

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, September 20, 2018

5:00 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.

NEW COMMISSIONER ORIENTATION**MINUTES**

1. [MIN 18-107](#) Approval of Minutes for Regular Meeting on July 12, 2018

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

ACTION ITEMS

2. [ACT 18-049](#) Revised Job Description for Housing Development Specialist

Attachments: [Attachment I Staff Report](#)
[Attachment II Housing Development Specialist Job Description](#)
[Attachment III Office of the City Manager Org Chart](#)

3. [ACT 18-046](#) Revised Job Description for Community Service Officer

Attachments: [Attachment I Staff Report](#)
[Attachment II Community Service Officer Job Description](#)

4. [ACT 18-048](#) Revised Job Description for Police Officer

Attachments: [Attachment I Staff Report](#)
[Attachment II Police Officer Job Description](#)

5. [ACT 18-047](#) Revised Job Description for Crime Prevention Specialist I/II
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Crime Prevention Specialist I/II Job Description](#)
 [Attachment III Police Department Org Chart](#)
6. [ACT 18-055](#) Revised City Classification and Salary Plan for Fiscal Year 2019
 - Updated September 20, 2018 - Effective October 1, 2018
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II FY 2019 Salary Plan](#)
 [Attachment III FY 2019 Classification Plan](#)

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING – November 8, 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.



CITY OF HAYWARD

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777 B Street
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File #: MIN 18-107

DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Approval of Minutes for Regular Meeting on July 12, 2018

RECOMMENDATION

That the Personnel Commission reviews and approves the meeting minutes from the regular meeting held on July 12, 2018.

ATTACHMENTS

Attachment I Minutes



CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, July 12, 2018
Conference Room 4A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:33 p.m. on Thursday, July 12, 2018, 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
Anthony Phillip, Human Resources Analyst II
Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Marvin Peixoto, Council Member
Seema Vashi, Assistant City Attorney
Garrett Contreras, Fire Chief
Jan Lee, Water Resources Manager
Alexandrea Sepulveda, Supervising Permit Technician

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 7.12.2018 Regular 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	0	0	0	0
Elecia Garrett	O	0	0	0	0
Jose Guadamuz	X	1	0	0	0
*Rachel Lucas	X	1	0	0	0
Giancarlo Scalise	X	1	0	0	0
Allen Zargar	X	1	0	0	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of June 21, 2018 Meeting Minutes (Action)

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

REPORTS

City Council Liaison (Information)

Council Member Peixoto reported out that on Saturday, July 14th, the City will say farewell to the old Library. At the site of the old library the City will build a park. Council Member Peixoto also mentioned that the at the last City Council meeting the park developer made a presentation regarding the design of the new park. The new library will be opening in the fall.

Council Member Peixoto also reported that Council recently approved a number of cultivators, distributors, and manufacturers for cannabis. Currently, there are three (3) dispensary locations in the Downtown area pending further approval.

Lastly, Council Member Peixoto reported on future development projects for the City, including affordable housing in Lincoln Landing, South Hayward, and Green Shutter, which include 41-studio and one bedroom apartments.

Director of Human Resources (Information)

Director Collins reported Library Services Director Sean Reinhart has resigned, and the City has hired an interim director. Jane Light has many years of experience in library administration and opening new libraries. A recruitment for Director of Library Services will be underway as soon as possible. She also reported that the City Manager recently hired a Development Services Director, Laura Simpson who began her tenure at the City on July 9th.

Director Collins also stated that the City is continuing labor negotiations with IFPTE, Local 21.

Lastly, Director Collins stated that Human Resources will be hosting its annual Health and Wellness Fair for the City's employees on Wednesday, August 29th and invited the Personnel Commissioners to attend, if they are available.

ACTION ITEMS

2. Revised Job Description for Fire Captain

Garrett Contreras, Fire Chief gave an overview of the Fire Captain job specifications and answered questions.

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

3. Revised Job Description for Senior Fire Technician

Garrett Contreras, Fire Chief gave an overview of the Senior Fire Technician job specifications and answered questions.

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

4. Revised Job Description for Legal Secretary I/II

Nina Collins, Director of Human Resources gave an overview of the Legal Secretary I/II job specification and answered questions.

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

5. Revised Job Description for Permit Technician I/II

Alexandrea Sepulveda, Supervising Permit Technician gave an overview of the Permit Technician I/II job specifications and answered questions.

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

6. Revised Job Description for Senior Permit Technician

Alexandrea Sepulveda, Supervising Permit Technician gave an overview of the Senior Permit Technician job specifications and answered questions.

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

7. Revised Job Description for Senior Water Resources Engineer

Jan Lee, Water Resources Manager gave an overview of the Senior Water Resources Engineer job specifications and answered questions.

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

8. Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated July 12, 2018 – Effective July 23, 2018

Nina Collins, Director of Human Resources gave an overview of the revised Classification and Salary Plan. She began with an overview of the revised Classification Plan, which was updated to include the additions of Senior Fire Technician and Senior Water Resources Engineer.

Lastly, Director Collins provided an overview of the revised Salary Plan. The revised

Salary Plan includes the additions of Senior Fire Technician and Senior Water Resources Engineer, and the salary equity adjustment for Network Systems Specialist.

(M/S/P) (Zargar/Lucas) Adopted revised Classification Plan.

(M/S/P) (Zargar/Lucas) Recommended Salary Plan for Council approval.

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

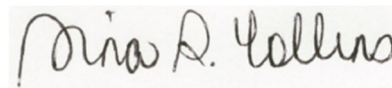
Deputy Director Pirouzmand provided a diversity report on recruitments completed since our last meeting on June 21, 2018. The report provided details for the following fourteen (14) recruitments:

- Airport Operations Specialist
- Animal Care Attendant
- Assistant/Associate Civil Engineer
- Code Enforcement Inspector
- Fire Marshall
- Information Technology Manager
- Lead Program Assistant
- Management Analyst I/II
- Permit Technician I/II
- Police Officer (Lateral)
- Senior Permit Technician
- Senior Transportation Engineer
- Utilities Maintenance Mechanic
- WPCF Operations Supervisor

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:50 p.m.



Nina S. Collins, Director of Human Resources



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: ACT 18-049

DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Housing Development Specialist

RECOMMENDATION

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

SUMMARY

The Housing Development Specialist job description has been updated to reflect current duties performed, revised minimum qualifications, and industry standards. Knowledge, skills, and abilities (KSAs) have been added to augment the existing job description. Additionally, the minimum qualifications have been revised to eliminate required experience in structuring and issuance of public securities.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Housing Development Specialist Job Description
Attachment III	Office of the City Manager Org Chart



DATE: September 20, 2018

TO: Personnel Commission

FROM: Human Resources Director

SUBJECT: Revised Job Description for Housing Development Specialist

RECOMMENDATION

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

SUMMARY

The Housing Development Specialist job description has been updated to reflect current duties performed, revised minimum qualifications, and industry standards. Knowledge, skills, and abilities (KSAs) have been added to augment the existing job description. Additionally, the minimum qualifications have been revised to eliminate required experience in structuring and issuance of public securities.

BACKGROUND/DISCUSSION

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

The Housing Development Specialist is assigned to the Community Services and Housing Division and provides support to the Housing Affordability Programs for the development, preservation, and acquisition of quality affordable housing in the Hayward community; and anti-displacement strategies and services. The changes to the job description are intended to update the essential duties and required knowledge of the Housing Development Specialist to reflect responsibilities with current trends since this classification was last revised in 1986.

The Housing Development Specialist will administer contracts and agreements, including terms, to ensure the borrower or contractor are held accountable to the agreed upon terms. It is not necessary for the Housing Development Specialist to structure and issue public securities as this function will be administered by the Finance Department. Therefore, the experience section has been revised to eliminate the required experience in structuring and issuance of public securities.

The changes to the Housing Development Specialist job description were shared with representatives of International Federation of Professional and Technical Engineers – Local 21 and its representatives are in agreement with these changes. The Housing Development Specialist job description was revised to update the supervision received and exercised, essential duties, job related and essential qualifications, experience and education, and special requirements.

The changes to the job description are as follows:

SUPERVISION RECEIVED AND EXERCISED

Replaced: “SUPERVISION RECEIVED AND EXERCISED” with “SUPERVISION RECEIVED”

Removed: “Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.”

Added “SUPERVISION EXERCISED” section:

“Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.”

EXAMPLES OF DUTIES

Added:

- “Duties may include, but are not limited to the following:”
- “...and administer...”
- “...projects for funding that are aligned with Hayward’s priorities and...”
- “...priorities and requirements...”
- “...and Hayward’s Affordable Housing Ordinance to encourage development of affordable housing.”
- “Prepare staff reports related to assigned projects.”
- “Perform related duties as assigned.”

Replaced:

- “EXAMPLES OF DUTIES” with “ESSENTIAL DUTIES”
- “...as required by federal law...” with “...for compliance with local and funding source requirements...”
- “...develop...” with “...identify...”

Removed:

- “...finance...”
- “Coordinate with real estate and development community to encourage development of affordable housing.”

QUALIFICATIONS

Added:

- “JOB RELATED AND ESSENTIAL” to section title
- “Effective outreach techniques.”
- “Public contact and community relations.”
- “Computer applications including word processing, spreadsheets and databases.”
- “Ability to:”
- “Interpret federal, state, and local regulations, guidelines and requirements pertaining to housing development and finance.”
- “Assist with negotiations and administration of a variety of complex legal documents, including financial development, and administrative contracts and agreements.”
- “Maintain accurate records; prepare clear, concise reports and other written materials.”

Replaced:

- “Knowledge, Abilities and Skills” with “Knowledge of:”
- “...ect...” with “...etc...”
- “...and alternative financing mechanisms...” with “...budgets and financial statements...”
- “Skill in public and interpersonal relations in a group setting or in a one to one situation.” with “Establish and maintain effective work relationships with a variety of stakeholders.”

Removed: “Use financial analysis techniques to...”

EXPERIENCE AND EDUCATION

Added:

- “..., or related field.”
- “Licenses: Possess and maintain a valid California Class C Driver’s License.”

Replaced: “...and structuring and issuance of public securities;” with “.”

Added “SPECIAL REQUIREMENTS” section:

“Essential duties require the mental and/or physical ability to: 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 material weighing up to 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.”

FISCAL IMPACT

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

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not impact the strategic initiatives.

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Nina S. Collins, Human Resources Director

Approved By:

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

Kelly McAdoo, City Manager

CITY OF HAYWARD

HOUSING DEVELOPMENT SPECIALIST

DEFINITION

To perform moderately difficult professional level assignments in research, analysis, planning and implementation of housing development programs and housing finance assistance.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class responsible for professional duties related to the maintaining and expanding the supply of affordable housing in the City. Work involves responsibility for the application of professional knowledge and skills to effect research, analysis, planning and implementation of housing development programs and housing finance assistance. Requires the frequent use of independent techniques is required.

SUPERVISION RECEIVED

General supervision is provided by a higher level administrator.

SUPERVISION EXERCISED

Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.

ESSENTIAL DUTIES

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

Design, implement and monitor the success of housing programs for affordable housing.

Assist with the issuance of tax-exempt or taxable securities for housing development.

Negotiate and administer residential development agreements and regulatory agreements with developers seeking City financial assistance or other approvals.

Develop and maintain a system for monitoring of residential development agreements and regulatory agreements for compliance with local and funding source requirements.

Coordinate efforts of bond team members including financial advisers, bond counsel, underwriters, feasibility analysts, lenders and trustees.

ESSENTIAL DUTIES (continued):

Coordinate City efforts to identify affordable housing projects for funding that are aligned with Hayward's priorities and with other local, state and federal housing agencies priorities and requirements.

Provide technical assistance to developers, non-profit organizations and other public and private entities relative to sources of project funding and Hayward's Affordable Housing Ordinance to encourage development of affordable housing.

Analyze legislation for impact on programs and make appropriate recommendations.

Prepare staff reports related to assigned projects.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and methods used in structuring public security issues.

Principles and practices of governmental planning and zoning.

Principles and techniques of affordable housing development.

Federal and state housing legislation and programs.

Effective outreach techniques.

Public contact and community relations.

Data gathering and assessment techniques related to housing need, market conditions, development costs, etc.

Computer applications including word processing, spreadsheets and databases.

Ability to:

Evaluate developer proformas, budgets and financial statements.

Communicate clearly and concisely, orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Establish and maintain effective work relationships with a variety of stakeholders.

Interpret federal, state, and local regulations, guidelines and requirements pertaining to housing development and finance.

Assist with negotiations and administration of a variety of complex legal documents, including financial development, and administrative contracts and agreements.

Maintain accurate records; prepare clear, concise reports and other written materials

EXPERIENCE AND EDUCATION

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

Experience: Three (3) years of recent progressively responsible professional experience in public development planning, public finance, housing development, business administration or management, including at least one year's specific experience in investment analysis.

Education: Graduation from an accredited college with a Bachelor's Degree in Planning, Economics or Business Administration, or related field. Graduate degree in appropriate field may be substituted for one year of experience.

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

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; 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 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.

City of Hayward
Housing Development Specialist
Page 4

PROBATIONARY PERIOD: One (1) year

T750 Housing Development Specialist

July 1986

Revised March 2018

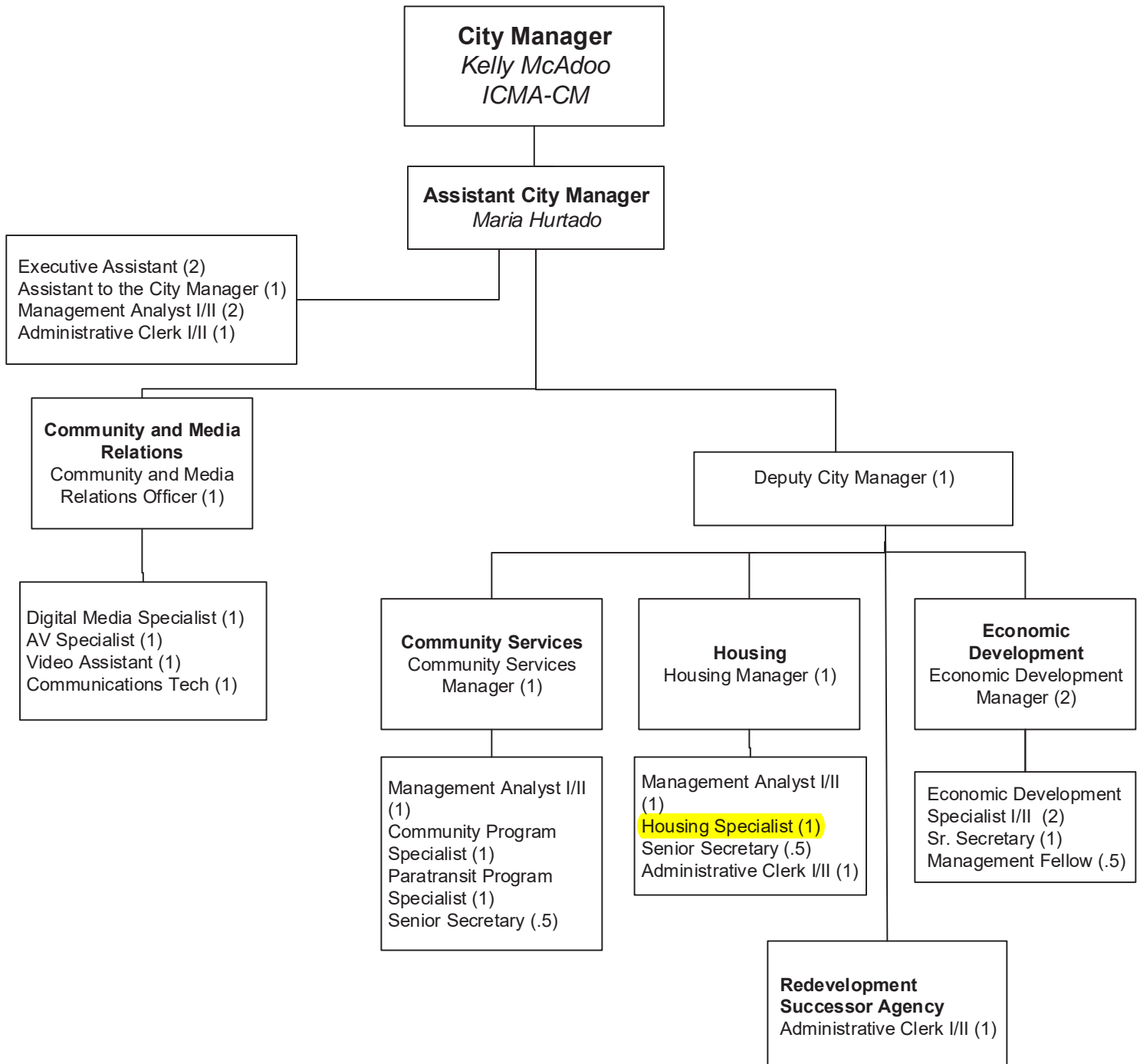
EEO Code: 04

FPPC STATUS: Designated

FLSA STATUS: Exempt

FY 2019 STAFFING 29.5 FTE

Office of the City Manager





CITY OF HAYWARD

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

File #: ACT 18-046

DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Community Service Officer

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Community Service Officer 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.

SUMMARY

The City of Hayward Police Department requested to update the duties, knowledge, skills and abilities (KSAs), and minimum qualifications for the classification of Community Service Officer. The request was primarily due to the California Board of Corrections Standards and Training changing defense tactics from basic defense to advanced defensive tactics methods. Additionally, alternate methods to qualify were added to the Community Service Officer job specification to include language for lateral applicants and the near classification of Police Officer academy graduates as qualifying.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Community Service Officer Job Description



DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT Revised Job Description for Community Service Officer

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Community Service Officer 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.

SUMMARY

The City of Hayward Police Department requested to update the duties; knowledge, skills and abilities (KSA); and minimum qualifications for the classification of Community Service Officer. The request was primarily due to the California Board of Corrections Standards and Training changing defense tactics from basic defense to advanced defensive tactics methods. Additionally, alternate methods to qualify were added to the Community Service Officer job specification to include language for lateral applicants and the near classification of Police Officer academy graduates as qualifying.

BACKGROUND/DISCUSSION

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

The changes to the job description are intended to update the essential duties and required abilities of the Community Service Officer to reflect responsibilities with current duties. The California Board of Corrections Standards and Training revised a core ability for correctional officers from knowing and being able to perform basic defense tactics to advanced defensive tactics. Human Resources also reviewed the essential duties against the Knowledge, Skills and

Abilities (KSAs) to ensure the key competencies a job candidate needs to be successful in the classification were captured, including physical and emotional characteristics to perform the job that consist of the application of necessary control and self-defense procedures.

The existing Community Service Officer classification is a single, journey level classification requiring candidates to have two (2) years of work experience with frequent public contact, preferably in law enforcement, or two (2) years of college education in a related field of law enforcement. At the request of the Police Department, the Community Service Officer classification was revised to include alternate methods to qualify and capture language for lateral applicants.

The City continuously recruits for this position and has recruited for lateral Community Service Officers since 2006. Applicants for the lateral recruitment are required to have worked in an equivalent capacity performing the duties at the journey level that involve the full range of correctional officer duties assigned to a jail facility for at least one year. Additionally, they must have successfully completed the Basic Correction Officer Core Course by the California Board of Corrections Standards and Training. This has been an accepted qualifying method approved by the City and corresponding bargaining group; however, the job description was never updated to reflect as a qualifying method.

In order to expand the applicant pool for the Community Service Officer position, alternate qualifying language was also added to this job description to allow for more candidates to qualify as lateral applicants based on the following justification. The California Board of Corrections Standards and Training considers candidates that have participated and graduated from a California Peace Officer Standards and Training academy to meet the criteria as a lateral applicant. Police Officer academy graduates have participated in six (6) months of intensive training and exceed the criteria for qualifications for a correctional officer. Therefore, Police Officer Academy graduates may also apply for the City's lateral opportunity and be considered.

The changes to the Community Service Officer job description were shared with representatives of Service Employees International Union (SEIU), Local 1021 Clerical and Related Unit, and its representatives are in agreement with these changes. The Community Service Officer job description was revised to update the definition, essential duties, job related and essential qualifications, and experience and education.

The changes to the job description are as follows:

DEFINITION

Removed: "...maintenance of equipment and firearms,..."

SUPERVISION RECEIVED

Replaced: "...Jail Manager..." with "...Jail Administrator..."

ESSENTIAL DUTIES

Added:

- “...processing prisoners through jail, including...”
- “...and advising of procedures and telephone rights; searching prisoners for weapons, narcotics or other hazards and contraband; housing, care and control of adult prisoners and juvenile arrestees; conducting property inventory, medical screening and prisoner classification.”
- “...(i.e. live scan service)...”

Replaced:

- “...by bus...” with “...to...”
- “...inquire...” with “...inquiries...”

Removed:

- “...juvenile...”
- “Processes prisoners through jail, including advising of procedures and telephone rights, searching prisoners for weapons, narcotics or other hazards and contraband, conducting property inventory, medical screening and prisoner classification.”
- “...PIN and...”
- “Monitors vehicle use and service schedule to ensure appropriate servicing and repairs are performed.”
- “Prepares, processes, stores, and picks up equipment from storage area for disposition.”
- “Organizes and facilitates neighborhood watch and business group meetings.”
- “Performs maintenance and cleaning of department issued firearms and safety equipment (i.e. body armor, gas masks, batons, etc).”

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Replaced:

- “...basic self defense.” with “...and apply advanced defensive tactics methods.”
- “...and operating...” with “Operate modern office equipment including computer equipment, specialized software applications, programs and...”

Added:

- “..., and application of necessary control and self-defense procedures.”

EXPERIENCE AND EDUCATION

Added:

- “One (1) year of experience working in a jail facility and successful completion of the Basic Correction Officer Core Course by the California Board of Corrections Standards and Training.

OR

Possess a California Peace Officer Standards and Training Basic Academy Certificate.

OR”

FISCAL IMPACT

There is no fiscal impact as a result of changes to the job description.

STRATEGIC INITIATIVES

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

Prepared by: Lisette Del Pino, Human Resources Analyst II

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

Approved by:

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

Kelly McAdoo, City Manager

COMMUNITY SERVICE OFFICER

DEFINITION

Under general supervision, the Community Service Officer performs a variety of non-sworn police duties related to investigations, crime prevention, reporting, property, evidence, traffic, booking, searching, monitoring and transportation of prisoners.

DISTINGUISHING CHARACTERISTICS

This is a specialized non-sworn classification, performing a wide variety of technical support duties in the Police Department. Assignments are performed in support of various divisions and may be subject to rotation. It is distinguished from Police Officers who perform a variety of duties involving the protection of life and property and routinely respond to hazardous emergency calls.

SUPERVISION RECEIVED

Receives general supervision from Jail Supervisor, Jail Administrator, or assigned management.

SUPERVISION EXERCISED

May provide lead direction in the absence of Jail Supervisor.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Performs duties related to processing prisoners through jail, including booking and advising of procedures and telephone rights; searching prisoners for weapons, narcotics or other hazards and contraband; housing, care and control of adult prisoners and juvenile arrestees; conducting property inventory, medical screening and prisoner classification.

Performs appropriate fingerprint procedure (i.e. live scan service) and transmits for confirmation of identification.

Conducts warrant checks, makes confirmation with appropriate agency and updates related systems through computer and teletype.

Collects information to complete Alameda County consolidated arrest reports.

Maintains jail security, observes prisoners in detention, and prepares documentation of behavior.

Performs prisoner exit processing, issues receipts for bail, completes computer processing and prepares appropriate documentation for release.

Transport prisoners to court or other jail facilities.

ESSENTIAL DUTIES (Continued):

Responds to public inquiries in person or by telephone.

Responds to and drafts letters and general correspondence related to assigned area.

Testifies in court or at hearings on case records and investigative activities and in court proceedings.

Performs traffic control for accidents, parades, large public events, congested situations, etc.

Enforces parking regulations and writes traffic citations.

Operate various police related equipment such as a radio, mobile terminals, cameras and computer systems.

Prepares and maintains a wide variety of forms and records, including police reports.

Prepares documentation and makes arrangements for towing and impoundment of vehicles.

Provides home and commercial security surveys.

Performs related non-sworn police duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, punctuation in completing clear and concise reports and correspondence.

General principles and practices used to establish effective police/community relations.

Use and basic capabilities of computerized record and information systems.

Safe work methods and safety regulations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

Establish and maintain positive working relationships with other City employees and members of the public; maintain a professional, courteous demeanor under adverse, difficult, and confrontational situations.

Read, understand, interpret and apply policies and procedures.

Learn and apply advanced defensive tactics methods.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Type accurately at a rate of 25 net words per minute.

Prepare paperwork and reports related to area of assignment.

Communicate effectively with all members of the community, both verbally and in writing.

Demonstrate sound judgment, tact, and integrity.

Perform assigned duties with little supervision.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing or sitting for extended periods of time, and application of necessary control and self-defense procedures.

Operate modern office equipment including computer equipment, specialized software applications programs and assigned equipment.

Successfully complete the State of California, Board of Corrections Correctional Officer Core course within one year of date of employment.

EXPERIENCE AND EDUCATION

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

Experience: One (1) year of experience working in a jail facility and successful completion of the Basic Correction Officer Core Course by the California Board of Corrections Standards and Training.

OR

Possess a California Peace Officer Standards and Training Basic Academy Certificate.

OR

Two years of experience involving high public contact, preferably in law enforcement.

OR

Two years of college education, in a related field of law enforcement.

Education: Equivalent to the completion of the twelfth grade.

License: 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 variable indoor and outdoor conditions, including jail environments, subject to hot or cold temperatures, confined spaces, excessive noise, inclement weather, exposure to dust, solvents, fumes, gases, toxic waste, odors, or other irritating particles; use of defensive tactics to restrain; stand, sit, or walk for prolonged periods of time; travel to various locations and participate in meetings to conduct City business during day and evening hours; reach, twist, turn, kneel, bend, squat and stoop on a regular basis; 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 equipment, documents, bicycles, barricades, chairs, tables, training, and other supplies weighing up to 50 pounds. Essential functions must be performed with or without reasonable accommodations.

Not less than 18 years of age at time of appointment (Section 6035, Penal Code).

PROBATIONARY PERIOD: One (1) year.

C650 Community Service Officer

Created October 1987

Revised April 1999

Revised November 2006

Revised January 2012

Revised August 2018

FPPC STATUS: Non- Designated

FLSA STATUS: Non- Exempt



CITY OF HAYWARD

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

File #: ACT 18-048

DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Police Officer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Police Officer 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.

SUMMARY

The Police Officer job description has been updated to reflect new minimum qualifications to help the City in its recruitment efforts in a competitive labor market. The changes made to the job description also reflect alignment with the internal organizational structure of the City's classification plan.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Police Officer Job Descriptions



DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT Revised Job Description for Police Officer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Police Officer 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.

SUMMARY

The Police Officer job description has been updated to reflect new minimum qualifications to help the City in its recruitment efforts in a competitive labor market. The changes made to the job description also reflect alignment with the internal organizational structure of the City's classification plan.

BACKGROUND

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 Human Resources Department and the Police Department work as a team to meet the challenging recruitment environment and competition from other police departments for talent by adapting different hiring strategies for recruitment. As previously mentioned in the staff report to the Commission on June 21, 2018, Human Resources and the Police Department recognize the need to expand the current applicant pool without sacrificing the quality of candidates. Human Resources recently changed the successful completion of a California Basic Peace Officer Standards and Training (POST) approved academy requirement from the past 12 months to within the past 18 months from date of application. However, there is a pool of candidates the City is unable to hire because they are in an in-between

status. This pool of applicants no longer meets the criteria of an Academy Graduate because they are currently working at another police department but have not completed probation at their respective agency to qualify for a lateral consideration at the City of Hayward's Police Department.

Agencies have discretion on the length of a police officer's probationary period ranging from twelve-months to twenty-four months. Because police officer vacancies are hard-to-fill nationally and the law enforcement hiring process can take several months, Human Resources staff and the Police Department are in favor of adding additional qualifying language to reach lateral applicants and expand our applicant pool. Therefore, the departments propose to qualify candidates for a lateral consideration if they are currently employed by a law enforcement agency and they have successfully passed a field training program.

Human Resources Department staff shared the proposed change to the Police Officer job description with representatives of the Hayward Police Officer's Association and the Association is in agreement with it. As stated above, the Police Officer job description was revised to update the experience and education section only. The change to the job description is as follows:

Experience and Education

Experience:

Added: "Currently employed by a law enforcement agency and have successfully passed a field training officer (FTO) program, but have yet to be released from probation."

FISCAL IMPACT

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

STRATEGIC INITIATIVES

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

Prepared by: Lisette Del Pino, Human Resources Analyst II

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

Approved by:



Kelly McAadoo, City Manager

POLICE OFFICER

DEFINITION

Under general supervision, the Police Officer patrols the City's commercial, industrial, and residential districts; enforces laws and ordinances of the state of California and the city of Hayward, works closely with the community to preserve the peace and promote public safety; carefully documents own activities in written reports and statements; performs a wide variety of law enforcement assignments such as patrol, traffic control, criminal and juvenile investigation, radio communications, and administrative services; provides court testimony; investigates crimes such as burglary, robbery, assault, and disturbing the peace; assists firefighters and emergency medical technicians; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Work normally consists of routine police tasks performed according to Department rules and regulations. Incumbents receive general and special instructions and must be able to act without direct supervision. The absence of ongoing supervisory responsibilities distinguishes this class from the class of Police Sergeant.

SUPERVISION RECEIVED

General supervision is provided by higher level officers.

SUPERVISION EXERCISED

Provide occasional supervision to volunteers, reserve officers and professional support staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Patrols the assigned area on foot or in patrol vehicle, makes routine security checks, inspects places of possible disorder and keeps alert to discover suspect circumstances or persons.

Operates a patrol car, motorcycle, or other vehicle

Responds to radio and telephone dispatches and appears at scene or disorder or crime.

Resolves disputes, admonishes individuals, responds to accidents and provide emergency first aid.

Arrests and cites violators of laws and ordinances.

Investigates calls and complaints.

ESSENTIAL DUTIES (continued):

Investigates traffic accidents.

Prepares and documents cases; write reports; serve warrants and subpoenas; and testifies in court.

Writes citations.

Investigates conditions hazardous to life or property.

Coordinates crime scene control; makes initial investigations of crimes and crime scenes.

Assists Detectives and other investigators in crime investigation.

Watches for suspicious cars, curfew violators and wanted persons.

Operates two-way radio equipment.

Takes fingerprints and photographs and processes evidence

Assists in booking and jailing prisoners.

Processes and transports prisoners.

Directs traffic.

Questions suspects and witnesses.

Provides information, directions, other services and assistance to the public.

Inspects patrol cars/motorcycles, equipment and weapons to ensure proper operation.

Prepares for and participates in planned events; stands and directs traffic at collision scenes and demonstrations; controls crowds; and cooperates with City, State and other agencies to secure areas at special events or crime scenes.

Participates in special details and assignments.

May serve as a field training officer.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic law enforcement terminology and concepts.

Public relations in law enforcement.

Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.

Safe vehicle operation.

Principles of first aid.

Ability to:

Learn principles, practices, procedures, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

Read and interpret laws, ordinances, regulations and Department policies.

Analyze situations and adopt a quick, effective and reasonable course of action.

Drive a vehicle safely.

Write clear, concise and accurate reports.

Understand and follow oral and written directions.

Observe and accurately recall places, names, faces, descriptive characteristics and details of incidents.

Perform physical tasks inherent in the work of a Police Officer.

Be courteous but firm with the public when needed

React quickly and calmly under emergency and stressful situations.

Make sound decisions.

Develop skill in the use of a firearm.

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

Perform physically demanding tasks for extended periods of time.

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: One (1) year in a law enforcement agency within the last thirty-six (36) months and possession of a current Basic California P.O.S.T Certificate.

OR

Currently employed by a law enforcement agency and have successfully passed a field training officer (FTO) program, but have yet to be released from probation.

OR

Successful completion of a California Basic P.O.S.T approved academy within the past eighteen (18) months from date of application.

Education: High school diploma or equivalent. (Possession of an Associate's degree or Bachelor's degree from an accredited institution is desirable)

Necessary Special Qualifications:

- Free of any felony convictions.
- A citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship (Government Code Para. 1031).
- Age, not less than 21 years at time of appointment.
- Vision in each eye, correctable to at least 20/30.
- Must pass a background investigation.
- Must meet all Department medical, physical and psychological standards.

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

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment 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, run and safely lift and move equipment and material weighing up to 45 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

SPECIAL REQUIREMENTS (continued):

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 much be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: Two (2) Years

P200 Police Officer

March 1969

Revised January 1974

Revised December 1974

Revised March 1986

Revised April 2012

Revised August 2018

EEO Code: 04

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

WP 8/17/83



CITY OF HAYWARD

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

File #: ACT 18-047

DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Crime Prevention Specialist I/II

RECOMMENDATION

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

SUMMARY

The City of Hayward Police Department requested a review of the duties of two incumbents in the classification of Crime Prevention Specialist, to determine the appropriate classification based on assigned duties and responsibilities. Based on the analysis provided by an outside consultant, it was determined that the current incumbents are performing professional level duties that require an increase in independence, scope and education required. Additionally, the job audit findings resulted in a recommendation for the City to flexibly staff the classification, providing an entry and journey level for the class series.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Crime Prevention Specialist I/II Job Description
Attachment III	Police Department Organizational Chart



DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT Revised Job Description for Crime Prevention Specialist I/II

RECOMMENDATION

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

SUMMARY

The City of Hayward Police Department requested a review of the duties of two incumbents in the classification of Crime Prevention Specialist, to determine the appropriate classification based on assigned duties and responsibilities. Based on the analysis provided by an outside consultant, it was determined that the current incumbents are performing professional level duties that require an increase in independence, scope and education required. Additionally, the job audit findings resulted in a recommendation for the City to flexibly staff the classification, providing an entry and journey level for the class series.

BACKGROUND/DISCUSSION

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

The existing Crime Prevention Specialist classification is a single, journey level classification requiring candidates to have two (2) years of work experience in community based or crime prevention programs with a high degree of public contact. At the request of the Police Department, an outside consultant completed a job audit of the Crime Prevention Specialist classification in June 2018. Based on the findings, it was determined that the current incumbents were performing duties at the professional journey level which involves the full range of crime prevention programmatic duties, rather than the clerical and technical level

support outlined in the current class specification. The primary reason for the discrepancy between the class specification and the level of work assumed by the incumbents is related to staffing changes. The two incumbents previously reported to and supported a Senior Crime Prevention Specialist. The position was eliminated and there is no expectation that it will be replaced in the future; as a result, the current incumbents have taken on responsibility of the full crime prevention program areas that they previously only assisted with. Based on the professional level duties and responsibility that the incumbents have assumed, it is appropriate to revise the classification to more accurately reflect the assigned duties and responsibilities. Additionally, it was recommended to flexibly staff the position, creating an entry and journey level for the class series.

The Crime Prevention Specialist I/II job description was revised to update the title, definition, distinguishing characteristics, supervision received and exercised, essential duties, job related and essential qualifications, experience and education, special requirements, and to align the format to the current City standards. Furthermore, the additions and changes clarify the distinguishing characteristics, supervision, and education and experience requirements for the Crime Prevention Specialist I and the Crime Prevention Specialist II.

The changes to the job description are as follows:

TITLE

Replaced "Crime Prevention Specialist" with "Crime Prevention Specialist I/II"

DEFINITION

Added:

- "...education, and security awareness including to plan, coordinate and facilitate neighborhood and community..."
- "...activities, and events and work with various groups, committees, and community leaders; to problem solve, strategize and promote police and community partnerships and communications; and to..."
- "...professional support to an assigned supervisor."

Replaced:

"...clerical and technical..." with "...non-sworn professional..."

Removed:

- "...promoting and supporting programs and activities related to..."
- "...and other..."
- "...based..."
- "...traffic regulation enforcement."

DISTINGUISHING CHARACTERISTICS

Added:

- "Crime Prevention Specialist I – This is the entry level class in the professional Crime Prevention Specialist series. Positions in this class typically have little or no directly

related work experience and work under immediate supervision while learning job tasks. The Crime Prevention Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned."

- "Crime Prevention Specialist II –..."
- "...professional..."

Replaced:

- "...within..." with "...in..."
- "...lead supervision is provided by the Senior Crime Prevention Specialist. This position is differentiated from the higher class in the level of responsibility assigned to the latter, which involves overseeing and areas of program responsibility." with "...is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level."

SUPERVISION RECEIVED

Replaced: "...technical and functional supervision from the Senior Crime Prevention Specialist." with "...general supervision from a Police Sergeant, or assigned management."

Removed: "...EXERCISED AND..."

SUPERVISION EXERCISED (added section)

Added:

"None."

ESSENTIAL DUTIES

Added:

- "Problem-solve, strategize and promote police and community partnerships and communications by bringing safety, education, awareness, outreach and training to the community; research various problems and concerns from citizens and businesses, nonprofit organizations, and special groups such as youth and seniors."
- "...meetings, events and fairs; coordinate and plan..."
- "...to the public related to the functions..."
- "...Police..."
- "Coordinate and communicate with, maintain and increase participation of block captains, community leaders, business and neighborhood watch groups; assist with multi-housing programs and related community interest groups."
- "...outreach..."
- "...events..."
- "...and..."

- “...security and safety; coordinate, promote and facilitate a variety of Community Academy activities.”
- “...oversee, and coordinate activities of...”
- “...safety/...”
- “Research, maintain, update and participate in the design and preparation and distribution of literature and materials including brochures, flyers, newsletters, alerts, visual displays and related materials.”
- “Research, analyze and identify information related to crime patterns; compile statistics; distribute information to patrol and investigative staff;...”
- “...data...”
- “Create, input, update and/or revise files, databases, records, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items, as assigned.”
- “Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.”
- “...concerns and complaints of the...”
- “...prepare accurate statistical and narrative reports...”
- “Foster an environment that embraces diversity, integrity, trust, and respect.”
- “Be an integral team player, which involves flexibility, cooperation, and communication.”

Replaced:

- “Assist in developing, maintaining and supporting the Neighborhood Alert Groups, serving as the...” with “Act as a...”
- “...groups, police and City personnel and others to promote problem solving efforts for the community.” with “...Hayward Police Department and the public; perform a variety of duties related to crime prevention, community education, and awareness.”
- “Assist with...” with “Plan...”
- “...special...” with “...organize, develop and facilitate a variety of...”
- “...events, community...” with “...and neighborhood...”
- “...and...” with “...coordinate...”
- “...to...” with “...for...”
- “...on safety and...” with “...of...”
- “...in staffing various community events and resource offices.” with “...conduct background checks on ride along applicants and coordinate scheduling of approved ride alongs.”
- “...in...” with “...to...”
- “Respond...” with “Review, evaluate and respond...”
- “...and...” with “assist to...”
- “...required...” with “...assigned...”

Removed:

- “...other...”

- “Coordinate and participate in the design, preparation, and distribution of community brochures, flyers and newsletters.”
- “...and...”
- “Maintain supplies and materials for the Crime Prevention Unit.”
- “Research various problems and concerns from citizens and businesses; review and evaluate complaints and prepare accurate statistical and narrative reports.”
- “...cards for potential block captain applicants...”
- “Drive prisoner vans and motor home to various events as needed.”
- “Direct traffic, issue citations, and mark/tow abandoned vehicles to enforce traffic regulations.”
- “Perform clerical duties such as answering the phone, typing, and word processing.”
- “...other...”
- “...and responsibilities...”

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Added:

- “Crime Prevention Specialist I...”
- “Methods for clear, accurate writing and the presentation of information and data in a variety of formats.”
- “Methods and procedures for managing social media platforms.”
- “Principles and practices of public organization; and basic methods and procedures of administration.”
- “General principles and practices for effective police/community relations.”
- “Perform a variety of non-sworn professional duties related to crime prevention, community education and security awareness including to plan, coordinate, and facilitate neighborhood and community programs, activities, and events and work with various groups, committees and community leaders and to problem-solve, strategize and promote police and community partnerships and communications.”
- “On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.”
- “Learn principles and practices of basic crime prevention techniques and crime analysis.”
- “Learn principles and practices to assess the needs of the local community and a variety of community organizations.”
- “Learn the basic functions of the Hayward Police Department.”
- “Learn to utilize departmental guidelines to analyze requirements and resources, and to follow through in assigned areas.”
- “Learn to operate a variety of specialized police department equipment and tools including LIVESCAN, Police CAD systems, law enforcement records systems and secured systems such as CRIMS, Cal Photo and others as assigned.”

- “Learn to problem-solve, plan, coordinate, facilitate, organize, monitor, evaluate and prioritize events and organize courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.”
- “Learn to research information, create, input, update and/or revise files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items as assigned.”
- “Learn to track and monitor funds, donations and expenditures as assigned.”
- “Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.”
- “Use sound judgment in recognizing scope of authority.”
- “Operate and use modern office equipment including computers and applicable software.”
- “Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.”
- “Utilize appropriate safety procedures and practices for assigned duties.
- “Establish and maintain effective working relationships with those contacted during the course of work.”
- “Work with various cultural and ethnic groups in a tactful and effective manner.”
- “Crime Prevention Specialist II:...”
- “In addition to the qualifications for the Crime Prevention Specialist I:...”
- “Knowledge of:...”
- “Relevant local, State, and Federal laws, rules and regulations related to area of assignment.”
- “Principles and practices of basic crime prevention techniques and crime analysis.”
- “Principles and practices of assessing the needs of the local community and a variety of community organizations.”
- “Basic functions of the City of Hayward Police Department.”
- “Ability to:...”
- “Utilize departmental guidelines take initiative, analyze requirements and resources, and to follow through in assigned areas.”
- “Operate a variety of specialized police department equipment and tools including LIVESCAN, Police CAD systems, law enforcement records systems and secured systems such as CRIMS, Cal Photo and others as assigned.”
- “Problem-solve, plan, coordinate, facilitate, organize, monitor, evaluate and prioritize events and organize courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.”
- “Research information, create, input, update and/or revise files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items as assigned.”
- “Track and monitor funds, donations and expenditures as assigned; plan for purchase orders and purchases; submit requisitions and invoices for reimbursement.”

Replaced:

- “...basic crime prevention techniques.” with “...public speaking and presentation design.”
- “...effectively...” with “...clearly and concisely...”

Removed:

- “Principles of assessing the needs of the local community and community organizations.”
- “Basic functions of the Police Department.”
- “Basic crime analysis.”
- “Records management and general office skills.”
- “Develop and/or assist in developing crime prevention programs to fit the citizen’s of the community.”
- “Interpret laws.”
- “Problem-solve to develop strategies in response to community needs.”
- “Develop and maintain a positive working relationship with community leaders, co-workers, organizations, businesses, citizens, and City departments.”
- “Compile statistical data and assist in preparation of written reports.”
- “Coordinate a variety of programs and activities related to crime prevention.”
- “...speak effectively in large and small group settings.”

EXPERIENCE AND EDUCATION

Added:

- “Crime Prevention Specialist I:...”
- “Possession and maintenance of a...”
- “Crime Prevention Specialist II:...”
- “In addition to the qualifications for a Crime Prevention Specialist I:...”
- “Experience: Two (2) years of responsible experience similar to Crime Prevention Specialist I with the City of Hayward.”
- “Licenses and Certificates: Possession of a P.O.S.T. Crime Prevention Through Environmental Design (CPTED) certificate is desirable.”

Replaced:

- “Two years of considerable work experience in community-based or crime prevention programs with a high degree of public contact. A Bachelor’s Degree from an accredited university or college with coursework in crime prevention is highly desirable.” with “Some technical experience in working with community organizing, event planning, social media management and public speaking, is desirable.”
- “...the completion of twelfth grade.” with “...a Bachelor’s Degree from an accredited college or university with major coursework in crime prevention or a related field.”
- “...or...” with “...and...”

Removed: “...is desirable.”

SPECIAL REQUIREMENTS

Replaced: "Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, lift up to thirty pounds and operate a computer. Work environment includes: working outdoors, in public meetings and standard office environment." with "Essential duties require the mental and/or physical ability to: 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; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by email, in person, 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. Willingness and ability to: work holidays, weekends, scheduled and emergency overtime, and on-call as required; attend meetings, conferences and seminars during work and non-work hours that may require travel, and comply with departmental grooming standards. Essential functions must be performed with or without reasonable accommodation."

FISCAL IMPACT

Due to the recommended change to salary for the Crime Prevention Specialist II classification and placing both incumbents at this level, there will be a fiscal impact to the FY2019 operating budget in the amount of approximately \$20,400. The salary for the Crime Prevention Specialist II classification will be set internally to 10% above the Crime Prevention Specialist I, which is \$34.10 at Step 1 and \$41.45 at Step 5.

STRATEGIC INITIATIVES

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

Prepared by: Vanessa Lopez, Senior Human Resources Analyst

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

Approved by:



Kelly McAdoo, City Manager

CITY OF HAYWARD

CRIME PREVENTION SPECIALIST I/II

DEFINITION

To perform a variety of non-sworn professional duties related to crime prevention community education, and security awareness including to plan, coordinate and facilitate neighborhood and community programs, activities, and events and work with various groups, committees, and community leaders; to problem solve, strategize and promote police and community partnerships and communications; and to provide professional support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Crime Prevention Specialist I – This is the entry level class in the professional Crime Prevention Specialist series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Crime Prevention Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Crime Prevention Specialist II - This is a journey level classification in the professional Crime Prevention Specialist series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED

Crime Prevention Specialist I:

Receives general supervision from (provide POSITION), or assigned management.

Crime Prevention Specialist II:

Receives direction from (provide POSITION), or assigned management.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

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

Act as a liaison between the Hayward Police Department and the public; perform a variety of duties related to crime prevention, community education, and awareness.

Problem-solve, strategize and promote police and community partnerships and communications by bringing safety, education, awareness, outreach and training to the community; research various problems and concerns from citizens and businesses, non-profit organizations, and special groups such as youth and seniors.

Plan, coordinate, organize, develop and facilitate a variety of community and neighborhood programs, meetings, events and fairs; coordinate and plan tours of the Police Department; coordinate demonstrations and presentations to the public related to the functions of units within the Police Department.

Coordinate and communicate with, maintain and increase participation of block captains, community leaders, business and neighborhood watch groups; assist with multi-housing programs and related community interest groups.

Make outreach presentations for various community and neighborhood events, groups, schools, and organizations of informational topics related to crime prevention, security and safety; coordinate, promote and facilitate a variety of Community Academy activities

Recruit, screen, train, oversee, and coordinate activities of volunteers; conduct background checks on ride along applicants and coordinate scheduling of approved ride alongs.

Conduct security surveys for commercial and residential customers and provide appropriate recommendations for safety/security-related enhancements.

Research, maintain, update and participate in the design and preparation and distribution of literature and materials including brochures, flyers, newsletters, alerts, visual displays and related materials.

Provide support to research information on high profiled wanted suspects with outstanding warrants or missing persons for the apprehension or location of these individuals.

Research, analyze and identify information related to crime patterns; compile statistics; distribute information to patrol and investigative staff; process fingerprint and ID cards and forward data to appropriate agencies.

ESSENTIAL DUTIES (continued):

Create, input, update and/or revise files, databases, records, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items, as assigned.

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

Review, evaluate and respond to concerns and complaints of the public; prepare accurate statistical and narrative reports; assist to interpret laws to citizens.

Foster an environment that embraces diversity, integrity, trust, and respect.

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

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Crime Prevention Specialist I:

Knowledge of:

Methods for clear, accurate writing and the presentation of information and data in a variety of formats.

Principles and practices of public speaking and presentation design.

Methods and procedures for managing social media platforms.

Principles and practices of public organization; and basic methods and procedures of administration.

General principles and practices for effective police/community relations.

Ability to:

Perform a variety of non-sworn professional duties related to crime prevention, community education and security awareness including to plan, coordinate, and facilitate neighborhood and community programs, activities, and events and work with various groups, committees and community leaders and to problem-solve, strategize and promote police and community partnerships and communications.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Crime Prevention Specialist I (continued):

Ability to (continued):

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Learn principles and practices of basic crime prevention techniques and crime analysis.

Learn principles and practices to assess the needs of the local community and a variety of community organizations.

Learn the basic functions of the Hayward Police Department.

Learn to utilize departmental guidelines to analyze requirements and resources, and to follow through in assigned areas.

Learn to operate a variety of specialized police department equipment and tools including LIVESCAN, Police CAD systems, law enforcement records systems and secured systems such as CRIMS, Cal Photo and others as assigned.

Learn to problem-solve, plan, coordinate, facilitate, organize, monitor, evaluate and prioritize events and organize courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.

Learn to research information, create, input, update and/or revise files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items as assigned.

Learn to track and monitor funds, donations and expenditures as assigned.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Crime Prevention Specialist I (continued):

Ability to (continued):

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Crime Prevention Specialist II:

In addition to the qualifications for the Crime Prevention Specialist I:

Knowledge of:

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles and practices of basic crime prevention techniques and crime analysis.

Principles and practices of assessing the needs of the local community and a variety of community organizations.

Basic functions of the City of Hayward Police Department.

Ability to:

Utilize departmental guidelines take initiative, analyze requirements and resources, and to follow through in assigned areas.

Operate a variety of specialized police department equipment and tools including LIVESCAN, Police CAD systems, law enforcement records systems and secured systems such as CRIMS, Cal Photo and others as assigned.

Problem-solve, plan, coordinate, facilitate, organize, monitor, evaluate and prioritize events and organize courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Crime Prevention Specialist II (continued):

Ability to (continued):

Research information, create, input, update and/or revise files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items as assigned.

Track and monitor funds, donations and expenditures as assigned; plan for purchase orders and purchases; submit requisitions and invoices for reimbursement.

EXPERIENCE AND EDUCATION

Any combination of 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:

Crime Prevention Specialist I:

Experience: Some technical experience in working with community organizing, event planning, social media management and public speaking, is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in crime prevention or a related field.

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

Crime Prevention Specialist II:

In addition to the qualifications for a Crime Prevention Specialist I:

Experience: Two (2) years of responsible experience similar to Crime Prevention Specialist I with the City of Hayward.

Licenses and Certificates: Possession of a P.O.S.T. Crime Prevention Through Environmental Design (CPTED) certificate is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk,

SPECIAL REQUIREMENTS (continued):

reach, bend and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by email, in person, 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. Willingness and ability to: work holidays, weekends, scheduled and emergency overtime, and on-call as required; attend meetings, conferences and seminars during work and non-work hours that may require travel, and comply with departmental grooming standards. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

TBD

September 2001

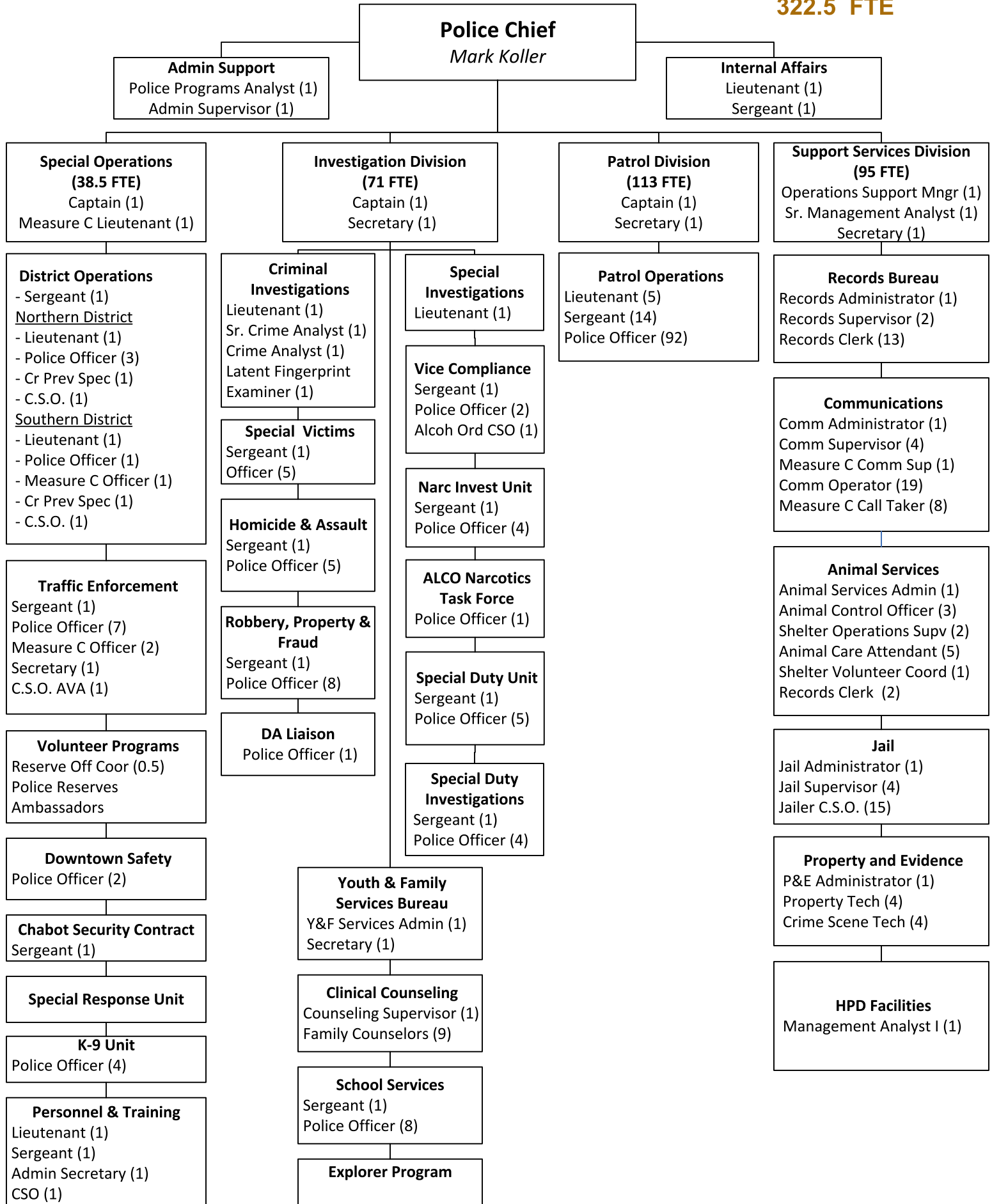
Revised July 2018

FPPC STATUS:

FLSA STATUS: Non-exempt

Police Department

FY 2019 STAFFING
322.5 FTE





CITY OF HAYWARD

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

File #: ACT 18-055

DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised City Classification and Salary Plan for Fiscal Year 2019 - Updated September 20, 2018 - Effective October 1, 2018

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 2019, effective October 1, 2018.

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 2019, effective October 1, 2018.

SUMMARY

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 addition of Crime Prevention Specialist I/II. The FY 2019 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classification.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	FY 2019 Salary Plan
Attachment III	FY 2019 Classification Plan



DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated
September 20, 2018 – Effective October 1, 2018

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 2019, effective October 1, 2018.

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 2019, effective October 1, 2018.

SUMMARY

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 addition of Crime Prevention Specialist I/II. The FY 2019 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classification.

BACKGROUND/DISCUSSION

1. Crime Prevention Specialist I/II– An outside consultant conducted a job audit of this classification. The audit resulted in a recommendation that the classification be flexibly staffed to create an entry level to the classification series. The survey also concluded that since the elimination of a Senior Crime Prevention Specialist position, the current incumbents are performing the full journey level responsibilities of the classification. The salary range of Crime Prevention Specialist II is set internally to 10% above the Crime Prevention Specialist I, which is \$34.10 per hour at Step A and \$41.45 per hour at Step E.

FISCAL IMPACT

Crime Prevention Specialist I/II – Due to the recommended change to salary for the Crime Prevention Specialist II classification and placing both incumbents at this level, there will be an impact to the FY19 operating budget in the amount of approximately \$20,400, which will be absorbed in the current approved operating budget.

STRATEGIC INITIATIVES

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

NEXT STEPS

The additional salary range will be implemented by the Human Resources and Finance departments effective October 1, 2018. Any necessary budget changes will be made during the FY 2019 mid-year review process. After Personnel Commission action on this item, the Council will consider adoption of these proposed changes.

Prepared by: Anthony Phillip, Human Resources Analyst II

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 2019**

ATTACHMENT II
Recommended by
Personnel Commission
on September 20, 2018
Approved by Council
on October 2, 2018

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	25.68	26.73	27.81	29.06	30.49
			Bi-Weekly	2,054.40	2,138.40	2,224.80	2,324.80	2,439.20
			Monthly	4,451.20	4,633.20	4,820.40	5,037.07	5,284.93
			Annual	53,414.40	55,598.40	57,844.80	60,444.80	63,419.20
ADMINISTRATIVE CLERK I	C100	Classified	Hourly	22.60	23.80	25.01	26.34	27.72
			Bi-Weekly	1,808.00	1,904.00	2,000.80	2,107.20	2,217.60
			Monthly	3,917.33	4,125.33	4,335.07	4,565.60	4,804.80
			Annual	47,008.00	49,504.00	52,020.80	54,787.20	57,657.60
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

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2019**

ATTACHMENT II
Recommended by
Personnel Commission
on September 20, 2018
Approved by Council
on October 2, 2018

Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
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	25.15	26.08	27.12	28.23	29.23
	Bi-Weekly		2,012.00	2,086.40	2,169.60	2,258.40	2,338.40	
	Monthly		4,359.33	4,520.53	4,700.80	4,893.20	5,066.53	
	Annual		52,312.00	54,246.40	56,409.60	58,718.40	60,798.40	
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

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2019**

ATTACHMENT II
Recommended by
Personnel Commission
on September 20, 2018
Approved by Council
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Classification Title	Job Code	Service Type		Step A	Step B	Step C	Step D	Step E
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
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

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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
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	35.19	36.64	38.06	39.72	41.74
			Bi-Weekly	2,815.20	2,931.20	3,044.80	3,177.60	3,339.20
			Monthly	6,099.60	6,350.93	6,597.07	6,884.80	7,234.93
			Annual	73,195.20	76,211.20	79,164.80	82,617.60	86,819.20
PERMIT TECHNICIAN II	C200	Classified	Hourly	31.73	32.99	34.32	35.81	37.62
			Bi-Weekly	2,538.40	2,639.20	2,745.60	2,864.80	3,009.60
			Monthly	5,499.87	5,718.27	5,948.80	6,207.07	6,520.80
			Annual	65,998.40	68,619.20	71,385.60	74,484.80	78,249.60
PERMIT TECHNICIAN I	C199	Classified	Hourly	28.84	29.99	31.20	32.54	34.20
			Bi-Weekly	2,307.20	2,399.20	2,496.00	2,603.20	2,736.00
			Monthly	4,998.93	5,198.27	5,408.00	5,640.27	5,928.00
			Annual	59,987.20	62,379.20	64,896.00	67,683.20	71,136.00

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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
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

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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
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	29.38	30.81	32.15	33.70	35.27
			Bi-Weekly	2,350.40	2,464.80	2,572.00	2,696.00	2,821.60
			Monthly	5,092.53	5,340.40	5,572.67	5,841.33	6,113.47
			Annual	61,110.40	64,084.80	66,872.00	70,096.00	73,361.60
ACCOUNT CLERK	C300	Classified	Hourly	26.77	27.97	29.28	30.63	32.17
			Bi-Weekly	2,141.60	2,237.60	2,342.40	2,450.40	2,573.60
			Monthly	4,640.13	4,848.13	5,075.20	5,309.20	5,576.13
			Annual	55,681.60	58,177.60	60,902.40	63,710.40	66,913.60
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	31.92	33.52	35.17	36.94	38.79
			Bi-Weekly	2,553.60	2,681.60	2,813.60	2,955.20	3,103.20
			Monthly	5,532.80	5,810.13	6,096.13	6,402.93	6,723.60
			Annual	66,393.60	69,721.60	73,153.60	76,835.20	80,683.20
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified	Hourly	29.38	30.81	32.15	33.70	35.27
			Bi-Weekly	2,350.40	2,464.80	2,572.00	2,696.00	2,821.60
			Monthly	5,092.53	5,340.40	5,572.67	5,841.33	6,113.47
			Annual	61,110.40	64,084.80	66,872.00	70,096.00	73,361.60
CUSTOMER ACCOUNT CLERK	C325	Classified	Hourly	26.77	27.97	29.28	30.63	32.17
			Bi-Weekly	2,141.60	2,237.60	2,342.40	2,450.40	2,573.60
			Monthly	4,640.13	4,848.13	5,075.20	5,309.20	5,576.13
			Annual	55,681.60	58,177.60	60,902.40	63,710.40	66,913.60
MAIL AND REVENUE CLERK	C322	Classified	Hourly	22.60	23.80	25.01	26.34	27.72
			Bi-Weekly	1,808.00	1,904.00	2,000.80	2,107.20	2,217.60
			Monthly	3,917.33	4,125.33	4,335.07	4,565.60	4,804.80
			Annual	47,008.00	49,504.00	52,020.80	54,787.20	57,657.60
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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FY 2019**

ATTACHMENT II
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Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E
FIRE DEPARTMENT							
SWORN							
DEPUTY FIRE CHIEF (40 HR)	F600	Classified	Hourly	87.70	92.09	96.69	101.53
			Bi-Weekly	7,016.00	7,367.20	7,735.20	8,122.40
			Monthly	15,201.33	15,962.27	16,759.60	17,598.53
			Annual	182,416.00	191,547.20	201,115.20	211,182.40
FIRE MARSHAL (40 HR)	F400	Classified	Hourly	79.73	83.72	87.90	92.30
			Bi-Weekly	6,378.40	6,697.60	7,032.00	7,384.00
			Monthly	13,819.87	14,511.47	15,236.00	15,998.67
			Annual	165,838.40	174,137.60	182,832.00	191,984.00
FIRE TRAINING OFFICER (40 HR)	F420	Classified	Hourly	79.73	83.72	87.90	92.30
			Bi-Weekly	6,378.40	6,697.60	7,032.00	7,384.00
			Monthly	13,819.87	14,511.47	15,236.00	15,998.67
			Annual	165,838.40	174,137.60	182,832.00	191,984.00
BATTALION CHIEF (56 HR)	F410	Classified	Hourly	51.77	54.36	57.08	59.94
			Bi-Weekly	5,798.24	6,088.32	6,392.96	6,713.28
			Monthly	12,562.85	13,191.36	13,851.41	14,545.44
			Annual	150,754.24	158,296.32	166,216.96	174,545.28
BATTALION CHIEF (40 HR)	F415	Classified	Hourly	72.47	76.10	79.91	83.91
			Bi-Weekly	5,797.60	6,088.00	6,392.80	6,712.80
			Monthly	12,561.47	13,190.67	13,851.07	14,544.40
			Annual	150,737.60	158,288.00	166,212.80	174,532.80
STAFF FIRE CAPTAIN (40 HR)	F240	Classified	Hourly	69.79	73.28	76.94	80.94
			Bi-Weekly			5,583.20	5,862.40
			Monthly			12,096.93	12,701.87
			Annual			145,163.20	152,422.40
STAFF FIRE CAPTAIN - EMT (40 HR)	F241	Classified	Hourly			64.62	67.85
			Bi-Weekly			5,169.60	5,428.00
			Monthly			11,200.80	11,760.67
			Annual			134,409.60	141,128.00
FIRE CAPTAIN (56 HR)	F245	Classified	Hourly			45.31	47.57
			Bi-Weekly			5,074.72	5,327.84
			Monthly			10,995.23	11,543.65
			Annual			131,942.72	138,523.84
FIRE CAPTAIN (40 HR)	F250	Classified	Hourly			63.44	66.61
			Bi-Weekly			5,075.20	5,328.80
			Monthly			10,996.27	11,545.73
			Annual			131,955.20	138,548.80
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified	Hourly	38.39	40.30	42.31	44.43
			Bi-Weekly	4,299.68	4,513.60	4,738.72	4,976.16
			Monthly	9,315.97	9,779.47	10,267.23	10,781.68
			Annual	111,791.68	117,353.60	123,206.72	129,380.16
FIRE PREVENTION INSPECTOR - EMT (40 HR)	F221	Classified	Hourly	49.73	52.22	54.84	57.58
			Bi-Weekly	3,978.40	4,177.60	4,387.20	4,606.40
			Monthly	8,619.87	9,051.47	9,505.60	9,980.53
			Annual	103,438.40	108,617.60	114,067.20	119,766.40
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified	Hourly	53.70	56.40	59.22	62.18
			Bi-Weekly	4,296.00	4,512.00	4,737.60	4,974.40
			Monthly	9,308.00	9,776.00	10,264.80	10,777.87
			Annual	111,696.00	117,312.00	123,177.60	129,334.40
APPARATUS OPERATOR (56 HR)	F210	Classified	Hourly	36.35	38.16	40.08	42.08
			Bi-Weekly	4,071.20	4,273.92	4,488.96	4,712.96
			Monthly	8,820.93	9,260.16	9,726.08	10,211.41
			Annual	105,851.20	111,121.92	116,712.96	122,536.96
APPARATUS OPERATOR - EMT (56 HR)	F211	Classified	Hourly	33.66	35.33	37.11	38.96
			Bi-Weekly	3,769.92	3,956.96	4,156.32	4,363.52
			Monthly	8,168.16	8,573.41	9,005.36	9,454.29
			Annual	98,017.92	102,880.96	108,064.32	113,451.52
APPARATUS OPERATOR (40 HR)	F215	Classified	Hourly	50.84	53.38	56.05	58.85
			Bi-Weekly	4,067.20	4,270.40	4,484.00	4,708.00
			Monthly	8,812.27	9,252.53	9,715.33	10,200.67
			Annual	105,747.20	111,030.40	116,584.00	122,408.00
FIREFIGHTER (56 HR)	F200	Classified	Hourly	34.25	35.97	37.77	39.66
			Bi-Weekly	3,836.00	4,028.64	4,230.24	4,441.92
			Monthly	8,311.33	8,728.72	9,165.52	9,624.16
			Annual	99,736.00	104,744.64	109,986.24	115,489.92
FIREFIGHTER (40 HR)	F205	Classified	Hourly	47.97	50.36	52.87	55.52
			Bi-Weekly	3,837.60	4,028.80	4,229.60	4,441.60
			Monthly	8,314.80	8,729.07	9,164.13	9,623.47
			Annual	99,777.60	104,748.80	109,969.60	115,481.60
FIREFIGHTER TRAINEE (40 HR)	F100	Classified	Hourly	43.61	45.78		
			Bi-Weekly	3,488.80	3,662.40		
			Monthly	7,559.07	7,935.20		
			Annual	90,708.80	95,222.40		

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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
SENIOR FIRE TECHNICIAN	C260	Classified	Hourly	35.19	36.64	38.06	39.72	41.74
			Bi-Weekly	2,815.20	2,931.20	3,044.80	3,177.60	3,339.20
			Monthly	6,099.60	6,350.93	6,597.07	6,884.80	7,234.93
			Annual	73,195.20	76,211.20	79,164.80	82,617.60	86,819.20
FIRE TECHNICIAN II	C255	Classified	Hourly	30.96	32.50	34.12	35.84	37.62
			Bi-Weekly	2,476.80	2,600.00	2,729.60	2,867.20	3,009.60
			Monthly	5,366.40	5,633.33	5,914.13	6,212.27	6,520.80
			Annual	64,396.80	67,600.00	70,969.60	74,547.20	78,249.60
FIRE TECHNICIAN I	C250	Classified	Hourly	28.12	29.53	31.01	32.56	34.19
			Bi-Weekly	2,249.60	2,362.40	2,480.80	2,604.80	2,735.20
			Monthly	4,874.13	5,118.53	5,375.07	5,643.73	5,926.27
			Annual	58,489.60	61,422.40	64,500.80	67,724.80	71,115.20
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							
LIBRARY SERVICES DIVISION							
LIBRARY OPERATIONS MANAGER	H755	Classified	Hourly	43.21	45.36	47.63	50.00
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67
			Annual	89,876.80	94,348.80	99,070.40	104,000.00
SUPERVISING LIBRARIAN I	H750	Classified	Hourly	43.21	45.36	47.63	50.00
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67
			Annual	89,876.80	94,348.80	99,070.40	104,000.00
LIBRARIAN II	T795	Classified	Hourly	33.89	35.59	37.31	39.20
			Bi-Weekly	2,711.20	2,847.20	2,984.80	3,136.00
			Monthly	5,874.27	6,168.93	6,467.07	6,794.67
			Annual	70,491.20	74,027.20	77,604.80	81,536.00
LIBRARIAN I	T790	Classified	Hourly	30.73	32.28	33.89	35.50
			Bi-Weekly	2,458.40	2,582.40	2,711.20	2,840.00
			Monthly	5,326.53	5,595.20	5,874.27	6,153.33
			Annual	63,918.40	67,142.40	70,491.20	73,840.00
LEAD LIBRARY ASSISTANT	C520	Classified	Hourly	29.47	30.96	32.43	34.03
			Bi-Weekly	2,357.60	2,476.80	2,594.40	2,722.40
			Monthly	5,108.13	5,366.40	5,621.20	5,898.53
			Annual	61,297.60	64,396.80	67,454.40	70,782.40
SENIOR LIBRARY ASSISTANT	C515	Classified	Hourly	27.21	28.41	29.71	31.03
			Bi-Weekly	2,176.80	2,272.80	2,376.80	2,482.40
			Monthly	4,716.40	4,924.40	5,149.73	5,378.53
			Annual	56,596.80	59,092.80	61,796.80	64,542.40
LIBRARY ASSISTANT	C510	Classified	Hourly	24.66	25.79	26.96	28.20
			Bi-Weekly	1,972.80	2,063.20	2,156.80	2,256.00
			Monthly	4,274.40	4,470.27	4,673.07	4,888.00
			Annual	51,292.80	53,643.20	56,076.80	58,656.00
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
			Bi-Weekly	2,405.60	2,527.20	2,652.80	2,779.20
			Monthly	5,212.13	5,475.60	5,747.73	6,021.60
			Annual	62,545.60	65,707.20	68,972.80	72,259.20
LEAD PROGRAM ASSISTANT	C508	Classified	Hourly	29.47	30.96	32.43	34.03
			Bi-Weekly	2,357.60	2,476.80	2,594.40	2,722.40
			Monthly	5,108.13	5,366.40	5,621.20	5,898.53
			Annual	61,297.60	64,396.80	67,454.40	70,782.40
PROGRAM ASSISTANT	C506	Classified	Hourly	22.80	23.95	25.14	26.40
			Bi-Weekly	1,824.00	1,916.00	2,011.20	2,112.00
			Monthly	3,952.00	4,151.33	4,357.60	4,576.00
			Annual	47,424.00	49,816.00	52,291.20	54,912.00

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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
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	38.05	39.83	41.85	44.03	46.21
			Bi-Weekly	3,044.00	3,186.40	3,348.00	3,522.40	3,696.80
			Monthly	6,595.33	6,903.87	7,254.00	7,631.87	8,009.73
			Annual	79,144.00	82,846.40	87,048.00	91,582.40	96,116.80
EQUIPMENT MECHANIC II	M615	Classified	Hourly	32.78	34.31	36.06	37.94	39.82
			Bi-Weekly	2,622.40	2,744.80	2,884.80	3,035.20	3,185.60
			Monthly	5,681.87	5,947.07	6,250.40	6,576.27	6,902.13
			Annual	68,182.40	71,364.80	75,004.80	78,915.20	82,825.60
EQUIPMENT MECHANIC I	M610	Classified	Hourly	29.84	31.34	32.95	34.57	36.27
			Bi-Weekly	2,387.20	2,507.20	2,636.00	2,765.60	2,901.60
			Monthly	5,172.27	5,432.27	5,711.33	5,992.13	6,286.80
			Annual	62,067.20	65,187.20	68,536.00	71,905.60	75,441.60
EQUIPMENT PARTS STOREKEEPER	M605	Classified	Hourly	27.80	29.29	30.69	32.25	33.88
			Bi-Weekly	2,224.00	2,343.20	2,455.20	2,580.00	2,710.40
			Monthly	4,818.67	5,076.93	5,319.60	5,590.00	5,872.53
			Annual	57,824.00	60,923.20	63,835.20	67,080.00	70,470.40
EQUIPMENT SERVICE ATTENDANT	M600	Classified	Hourly	25.67	26.67	27.77	28.72	29.82
			Bi-Weekly	2,053.60	2,133.60	2,221.60	2,297.60	2,385.60
			Monthly	4,449.47	4,622.80	4,813.47	4,978.13	5,168.80
			Annual	53,393.60	55,473.60	57,761.60	59,737.60	62,025.60

ATTACHMENT II
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Salaries Effective October 1, 2018

**SALARY PLAN FOR ALL CLASSIFICATIONS
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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 II	C671	Classified	Hourly	34.10	35.79	37.59	39.48	41.45
			Bi-Weekly	2,728.00	2,863.20	3,007.20	3,158.40	3,316.00
			Monthly	5,910.67	6,203.60	6,515.60	6,843.20	7,184.67
			Annual	70,928.00	74,443.20	78,187.20	82,118.40	86,216.00
CRIME PREVENTION SPECIALIST I	C670	Classified	Hourly	31.00	32.54	34.17	35.89	37.68
			Bi-Weekly	2,480.00	2,603.20	2,733.60	2,871.20	3,014.40
			Monthly	5,373.33	5,640.27	5,922.80	6,220.93	6,531.20
			Annual	64,480.00	67,683.20	71,073.60	74,651.20	78,374.40
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	30.88	32.28	33.76	35.27	36.95
			Bi-Weekly	2,470.40	2,582.40	2,700.80	2,821.60	2,956.00
			Monthly	5,352.53	5,595.20	5,851.73	6,113.47	6,404.67
			Annual	64,230.40	67,142.40	70,220.80	73,361.60	76,856.00
PROPERTY TECHNICIAN	C665	Classified	Hourly	29.84	31.13	32.64	34.13	35.75
			Bi-Weekly	2,387.20	2,490.40	2,611.20	2,730.40	2,860.00
			Monthly	5,172.27	5,395.87	5,657.60	5,915.87	6,196.67
			Annual	62,067.20	64,750.40	67,891.20	70,990.40	74,360.00

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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	32.88	34.34	35.95	37.59	39.38
			Bi-Weekly	2,630.40	2,747.20	2,876.00	3,007.20	3,150.40
			Monthly	5,699.20	5,952.27	6,231.33	6,515.60	6,825.87
			Annual	68,390.40	71,427.20	74,776.00	78,187.20	81,910.40
ANIMAL CONTROL OFFICER	C610	Classified	Hourly	28.27	29.72	31.08	32.54	34.07
			Bi-Weekly	2,261.60	2,377.60	2,486.40	2,603.20	2,725.60
			Monthly	4,900.13	5,151.47	5,387.20	5,640.27	5,905.47
			Annual	58,801.60	61,817.60	64,646.40	67,683.20	70,865.60
ANIMAL CARE ATTENDANT	C600	Classified	Hourly	23.52	24.52	25.50	26.61	27.93
			Bi-Weekly	1,881.60	1,961.60	2,040.00	2,128.80	2,234.40
			Monthly	4,076.80	4,250.13	4,420.00	4,612.40	4,841.20
			Annual	48,921.60	51,001.60	53,040.00	55,348.80	58,094.40
SHELTER VOLUNTEER COORDINATOR	C607	Classified	Hourly	23.52	24.52	25.50	26.61	27.93
			Bi-Weekly	1,881.60	1,961.60	2,040.00	2,128.80	2,234.40
			Monthly	4,076.80	4,250.13	4,420.00	4,612.40	4,841.20
			Annual	48,921.60	51,001.60	53,040.00	55,348.80	58,094.40
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	40.72	42.76	44.90	47.14	49.52
			Bi-Weekly	3,257.60	3,420.80	3,592.00	3,771.20	3,961.60
			Monthly	7,058.13	7,411.73	7,782.67	8,170.93	8,583.47
			Annual	84,697.60	88,940.80	93,392.00	98,051.20	103,001.60
COMMUNICATIONS OPERATOR	C635	Classified	Hourly	35.33	37.13	38.95	40.94	43.00
			Bi-Weekly	2,826.40	2,970.40	3,116.00	3,275.20	3,440.00
			Monthly	6,123.87	6,435.87	6,751.33	7,096.27	7,453.33
			Annual	73,486.40	77,230.40	81,016.00	85,155.20	89,440.00
CALL TAKER	C633	Classified	Hourly	29.40	30.84	32.40	34.03	35.73
			Bi-Weekly	2,352.00	2,467.20	2,592.00	2,722.40	2,858.40
			Monthly	5,096.00	5,345.60	5,616.00	5,898.53	6,193.20
			Annual	61,152.00	64,147.20	67,392.00	70,782.40	74,318.40
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	35.34	37.11	38.96	40.91	42.96
			Bi-Weekly	2,827.20	2,968.80	3,116.80	3,272.80	3,436.80
			Monthly	6,125.60	6,432.40	6,753.07	7,091.07	7,446.40
			Annual	73,507.20	77,188.80	81,036.80	85,092.80	89,356.80
POLICE RECORDS CLERK II	C695	Classified	Hourly	27.48	28.58	29.72	31.03	32.55
			Bi-Weekly	2,198.40	2,286.40	2,377.60	2,482.40	2,604.00
			Monthly	4,763.20	4,953.87	5,151.47	5,378.53	5,642.00
			Annual	57,158.40	59,446.40	61,817.60	64,542.40	67,704.00
POLICE RECORDS CLERK I	C690	Classified	Hourly	24.16	25.41	26.76	28.09	29.60
			Bi-Weekly	1,932.80	2,032.80	2,140.80	2,247.20	2,368.00
			Monthly	4,187.73	4,404.40	4,638.40	4,868.93	5,130.67
			Annual	50,252.80	52,852.80	55,660.80	58,427.20	61,568.00
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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TRANSPORATION 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

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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
			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	29.04	30.24	31.37	32.57	33.80
			Bi-Weekly	2,323.20	2,419.20	2,509.60	2,605.60	2,704.00
			Monthly	5,033.60	5,241.60	5,437.47	5,645.47	5,858.67
			Annual	60,403.20	62,899.20	65,249.60	67,745.60	70,304.00
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	41.44	43.10	44.78	46.56	48.45
			Bi-Weekly	3,315.20	3,448.00	3,582.40	3,724.80	3,876.00
			Monthly	7,182.93	7,470.67	7,761.87	8,070.40	8,398.00
			Annual	86,195.20	89,648.00	93,142.40	96,844.80	100,776.00
WPCF OPERATOR	M930	Classified	Hourly	36.44	37.89	39.41	40.94	42.61
			Bi-Weekly	2,915.20	3,031.20	3,152.80	3,275.20	3,408.80
			Monthly	6,316.27	6,567.60	6,831.07	7,096.27	7,385.73
			Annual	75,795.20	78,811.20	81,972.80	85,155.20	88,628.80
OPERATOR-IN-TRAINING	M925	Classified	Hourly	33.36	34.68	36.13	37.36	38.82
			Bi-Weekly	2,668.80	2,774.40	2,890.40	2,988.80	3,105.60
			Monthly	5,782.40	6,011.20	6,262.53	6,475.73	6,728.80
			Annual	69,388.80	72,134.40	75,150.40	77,708.80	80,745.60

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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	8,427.53
			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 WATER RESOURCES ENGINEER	H813	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
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	37.45	38.90	40.43	42.06	43.76
			Bi-Weekly	2,996.00	3,112.00	3,234.40	3,364.80	3,500.80
			Monthly	6,491.33	6,742.67	7,007.87	7,290.40	7,585.07
			Annual	77,896.00	80,912.00	84,094.40	87,484.80	91,020.80

**SALARY PLAN FOR ALL CLASSIFICATIONS
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FY 2019**

ATTACHMENT II
Recommended by
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on October 2, 2018

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	49.16	51.63	54.21	56.91
			Bi-Weekly	3,932.72	4,130.72	4,336.64	4,553.12
			Monthly	8,520.89	8,949.89	9,396.05	9,865.09
			Annual	102,250.72	107,398.72	112,752.64	118,381.12
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	27.88	29.15	30.60	32.05	33.55
			Bi-Weekly	2,230.40	2,332.00	2,448.00	2,564.00	2,684.00
			Monthly	4,832.53	5,052.67	5,304.00	5,555.33	5,815.33
			Annual	57,990.40	60,632.00	63,648.00	66,664.00	69,784.00
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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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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Classification Title	Job Code	Service Type
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
SENIOR FIRE TECHNICIAN	C260	Classified
FIRE TECHNICIAN II	C255	Classified
FIRE TECHNICIAN I	C250	Classified
HUMAN RESOURCES DEPARTMENT		
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified
HUMAN RESOURCES MANAGER	U135	Classified
SENIOR HUMAN RESOURCES ANALYST	U120	Classified
HUMAN RESOURCES ANALYST II	U115	Classified

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HUMAN RESOURCES ANALYST I	U110	Classified
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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Classification Title	Job Code	Service Type
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

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POLICE OFFICER	P200	Classified
POLICE OFFICER TRAINEE	P100	Classified
PROFESSIONAL STAFF		
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified
SENIOR CRIME AND INTELLIGENCE ANALYST	H405	Classified
CRIME AND INTELLIGENCE ANALYST	H455	Classified
POLICE PROGRAMS ANALYST	H400	Classified
SPECIAL OPERATIONS DIVISION		
CRIME PREVENTION SPECIALIST II	C671	Classified
CRIME PREVENTION SPECIALIST I	C670	Classified
RESERVE OFFICER COORDINATOR	H460	Classified
INVESTIGATION DIVISION		
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified
COUNSELING SUPERVISOR	H440	Classified
FAMILY COUNSELOR	T550	Classified
CERTIFIED LATENT PRINT EXAMINER	T560	Classified
SUPPORT SERVICES DIVISION		
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified
PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR	H415	Classified
PROPERTY AND EVIDENCE SUPERVISOR	H410	Classified
POLICE ID SPECIALIST	T555	Classified
CRIME SCENE 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

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RECORDS SUPERVISOR	C705	Classified
POLICE RECORDS CLERK II	C695	Classified
POLICE RECORDS CLERK I	C690	Classified
JAIL ADMINISTRATOR	H420	Classified
JAIL SUPERVISOR	C660	Classified
COMMUNITY SERVICE OFFICER	C650	Classified
TRANSPORTATION AND ENGINEERING DEPARTMENT		
AIRPORT DIVISION SUMMARY		
AIRPORT MANAGER	H205	Classified
AIRPORT OPERATIONS SUPERVISOR	H200	Classified
AIRPORT BUSINESS SUPERVISOR	H198	Classified
AIRPORT OPERATIONS SPECIALIST	T270	Classified
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified
AIRPORT MAINTENANCEWORKER	M505	Classified
AIRPORT ATTENDANT	M500	Classified
ENGINEERING/TRANSPORTATION DIVISION		
REAL PROPERTY MANAGER	H225	Classified
REAL PROPERTY ASSOCIATE	T260	Classified
REAL PROPERTY ASSISTANT	T255	Classified
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

**CLASSIFICATION PLAN
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FY 2019**

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

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WASTEWATER COLLECTIONS SYSTEM SUPERVISOR	H823	Classified
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified
SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified
WATER METER MECHANIC	M810	Classified
WATER METER READER	M805	Classified
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified
UTILITIES MAINTENANCE SUPERVISOR	H850	Classified
UTILITIES SERVICE WORKER	M900	Classified
GENERAL MAINTENANCE		
EQUIPMENT OPERATOR	M400	Classified
MAINTENANCE WORKER	M305	Classified
SENIOR UTILITY LEADER	M845	Classified
UTILITY LEADER	M840	Classified
UTILITY WORKER	M835	Classified
SENIOR UTILITY LEADER - SEWER	M920	Classified
UTILITY LEADER - SEWER	M915	Classified
UTILITY WORKER - SEWER	M910	Classified
UTILITIES MAINTENANCE MECHANIC	M415	Classified
TECHNOLOGY SERVICES DEPARTMENT		
INFORMATION SYSTEMS MANAGER	H565	Classified
INFORMATION TECHNOLOGY MANAGER	H566	Classified
DATA AND SYSTEMS COORDINATOR	H560	Classified
NETWORK SYSTEMS SPECIALIST	H555	Classified
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified
PROGRAMMER ANALYST	T455	Classified
WEB SPECIALIST	T450	Classified
INFORMATION TECHNOLOGY ANALYST II	T435	Classified
INFORMATION TECHNOLOGY ANALYST I	T430	Classified
TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified

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