

**DIVISION 4**  
**EMPLOYEE CLASSIFICATIONS & SALARY SCHEDULE**  
*(Approved January 11, 2012)*

**Sec. 403 REGULAR (FULL TIME) EMPLOYEE CLASSIFICATIONS**

**SECTION A - ADMINISTRATIVE SERVICES**

**TOTAL POSITIONS AUTHORIZED (15)**

<u>EMPLOYEE CLASSIFICATION</u>	<u>AUTHORIZED</u>	<u>RANGE</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
City Manager	(1)	10,937-13,671	*	*	*	*	*
Administrative Services Director	(1)	6,904-8,631	*	*	*	*	*
Accounting & Budget Supervisor	(1)	*	5,635	5,916	6,212	6,523	6,849
<u>Accountant</u>	(3)						
Accountant II	*	*	4,778	5,017	5,268	5,531	5,808
Accountant I	*	*	3,894	4,089	4,293	4,508	4,733
Assistant City Clerk/HR Technician	(1)	*	3,894	4,089	4,293	4,508	4,733
Accounts Payable Technician	(1)	*	3,204	3,364	3,532	3,709	3,894
Payroll Technician	(1)	*	2,994	3,144	3,301	3,466	3,639
<u>Accounting Clerk</u>	(5) <sup>1</sup>						
Accounting Clerk II	*	*	2,852	2,994	3,144	3,301	3,466
Accounting Clerk I	*	*	2,346	2,463	2,586	2,716	2,851
<u>Admin Clerk</u>	(1) <sup>2</sup>						
Admin Clerk II	*	*	2,852	2,994	3,144	3,301	3,466
Admin Clerk I	*	*	2,346	2,463	2,586	2,716	2,851

\* Comment: Promotions to skill levels within the Accountant, Accounting Clerk, and Admin Clerk job classifications are made by the Administrative Services Director with concurrence of the City Manager.

<sup>1</sup> Five (5) positions authorized, with one (1) position unfunded for fiscal year 2011/2012

<sup>2</sup> Authorized but unfunded for fiscal year 2011/2012

**SECTION B - COMMUNITY DEVELOPMENT**

**TOTAL POSITIONS AUTHORIZED (3)**

<u>EMPLOYEE CLASSIFICATION</u>	<u>AUTHORIZED</u>	<u>RANGE</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Community Development Director	(1)	9,274-11,593	*	*	*	*	*
<u>Planner</u>	(1)						
Associate Planner	*	*	4,778	5,017	5,268	5,531	5,808
Assistant Planner	*	*	3,894	4,089	4,293	4,508	4,733
Administrative Assistant	(1) <sup>3</sup>	*	3,144	3,301	3,466	3,640	3,822

\* Comment: Promotions to skill levels within the Planner and Admin Clerk job classifications are made by the Community Development Director with concurrence of the City Manager.

<sup>3</sup> Authorized but unfunded for fiscal year 2011/2012

**SECTION C - INFORMATION TECHNOLOGY**

**TOTAL POSITIONS AUTHORIZED (3)**

<u>EMPLOYEE CLASSIFICATION</u>	<u>AUTHORIZED</u>	<u>RANGE</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Information Technology Director	(1)	6,904-8,631	*	*	*	*	*
Information Technology Technician	(2)	*	3,657	3,839	4,031	4,233	4,444

Sec. 403 Continued - REGULAR (FULL TIME) EMPLOYEE CLASSIFICATIONS

**SECTION D - PUBLIC WORKS**

**TOTAL POSITIONS AUTHORIZED (49)**

<u>EMPLOYEE CLASSIFICATION</u>	<u>AUTHORIZED</u>	<u>RANGE</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Public Works Director/City Engineer	(1)	10,853-13,567	*	*	*	*	*
Assistant Public Works Director	(1)	*	7,396	7,766	8,155	8,562	8,990
Public Works Operations Manager	(1)	*	5,635	5,916	6,212	6,523	6,849
Parks & Rec Operations Manager	(1)	*	5,265	5,529	5,805	6,095	6,400
Office Manager	(1)	*	4,778	5,016	5,267	5,531	5,807
Supervisor	(1)	*	4,228	4,440	4,662	4,895	5,139
Fleet Supervisor	(1)	*	4,228	4,440	4,662	4,895	5,139
Water Quality Specialist	(1)	*	4,228	4,440	4,662	4,895	5,139
Foreman	(4)	*	4,047	4,249	4,462	4,685	4,919
Inspector I	(1)	*	3,854	4,047	4,249	4,462	4,685
Administrative Assistant	(1)	*	3,144	3,301	3,466	3,640	3,822
Recreation Coordinator II	(1)	*	2,969	3,118	3,274	3,437	3,609
Sweeper Operator I	(2)	*	2,715	2,851	2,994	3,144	3,301
<u>Environmental Control/Utilities Maintenance</u>	(14)						
Environmental Control Specialist III	*	*	3,544	3,721	3,907	4,102	4,307
Environmental Control Specialist II	*	*	3,106	3,262	3,425	3,596	3,776
Environmental Control Specialist I	*	*	2,959	3,107	3,262	3,425	3,596
Environmental Control Specialist Trainee	*	*	2,817	2,958	3,106	3,261	3,424
Utilities Maintenance III	*	*	3,331	3,498	3,673	3,857	4,049
Utilities Maintenance II	*	*	3,028	3,180	3,339	3,506	3,681
Utilities Maintenance I	*	*	2,715	2,851	2,994	3,144	3,301
<u>Maintenance</u>	(16) <sup>4</sup>						
Maintenance Worker III	*	*	3,331	3,498	3,673	3,857	4,049
Maintenance Worker II	*	*	3,028	3,180	3,339	3,506	3,681
Maintenance Worker I	*	*	2,715	2,851	2,994	3,144	3,301
Maintenance Worker Trainee	*	*	2,185	2,295	2,409	2,530	2,656
<u>Admin Clerk</u>	(2) <sup>5</sup>						
Admin Clerk II	*	*	2,852	2,994	3,144	3,301	3,466
Admin Clerk I	*	*	2,346	2,463	2,586	2,716	2,851

\* Comment: Promotions to skill levels (Trainee, I, II, III) within the Environmental Control Specialist, Utilities Maintenance, Maintenance Worker and Admin Clerk job classifications are made by the Public Works Director/ City Engineer with concurrence of the City Manager.

\* Additionally, the Public Works Director/City Engineer with concurrence of the City Manager, may temporarily or permanently reassign certain employees in accordance with the following guidelines: 1) Supervisor level positions -- Employees serving in capacity of Supervisor may be reassigned to an equivalent pay grade within any of the Supervisor level positions; and 2) Maintenance -- Employees assigned to any one of these three broad employment classifications may be reassigned to an equivalent pay grade of one of the other two classifications.

<sup>4</sup> Sixteen (16) positions authorized, with two (2) positions unfunded for fiscal year 2011/2012

<sup>5</sup> Two (2) positions authorized, with one (1) position unfunded for fiscal year 2011/2012

Sec. 403 Continued - REGULAR (FULL TIME) EMPLOYEE CLASSIFICATIONS

**SECTION E - FIRE & BUILDING**

**TOTAL POSITIONS AUTHORIZED (19)**

<u>EMPLOYEE CLASSIFICATION</u>	<u>AUTHORIZED</u>	<u>RANGE</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Fire Chief	(1)	9,248-11,560	*	*	*	*	*
Asst Fire Chief	(1)	*	7,113	7,469	7,842	8,234	8,646
Fire Captain	(3)	*	4,692	4,927	5,173	5,432	5,703
Fire Engineer	(6)	*	4,470	4,604	4,742	4,884	5,031
Fire Fighter	(5)	*	3,676	3,860	4,054	4,256	4,469
Code Enforcement Officer	(1)	*	3,656	3,839	4,031	4,232	4,444
Administrative Assistant	(1)	*	3,144	3,301	3,466	3,640	3,822
Fire Clerk II	(1)	*	2,852	2,994	3,144	3,301	3,466

**SECTION F - POLICE**

**TOTAL POSITIONS AUTHORIZED (60)**

<u>EMPLOYEE CLASSIFICATION</u>	<u>AUTHORIZED</u>	<u>RANGE</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Police Chief	(1)	9,612-12,015	*	*	*	*	*
Police Commander	(2)	*	7,113	7,469	7,842	8,234	8,646
Police Services Manager	(1)	*	5,542	5,819	6,110	6,416	6,736
Police Sergeant	(6)	*	5,469	5,742	6,030	6,331	6,648
Dispatch Supervisor	(1) <sup>6</sup>	*	4,261	4,474	4,698	4,933	5,179
Police Officer	(31) <sup>7 8</sup>	*	4,201	4,415	4,636	4,869	5,111
Dispatcher	(9)	*	3,426	3,596	3,776	3,965	4,163
Crime Analyst	(1)	*	3,144	3,301	3,466	3,640	3,822
Property Evidence Technician	(1)	*	2,639	2,903	3,048	3,200	3,360
Animal Control Officer	(1)	*	2,589	2,719	2,854	2,997	3,147
Community Services Officer	(5)	*	2,468	2,591	2,721	2,857	3,000
Public Safety Custodian	(1)	*	2,173	2,282	2,396	2,516	2,642

<sup>6</sup> Authorized but underfilling with a Dispatcher for fiscal year 2011/2012

<sup>7</sup> Thirty-one (31) positions authorized, with one (1) position unfunded for fiscal year 2011/2012

<sup>8</sup> Two (2) positions funded by Community Oriented Policing Services (COPS) Grant through fiscal year 2012/2013

**Sec. 404 PART TIME & ELECTED EMPLOYEE CLASSIFICATIONS**

Public Works Department -- Hourly Salary

<u>EMPLOYEE CLASSIFICATION</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Clerk Typist I	11.90	12.50	13.12	13.78	14.46
Maintenance Worker III	14.10	14.81	15.55	16.32	17.14
Maintenance Worker II	10.22	10.73	11.27	11.83	12.42
Maintenance Worker I	8.41	8.83	9.27	9.74	10.22

Recreation Department -- Hourly Salary

<u>EMPLOYEE CLASSIFICATION</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Recreation Clerk	11.67	12.25	12.87	13.51	14.18
Program Supervisor	10.80	11.34	11.91	12.50	13.13
Recreation Assistant	8.45	8.87	9.32	9.78	10.27
Lead Referee	8.45	8.87	9.32	9.78	10.27
Referee	8.00	8.40	8.82	9.26	9.72
Recreation Aide	8.00	8.40	8.82	9.26	9.72

**Sec. 404 Continued - PART TIME & ELECTED EMPLOYEE CLASSIFICATIONS**

Public Safety Department -- Hourly Salary

<u>EMPLOYEE CLASSIFICATION</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Police Officer	21.00	22.05	23.15	24.31	25.53
Dispatcher	14.10	14.81	15.55	16.32	17.14
Community Services	10.54	11.07	11.62	12.20	12.81
Receptionist	10.54	11.07	11.62	12.20	12.81
Garage Aid	10.54	11.07	11.62	12.20	12.81

City Hall Division -- Hourly Salary

<u>EMPLOYEE CLASSIFICATION</u>	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
Account Clerk/Admin Clerk	11.89	12.48	13.11	13.76	14.45
Translator (Spanish)	9.93	*	*	*	*
Custodian	10.85	*	*	*	*
Office Assistant	8.07	8.47	8.90	9.34	9.81

Volunteer Fire Department -- Monthly Salary

<u>EMPLOYEE CLASSIFICATION</u>	
Assistant Volunteer Fire Chief	67.50 monthly

Elected Officials -- Monthly Salary

Mayor	400.00 monthly
Council Members	300.00 monthly
City Clerk	100.00 monthly
City Treasurer	100.00 monthly