

RESOLUTION NO. 2026-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING, UPDATING AND DELETING CERTAIN PERSONNEL CLASSIFICATION PLAN SPECIFICATIONS AND AMENDING RESOLUTION NO. 2023-052 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION) APPENDIX A1 AND RESOLUTION NO. 2023-064 RELATING TO COMPENSATION FOR CONFIDENTIAL/ NONREPRESENTED EMPLOYEES APPENDIX A

THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, RESOLVES AS FOLLOWS:

1. City Council establishes the following new classifications and adds them to the classification plan:

<u>Title</u>	<u>Effective Date</u>
Administrative Aide	April 2026
Administrative Aide/Confidential	April 2026

2. City Council adopts the following revised and retitled classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Administrative Aide Series	April 2026

3. City Council adopts the following revised classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Administrative Assistant Series	April 2026

4. City Council amends Resolution No. 2023-052 (Fullerton Municipal Employees Federation), Appendix A1 (attached) to add as follows:

<u>Title</u>	<u>Range</u>
Administrative Aide	340

5. City Council amends Resolution No. 2023-052 (Fullerton Municipal Employees Federation), Appendix A1, to retroactively include the following classification previously omitted in error. This correction is effective December 5, 2023.

<u>Title</u>	<u>Range</u>
Accounting Technician	370

6. City Council amends Resolution No. 2023-064 Salary Range 800 Relating to Compensation for Confidential / NonRepresented Employees Appendix A and places the new classification as follows:

<u>Title</u>	<u>Range</u>	<u>Minimum Hourly</u>	<u>Maximum Hourly</u>
Administrative Aide / Confidential	800	\$24.339	\$31.064

7. City Council deletes the following superseded classification specifications from the classification plan:

<u>Title</u>	<u>Effective Date</u>
Administrative Aide / City Council	September 2007
Administrative Assistant Series Secretary	July 2021
	April 2001

8. This resolution becomes effective April 7, 2026 unless otherwise specified.

ADOPTED BY THE FULLERTON CITY COUNCIL ON APRIL 7, 2026.

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Fred Jung  
Mayor

ATTEST:

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Lucinda Williams, MMC  
City Clerk

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Date

Attachments:

- Attachment 1 – Administrative Aide Series Classification Specification
- Attachment 2 – Administrative Assistant Series Classification Specification
- Attachment 3 – FMEF Appendix A1
- Attachment 4 – Confidential/NonRepresented Appendix A

## **ADMINISTRATIVE AIDE SERIES**

### **Definition:**

Under general supervision performs a variety of responsible and sensitive administrative support duties of above average difficulty within an assigned department or major program; relieves program managers of a variety of office duties; screens, prioritizes, and directs callers, visitors and communications; coordinates calendars and appointments and performs related work as required.

### **Class Titles**

**Administrative Aide/City Council  
Administrative Aide  
Administrative Aide/Confidential**

### **Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of specialized administrative and other support duties related to the function of the office, department or program to which assigned.

Collects and compiles statistical and financial data and other information for inclusion into special and periodic reports.

Organizes, maintains and revises office filing systems.

Reviews and checks documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.

Composes, reviews, edits, and assembles correspondence, memos, reports, forms, and other documents, including those of a confidential nature, to ensure completeness, accuracy, and compliance with policies and procedures.

Provides information to City staff and members of the public in person, by email and by telephone, where judgment, knowledge and interpretation of departmental and City policies and regulations are necessary.

Receives complaints, answers questions as appropriate and exercises judgment in determining proper course of action.

Screens telephone calls, visitors and written and electronic communications and refers same to appropriate staff.

Schedules appointments and coordinates meetings and presentations; makes conference, facility, and travel arrangements and handles expense reimbursements.

Operates a personal computer and uses applicable software; operates a variety of office equipment.

May prepare open and closed session City Council agenda letters and resolutions; identifies agenda items and compiles and tracks agenda reports.

May train and direct staff performing routine clerical work.

May assist in preparing departmental budget estimates.

May make recommendations regarding changes in procedures.

May assist in the maintenance of departmental personnel/payroll records.

### **Class Characteristics:**

Administrative Aide and Administrative Aide/Confidential are journey level classifications in the clerical and administrative support series. Incumbents mostly work under general supervision from a Division Manager or other management staff as assigned. These classifications are distinguished from the higher Administrative Assistant I/II classification and the lower Clerical Assistant III classification by the scope of assignments and delegated responsibilities.

The Administrative Aide/City Council is distinguished from the Administrative Aide and Administrative Aide/Confidential by its regular contact with and support of the Mayor and City Council Members and the level and frequency of interfaces with Council appointees, local community and business representatives and other governmental representatives. The duties performed by the Administrative Aide/City Council requires a high level of sensitivity and tact, as well as a thorough understanding of City programs and services and the roles and responsibilities of commissions and committees.

The Administrative Aide/Confidential is distinguished from Administrative Aide by its specific assignment to Administration, Administrative Services or Human Resources and the resulting involvement in and exposure to matters related to employer-employee relations and may have access to or may prepare related confidential materials and information. The duties performed by the Administrative Aide/Confidential require a higher level of sensitivity and tact, and a thorough understanding of the functions, programs and services of the Administration, Administrative Services or Human Resources Departments. This position is in the Confidential Unit.

Positions in the Administrative Aide class series are flexibly staffed; positions at the Administrative Aide/City Council level are normally filled by advancement from the Administrative Aide level. Progression to Administrative Aide/City Council is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at an Administrative Aide level; and (d) City Manager approval for progression to Administrative Aide/City Council.

### **Bargaining Group:**

Administrative Aide/City Council - FMEF

Administrative Aide – FMEF

Administrative Aide/Confidential – Confidential/NonRepresented

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Knowledge of:**

English usage, spelling, grammar, vocabulary and punctuation.

Standard office practices, administrative procedures, and organizational protocols necessary to support efficient daily operations; understanding of records management principles, including proper filing systems (electronic and paper), document retention, and confidentiality requirements.

Principles and practices of business communication and report writing.

Financial recordkeeping, purchasing, and budgeting practices.

Business math.

Modern equipment and communication tools used for business functions and programs, projects, and task coordination, including computers and software programs relevant to work performed.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Agency staff.

Basic directional/training techniques.

**AND**

**Ability to:**

Perform responsible administrative support and clerical work involving the use of independent judgment and initiative.

Learn, interpret and apply policies, rules and regulations related to area assigned.

Maintain the confidentiality of sensitive information.

Use good judgement and make sound decisions in accordance with established policies and procedures.

Compose correspondence independently.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Organize work, adhere to multiple deadlines and handle multiple projects.

Prepare reports with accuracy and speed and make accurate mathematical calculations.

Read and write at the level required for successful job performance.

Handle job stress.

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

Maintain a professional demeanor and remain calm and composed in demanding situations.

Understand and carry out oral and written instructions independently.

Meet the public with courtesy and tact.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

**Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school or equivalent

**AND**

Three years of increasingly responsible administrative support or clerical duties at a level equivalent to Clerical Assistant III with the City of Fullerton.

**Special Requirements Include:**

Type at a speed required for successful job performance.

Must be able to work a flexible schedule to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Ability to travel within the area to perform various job-related responsibilities. Employees who drive on City business are required to possess a valid California Driver's License and will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time. The incumbent uses a computer, keyboard and related equipment, stands, walks and may twist, reach, bend, crouch, kneel, grasp, push, pull, drag and lift boxes of files and other items weighing 30 pounds or less. The incumbent may drive a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt (all classifications in series)

Revised April 2026 – Combined with Secretary; title change of Secretary to Administrative Aide  
Established September 2007

**ADMINISTRATIVE ASSISTANT SERIES**

**Definition:**

Under general supervision performs a wide variety of responsible, complex and sensitive administrative duties in support of a department and department director and managers; screens, prioritizes and directs callers, visitors and communications; coordinates calendars and meetings; performs a variety of specialized and departmental specific duties of substantial difficulty and related work as required.

**Class Titles**

**Administrative Assistant I  
Administrative Assistant/Confidential  
Administrative Assistant II**

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of specialized administrative support duties and other tasks related to the functions of the department to which assigned.

Maintains and revises complex office filing systems.

Prepares or assists in the preparation and distribution of notices, applications, bids, proposals and other documents.

Oversees personnel actions, payroll actions and timekeeping functions and assists in the preparation, processing and maintenance of department payroll and personnel records in accordance with applicable laws and statutes.

Composes, reviews, edits, and assembles correspondence, memos, reports, forms, and other documents, including those of a confidential nature, to ensure completeness, accuracy, and compliance with policies and procedures.

Provides project support as assigned.

Prepares or assists in the preparation of open and closed session City Council agenda letters and resolutions; identifies agenda items and compiles and tracks agenda reports.

Reviews reports and maintains records of expenditures and assists in preparing the department budget.

Coordinates the department records retention and destruction process and responses to public records requests.



Screens telephone calls, visitors, written and electronic communications, public complaints and inquiries from the media and others and refers as appropriate; explains policies, procedures and requirements; exercises judgment in determining proper course of action.

Manages department calendars and schedules appointments and coordinates meetings.

Operates a personal computer and uses applicable software; Operates a variety of office equipment.

Collects and compiles statistical and financial data, surveys, records and other information for inclusion in special and periodic reports.

May drive a vehicle on City business.

May make recommendations regarding changes in procedure.

May provide roster support, agenda support and may take, prepare and disseminate minutes and communicate with applicable commission/committee members.

### **Administrative Assistant II**

In addition to the above, organizes, coordinates, schedules, and evaluates the work of subordinate staff on a regular basis and conducts performance appraisals.

Provides administrative support to a large department (at least 150 regular employees).

### **Class Characteristics:**

The Administrative Assistant I is distinguished from the Administrative Aide Series classification by the Administrative Assistant I's responsibility for providing administrative support to assigned department and department director and managers and the resulting depth and breadth of related duties. The duties performed by an Administrative Assistant I require a high level of sensitivity and tact, as well as a thorough understanding of the policies, functions, programs and services of the department assigned.

The Administrative Assistant/Confidential is distinguished from Administrative Assistant I by its specific assignment to Administration, Administrative Services or Human Resources and the resulting involvement in and exposure to matters related to employer-employee relations and may have access to or may prepare related confidential materials and information. The duties performed by the Administrative Assistant/Confidential require a higher level of sensitivity and tact, and a thorough understanding of the functions, programs and services of the Administration, Administrative Services or Human Resources Departments. This position is in the Confidential Unit.

The Administrative Assistant II is distinguished from the Administrative Assistant I and Administrative Assistant/Confidential by the Administrative Assistant II's scope of supervisory duties and responsibility for providing administrative support to the department director and managers of a large department (at least 150 regular employees)

with specialized needs due to the nature of its operations and the resulting depth and breadth of related duties. The duties performed by an Administrative Assistant II require a higher level of sensitivity and tact, as well as a thorough understanding of the policies, functions, programs, and services of the department assigned.

Positions in the Administrative Assistant class series are flexibly staffed; positions meeting the requirements for level II are normally filled by advancement from level I. Progression to the II level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at a I level; and (d) City Manager approval for progression to the Administrative Assistant II.

**Bargaining Group:**

Administrative Assistant II - FMEF

Administrative Assistant I – FMEF

Administrative Assistant/Confidential – Confidential/NonRepresented

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Administrative Assistant I - Administrative Assistant/Confidential - Knowledge of:**

English usage, spelling, grammar, vocabulary and punctuation.

Standard office practices, administrative procedures, management practices and organizational protocols necessary to support efficient daily operations; understanding of records management principles, including proper filing systems (electronic and paper), document retention, and confidentiality requirements.

Research methods and techniques.

Principles and practices of business communication and report writing.

Organization of City government and roles and responsibilities of department heads.

Applicable laws, ordinances, rules, regulations, policies, collective bargaining agreements, and administrative procedures.

Financial recordkeeping, purchasing, and budgeting practices.

Business math.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Basic supervisory principles and techniques.

Modern equipment and communication tools used for business functions and programs, projects, and task coordination, including computers and software programs relevant to work performed

**AND**

**Administrative Assistant I - Administrative Assistant/Confidential -Ability to:**

Perform highly responsible and sensitive administrative support and clerical work involving the use of independent judgment.

Learn, interpret, and apply departmental policies, laws, rules and regulations and Memorandums of Agreement (MOA) applicable to the department assigned; correctly interpret, explain and apply MOA provisions to employees.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Maintain the confidentiality of sensitive information.

Compose correspondence independently and communicate effectively orally and in writing in English.

Organize work, adhere to multiple deadlines, and handle multiple projects.

Effectively handle job stress; maintain a professional demeanor and remain calm and composed in demanding situations.

Prepare reports with accuracy and speed and make accurate mathematical calculations.

Train, direct and coordinate the work of others.

Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including interacting with the public with courtesy and tact.

Read and write at the level required for successful job performance.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Understand and carry out oral and written instructions independently.

**Administrative Assistant II - Knowledge of those items listed under “Knowledge of” for Administrative Assistant I - Administrative Assistant/Confidential plus the following:**

Supervisory principles and techniques.

**AND**

**Administrative Assistant II – Ability to do/perform those items listed under “Ability to” for Administrative Assistant I - Administrative Assistant/Confidential plus the following:**

Supervise assigned staff and evaluate their work.

**Education and Experience:**

Any combination of training, and experience, which provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school.

**AND**

**Administrative Assistant I and Administrative Assistant/Confidential** - Three years of increasingly responsible administrative support or clerical duties at the Administrative Aide level with the City of Fullerton or in a similar position.

**Administrative Assistant II** - Five years of increasingly responsible administrative support duties including two years of experience at the Administrative Assistant I or Administrative Assistant/Confidential level with the City of Fullerton or in a similar position.

**Special Requirements Include:**

Type at a speed required for successful job performance.

Must be able to work a flexible schedule to accommodate City needs.

Per California Government Code §3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Ability to travel within the area to perform various job-related responsibilities. Employees who drive on City business are required to possess a valid California Driver’s License and will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time. An incumbent uses a computer, keyboard and related equipment, stands, walks and may twist, reach, bend, crouch, kneel, grasp, push, pull, drag and lift boxes of files and other items weighing 30 pounds or less. An incumbent may drive a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt

Revised April 2026

Established July 2021

Combined Administrative Assistant I, Administrative Assistant/Human Resources and  
Administrative Assistant II into Series

FULLERTON MUNICIPAL EMPLOYEES FEDERATION  
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Classification Title

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Account Clerk I	235	FMEF	
Account Clerk II	275	FMEF	
Account Clerk III	327	FMEF	
Accountant I	468	FMEF	
Accountant II	481	FMEF	X
Accounting Technician (Effective 12/05/2023)	370	FMEF	
Administrative Aide	340	FMEF	
Administrative Aide/City Council	370	FMEF	
Administrative Analyst I	445	FMEF	
Administrative Analyst II	478	FMEF	X
Administrative Assistant I	410	FMEF	
Administrative Assistant II	437	FMEF	
Air Conditioning Mechanic	448	FMEF	
Airport Operations Assistant	410	FMEF	
Airport Operations Lead Worker	448	FMEF	
Airport Service Worker	287	FMEF	
Asset Management Coordinator	490	FMEF	
Assistant City Clerk	478	FMEF	
Assistant Engineer	490	FMEF	X
Assistant Engineer - Water	490	FMEF	X
Assistant Plan Check Engineer - Engineering	490	FMEF	
Assistant Planner	469	FMEF	X
Associate Engineer	498	FMEF	X
Associate Engineer - Traffic	498	FMEF	X
Associate Plan Check Engineer	498	FMEF	X
Associate Planner	485	FMEF	X
Associate Water Engineer	498	FMEF	X
Building Inspector - Trainee	437	FMEF	
Building Inspector I	466	FMEF	
Building Inspector II	476	FMEF	
Building Inspector III	485	FMEF	
Buyer I	405	FMEF	
Buyer II	455	FMEF	
Civil Engineer	499	FMEF	X
Clerical Assistant I	215	FMEF	
Clerical Assistant II	235	FMEF	
Clerical Assistant III	275	FMEF	
Code Enforcement Officer	460	FMEF	
Code Enforcement Officer Trainee	405	FMEF	
Community Liaison Officer	405	FMEF	
Construction Inspector	476	FMEF	

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Construction Inspector - Water	480	FMEF	
Court Liaison Officer	405	FMEF	
Crime Analyst	468	FMEF	
Cultural and Events Operations Assistant	275	FMEF	
Cultural and Events Production Assistant	275	FMEF	
Customer Service Representative	275	FMEF	
Deputy City Clerk	445	FMEF	
Electrical and HVAC Lead Worker	466	FMEF	
Electrician	448	FMEF	
Emergency Preparedness Coordinator	495	FMEF	X
Engineering Aide I	355	FMEF	
Engineering Aide II	405	FMEF	
Engineering Aide III	440	FMEF	
Engineering Drafter/CADD Equipment Operator	445	FMEF	
Environmental Services Coordinator I	445	FMEF	
Environmental Services Coordinator II	478	FMEF	
Equipment and Supply Assistant	235	FMEF	
Equipment Mechanic Lead Worker	475	FMEF	
Equipment Operator	315	FMEF	
Equipment Operator - Water	360	FMEF	
Equipment Service Worker	230	FMEF	
Events Specialist	455	FMEF	
Exhibition/Museum Specialist	455	FMEF	X
Facilities Specialist	423	FMEF	
Fleet Maintenance Technician	390	FMEF	
Geographic Information Systems Specialist	485	FMEF	X
Geographic Information Systems Technician	466	FMEF	
Grounds Maintenance Lead Worker	423	FMEF	
Housing and Community Rehabilitation Inspector	485	FMEF	
Housing Programs Assistant	460	FMEF	
Information Systems Assistant	405	FMEF	
Irrigation Specialist	382	FMEF	
Junior Engineer	470	FMEF	X
Lead Customer Service Representative - Utility Services	423	FMEF	
Librarian - Adult Services	445	FMEF	X
Librarian - Children's Services	445	FMEF	X
Librarian - Technical Services	445	FMEF	X
Library Clerical Assistant	235	FMEF	
Library Technical Assistant I	275	FMEF	
Library Technical Assistant II	300	FMEF	
Library Technology Assistant	352	FMEF	
Local History Archivist	445	FMEF	
Location Specialist	423	FMEF	
Maintenance Facilities Dispatcher	327	FMEF	
Maintenance Worker (Appointed before 9/25/96)	240	FMEF	

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Maintenance Worker (Appointed on or after 9/25/96)	230	FMEF	
Mechanic I	410	FMEF	
Mechanic II	445	FMEF	
Mechanic III	464	FMEF	
Meter Repairer	360	FMEF	
Motor Sweeper Operator	360	FMEF	
Museum Educator	367	FMEF	
Network Specialist	488	FMEF	X
Outdoor Recreation Coordinator	367	FMEF	
Parking Control Officer	285	FMEF	
Parks and Recreation Assistant	275	FMEF	
Parks and Recreation Coordinator	367	FMEF	
Parks and Trails Coordinator	367	FMEF	
Parks Project Specialist	445	FMEF	X
Permit Technician	327	FMEF	
Planning Technician	405	FMEF	
Police Community Service Officer	335	FMEF	
Police Investigation Technician	480	FMEF	
Police Property and Evidence Clerk	385	FMEF	
Police Rangemaster	405	FMEF	
Police Records Clerk	310	FMEF	
Police Records Shift Leader	424	FMEF	
Police Records Specialist	343	FMEF	
Police Services Representative	405	FMEF	
Police Training Assistant	352	FMEF	
Principal Construction Inspector	485	FMEF	
Public Information Specialist	478	FMEF	
Real Property Agent	498	FMEF	X
Reprographic Technician	330	FMEF	
Revenue Specialist	423	FMEF	
Risk Management Specialist	460	FMEF	
Senior Building Inspector	488	FMEF	
Senior CADD Equipment Operator	466	FMEF	
Senior Citizens Outreach Worker	275	FMEF	
Senior Code Enforcement Officer	475	FMEF	
Senior Customer Service Representative	300	FMEF	
Senior Engineering Aide	405	FMEF	
Senior Maintenance Worker I	287	FMEF	
Senior Maintenance Worker II	315	FMEF	
Senior Maintenance Worker III	345	FMEF	
Senior Permit Technician	405	FMEF	
Senior Traffic Engineering Analyst	498	FMEF	X
Sewer Lead Worker	423	FMEF	
Skilled Maintenance Worker - Building and Facilities	360	FMEF	
Skilled Maintenance Worker - Water I	405	FMEF	



<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Skilled Maintenance Worker - Water II	425	FMEF	
Solid Waste and Recycling Specialist	485	FMEF	
Source Control Inspector	455	FMEF	
Sports Facility Coordinator	367	FMEF	
Stormwater/Wastewater Compliance Specialist I	480	FMEF	
Stormwater/Wastewater Compliance Specialist II	485	FMEF	
Stormwater/Wastewater Compliance Specialist III	490	FMEF	X
Streets Lead Worker	423	FMEF	
Tiny Tots Teacher	275	FMEF	
Traffic Engineering Analyst I	470	FMEF	
Traffic Engineering Analyst II	490	FMEF	X
Traffic Painter	315	FMEF	
Tree Services Inspector	423	FMEF	
Utility Systems Specialist	352	FMEF	
Water Lead Worker	466	FMEF	
Water Production Operator	442	FMEF	
Water Quality Lead Worker	466	FMEF	
Water Quality Specialist	490	FMEF	
Water Services Worker	287	FMEF	
Water Utility Services Lead Worker	423	FMEF	
Webmaster	480	FMEF	X
Youth Services Coordinator	367	FMEF	

FULLERTON MUNICIPAL EMPLOYEES FEDERATION  
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Range No.

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Clerical Assistant I	215	FMEF	
Equipment Service Worker	230	FMEF	
Maintenance Worker (Appointed on or after 9/25/96)	230	FMEF	
Account Clerk I	235	FMEF	
Clerical Assistant II	235	FMEF	
Equipment and Supply Assistant	235	FMEF	
Library Clerical Assistant	235	FMEF	
Maintenance Worker (Appointed before 9/25/96)	240	FMEF	
Account Clerk II	275	FMEF	
Clerical Assistant III	275	FMEF	
Cultural and Events Operations Assistant	275	FMEF	
Cultural and Events Production Assistant	275	FMEF	
Customer Service Representative	275	FMEF	
Library Technical Assistant I	275	FMEF	
Parks and Recreation Assistant	275	FMEF	
Senior Citizens Outreach Worker	275	FMEF	
Tiny Tots Teacher	275	FMEF	
Parking Control Officer	285	FMEF	
Airport Service Worker	287	FMEF	
Senior Maintenance Worker I	287	FMEF	
Water Services Worker	287	FMEF	
Library Technical Assistant II	300	FMEF	
Senior Customer Service Representative	300	FMEF	
Police Records Clerk	310	FMEF	
Equipment Operator	315	FMEF	
Senior Maintenance Worker II	315	FMEF	
Traffic Painter	315	FMEF	
Account Clerk III	327	FMEF	
Maintenance Facilities Dispatcher	327	FMEF	
Permit Technician	327	FMEF	
Reprographic Technician	330	FMEF	
Police Community Service Officer	335	FMEF	
Administrative Aide	340	FMEF	
Police Records Specialist	343	FMEF	
Senior Maintenance Worker III	345	FMEF	
Library Technology Assistant	352	FMEF	
Police Training Assistant	352	FMEF	
Utility Systems Specialist	352	FMEF	
Engineering Aide I	355	FMEF	
Equipment Operator - Water	360	FMEF	
Meter Repairer	360	FMEF	
Motor Sweeper Operator	360	FMEF	

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Skilled Maintenance Worker - Building and Facilities	360	FMEF	
Museum Educator	367	FMEF	
Outdoor Recreation Coordinator	367	FMEF	
Parks and Recreation Coordinator	367	FMEF	
Parks and Trails Coordinator	367	FMEF	
Sports Facility Coordinator	367	FMEF	
Youth Services Coordinator	367	FMEF	
Accounting Technician (Effective 12/05/2023)	370	FMEF	
Administrative Aide/City Council	370	FMEF	
Irrigation Specialist	382	FMEF	
Police Property and Evidence Clerk	385	FMEF	
Fleet Maintenance Technician	390	FMEF	
Buyer I	405	FMEF	
Code Enforcement Officer Trainee	405	FMEF	
Community Liaison Officer	405	FMEF	
Court Liaison Officer	405	FMEF	
Engineering Aide II	405	FMEF	
Information Systems Assistant	405	FMEF	
Planning Technician	405	FMEF	
Police Rangemaster	405	FMEF	
Police Services Representative	405	FMEF	
Senior Engineering Aide	405	FMEF	
Senior Permit Technician	405	FMEF	
Skilled Maintenance Worker - Water I	405	FMEF	
Administrative Assistant I	410	FMEF	
Airport Operations Assistant	410	FMEF	
Mechanic I	410	FMEF	
Facilities Specialist	423	FMEF	
Grounds Maintenance Lead Worker	423	FMEF	
Lead Customer Service Representative - Utility Services	423	FMEF	
Location Specialist	423	FMEF	
Revenue Specialist	423	FMEF	
Sewer Lead Worker	423	FMEF	
Streets Lead Worker	423	FMEF	
Tree Services Inspector	423	FMEF	
Water Utility Services Lead Worker	423	FMEF	
Police Records Shift Leader	424	FMEF	
Skilled Maintenance Worker - Water II	425	FMEF	
Administrative Assistant II	437	FMEF	
Building Inspector - Trainee	437	FMEF	
Engineering Aide III	440	FMEF	
Water Production Operator	442	FMEF	
Administrative Analyst I	445	FMEF	
Deputy City Clerk	445	FMEF	
Engineering Drafter/CADD Equipment Operator	445	FMEF	

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Environmental Services Coordinator I	445	FMEF	
Librarian - Adult Services	445	FMEF	X
Librarian - Children's Services	445	FMEF	X
Librarian - Technical Services	445	FMEF	X
Local History Archivist	445	FMEF	
Mechanic II	445	FMEF	
Parks Project Specialist	445	FMEF	X
Air Conditioning Mechanic	448	FMEF	
Airport Operations Lead Worker	448	FMEF	
Electrician	448	FMEF	
Buyer II	455	FMEF	
Events Specialist	455	FMEF	
Exhibition/Museum Specialist	455	FMEF	X
Source Control Inspector	455	FMEF	
Code Enforcement Officer	460	FMEF	
Housing Programs Assistant	460	FMEF	
Risk Management Specialist	460	FMEF	
Mechanic III	464	FMEF	
Building Inspector I	466	FMEF	
Electrical and HVAC Lead Worker	466	FMEF	
Geographic Information Systems Technician	466	FMEF	
Senior CADD Equipment Operator	466	FMEF	
Water Lead Worker	466	FMEF	
Water Quality Lead Worker	466	FMEF	
Accountant I	468	FMEF	
Crime Analyst	468	FMEF	
Assistant Planner	469	FMEF	X
Junior Engineer	470	FMEF	X
Traffic Engineering Analyst I	470	FMEF	
Equipment Mechanic Lead Worker	475	FMEF	
Senior Code Enforcement Officer	475	FMEF	
Building Inspector II	476	FMEF	
Construction Inspector	476	FMEF	
Administrative Analyst II	478	FMEF	X
Assistant City Clerk	478	FMEF	
Environmental Services Coordinator II	478	FMEF	
Public Information Specialist	478	FMEF	
Construction Inspector - Water	480	FMEF	
Police Investigation Technician	480	FMEF	
Stormwater/Wastewater Compliance Specialist I	480	FMEF	
Webmaster	480	FMEF	X
Accountant II	481	FMEF	X
Associate Planner	485	FMEF	X
Building Inspector III	485	FMEF	
Geographic Information Systems Specialist	485	FMEF	X

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Housing and Community Rehabilitation Inspector	485	FMEF	
Principal Construction Inspector	485	FMEF	
Solid Waste and Recycling Specialist	485	FMEF	
Stormwater/Wastewater Compliance Specialist II	485	FMEF	
Network Specialist	488	FMEF	X
Senior Building Inspector	488	FMEF	
Asset Management Coordinator	490	FMEF	
Assistant Engineer	490	FMEF	X
Assistant Engineer - Water	490	FMEF	X
Assistant Plan Check Engineer - Engineering	490	FMEF	
Stormwater/Wastewater Compliance Specialist III	490	FMEF	X
Traffic Engineering Analyst II	490	FMEF	X
Water Quality Specialist	490	FMEF	
Emergency Preparedness Coordinator	495	FMEF	X
Associate Engineer	498	FMEF	X
Associate Engineer - Traffic	498	FMEF	X
Associate Plan Check Engineer	498	FMEF	X
Associate Water Engineer	498	FMEF	X
Real Property Agent	498	FMEF	X
Senior Traffic Engineering Analyst	498	FMEF	X
Civil Engineer	499	FMEF	X

CONFIDENTIAL/NONREPRESENTED UNIT  
 ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES  
 Sort by Classification Title

<b>Classification Title</b>	<b>Range</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Administrative Aide/Confidential	800	Confidential/NR	
Administrative Analyst I - Confidential	820	Confidential/NR	
Administrative Analyst II - Confidential	860	Confidential/NR	
Administrative Assistant - Confidential	809	Confidential/NR	
Assistant to the City Manager/Economic Development Manager	899	Confidential/NR	X
Budget Analyst I	843	Confidential/NR	
Budget Analyst II	873	Confidential/NR	X
Budget and Purchasing Manager	890	Confidential/NR	X
Employee Benefits Specialist	840	Confidential/NR	
Executive Assistant	863	Confidential/NR	
Fiscal Operations Supervisor	880	Confidential/NR	X
Fiscal Services Manager	897	Confidential/NR	X
Human Resources Manager I	883	Confidential/NR	X
Human Resources Manager II	895	Confidential/NR	X
Human Resources Technician I	810	Confidential/NR	
Human Resources Technician II	840	Confidential/NR	
Human Resources/Risk Management Analyst I	863	Confidential/NR	
Human Resources/Risk Management Analyst I (Limited Term/At Will)	863	Confidential/NR	
Human Resources/Risk Management Analyst II	870	Confidential/NR	X
Human Resources/Risk Management Analyst II (Limited Term/At Will)	870	Confidential/NR	X
Payroll Technician I	810	Confidential/NR	
Payroll Technician II	840	Confidential/NR	
Police Behavioral Health Clinician I (+)*	874	Confidential/NR	X
Police Behavioral Health Clinician II (+)*	876	Confidential/NR	X
Public Information Coordinator	881	Confidential/NR	X
Risk Manager	897	Confidential/NR	X
Senior Budget Analyst	881	Confidential/NR	X
Senior Human Resources/Risk Management Analyst	877	Confidential/NR	X
Senior Human Resources/Risk Management Analyst (Limited Term/At Will)	877	Confidential/NR	X

(+) denotes "At Will" classification

\* denotes NonRepresented classification

CONFIDENTIAL/NONREPRESENTED UNIT  
 ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES  
 Sort by Classification Range

<b>Classification Title</b>	<b>Range</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Administrative Aide/Confidential	800	Confidential/NR	
Administrative Assistant - Confidential	809	Confidential/NR	
Human Resources Technician I	810	Confidential/NR	
Payroll Technician I	810	Confidential/NR	
Administrative Analyst I - Confidential	820	Confidential/NR	
Employee Benefits Specialist	840	Confidential/NR	
Human Resources Technician II	840	Confidential/NR	
Payroll Technician II	840	Confidential/NR	
Budget Analyst I	843	Confidential/NR	
Administrative Analyst II - Confidential	860	Confidential/NR	
Executive Assistant	863	Confidential/NR	
Human Resources/Risk Management Analyst I	863	Confidential/NR	
Human Resources/Risk Management Analyst I (Limited Term/At Will)	863	Confidential/NR	
Human Resources/Risk Management Analyst II	870	Confidential/NR	X
Human Resources/Risk Management Analyst II (Limited Term/At Will)	870	Confidential/NR	X
Budget Analyst II	873	Confidential/NR	X
Police Behavioral Health Clinician I (+)*	874	Confidential/NR	X
Police Behavioral Health Clinician II (+)*	876	Confidential/NR	X
Senior Human Resources/Risk Management Analyst	877	Confidential/NR	X
Senior Human Resources/Risk Management Analyst (Limited Term/At Will)	877	Confidential/NR	X
Fiscal Operations Supervisor	880	Confidential/NR	X
Public Information Coordinator	881	Confidential/NR	X
Senior Budget Analyst	881	Confidential/NR	X
Human Resources Manager I	883	Confidential/NR	X
Budget and Purchasing Manager	890	Confidential/NR	X
Human Resources Manager II	895	Confidential/NR	X
Fiscal Services Manager	897	Confidential/NR	X
Risk Manager	897	Confidential/NR	X
Assistant to the City Manager/Economic Development Manager	899	Confidential/NR	X

(+) denotes "At Will" classification

\* denotes NonRepresented classification

**Range: 800**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	25.069	2,006	4,345	52,144
02	26.323	2,106	4,563	54,752
03	27.639	2,211	4,791	57,489
04	29.022	2,322	5,030	60,366
05	30.473	2,438	5,282	63,384
06	31.996	2,560	5,546	66,552

**Range: 803**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	25.752	2,060	4,464	53,564
02	27.039	2,163	4,687	56,241
03	28.390	2,271	4,921	59,051
04	29.809	2,385	5,167	62,003
05	31.301	2,504	5,426	65,106
06	32.865	2,629	5,697	68,359

**Range: 805**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	27.675	2,214	4,797	57,564
02	29.059	2,325	5,037	60,443
03	30.513	2,441	5,289	63,467
04	32.037	2,563	5,553	66,637
05	33.641	2,691	5,831	69,973
06	35.322	2,826	6,122	73,470

**Range: 809**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	28.939	2,315	5,016	60,193
02	30.385	2,431	5,267	63,201
03	31.904	2,552	5,530	66,360
04	33.500	2,680	5,807	69,680
05	35.173	2,814	6,097	73,160
06	36.933	2,955	6,402	76,821

**Range: 810**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	29.059	2,325	5,037	60,443
02	30.513	2,441	5,289	63,467
03	32.037	2,563	5,553	66,637
04	33.641	2,691	5,831	69,973
05	35.322	2,826	6,122	73,470
06	37.089	2,967	6,429	77,145

**Range: 820**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	31.701	2,536	5,495	65,938
02	33.285	2,663	5,769	69,233
03	34.950	2,796	6,058	72,696
04	36.697	2,936	6,361	76,330
05	38.531	3,082	6,679	80,144
06	40.459	3,237	7,013	84,155

**Range: 840**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	33.326	2,666	5,777	69,318
02	34.992	2,799	6,065	72,783
03	36.740	2,939	6,368	76,419
04	38.578	3,086	6,687	80,242
05	40.506	3,240	7,021	84,252
06	42.531	3,402	7,372	88,464

**Range: 843**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	34.032	2,723	5,899	70,787
02	35.733	2,859	6,194	74,325
03	37.521	3,002	6,504	78,044
04	39.394	3,152	6,828	81,940
05	41.366	3,309	7,170	86,041
06	43.435	3,475	7,529	90,345

**Range: 860**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	37.482	2,999	6,497	77,963
02	39.355	3,148	6,822	81,858
03	41.324	3,306	7,163	85,954
04	43.389	3,471	7,521	90,249
05	45.558	3,645	7,897	94,761
06	47.837	3,827	8,292	99,501

**Range: 863**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	36.661	2,933	6,355	76,255
02	38.494	3,080	6,672	80,068
03	40.419	3,234	7,006	84,072
04	42.439	3,395	7,356	88,273
05	44.561	3,565	7,724	92,687
06	46.790	3,743	8,110	97,323

**Range: 865**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	38.091	3,047	6,602	79,229
02	39.995	3,200	6,932	83,190
03	41.995	3,360	7,279	87,350
04	44.096	3,528	7,643	91,720
05	46.302	3,704	8,026	96,308
06	48.617	3,889	8,427	101,123

**Range: 870**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	39.494	3,160	6,846	82,148
02	41.470	3,318	7,188	86,258
03	43.542	3,483	7,547	90,567
04	45.720	3,658	7,925	95,098
05	48.006	3,840	8,321	99,852
06	50.407	4,033	8,737	104,847



**Range: 873**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	40.158	3,213	6,961	83,529
02	42.166	3,373	7,309	87,705
03	44.272	3,542	7,674	92,086
04	46.486	3,719	8,058	96,691
05	48.813	3,905	8,461	101,531
06	51.252	4,100	8,884	106,604

**Range: 874**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	40.622	3,250	7,041	84,494
02	42.652	3,412	7,393	88,716
03	44.785	3,583	7,763	93,153
04	47.025	3,762	8,151	97,812
05	49.376	3,950	8,559	102,702
06	51.844	4,148	8,986	107,836

**Range: 875**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	41.566	3,325	7,205	86,457
02	43.644	3,492	7,565	90,780
03	45.826	3,666	7,943	95,318
04	48.119	3,850	8,341	100,088
05	50.524	4,042	8,757	105,090
06	53.049	4,244	9,195	110,342

**Range: 876**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	42.655	3,412	7,394	88,722
02	44.787	3,583	7,763	93,157
03	47.028	3,762	8,152	97,818
04	49.378	3,950	8,559	102,706
05	51.847	4,148	8,987	107,842
06	54.441	4,355	9,436	113,237

**Range: 877**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	44.250	3,540	7,670	92,040
02	46.461	3,717	8,053	96,639
03	48.786	3,903	8,456	101,475
04	51.224	4,098	8,879	106,546
05	53.785	4,303	9,323	111,873
06	56.475	4,518	9,789	117,468

**Range: 880**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	45.895	3,672	7,955	95,462
02	48.189	3,855	8,353	100,233
03	50.598	4,048	8,770	105,244
04	53.129	4,250	9,209	110,508
05	55.785	4,463	9,669	116,033
06	58.573	4,686	10,153	121,832

**Range: 881**

Step	Hourly	Bi-Weekly	Monthly	Annually
1	47.384	3,791	8,213	98,559
2	49.754	3,980	8,624	103,488
3	52.243	4,179	9,055	108,665
4	54.854	4,388	9,508	114,096
5	57.598	4,608	9,984	119,804
6	60.475	4,838	10,482	125,788

**Range: 883**

Step	Hourly	Bi-Weekly	Monthly	Annually
1	48.669	3,894	8,436	101,232
2	51.103	4,088	8,858	106,294
3	53.660	4,293	9,301	111,613
4	56.341	4,507	9,766	117,189
5	59.159	4,733	10,254	123,051
6	62.115	4,969	10,767	129,199

**Range: 885**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	50.249	4,020	8,710	104,518
02	52.761	4,221	9,145	109,743
03	55.402	4,432	9,603	115,236
04	58.171	4,654	10,083	120,996
05	61.079	4,886	10,587	127,044
06	64.134	5,131	11,117	133,399

**Range: 890**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	51.730	4,138	8,967	107,598
02	54.314	4,345	9,414	112,973
03	57.031	4,562	9,885	118,624
04	59.883	4,791	10,380	124,557
05	62.877	5,030	10,899	130,784
06	66.020	5,282	11,443	137,322

**Range: 895**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	54.294	4,344	9,411	112,932
02	57.012	4,561	9,882	118,585
03	59.861	4,789	10,376	124,511
04	62.855	5,028	10,895	130,738
05	65.996	5,280	11,439	137,272
06	69.297	5,544	12,011	144,138

**Range: 896**

Step	Hourly	Bi-Weekly	Monthly	Annually
01	56.275	4,502	9,754	117,052
02	59.089	4,727	10,242	122,905
03	62.043	4,963	10,754	129,049
04	65.146	5,212	11,292	135,504
05	68.402	5,472	11,856	142,276
06	71.823	5,746	12,449	149,392

**Range: 897**

<u>Step</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Annually</u>
01	57.543	4,603	9,974	119,689
02	60.419	4,834	10,473	125,672
03	63.440	5,075	10,996	131,955
04	66.612	5,329	11,546	138,553
05	69.943	5,595	12,123	145,481
06	73.440	5,875	12,730	152,755

**Range: 898**

<u>Step</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Annually</u>
01	58.703	4,696	10,175	122,102
02	61.637	4,931	10,684	128,205
03	64.719	5,178	11,218	134,616
04	67.955	5,436	11,779	141,346
05	71.352	5,708	12,368	148,412
06	74.921	5,994	12,986	155,836

**Range: 899**

<u>Step</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Annually</u>
01	68.788	5,503	11,923	143,079
02	72.225	5,778	12,519	150,228
03	75.837	6,067	13,145	157,741
04	79.628	6,370	13,802	165,626
05	83.609	6,689	14,492	173,907
06	87.791	7,023	15,217	182,605