35.65	37.06
			Bi-Weekly	2,528.80	2,631.20	2,737.60	2,852.00	2,964.80
			Monthly	5,479.07	5,700.93	5,931.47	6,179.33	6,423.73
			Annual	65,748.80	68,411.20	71,177.60	74,152.00	77,084.80

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FACILITIES CARPENTER II	M120	Classified	Hourly	34.60	35.97	37.48	39.03	40.65
			Bi-Weekly	2,768.00	2,877.60	2,998.40	3,122.40	3,252.00
			Monthly	5,997.33	6,234.80	6,496.53	6,765.20	7,046.00
			Annual	71,968.00	74,817.60	77,958.40	81,182.40	84,552.00
FACILITIES CARPENTER I	M115	Classified	Hourly	31.48	32.77	34.12	35.50	36.99
			Bi-Weekly	2,518.40	2,621.60	2,729.60	2,840.00	2,959.20
			Monthly	5,456.53	5,680.13	5,914.13	6,153.33	6,411.60
			Annual	65,478.40	68,161.60	70,969.60	73,840.00	76,939.20
FACILITIES SERVICEWORKER II	M110	Classified	Hourly	25.57	26.58	27.68	28.64	29.79
			Bi-Weekly	2,045.60	2,126.40	2,214.40	2,291.20	2,383.20
			Monthly	4,432.13	4,607.20	4,797.87	4,964.27	5,163.60
			Annual	53,185.60	55,286.40	57,574.40	59,571.20	61,963.20
FACILITIES SERVICEWORKER I	M105	Classified	Hourly	23.29	24.14	25.09	26.13	27.06
			Bi-Weekly	1,863.20	1,931.20	2,007.20	2,090.40	2,164.80
			Monthly	4,036.93	4,184.27	4,348.93	4,529.20	4,690.40
			Annual	48,443.20	50,211.20	52,187.20	54,350.40	56,284.80
FLEET MANAGEMENT DIVISION								
FLEET MAINTENANCE MANAGER	H635	Classified	Hourly	54.78	57.50	60.38	63.41	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80	5,326.40
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07	11,540.53
			Annual	113,942.40	119,600.00	125,590.40	131,892.80	138,486.40
SENIOR EQUIPMENT MECHANIC	M620	Classified	Hourly	37.77	39.54	41.54	43.71	45.87
			Bi-Weekly	3,021.60	3,163.20	3,323.20	3,496.80	3,669.60
			Monthly	6,546.80	6,853.60	7,200.27	7,576.40	7,950.80
			Annual	78,561.60	82,243.20	86,403.20	90,916.80	95,409.60
EQUIPMENT MECHANIC II	M615	Classified	Hourly	32.84	34.38	36.12	38.01	39.89
			Bi-Weekly	2,627.20	2,750.40	2,889.60	3,040.80	3,191.20
			Monthly	5,692.27	5,959.20	6,260.80	6,588.40	6,914.27
			Annual	68,307.20	71,510.40	75,129.60	79,060.80	82,971.20
EQUIPMENT MECHANIC I	M610	Classified	Hourly	29.90	31.40	33.01	34.63	36.33
			Bi-Weekly	2,392.00	2,512.00	2,640.80	2,770.40	2,906.40
			Monthly	5,182.67	5,442.67	5,721.73	6,002.53	6,297.20
			Annual	62,192.00	65,312.00	68,660.80	72,030.40	75,566.40
EQUIPMENT PARTS STOREKEEPER	M605	Classified	Hourly	27.51	28.98	30.37	31.91	33.52
			Bi-Weekly	2,200.80	2,318.40	2,429.60	2,552.80	2,681.60
			Monthly	4,768.40	5,023.20	5,264.13	5,531.07	5,810.13
			Annual	57,220.80	60,278.40	63,169.60	66,372.80	69,721.60
EQUIPMENT SERVICE ATTENDANT	M600	Classified	Hourly	25.40	26.39	27.48	28.42	29.51
			Bi-Weekly	2,032.00	2,111.20	2,198.40	2,273.60	2,360.80
			Monthly	4,402.67	4,574.27	4,763.20	4,926.13	5,115.07
			Annual	52,832.00	54,891.20	57,158.40	59,113.60	61,380.80
LANDSCAPE MAINTENANCE DIVISION								
LANDSCAPE MAINTENANCE MANAGER	H615	Classified	Hourly	54.78	57.50	60.38	63.41	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80	5,326.40
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07	11,540.53
			Annual	113,942.40	119,600.00	125,590.40	131,892.80	138,486.40

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GROUNDSKEEPER III	M215	Classified	Hourly	35.54	36.96	38.46	39.82	41.35
			Bi-Weekly	2,843.20	2,956.80	3,076.80	3,185.60	3,308.00
			Monthly	6,160.27	6,406.40	6,666.40	6,902.13	7,167.33
			Annual	73,923.20	76,876.80	79,996.80	82,825.60	86,008.00
GROUNDSKEEPER II	M210	Classified	Hourly	30.90	32.14	33.44	34.63	35.96
			Bi-Weekly	2,472.00	2,571.20	2,675.20	2,770.40	2,876.80
			Monthly	5,356.00	5,570.93	5,796.27	6,002.53	6,233.07
			Annual	64,272.00	66,851.20	69,555.20	72,030.40	74,796.80
GROUNDSKEEPER I	M205	Classified	Hourly	28.06	29.19	30.42	31.47	32.7
			Bi-Weekly	2,244.80	2,335.20	2,433.60	2,517.60	2,616.00
			Monthly	4,863.73	5,059.60	5,272.80	5,454.80	5,668.00
			Annual	58,364.80	60,715.20	63,273.60	65,457.60	68,016.00
TREE TRIMMER	M220	Classified	Hourly	32.18	33.46	34.82	36.06	37.47
			Bi-Weekly	2,574.40	2,676.80	2,785.60	2,884.80	2,997.60
			Monthly	5,577.87	5,799.73	6,035.47	6,250.40	6,494.80
			Annual	66,934.40	69,596.80	72,425.60	75,004.80	77,937.60
STREET MAINTENANCE DIVISION								
STREETS MAINTENANCE MANAGER	H625	Classified	Hourly	54.78	57.50	60.38	63.41	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80	5,326.40
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07	11,540.53
			Annual	113,942.40	119,600.00	125,590.40	131,892.80	138,486.40
SENIOR MAINTENANCE LEADER	M315	Classified	Hourly	36.27	37.68	39.24	40.61	42.18
			Bi-Weekly	2,901.60	3,014.40	3,139.20	3,248.80	3,374.40
			Monthly	6,286.80	6,531.20	6,801.60	7,039.07	7,311.20
			Annual	75,441.60	78,374.40	81,619.20	84,468.80	87,734.40
MAINTENANCE LEADER	M310	Classified	Hourly	31.54	32.76	34.12	35.32	36.68
			Bi-Weekly	2,523.20	2,620.80	2,729.60	2,825.60	2,934.40
			Monthly	5,466.93	5,678.40	5,914.13	6,122.13	6,357.87
			Annual	65,603.20	68,140.80	70,969.60	73,465.60	76,294.40
SWEEPER EQUIPMENT OPERATOR	M700	Classified	Hourly	30.54	31.57	32.83	34.24	35.59
			Bi-Weekly	2,443.20	2,525.60	2,626.40	2,739.20	2,847.20
			Monthly	5,293.60	5,472.13	5,690.53	5,934.93	6,168.93
			Annual	63,523.20	65,665.60	68,286.40	71,219.20	74,027.20
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
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
POLICE OFFICER TRAINEE	P100	Classified	Hourly	33.31	34.95			
			Bi-Weekly	2,664.80	2,796.00			
			Monthly	5,773.73	6,058.00			
			Annual	69,284.80	72,696.00			

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PROFESSIONAL STAFF								
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified	Hourly	62.24	65.35	68.63	72.06	75.66
			Bi-Weekly	4,979.20	5,228.00	5,490.40	5,764.80	6,052.80
			Monthly	10,788.27	11,327.33	11,895.87	12,490.40	13,114.40
			Annual	129,459.20	135,928.00	142,750.40	149,884.80	157,372.80
SENIOR CRIME AND INTELLIGENCE ANALYST	H406	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
CRIME AND INTELLIGENCE ANALYST	H405	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
POLICE PROGRAMS ANALYST	H400	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
SPECIAL OPERATIONS DIVISION								
CRIME PREVENTION SPECIALIST	C670	Classified	Hourly	30.66	32.19	33.80	35.50	37.27
			Bi-Weekly	2,452.80	2,575.20	2,704.00	2,840.00	2,981.60
			Monthly	5,314.40	5,579.60	5,858.67	6,153.33	6,460.13
			Annual	63,772.80	66,955.20	70,304.00	73,840.00	77,521.60
RESERVE OFFICER COORDINATOR	H455	Classified	Hourly	54.57	57.30	60.16	63.07	66.29
			Bi-Weekly	4,365.60	4,584.00	4,812.80	5,045.60	5,303.20
			Monthly	9,458.80	9,932.00	10,427.73	10,932.13	11,490.27
			Annual	113,505.60	119,184.00	125,132.80	131,185.60	137,883.20
INVESTIGATION DIVISION								
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified	Hourly	62.24	65.35	68.63	72.06	75.66
			Bi-Weekly	4,979.20	5,228.00	5,490.40	5,764.80	6,052.80
			Monthly	10,788.27	11,327.33	11,895.87	12,490.40	13,114.40
			Annual	129,459.20	135,928.00	142,750.40	149,884.80	157,372.80
COUNSELING SUPERVISOR	H440	Classified	Hourly	47.04	49.40	51.86	54.45	57.18
			Bi-Weekly	3,763.20	3,952.00	4,148.80	4,356.00	4,574.40
			Monthly	8,153.60	8,562.67	8,989.07	9,438.00	9,911.20
			Annual	97,843.20	102,752.00	107,868.80	113,256.00	118,934.40
FAMILY COUNSELOR	T550	Classified	Hourly	37.66	39.52	41.51	43.41	45.68
			Bi-Weekly	3,012.80	3,161.60	3,320.80	3,472.80	3,654.40
			Monthly	6,527.73	6,850.13	7,195.07	7,524.40	7,917.87
			Annual	78,332.80	82,201.60	86,340.80	90,292.80	95,014.40
CERTIFIED LATENT PRINT EXAMINER	T560	Classified	Hourly	44.81	47.05	49.41	51.87	54.47
			Bi-Weekly	3,584.80	3,764.00	3,952.80	4,149.60	4,357.60
			Monthly	7,767.07	8,155.33	8,564.40	8,990.80	9,441.47
			Annual	93,204.80	97,864.00	102,772.80	107,889.60	113,297.60
SUPPORT SERVICES DIVISION								
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified	Hourly	71.88	75.48	80.02	84.03	88.21
			Bi-Weekly	5,750.40	6,038.40	6,401.60	6,722.40	7,056.80
			Monthly	12,459.20	13,083.20	13,870.13	14,565.20	15,289.73
			Annual	149,510.40	156,998.40	166,441.60	174,782.40	183,476.80
PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR	H415	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
PROPERTY AND EVIDENCE SUPERVISOR	H410	Classified	Hourly	36.80	38.65	40.58	42.59	44.72
			Bi-Weekly	2,944.00	3,092.00	3,246.40	3,407.20	3,577.60
			Monthly	6,378.67	6,699.33	7,033.87	7,382.27	7,751.47
			Annual	76,544.00	80,392.00	84,406.40	88,587.20	93,017.60
POLICE ID SPECIALIST	T555	Classified	Hourly	33.20	34.86	36.60	38.46	40.27
			Bi-Weekly	2,656.00	2,788.80	2,928.00	3,076.80	3,221.60
			Monthly	5,754.67	6,042.40	6,344.00	6,666.40	6,980.13
			Annual	69,056.00	72,508.80	76,128.00	79,996.80	83,761.60
CRIME SCENE TECHNICIAN	C685	Classified	Hourly	30.50	31.88	33.35	34.84	36.50
			Bi-Weekly	2,440.00	2,550.40	2,668.00	2,787.20	2,920.00
			Monthly	5,286.67	5,525.87	5,780.67	6,038.93	6,326.67
			Annual	63,440.00	66,310.40	69,368.00	72,467.20	75,920.00

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PROPERTY TECHNICIAN	C665	Classified	Hourly	29.40	30.67	32.15	33.62	35.22
			Bi-Weekly	2,352.00	2,453.60	2,572.00	2,689.60	2,817.60
			Monthly	5,096.00	5,316.13	5,572.67	5,827.47	6,104.80
			Annual	61,152.00	63,793.60	66,872.00	69,929.60	73,257.60
ANIMAL SERVICES ADMINISTRATOR	H430	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
SHELTER OPERATIONS SUPERVISOR	C621	Classified	Hourly	32.37	33.81	35.39	37.01	38.77
			Bi-Weekly	2,589.60	2,704.80	2,831.20	2,960.80	3,101.60
			Monthly	5,610.80	5,860.40	6,134.27	6,415.07	6,720.13
			Annual	67,329.60	70,324.80	73,611.20	76,980.80	80,641.60
ANIMAL CONTROL OFFICER	C610	Classified	Hourly	27.83	29.26	30.60	32.04	33.54
			Bi-Weekly	2,226.40	2,340.80	2,448.00	2,563.20	2,683.20
			Monthly	4,823.87	5,071.73	5,304.00	5,553.60	5,813.60
			Annual	57,886.40	60,860.80	63,648.00	66,643.20	69,763.20
ANIMAL CARE ATTENDANT	C600	Classified	Hourly	23.16	24.14	25.11	26.20	27.50
			Bi-Weekly	1,852.80	1,931.20	2,008.80	2,096.00	2,200.00
			Monthly	4,014.40	4,184.27	4,352.40	4,541.33	4,766.67
			Annual	48,172.80	50,211.20	52,228.80	54,496.00	57,200.00
SHELTER VOLUNTEER COORDINATOR	C607	Classified	Hourly	23.16	24.14	25.11	26.20	27.50
			Bi-Weekly	1,852.80	1,931.20	2,008.80	2,096.00	2,200.00
			Monthly	4,014.40	4,184.27	4,352.40	4,541.33	4,766.67
			Annual	48,172.80	50,211.20	52,228.80	54,496.00	57,200.00
COMMUNICATIONS ADMINISTRATOR	H435	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
COMMUNICATIONS SUPERVISOR	C645	Classified	Hourly	39.94	41.94	44.04	46.23	48.57
			Bi-Weekly	3,195.20	3,355.20	3,523.20	3,698.40	3,885.60
			Monthly	6,922.93	7,269.60	7,633.60	8,013.20	8,418.80
			Annual	83,075.20	87,235.20	91,603.20	96,158.40	101,025.60
COMMUNICATIONS OPERATOR	C635	Classified	Hourly	34.65	36.42	38.20	40.15	42.17
			Bi-Weekly	2,772.00	2,913.60	3,056.00	3,212.00	3,373.60
			Monthly	6,006.00	6,312.80	6,621.33	6,959.33	7,309.47
			Annual	72,072.00	75,753.60	79,456.00	83,512.00	87,713.60
CALL TAKER	C633	Classified	Hourly	28.83	30.25	31.78	33.38	35.04
			Bi-Weekly	2,306.40	2,420.00	2,542.40	2,670.40	2,803.20
			Monthly	4,997.20	5,243.33	5,508.53	5,785.87	6,073.60
			Annual	59,966.40	62,920.00	66,102.40	69,430.40	72,883.20
RECORDS ADMINISTRATOR	H425	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
RECORDS SUPERVISOR	C705	Classified	Hourly	35.18	36.94	38.78	40.72	42.76
			Bi-Weekly	2,814.40	2,955.20	3,102.40	3,257.60	3,420.80
			Monthly	6,097.87	6,402.93	6,721.87	7,058.13	7,411.73
			Annual	73,174.40	76,835.20	80,662.40	84,697.60	88,940.80
POLICE RECORDS CLERK II	C695	Classified	Hourly	27.35	28.45	29.58	30.89	32.40
			Bi-Weekly	2,188.00	2,276.00	2,366.40	2,471.20	2,592.00
			Monthly	4,740.67	4,931.33	5,127.20	5,354.27	5,616.00
			Annual	56,888.00	59,176.00	61,526.40	64,251.20	67,392.00
POLICE RECORDS CLERK I	C690	Classified	Hourly	24.05	25.29	26.64	27.96	29.46
			Bi-Weekly	1,924.00	2,023.20	2,131.20	2,236.80	2,356.80
			Monthly	4,168.67	4,383.60	4,617.60	4,846.40	5,106.40
			Annual	50,024.00	52,603.20	55,411.20	58,156.80	61,276.80
JAIL ADMINISTRATOR	H420	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
JAIL SUPERVISOR	C660	Classified	Hourly	34.29	35.73	37.45	39.20	41.08
			Bi-Weekly	2,743.20	2,858.40	2,996.00	3,136.00	3,286.40
			Monthly	5,943.60	6,193.20	6,491.33	6,794.67	7,120.53
			Annual	71,323.20	74,318.40	77,896.00	81,536.00	85,446.40
COMMUNITY SERVICE OFFICER	C650	Classified	Hourly	29.95	31.25	32.75	34.26	35.89
			Bi-Weekly	2,396.00	2,500.00	2,620.00	2,740.80	2,871.20
			Monthly	5,191.33	5,416.67	5,676.67	5,938.40	6,220.93
			Annual	62,296.00	65,000.00	68,120.00	71,260.80	74,651.20

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TRANSPORTATION AND ENGINEERING DEPARTMENT								
AIRPORT DIVISION SUMMARY								
AIRPORT MANAGER	H205	Classified	Hourly	61.75	64.82	68.06	71.46	75.04
			Bi-Weekly	4,940.00	5,185.60	5,444.80	5,716.80	6,003.20
			Monthly	10,703.33	11,235.47	11,797.07	12,386.40	13,006.93
			Annual	128,440.00	134,825.60	141,564.80	148,636.80	156,083.20
AIRPORT OPERATIONS SUPERVISOR	H200	Classified	Hourly	51.47	54.03	56.74	59.58	62.55
			Bi-Weekly	4,117.60	4,322.40	4,539.20	4,766.40	5,004.00
			Monthly	8,921.47	9,365.20	9,834.93	10,327.20	10,842.00
			Annual	107,057.60	112,382.40	118,019.20	123,926.40	130,104.00
AIRPORT BUSINESS SUPERVISOR	H198	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
AIRPORT OPERATIONS SPECIALIST	T270	Classified	Hourly	30.07	31.59	33.16	34.74	36.52
			Bi-Weekly	2,405.60	2,527.20	2,652.80	2,779.20	2,921.60
			Monthly	5,212.13	5,475.60	5,747.73	6,021.60	6,330.13
			Annual	62,545.60	65,707.20	68,972.80	72,259.20	75,961.60
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified	Hourly	33.00	34.22	35.58	37.04	38.52
			Bi-Weekly	2,640.00	2,737.60	2,846.40	2,963.20	3,081.60
			Monthly	5,720.00	5,931.47	6,167.20	6,420.27	6,676.80
			Annual	68,640.00	71,177.60	74,006.40	77,043.20	80,121.60
AIRPORT MAINTENANCE WORKER	M505	Classified	Hourly	29.98	31.09	32.29	33.65	35.03
			Bi-Weekly	2,398.40	2,487.20	2,583.20	2,692.00	2,802.40
			Monthly	5,196.53	5,388.93	5,596.93	5,832.67	6,071.87
			Annual	62,358.40	64,667.20	67,163.20	69,992.00	72,862.40
AIRPORT ATTENDANT	M500	Classified	Hourly	22.44	23.44	24.30	25.36	26.62
			Bi-Weekly	1,795.20	1,875.20	1,944.00	2,028.80	2,129.60
			Monthly	3,889.60	4,062.93	4,212.00	4,395.73	4,614.13
			Annual	46,675.20	48,755.20	50,544.00	52,748.80	55,369.60
ENGINEERING/TRANSPORTATION DIVISION								
REAL PROPERTY MANAGER	H225	Classified	Hourly	45.30	47.58	49.94	52.45	55.07
			Bi-Weekly	3,624.00	3,806.40	3,995.20	4,196.00	4,405.60
			Monthly	7,852.00	8,247.20	8,656.27	9,091.33	9,545.47
			Annual	94,224.00	98,966.40	103,875.20	109,096.00	114,545.60
REAL PROPERTY ASSOCIATE	T260	Classified	Hourly	39.82	41.90	44.01	46.15	48.42
			Bi-Weekly	3,185.60	3,352.00	3,520.80	3,692.00	3,873.60
			Monthly	6,902.13	7,262.67	7,628.40	7,999.33	8,392.80
			Annual	82,825.60	87,152.00	91,540.80	95,992.00	100,713.60
REAL PROPERTY ASSISTANT	T255	Classified	Hourly	33.94	35.63	37.34	39.20	41.17
			Bi-Weekly	2,715.20	2,850.40	2,987.20	3,136.00	3,293.60
			Monthly	5,882.93	6,175.87	6,472.27	6,794.67	7,136.13
			Annual	70,595.20	74,110.40	77,667.20	81,536.00	85,633.60
ENGINEERING TECHNICIAN	T200	Classified	Hourly	32.37	33.93	35.65	37.43	39.22
			Bi-Weekly	2,589.60	2,714.40	2,852.00	2,994.40	3,137.60
			Monthly	5,610.80	5,881.20	6,179.33	6,487.87	6,798.13
			Annual	67,329.60	70,574.40	74,152.00	77,854.40	81,577.60
SURVEY ENGINEER	H230	Classified	Hourly	53.02	55.67	58.46	61.38	64.44
			Bi-Weekly	4,241.60	4,453.60	4,676.80	4,910.40	5,155.20
			Monthly	9,190.13	9,649.47	10,133.07	10,639.20	11,169.60
			Annual	110,281.60	115,793.60	121,596.80	127,670.40	134,035.20
SURVEYOR	T265	Classified	Hourly	38.51	40.41	42.42	44.52	46.76
			Bi-Weekly	3,080.80	3,232.80	3,393.60	3,561.60	3,740.80
			Monthly	6,675.07	7,004.40	7,352.80	7,716.80	8,105.07
			Annual	80,100.80	84,052.80	88,233.60	92,601.60	97,260.80
TRANSPORTATION MANAGER	H220	Classified	Hourly	67.97	71.38	74.95	78.70	82.62
			Bi-Weekly	5,437.60	5,710.40	5,996.00	6,296.00	6,609.60
			Monthly	11,781.47	12,372.53	12,991.33	13,641.33	14,320.80
			Annual	141,377.60	148,470.40	155,896.00	163,696.00	171,849.60
SENIOR TRANSPORTATION ENGINEER	H215	Classified	Hourly	58.96	61.91	65.00	68.25	71.66
			Bi-Weekly	4,716.80	4,952.80	5,200.00	5,460.00	5,732.80
			Monthly	10,219.73	10,731.07	11,266.67	11,830.00	12,421.07
			Annual	122,636.80	128,772.80	135,200.00	141,960.00	149,052.80
ASSOCIATE TRANSPORTATION ENGINEER	T240	Classified	Hourly	47.34	49.72	52.14	54.79	57.46
			Bi-Weekly	3,787.20	3,977.60	4,171.20	4,383.20	4,596.80
			Monthly	8,205.60	8,618.13	9,037.60	9,496.93	9,959.73
			Annual	98,467.20	103,417.60	108,451.20	113,963.20	119,516.80
ASSISTANT TRANSPORTATION ENGINEER	T235	Classified	Hourly	40.78	42.89	45.08	47.26	49.62
			Bi-Weekly	3,262.40	3,431.20	3,606.40	3,780.80	3,969.60

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ASSISTANT TRANSPORTATION ENGINEER	T233	Classified	Monthly	7,068.53	7,434.27	7,813.87	8,191.73	8,600.80
			Annual	84,822.40	89,211.20	93,766.40	98,300.80	103,209.60
SENIOR TRANSPORTATION PLANNER	H210	Classified	Hourly	49.75	52.23	54.85	57.59	60.47
			Bi-Weekly	3,980.00	4,178.40	4,388.00	4,607.20	4,837.60
			Monthly	8,623.33	9,053.20	9,507.33	9,982.27	10,481.47
			Annual	103,480.00	108,638.40	114,088.00	119,787.20	125,777.60
ASSOCIATE TRANSPORTATION PLANNER	T225	Classified	Hourly	43.99	46.15	48.44	50.93	53.37
			Bi-Weekly	3,519.20	3,692.00	3,875.20	4,074.40	4,269.60
			Monthly	7,624.93	7,999.33	8,396.27	8,827.87	9,250.80
			Annual	91,499.20	95,992.00	100,755.20	105,934.40	111,009.60
TRAFFIC SIGNAL TECHNICIAN	T220	Classified	Hourly	32.37	33.93	35.65	37.43	39.22
			Bi-Weekly	2,589.60	2,714.40	2,852.00	2,994.40	3,137.60
			Monthly	5,610.80	5,881.20	6,179.33	6,487.87	6,798.13
			Annual	67,329.60	70,574.40	74,152.00	77,854.40	81,577.60
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified	Hourly	52.42	55.04	57.79	60.69	63.72
			Bi-Weekly	4,193.60	4,403.20	4,623.20	4,855.20	5,097.60
			Monthly	9,086.13	9,540.27	10,016.93	10,519.60	11,044.80
			Annual	109,033.60	114,483.20	120,203.20	126,235.20	132,537.60
SENIOR CONSTRUCTION INSPECTOR	T250	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
CONSTRUCTION INSPECTOR	T245	Classified	Hourly	36.31	38.17	39.95	41.97	44.11
			Bi-Weekly	2,904.80	3,053.60	3,196.00	3,357.60	3,528.80
			Monthly	6,293.73	6,616.13	6,924.67	7,274.80	7,645.73
			Annual	75,524.80	79,393.60	83,096.00	87,297.60	91,748.80

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UTILITIES AND ENVIRONMENTAL SERVICES DEPARTMENT								
ADMINISTRATION								
DEPUTY DIRECTOR OF PUBLIC WORKS	U510	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
WATER RESOURCES MANAGER	H875	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
UTILITIES ENGINEERING MANAGER	H880	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
SENIOR UTILITY SERVICE REPRESENTATIVE	M820	Classified	Hourly	35.01	36.74	38.49	40.47	42.45
			Bi-Weekly	2,800.80	2,939.20	3,079.20	3,237.60	3,396.00
			Monthly	6,068.40	6,368.27	6,671.60	7,014.80	7,358.00
			Annual	72,820.80	76,419.20	80,059.20	84,177.60	88,296.00
STOREKEEPER - EXPEDITER	M100	Classified	Hourly	28.74	29.92	31.04	32.23	33.45
			Bi-Weekly	2,299.20	2,393.60	2,483.20	2,578.40	2,676.00
			Monthly	4,981.60	5,186.13	5,380.27	5,586.53	5,798.00
			Annual	59,779.20	62,233.60	64,563.20	67,038.40	69,576.00
RECYCLING-SOLID WASTE								
SOLID WASTE PROGRAM MANAGER	H800	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
RECYCLING SPECIALIST	T800	Classified	Hourly	34.24	35.94	37.69	39.61	41.57
			Bi-Weekly	2,739.20	2,875.20	3,015.20	3,168.80	3,325.60
			Monthly	5,934.93	6,229.60	6,532.93	6,865.73	7,205.47
			Annual	71,219.20	74,755.20	78,395.20	82,388.80	86,465.60
SUSTAINABILITY SPECIALIST	T803	Classified	Hourly	36.79	38.62	40.55	42.58	44.71
			Bi-Weekly	2,943.20	3,089.60	3,244.00	3,406.40	3,576.80
			Monthly	6,376.93	6,694.13	7,028.67	7,380.53	7,749.73
			Annual	76,523.20	80,329.60	84,344.00	88,566.40	92,996.80
SUSTAINABILITY TECHNICIAN	T802	Classified	Hourly	33.45	35.11	36.86	38.69	40.64
			Bi-Weekly	2,676.00	2,808.80	2,948.80	3,095.20	3,251.20
			Monthly	5,798.00	6,085.73	6,389.07	6,706.27	7,044.27
			Annual	69,576.00	73,028.80	76,668.80	80,475.20	84,531.20
WATER POLLUTION CONTROL FACILITY (WPCF)								
WATER POLLUTION CONTROL FACILITY MANAGER	H870	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
WPCF OPERATIONS AND MAINTENANCE MANAGER	H865	Classified	Hourly	57.15	60.01	63.02	66.18	69.48
			Bi-Weekly	4,572.00	4,800.80	5,041.60	5,294.40	5,558.40
			Monthly	9,906.00	10,401.73	10,923.47	11,471.20	12,043.20
			Annual	118,872.00	124,820.80	131,081.60	137,654.40	144,518.40
WPCF MAINTENANCE SUPERVISOR	H860	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WPCF OPERATIONS SUPERVISOR	H855	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WPCF LEAD OPERATOR	M935	Classified	Hourly	40.15	41.76	43.39	45.11	46.94
			Bi-Weekly	3,212.00	3,340.80	3,471.20	3,608.80	3,755.20
			Monthly	6,959.33	7,238.40	7,520.93	7,819.07	8,136.27
			Annual	83,512.00	86,860.80	90,251.20	93,828.80	97,635.20
WPCF OPERATOR	M930	Classified	Hourly	35.70	37.12	38.61	40.11	41.75
			Bi-Weekly	2,856.00	2,969.60	3,088.80	3,208.80	3,340.00
			Monthly	6,188.00	6,434.13	6,692.40	6,952.40	7,236.67
			Annual	74,256.00	77,209.60	80,308.80	83,428.80	86,840.00
OPERATOR-IN-TRAINING	M925	Classified	Hourly	32.68	33.98	35.40	36.60	38.03
			Bi-Weekly	2,614.40	2,718.40	2,832.00	2,928.00	3,042.40
			Monthly	5,664.53	5,889.87	6,136.00	6,344.00	6,591.87
			Annual	67,974.40	70,678.40	73,632.00	76,128.00	79,102.40

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LAB SUPERVISOR	H850	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
CHEMIST	T807	Classified	Hourly	40.43	42.46	44.58	46.80	49.14
			Bi-Weekly	3,234.40	3,396.80	3,566.40	3,744.00	3,931.20
			Monthly	7,007.87	7,359.73	7,727.20	8,112.00	8,517.60
			Annual	84,094.40	88,316.80	92,726.40	97,344.00	102,211.20
LABORATORY TECHNICIAN	T805	Classified	Hourly	35.16	36.48	37.88	39.44	40.91
			Bi-Weekly	2,812.80	2,918.40	3,030.40	3,155.20	3,272.80
			Monthly	6,094.40	6,323.20	6,565.87	6,836.27	7,091.07
			Annual	73,132.80	75,878.40	78,790.40	82,035.20	85,092.80

WATER POLLUTION SOURCE CONTROL								
ENVIRONMENTAL SERVICES MANAGER	H805	Classified	Hourly	60.45	63.47	66.65	69.98	73.48
			Bi-Weekly	4,836.00	5,077.60	5,332.00	5,598.40	5,878.40
			Monthly	10,478.00	11,001.47	11,552.67	12,129.87	12,736.53
			Annual	125,736.00	132,017.60	138,632.00	145,558.40	152,838.40
WATER POLLUTION CONTROL ADMINISTRATOR	H845	Classified	Hourly	52.54	55.17	57.92	60.83	63.88
			Bi-Weekly	4,203.20	4,413.60	4,633.60	4,866.40	5,110.40
			Monthly	9,106.93	9,562.80	10,039.47	10,543.87	11,072.53
			Annual	109,283.20	114,753.60	120,473.60	126,526.40	132,870.40
SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR	T815	Classified	Hourly	40.20	42.29	44.41	46.51	48.88
			Bi-Weekly	3,216.00	3,383.20	3,552.80	3,720.80	3,910.40
			Monthly	6,968.00	7,330.27	7,697.73	8,061.73	8,472.53
			Annual	83,616.00	87,963.20	92,372.80	96,740.80	101,670.40
WATER POLLUTION SOURCE CONTROL INSPECTOR	T810	Classified	Hourly	36.53	38.44	40.19	42.26	44.36
			Bi-Weekly	2,922.40	3,075.20	3,215.20	3,380.80	3,548.80
			Monthly	6,331.87	6,662.93	6,966.27	7,325.07	7,689.07
			Annual	75,982.40	79,955.20	83,595.20	87,900.80	92,268.80
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	58.40	61.31	64.39	67.60	70.97
			Bi-Weekly	4,672.00	4,904.80	5,151.20	5,408.00	5,677.60
			Monthly	10,122.67	10,627.07	11,160.93	11,717.33	12,301.47
			Annual	121,472.00	127,524.80	133,931.20	140,608.00	147,617.60

SEWER COLLECTIONS & WATER DISTRIBUTION								
UTILITIES OPERATIONS AND MAINTENANCE MANAGER	H835	Classified	Hourly	64.51	67.72	71.10	74.66	78.39
			Bi-Weekly	5,160.80	5,417.60	5,688.00	5,972.80	6,271.20
			Monthly	11,181.73	11,738.13	12,324.00	12,941.07	13,587.60
			Annual	134,180.80	140,857.60	147,888.00	155,292.80	163,051.20
UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR	H830	Classified	Hourly	53.75	56.42	59.26	62.22	65.33
			Bi-Weekly	4,300.00	4,513.60	4,740.80	4,977.60	5,226.40
			Monthly	9,316.67	9,779.47	10,271.73	10,784.80	11,323.87
			Annual	111,800.00	117,353.60	123,260.80	129,417.60	135,886.40
UTILITIES FIELD SERVICES SUPERVISOR	H825	Classified	Hourly	53.75	56.42	59.26	62.22	65.33
			Bi-Weekly	4,300.00	4,513.60	4,740.80	4,977.60	5,226.40
			Monthly	9,316.67	9,779.47	10,271.73	10,784.80	11,323.87
			Annual	111,800.00	117,353.60	123,260.80	129,417.60	135,886.40
WASTEWATER COLLECTIONS SYSTEM SUPERVISOR	H823	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified	Hourly	42.37	44.50	46.72	49.07	51.51
			Bi-Weekly	3,389.60	3,560.00	3,737.60	3,925.60	4,120.80
			Monthly	7,344.13	7,713.33	8,098.13	8,505.47	8,928.40
			Annual	88,129.60	92,560.00	97,177.60	102,065.60	107,140.80

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SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified	Hourly	36.85	38.13	39.63	41.27	42.94
			Bi-Weekly	2,948.00	3,050.40	3,170.40	3,301.60	3,435.20
			Monthly	6,387.33	6,609.20	6,869.20	7,153.47	7,442.93
			Annual	76,648.00	79,310.40	82,430.40	85,841.60	89,315.20
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified	Hourly	32.04	33.16	34.46	35.89	37.34
			Bi-Weekly	2,563.20	2,652.80	2,756.80	2,871.20	2,987.20
			Monthly	5,553.60	5,747.73	5,973.07	6,220.93	6,472.27
			Annual	66,643.20	68,972.80	71,676.80	74,651.20	77,667.20
WATER METER MECHANIC	M810	Classified	Hourly	31.15	32.34	33.68	35.06	36.46
			Bi-Weekly	2,492.00	2,587.20	2,694.40	2,804.80	2,916.80
			Monthly	5,399.33	5,605.60	5,837.87	6,077.07	6,319.73
			Annual	64,792.00	67,267.20	70,054.40	72,924.80	75,836.80
WATER METER READER	M805	Classified	Hourly	27.84	28.94	30.12	31.22	32.47
			Bi-Weekly	2,227.20	2,315.20	2,409.60	2,497.60	2,597.60
			Monthly	4,825.60	5,016.27	5,220.80	5,411.47	5,628.13
			Annual	57,907.20	60,195.20	62,649.60	64,937.60	67,537.60
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified	Hourly	26.93	28.22	29.53	30.96	32.47
			Bi-Weekly	2,154.40	2,257.60	2,362.40	2,476.80	2,597.60
			Monthly	4,667.87	4,891.47	5,118.53	5,366.40	5,628.13
			Annual	56,014.40	58,697.60	61,422.40	64,396.80	67,537.60
UTILITIES MAINTENANCE SUPERVISOR	H820	Classified	Hourly	48.73	51.16	53.71	56.41	59.23
			Bi-Weekly	3,898.40	4,092.80	4,296.80	4,512.80	4,738.40
			Monthly	8,446.53	8,867.73	9,309.73	9,777.73	10,266.53
			Annual	101,358.40	106,412.80	111,716.80	117,332.80	123,198.40
UTILITIES SERVICE WORKER	M900	Classified	Hourly	30.71	31.93	33.25	34.40	35.75
			Bi-Weekly	2,456.80	2,554.40	2,660.00	2,752.00	2,860.00
			Monthly	5,323.07	5,534.53	5,763.33	5,962.67	6,196.67
			Annual	63,876.80	66,414.40	69,160.00	71,552.00	74,360.00
GENERAL MAINTENANCE								
EQUIPMENT OPERATOR	M400	Classified	Hourly	31.05	32.19	33.46	34.82	36.24
			Bi-Weekly	2,484.00	2,575.20	2,676.80	2,785.60	2,899.20
			Monthly	5,382.00	5,579.60	5,799.73	6,035.47	6,281.60
			Annual	64,584.00	66,955.20	69,596.80	72,425.60	75,379.20
SENIOR UTILITY LEADER	M845	Classified	Hourly	38.84	40.40	42.08	43.54	45.22
			Bi-Weekly	3,107.20	3,232.00	3,366.40	3,483.20	3,617.60
			Monthly	6,732.27	7,002.67	7,293.87	7,546.93	7,838.13
			Annual	80,787.20	84,032.00	87,526.40	90,563.20	94,057.60
UTILITY LEADER	M840	Classified	Hourly	33.77	35.12	36.59	37.86	39.32
			Bi-Weekly	2,701.60	2,809.60	2,927.20	3,028.80	3,145.60
			Monthly	5,853.47	6,087.47	6,342.27	6,562.40	6,815.47
			Annual	70,241.60	73,049.60	76,107.20	78,748.80	81,785.60
UTILITY WORKER	M835	Classified	Hourly	30.71	31.93	33.25	34.40	35.75
			Bi-Weekly	2,456.80	2,554.40	2,660.00	2,752.00	2,860.00
			Monthly	5,323.07	5,534.53	5,763.33	5,962.67	6,196.67
			Annual	63,876.80	66,414.40	69,160.00	71,552.00	74,360.00
SENIOR UTILITY LEADER - SEWER	M920	Classified	Hourly	40.09	41.67	43.37	44.90	46.65
			Bi-Weekly	3,207.20	3,333.60	3,469.60	3,592.00	3,732.00
			Monthly	6,948.93	7,222.80	7,517.47	7,782.67	8,086.00
			Annual	83,387.20	86,673.60	90,209.60	93,392.00	97,032.00
UTILITY LEADER - SEWER	M915	Classified	Hourly	34.86	36.24	37.72	39.04	40.56
			Bi-Weekly	2,788.80	2,899.20	3,017.60	3,123.20	3,244.80
			Monthly	6,042.40	6,281.60	6,538.13	6,766.93	7,030.40
			Annual	72,508.80	75,379.20	78,457.60	81,203.20	84,364.80
UTILITY WORKER - SEWER	M910	Classified	Hourly	31.68	32.94	34.30	35.49	36.87
			Bi-Weekly	2,534.40	2,635.20	2,744.00	2,839.20	2,949.60
			Monthly	5,491.20	5,709.60	5,945.33	6,151.60	6,390.80
			Annual	65,894.40	68,515.20	71,344.00	73,819.20	76,689.60
UTILITIES MAINTENANCE MECHANIC	M415	Classified	Hourly	36.69	38.11	39.61	41.21	42.87
			Bi-Weekly	2,935.20	3,048.80	3,168.80	3,296.80	3,429.60
			Monthly	6,359.60	6,605.73	6,865.73	7,143.07	7,430.80
			Annual	76,315.20	79,268.80	82,388.80	85,716.80	89,169.60

**SALARY PLAN FOR ALL CLASSIFICATIONS
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FY 2018**

ATTACHMENT II
Recommended by
Personnel Commission
on November 16, 2017
Approved by Council
on November 28, 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	55.26	58.02	60.92	63.98
			Bi-Weekly	4,420.80	4,641.60	4,873.60	5,118.40
			Monthly	9,578.40	10,056.80	10,559.47	11,089.87
			Annual	114,940.80	120,681.60	126,713.60	133,078.40
INFORMATION TECHNOLOGY MANAGER	H566	Classified	Hourly	55.26	58.02	60.92	63.98
			Bi-Weekly	4,420.80	4,641.60	4,873.60	5,118.40
			Monthly	9,578.40	10,056.80	10,559.47	11,089.87
			Annual	114,940.80	120,681.60	126,713.60	133,078.40
DATA AND SYSTEMS COORDINATOR	H560	Classified	Hourly	49.73	52.21	54.83	57.57
			Bi-Weekly	3,978.40	4,176.80	4,386.40	4,605.60
			Monthly	8,619.87	9,049.73	9,503.87	9,978.80
			Annual	103,438.40	108,596.80	114,046.40	119,745.60
NETWORK SYSTEMS SPECIALIST	H555	Classified	Hourly	44.69	46.94	49.28	51.74
			Bi-Weekly	3,575.20	3,755.20	3,942.40	4,139.20
			Monthly	7,746.27	8,136.27	8,541.87	8,968.27
			Annual	92,955.20	97,635.20	102,502.40	107,619.20
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified	Hourly	47.97	50.37	52.76	55.42
			Bi-Weekly	3,837.60	4,029.60	4,220.80	4,433.60
			Monthly	8,314.80	8,730.80	9,145.07	9,606.13
			Annual	99,777.60	104,769.60	109,740.80	115,273.60
PROGRAMMER ANALYST	T455	Classified	Hourly	41.75	43.79	46.07	48.34
			Bi-Weekly	3,340.00	3,503.20	3,685.60	3,867.20
			Monthly	7,236.67	7,590.27	7,985.47	8,378.93
			Annual	86,840.00	91,083.20	95,825.60	100,547.20
WEB SPECIALIST	T450	Classified	Hourly	41.14	43.22	45.37	47.62
			Bi-Weekly	3,291.20	3,457.60	3,629.60	3,809.60
			Monthly	7,130.93	7,491.47	7,864.13	8,254.13
			Annual	85,571.20	89,897.60	94,369.60	99,049.60
INFORMATION TECHNOLOGY ANALYST II	T435	Classified	Hourly	41.73	43.81	46.00	48.31
			Bi-Weekly	3,338.40	3,504.80	3,680.00	3,864.80
			Monthly	7,233.20	7,593.73	7,973.33	8,373.73
			Annual	86,798.40	91,124.80	95,680.00	100,484.80
INFORMATION TECHNOLOGY ANALYST I	T430	Classified	Hourly	37.94	39.83	41.83	43.92
			Bi-Weekly	3,035.20	3,186.40	3,346.40	3,513.60
			Monthly	6,576.27	6,903.87	7,250.53	7,612.80
			Annual	78,915.20	82,846.40	87,006.40	91,353.60
TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified	Hourly	41.73	43.81	46.00	48.31
			Bi-Weekly	3,338.40	3,504.80	3,680.00	3,864.80
			Monthly	7,233.20	7,593.73	7,973.33	8,373.73
			Annual	86,798.40	91,124.80	95,680.00	100,484.80
TECHNOLOGY SOLUTIONS ANALYST I	T440	Classified	Hourly	37.94	39.83	41.83	43.92
			Bi-Weekly	3,035.20	3,186.40	3,346.40	3,513.60
			Monthly	6,576.27	6,903.87	7,250.53	7,612.80
			Annual	78,915.20	82,846.40	87,006.40	91,353.60
GEOGRAPHIC INFO SYSTEM TECHNICIAN II	T465	Classified	Hourly	37.89	39.79	41.77	43.85
			Bi-Weekly	3,031.20	3,183.20	3,341.60	3,508.00
			Monthly	6,567.60	6,896.93	7,240.13	7,600.67
			Annual	78,811.20	82,763.20	86,881.60	91,208.00
GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T464	Classified	Hourly	34.47	36.18	37.99	39.90
			Bi-Weekly	2,757.60	2,894.40	3,039.20	3,192.00
			Monthly	5,974.80	6,271.20	6,584.93	6,916.00
			Annual	71,697.60	75,254.40	79,019.20	82,992.00

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INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified	Hourly	37.89	39.79	41.77	43.85	46.08
			Bi-Weekly	3,031.20	3,183.20	3,341.60	3,508.00	3,686.40
			Monthly	6,567.60	6,896.93	7,240.13	7,600.67	7,987.20
			Annual	78,811.20	82,763.20	86,881.60	91,208.00	95,846.40
INFORMATION TECHNOLOGY TECHNICIAN I	T424	Classified	Hourly	34.47	36.18	37.99	39.90	41.89
			Bi-Weekly	2,757.60	2,894.40	3,039.20	3,192.00	3,351.20
			Monthly	5,974.80	6,271.20	6,584.93	6,916.00	7,260.93
			Annual	71,697.60	75,254.40	79,019.20	82,992.00	87,131.20
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified	Hourly	31.04	32.58	34.26	35.96	37.69
			Bi-Weekly	2,483.20	2,606.40	2,740.80	2,876.80	3,015.20
			Monthly	5,380.27	5,647.20	5,938.40	6,233.07	6,532.93
			Annual	64,563.20	67,766.40	71,260.80	74,796.80	78,395.20
DATA SYSTEMS OPERATOR	C450	Classified	Hourly	27.52	28.77	30.20	31.63	33.11
			Bi-Weekly	2,201.60	2,301.60	2,416.00	2,530.40	2,648.80
			Monthly	4,770.13	4,986.80	5,234.67	5,482.53	5,739.07
			Annual	57,241.60	59,841.60	62,816.00	65,790.40	68,868.80
AUDIO VIDEO SPECIALIST	T410	Classified	Hourly	29.57	31.02	32.61	34.22	35.85
			Bi-Weekly	2,365.60	2,481.60	2,608.80	2,737.60	2,868.00
			Monthly	5,125.47	5,376.80	5,652.40	5,931.47	6,214.00
			Annual	61,505.60	64,521.60	67,828.80	71,177.60	74,568.00
VIDEO ASSISTANT	T400	Classified	Hourly					16.24
			Bi-Weekly					1,299.20
			Monthly					2,814.93
			Annual					33,779.20
INFORMATION TECHNOLOGY INTERN	Z121	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

**CLASSIFICATION PLAN
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ATTACHMENT III
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Classification Title	Job Code	Service Type
CITY WIDE ADMINISTRATIVE/ANALYTICAL SUPPORT		
SENIOR MANAGEMENT ANALYST	H115	Classified
MANAGEMENT ANALYST II	H110	Classified
MANAGEMENT ANALYST I	H105	Classified
ADMINISTRATIVE SUPERVISOR	H120	Classified
ADMINISTRATIVE SECRETARY	C120	Classified
SENIOR SECRETARY	C115	Classified
SECRETARY	C110	Classified
ADMINISTRATIVE CLERK II	C105	Classified
ADMINISTRATIVE CLERK I	C100	Classified
ADMINISTRATIVE INTERN	Z120	Classified
MAIL CLERK	C410	Classified
CITY WIDE 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		

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GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified
DIGITAL APPLICATIONS DEVELOPER	T470	Classified
MANAGEMENT FELLOW	U300	Classified
ECONOMIC DEVELOPMENT		
ECONOMIC DEVELOPMENT MANAGER	H710	Classified
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified
NEIGHBORHOOD PARTNERSHIP SERVICES		
NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified
HOUSING AUTHORITY		
HOUSING MANAGER	H715	Classified
HOUSING DEVELOPMENT SPECIALIST	T750	Classified
HOMEOWNERSHIP COORDINATOR	T710	Classified
DEVELOPMENT SERVICES DEPARTMENT		
DEVELOPMENT SERVICES ADMINISTRATION		
DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified
BUILDING DIVISION		
CITY BUILDING OFFICIAL	H335	Classified
SUPERVISING BUILDING INSPECTOR	H330	Classified
SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified
SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified
BUILDING INSPECTOR	T350	Classified
PLAN CHECKING ENGINEER	T335	Classified
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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Classification Title	Job Code	Service Type
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

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Classification Title	Job Code	Service Type
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 INSPECTOR	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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Classification Title	Job Code	Service Type
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
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
SENIOR EQUIPMENT MECHANIC	M620	Classified
EQUIPMENT MECHANIC II	M615	Classified
EQUIPMENT MECHANIC I	M610	Classified
EQUIPMENT PARTS STOREKEEPER	M605	Classified
EQUIPMENT SERVICE ATTENDANT	M600	Classified
LANDSCAPE MAINTENANCE DIVISION		
LANDSCAPE MAINTENANCE MANAGER	H615	Classified
GROUNDSKEEPER III	M215	Classified
GROUNDSKEEPER II	M210	Classified
GROUNDSKEEPER I	M205	Classified
TREE TRIMMER	M220	Classified
STREET MAINTENANCE DIVISION		
STREETS MAINTENANCE MANAGER	H625	Classified
SENIOR MAINTENANCE LEADER	M315	Classified
MAINTENANCE LEADER	M310	Classified
SWEEPER EQUIPMENT OPERATOR	M700	Classified
POLICE DEPARTMENT		
SWORN		
POLICE CAPTAIN	P300	Classified
POLICE LIEUTENANT	P215	Classified
POLICE SERGEANT	P210	Classified
POLICE OFFICER	P200	Classified

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Classification Title	Job Code	Service Type
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
RECORDS ADMINISTRATOR	H425	Classified
RECORDS SUPERVISOR	C705	Classified
POLICE RECORDS CLERK II	C695	Classified

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POLICE RECORDS CLERK I	C690	Classified
JAIL ADMINISTRATOR	H420	Classified
JAIL SUPERVISOR	C660	Classified
COMMUNITY SERVICE OFFICER	C650	Classified
TRANSPORTATION AND ENGINEERING DEPARTMENT		
<i>AIRPORT DIVISION SUMMARY</i>		
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
<i>ENGINEERING/TRANSPORTATION DIVISION</i>		
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
TRAFFIC SIGNAL TECHNICIAN	T220	Classified
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified
SENIOR CONSTRUCTION INSPECTOR	T250	Classified
CONSTRUCTION INSPECTOR	T245	Classified
UTILITIES AND ENVIRONMENTAL SERVICES DEPARTMENT		

**CLASSIFICATION PLAN
CLASSIFIED POSITIONS
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FY 2018**

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Classification Title	Job Code	Service Type
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
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

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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
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

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GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T470	Classified
INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified
INFORMATION TECHNOLOGY TECHNICIAN I	T475	Classified
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified
DATA SYSTEMS OPERATOR	C450	Classified
AUDIO VIDEO SPECIALIST	T410	Classified
VIDEO ASSISTANT	T400	Classified
INFORMATION TECHNOLOGY INTERN	Z121	Classified