

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING, UPDATING AND DELETING CERTAIN CLASS SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2020-18 (FULLERTON MANAGEMENT ASSOCIATION) APPENDIX A AND RESOLUTION NO. 2021-39 RELATING TO COMPENSATION FOR CONFIDENTIAL / NONREPRESENTED EMPLOYEES

THE CITY COUNCIL OF THE CITY OF FULLERTON HEREBY RESOLVES AS FOLLOWS:

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

| <u>Title</u> | <u>Effective Date</u> |
|---|-----------------------|
| Deputy Director of Parks and Recreation | January 2022 |
| Library Division Manager | January 2022 |

2. City Council adopts the following new class specifications (attached hereto):

| <u>Title</u> | <u>Effective Date</u> |
|---|-----------------------|
| Deputy Director of Parks and Recreation | January 2022 |
| Library Division Manager | January 2022 |

3. City Council adopts the following revised and retitled classification specification (attached hereto) and adds to the classification plan:

| <u>Title</u> | <u>Effective Date</u> |
|-------------------------------------|-----------------------|
| Public Works Administrative Manager | January 2022 |

4. City Council updates Resolution No. 2020-18 (Fullerton Management Association) Appendix A (attached hereto), to place the following new and revised classifications as follows:

| <u>Title</u> | <u>Range</u> | <u>Bottom</u> | <u>Top</u> |
|-------------------------------------|--------------|---------------|------------|
| Library Division Manager | 621 | \$6,404 | \$7,784 |
| Public Works Administrative Manager | 635 | \$6,995 | \$8,502 |

5. City Council adopts the following revised class specifications (attached hereto):

| <u>Title</u> | <u>Effective Date</u> |
|---|-----------------------|
| Fleet Maintenance Technician | January 2022 |
| Skilled Maintenance Worker – Water Series | January 2022 |

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 City Council deletes the following superseded class specifications from the classification plan:

| <u>Title</u> | <u>Effective Date</u> |
|---|-----------------------|
| Maintenance Services Manager | July 2004 |
| Fleet Maintenance Technician | November 2000 |
| Skilled Maintenance Worker–Water Series | December 2006 |

7. City Council amends Resolution No. 2021-39 Relating to Compensation for Confidential / Nonrepresented Employees Appendix A (attached hereto) to delete Range 900 and reassign the salary range and allocated classification to Range 899 as follows:

| <u>Title</u> | <u>Range</u> | <u>Bottom</u> | <u>Top</u> |
|--|--------------|---------------|------------|
| Assistant to the City Manager/Economic Development Manager | 899 | \$9,415 | \$12,017 |

8. This resolution shall become effective January 18, 2022.

ADOPTED BY THE FULLERTON CITY COUNCIL ON JANUARY 18, 2022.

Fred Jung, Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

DEPUTY DIRECTOR OF PARKS AND RECREATION

Definition:

Under the general direction of and in collaboration with the Director, the Deputy Director of Parks and Recreation performs managerial, administrative and professional functions overseeing the daily operations of divisions and programs within the Parks and Recreation Department including, but not limited to, recreation programs and facilities, park and open space planning, management and development, cultural and special community events, and family services; coordinates assigned activities with other departments, outside agencies and other stakeholders; performs a variety of highly complex and difficult professional-level duties and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assists the Director in the planning, organization and management of multiple divisions within the Department.

Provides highly responsible and complex administrative support to the Director.

Oversees the selection, placement, training and supervision of employees.

Oversees the development and administration of the Department's budget.

Oversees the acquisition and administration of grants.

Develops partnerships with other City departments to coordinate relevant projects and programs and increase awareness of Department resources.

Plans, organizes, controls, integrates and evaluates the City's park and recreation activities and operations.

Participates in strategic planning for department activities and develops short- and long-range goals and objectives.

Assesses community needs and trends; projects future demographic changes and resulting community needs, develops long-range strategies for programs, facilities, and services.

Works closely with citizen advisory boards and City and community officials to provide technical assistance and advice.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for a variety of Parks and Recreation programs and activities and implements best practices.

Oversees and participates in the development and administration of a variety of operations capital project budgets.

Manages revenues from a variety of funds/sources, including grant funds and enterprise funds; ensures appropriate fee-for-service levels, fund balance levels and reserves.

Researches funding sources and implements fundraising efforts.

Participates in the planning of capital improvement projects for community parks, buildings and related facilities; advised and assists in the development of long-range plans for land use, buildings, parks and equipment for parks and recreation programs.

Negotiates, implements and administers complex agreements that have significant economic and financial impact on the City; manages the administration of contracts and agreements to ensure compliance with contract provisions.

Responds to inquiries from public officials, community boards and commission members, and the general public; resolves difficult and sensitive citizen inquiries and complaints.

Develops and tracks legislation related to each specific field of discipline.

Represents the Department at community meetings, public hearings, and professional conferences; initiates and maintains relationships with community and professional organizations.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director.

Operates modern office equipment including computer equipment and specialized software application programs.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

The Deputy Director of Parks and Recreation is a single incumbent classification with supervisory responsibilities for multiple divisions over professional, clerical and technical staff. The incumbent serves as the acting Department Head in the Director's absence. Work is assigned and evaluated by the Director.

Contacts and Relationships:

The Deputy Director of Parks and Recreation establishes and maintains contact with staff in the Department and other City departments. Additional contact will occur with members of the City Council, Parks and Recreation Commission, community groups, the public, consultants, contractors and representatives of other public and private agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Organization and operation of municipal government.

Parks and recreation development structures, organizations and functions.

Operational characteristics, services and activities of recreation, family services, and neighborhood services programs.

Parks and recreation planning principles.

Recreational and social needs and interests of the community.

Principles and practices of capital project development, funding, and implementation.

Long-range forecasting and marketing strategies.

Administrative principles and practices, including goal setting, program development, implementation, and evaluation.

Public agency budgetary, contract administration, and City-wide administrative practices related to the functions of the assigned area.

Methods and techniques of eliciting community participation and engagement in parks and recreation issues.

Principles and application of critical thinking and analysis.

Principles and practices of program development and administration.

Pertinent federal, state, and local laws, regulations and procedures concerning community development.

Principles and practices of grant writing.

Principles of supervision, training, and performance evaluation.

Effective methods for making oral and written presentations including social media and other digital applications.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Modern office practices, methods, and computer equipment and applications related to the work.

AND

Ability to:

Organize, participate and manage comprehensive parks and recreation programs and park planning project review and analysis.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.

Organize work, set priorities and exercising sound independent judgment within established guidelines, including using creative ways to solve issues.

Plan, organize, direct, coordinate, and evaluate the work of supervisory, technical, and office support staff; delegate authority and responsibility; implement disciplinary actions when warranted.

Work effectively in a highly visible position.

Interpret and apply complex rules, regulations, laws and ordinances.

Prepare and administer departmental budget; allocate resources in a cost-effective manner.

Effectively communicate both orally and in writing; develop, direct, participate in and present oral and written staff reports and policy recommendations to commissions, boards, City Council and other groups as needed; prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Establish and maintain a positive customer service attitude, and effective working relationships with internal and external customers contacted in the course of work and research.

Direct and participate in the research, compilation and analyses of a variety of complex data and draft guidelines, ordinances, procedures and related material.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Handle job stress and maintain composure in public settings.

Meet and serve the public with professionalism, courtesy and tact.
Operate modern office equipment including computer equipment and applicable and specialized software.

A typical way to obtain the knowledge and abilities is as follows:

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 an accredited four-year college or university with major coursework in recreation, management, business administration, public administration, or a related field. A graduate degree or some completed graduate level coursework in recreation, management, business administration, public administration, or a related field from an accredited college or university is preferred.

AND

Four years of progressively responsible experience in public parks and recreation management, including some open space development experience as well as two years of administrative and supervisory responsibilities.

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

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

The City of Fullerton's Conflict of Interest Code requires that the Deputy Director of Parks and Recreation file financial disclosure statements in accordance with state and local laws.

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.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment with outdoor/on-site work as needed. When work is performed outdoors there may be exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, grasps, sits, stands, walks, twists, bends and reaches and may kneel, crouch, climb stairs and inclines and lift and carry filled binders and other items weighing 15 pounds or less. When performing outdoors/on-site work the incumbent may walk and stand on slippery and uneven surfaces. The incumbent 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: Exempt.

Established January 2022

LIBRARY DIVISION MANAGER

Definition:

Under administrative direction, plans, directs and coordinates the functions and programs of one or more major divisions of the Library such as Adult Services, Children's Services or Technical Services; supervises professional, technical and clerical staff and performs a variety of professional library work and performs related work as required.

Examples of Duties:

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.

Manages, organizes and participates in the functions/programs of one or more major divisions of the Library and provides expertise in library related services of assigned functions/programs.

Manages and coordinates collection development, policies and procedures.

Continuously monitors and evaluates the efficiency and/or effectiveness of service delivery methods, program results, and procedures; assesses support systems for programs, the effectiveness of key relationships, and identifies and implements improvements.

Receives and responds to requests for public information as directed by the Library Director; responds to citizen inquiries or complaints on a variety of complex and sensitive topics related to library services and recommends appropriate solutions; resolves library patron concerns and interprets library policies to patrons and staff.

Manages and participates in the selection, training, supervision and evaluation of assigned employees.

Oversees and conducts research and analysis to determine how library services will meet community needs.

Formulates innovative and successful strategies and recommends actions to effectively meet city and department goals and objectives.

Initiates meetings with schools and community organizations to promote, develop and evaluate library programs.

Establishes and maintains effective relationships and communicates with city management and other staff, other entities, special interest groups, and the community to receive input and hear concerns to enhance the ability to provide appropriate and effective services.

Makes presentations to variety of groups, the public, other agencies, and legislative bodies; conducts a variety of meetings and serves as a departmental or

City representative at meetings as assigned.

Establishes and evaluates practices, policies and operating procedures and recommends improvements.

Attends professional meetings and conferences and reports on trends and developments.

Maintains records and prepares reports and administrative summaries.

Prepares and manages division budgets including expenditure recommendations; recommends and evaluates program/sub-program budget expenditures.

Coordinates library services and inter-divisional projects with staff, other division heads, community groups and the Library Board of Trustees.

Negotiates with library vendors as needed and administers contracts for library services as assigned.

Assists in maintaining the library in a quiet, safe and orderly condition.

Opens and/or closes and secures the library/library facilities as assigned.

Participates as a member of the Library Management Team and acts in place of the Library Director as assigned.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities

Performs other projects/tasks as assigned

Lifts and moves boxes of books and related items weighing 30 pounds or less.

Class Characteristics:

The Library Division Manager is a multi-incumbent division head position responsible for managing the staff, expenditures and operations of one or more divisions within the Library. The incumbent performs work which requires specialized knowledge of professional librarianship principles and concepts, works under limited supervision, exercises substantial judgment and initiative and is distinguished from lower classifications in the professional librarian series by its broader functional and programmatic responsibilities.

Contacts and Relationships:

A Library Division Manager establishes and maintains contact with staff in the Library. Additional contact will occur with the Library Board of Trustees, Library Foundation, Friends of the Library, public/library patrons, community groups, representatives of local

schools and other libraries, staff in other City departments and with publishers and vendors.

Qualification Guidelines:

The knowledges and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, practices and procedures of library management.

Library organization, policies/procedures, methods, functions, practices, principles and terminology.

Principles and practices of supervision, organization and employee development, evaluation, and management.

Cataloging standards and classification systems related to print and non-print material.

Literature and standard works; information sources and reference practices

Budgeting methods and procedures.

Reader interest patterns related to the selection of appropriate material.

Development and evaluation of library programs.

Goal-setting methods and the design of performance indicators.

Methods of research and analyses.

Methods of making effective oral and written presentations.

Customer service techniques.

Book industry markets, publishing trends and promotional practices.

Negotiating and conflict resolution techniques.

Computer applications as they relate to area assigned.

AND

Ability to:

Perform responsible library management duties with limited supervision.

Manage and direct staff, including the ability to provide counseling and mediation; persuade, and train others; advise and interpret regarding the application of

policies, procedures and standards to specific situations.

Promote community interest in library programs and services.

Maintain records, prepare comprehensive reports and negotiate and administer contracts with library vendors.

Analyze and evaluate data and recommend solutions to division and department problems.

Develop and modify existing policies, strategies and/or methods; interpret, apply and explain rules, regulations, policies and procedures.

Classify and catalog materials using professional standards and methods of library science.

Communicate effectively orally and in writing and make oral and written presentations to a variety of groups.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Prepare and manage a division budget.

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

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

Meet and deliver library services to the public with courtesy and tact.

Education and Experience

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

A Bachelor's Degree from an accredited college or university in any discipline and a Master's Degree in Library Science from an accredited college or university.

AND

Four years of progressively responsible professional librarianship experience to include one year in a supervisory capacity.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification

will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

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

The City of Fullerton's Conflict of Interest Code requires that the Library Division Manager file financial disclosure statements in accordance with state and local laws.

Per California 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.

Physical Tasks and Working Conditions Include the Following:

Work is performed both in an office and in a library environment and requires sitting and/or standing for prolonged periods of time, and the use of a computer keyboard and screen. The incumbent may deal face to face with the public. The incumbent may push a book cart, twist, squat, bend, stoop, walk, climb a ladder or step stool, reach, lift and move library materials and related items weighing 30 pounds or less.

Fair Labor Standards Act Designation: Exempt.

Re-established January 2022

Eliminated September 2005

PUBLIC WORKS ADMINISTRATIVE MANAGER**Definition:**

Under general direction plans, organizes and manages the administrative function of the Public Works Department; is responsible for various environmental programs such as multi-department administration of the City's National Pollutant Discharge Elimination System (NPDES), Air Quality Management District requirements, water conservation, and the Sewer System Overflow (SSO) prevention program, and development and implementation of the Department's performance reporting; prepares, monitors and manages the department budget; assists in the operation of a variety of activities and performs related work as required.

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.

Plans, directs and coordinates solutions to critical issues and activities as assigned by the Director of Public Works.

Oversees and conducts research and analysis of complex, sensitive and controversial issues and problems related to Public Works.

Formulates innovative and successful strategies and recommends actions to effectively meet City and department goals and objectives.

Establishes and maintains effective relationships and communicates with City management and other staff, other entities, special interest groups, and the community to receive input and hear concerns to enhance the ability to provide appropriate and effective services.

Researches, prepares and approves a variety of oral and written correspondence, reports, resolutions, ordinances, contracts, memos, presentation materials and other related documents and statistical information regarding an array of Public Works issues and subjects for the department director, the general public, City officials and other interested individuals and groups.

Makes presentations to variety of groups, the public, other agencies, and legislative bodies; conducts a variety of meetings and serves as a departmental or City representative at meetings as assigned; conducts safety and public meetings with City staff and represents the City and department/division at staff, public and professional meetings/conferences.

Continuously monitors and evaluates the efficiency and/or effectiveness of service delivery methods, program results and procedures; assesses support systems for programs, the effectiveness of key relationships, and identifies and implements improvements.

Oversees legislative analysis for the Public Works Department and coordinates appropriate action with the City Manager's Office; monitors, assesses and reports on important legal decisions and emerging public works issues impacting the City. Receives and responds to requests for public information as directed by the Director of Public Works; responds to citizen inquiries or complaints on a variety of complex and sensitive topics related to Public Works and recommends appropriate solutions.

Communicates frequently on behalf of the Director of Public Works with the City Manager, Deputy City Manager, department directors, managers and other staff, and members of the general public, as well as interfaces with representatives of other entities, and contract provider managers and staff.

Maintains current knowledge of best practices for public administration, management and problem resolution; state and local laws and regulations; community needs and trends; and City policies and procedures.

Serves as the Department's environmental lead in areas such as energy, waste, water conservation, stormwater, air quality, etc.; assists in the management of the department's National Pollutant Discharge Elimination System (NPDES) permit compliance program and multi-department administration of the citywide NPDES.

Develops, manages, and updates the Department's emergency preparedness program.

Leads departmental studies including organizational structure reviews and oversees cost-of-service/other professional consulting service contracts; responsible for development, implementation, and oversight of contracts such as citywide custodial services.

Prepares, monitors, and manages the departmental budget and recommends and evaluates capital, personnel, and operating budget outlays; approves requisitions for materials, supplies and equipment.

Manages the selection, training, supervision and evaluation of assigned employees.

Ensures compliance with regulations such as Department of Industrial Relations, California Contracts Code, etc.

Manages the department's customer service program to include performing customer surveys, providing staff training and development of customer outreach materials and programs.

Coordinates work projects, including the maintenance management (work order) system, with other divisions and departments as applicable.

Identifies grant funding opportunities; as appropriate, applies, obtains, and implements grants including compliance with any grant regulations.

Conducts on-site inspections of project/program work as needed.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and move boxes of files and records weighing 30 pounds or less.

Class Characteristics:

Public Works Administrative Manager is a single incumbent division manager position within the Public Works Department and has broad responsibility for the safe, efficient, and effective administration of division activities.

Contacts and Relationships:

The Public Works Administrative Manager establishes and maintains contact with Public Works Department staff and staff in other City departments. Additional contacts are established and maintained with a variety of individuals to include City Council, Commissioners, Committee Members, contractors, vendors, user groups, interest groups, professional organizations, and public/private representatives. Contact with the public will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles and practices of public administration and management of City operations; municipal government and departmental organization and administration.

Principles and practices of supervision, organization and employee development, evaluation, and management.

Principles and practices of public sector budgeting, financial analysis and accounting, governmental accounting practices and procedures and ability to develop, implement and manage the department's budget, Strategic Plan, and Annual Work Plan.

Key issues and priorities inherent in a Public Works Department and local, state, and federal legislation, rules, and regulations pertaining to public works programs, projects and contracts.

Environmental issues, rules and regulations.

Goal-setting methods and the design of workload and performance indicators.

Methods of making effective oral and written presentations.

Contract development and administration.

Grant application, implementation, and program oversight.

Purchasing regulations and requirements.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Computer applications as they relate to area assigned.

AND

Ability to:

Independently manage multiple highly complex, emergent and sensitive projects in the public works field, as well as in a wide variety of other disciplines in order to achieve desired goals within specific timeframes.

Develop and modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles, laws, and regulations; analyze and categorize data and information in order to define consequences and to consider and select alternatives.

Decide the time, place and sequence of operations and/or programs within a system or organizational framework, as well as oversee their execution.

Develop, negotiate, and manage contracts.

Manage and direct staff, including the ability to provide counseling and mediation; persuade, and train others; advise and interpret regarding the application of policies, procedures and standards to specific situations.

Utilize a variety of advisory and design data and information such as budgets, requisition requests, personnel records, time sheets, expense reports, legal opinions, reports, policy manuals and city codes and other documents to obtain information, draw conclusions, and recommend actions.

Communicate orally and in writing with City Council, Commissions, Committees, the Public Works Department management team, outside agencies, other City departments, the public and staff on politically sensitive and/or controversial and confidential issues and to write clearly and concisely for reports and other documents that will be critically reviewed by these groups.

Establish effective working relationships with the City Manager, Department Directors, other city managers, City staff, the community, representatives from

public groups and other agencies, and interact with them effectively on a wide variety of issues.

Exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of multiple programs, and in critical or unexpected situations involving considerable risk or loss to the organization.

Use functional reasoning in performing influence and synthesis functions, such as supervising, managing, leading, teaching, directing, controlling, and providing analysis and recommendations of systems design.

Prepare and monitor a department budget including making budget recommendations concerning personnel, materials, contracts, revenues, expenses, and capital outlay.

Serve as lead for any assigned Commission and/or Committee.

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

Education and Experience

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

A Bachelor's Degree with a major in Management, Public Administration, Business Administration or a related field from an accredited college or university.

A graduate degree or some completed graduate level coursework in Management, Business Administration, Public Administration or a related field from an accredited college or university is preferred.

AND

Four years of progressively responsible experience as a Senior Administrative Analyst or a similar position, including one year of supervisory experience.

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

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

The City of Fullerton's Conflict of Interest Code requires that the Public Works Administrative Manager file financial disclosure statements in accordance with state and local laws.

Per California 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.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment with outdoor/on-site work as needed. When work is performed outdoors there may be full exposure to the elements. The incumbent uses a computer keyboard and screen, drives a vehicle on City business, grasps, sits, stands, walks and may twist, bend, reach, kneel, crouch, crawl, climb stairs and inclines and may lift, move, push, pull, drag and carry boxes of files and other items weighing 30 pounds or less. When performing outdoors/on-site work the incumbent may walk and stand on slippery and uneven surfaces and be exposed to grease/oil and dust. The incumbent 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: Exempt.

Revised (including title change) January 2022

Established July 2004

FULLERTON MANAGEMENT ASSOCIATION
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective January 18, 2022

| <u>RANGE NO.</u> | <u>CLASS TITLE</u> | <u>STEPS</u> | | | | | |
|------------------|-----------------------------------|--------------|--------|--------|--------|--------|-----|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 500 | Inactive | | | | | | |
| 515 | Inactive | | | | | | |
| 525 | Inactive | | | | | | |
| 530 | Parks and Recreation Supervisor I | | | | | | |
| | Approx. Annual | 56,151 | 58,959 | 61,907 | 65,002 | 68,252 | N/A |
| | Approx. Monthly | 4,679 | 4,913 | 5,159 | 5,417 | 5,688 | |
| | Approx. Bi-Weekly | 2,160 | 2,268 | 2,381 | 2,500 | 2,625 | |
| | Hourly | 26.996 | 28.345 | 29.763 | 31.251 | 32.813 | |
| 532 | Building Permit Supervisor | | | | | | |
| | Police Records Supervisor | | | | | | |
| | Approx. Annual | 57,526 | 60,402 | 63,422 | 66,594 | 69,923 | N/A |
| | Approx. Monthly | 4,794 | 5,034 | 5,285 | 5,549 | 5,827 | |
| | Approx. Bi-Weekly | 2,213 | 2,323 | 2,439 | 2,561 | 2,689 | |
| | Hourly | 27.657 | 29.040 | 30.492 | 32.016 | 33.617 | |
| 534 | Library Circulation Manager | | | | | | |
| | Approx. Annual | 58,798 | 61,738 | 64,824 | 68,066 | 71,469 | N/A |
| | Approx. Monthly | 4,900 | 5,145 | 5,402 | 5,672 | 5,956 | |
| | Approx. Bi-Weekly | 2,261 | 2,375 | 2,493 | 2,618 | 2,749 | |
| | Hourly | 28.268 | 29.682 | 31.166 | 32.724 | 34.360 | |
| 535 | Approx. Annual | 60,049 | 63,051 | 66,204 | 69,514 | 72,990 | N/A |
| | Approx. Monthly | 5,004 | 5,254 | 5,517 | 5,793 | 6,082 | |
| | Approx. Bi-Weekly | 2,310 | 2,425 | 2,546 | 2,674 | 2,807 | |
| | Hourly | 28.870 | 30.313 | 31.829 | 33.420 | 35.091 | |
| 540 | Jail Supervisor | | | | | | |
| | Approx. Annual | 62,452 | 65,575 | 68,853 | 72,296 | 75,911 | N/A |
| | Approx. Monthly | 5,204 | 5,465 | 5,738 | 6,025 | 6,326 | |
| | Approx. Bi-Weekly | 2,402 | 2,522 | 2,648 | 2,781 | 2,920 | |
| | Hourly | 30.025 | 31.526 | 33.103 | 34.758 | 36.496 | |

| RANGE NO. | CLASS TITLE | STEPS | | | | | |
|--------------|---|--------|--------|--|--------|--------|--------|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 545 | Utility Services Supervisor | | | | | | |
| | Approx. Annual | 65,236 | 68,498 | 71,923 | 75,519 | 79,295 | N/A |
| | Approx. Monthly | 5,436 | 5,708 | 5,994 | 6,293 | 6,608 | |
| | Approx. Bi-Weekly | 2,509 | 2,635 | 2,766 | 2,905 | 3,050 | |
| | Hourly | 31.364 | 32.932 | 34.578 | 36.307 | 38.123 | |
| 550 | Building and Facilities Supervisor Equipment Supervisor | | | Landscape Supervisor I Street Supervisor | | | |
| | Approx. Annual | 66,487 | 69,812 | 73,302 | 76,968 | 80,816 | N/A |
| | Approx. Monthly | 5,541 | 5,818 | 6,109 | 6,414 | 6,735 | |
| | Approx. Bi-Weekly | 2,557 | 2,685 | 2,819 | 2,960 | 3,108 | |
| | Hourly | 31.965 | 33.563 | 35.242 | 37.004 | 38.854 | |
| 580 | Approx. Annual | 68,168 | 71,576 | 75,155 | 78,913 | 82,858 | N/A |
| | Approx. Monthly | 5,681 | 5,965 | 6,263 | 6,576 | 6,905 | |
| | Approx. Bi-Weekly | 2,622 | 2,753 | 2,891 | 3,035 | 3,187 | |
| | Hourly | 32.773 | 34.412 | 36.132 | 37.939 | 39.836 | |
| 583 | Senior Librarian | | | | | | |
| | Annual | 69,926 | 73,422 | 77,093 | 80,948 | 84,995 | N/A |
| | Approx. Monthly | 5,827 | 6,119 | 6,424 | 6,746 | 7,083 | |
| | Approx. Bi-Weekly | 2,689 | 2,824 | 2,965 | 3,113 | 3,269 | |
| | Hourly | 33.618 | 35.299 | 37.064 | 38.917 | 40.863 | |
| 585 | Code Enforcement Supervisor Forensic Supervisor Landscape Supervisor II Parks and Recreation Supervisor II | | | Police Communications Supervisor Sewer Supervisor Water Distribution Supervisor Water Production Supervisor | | | |
| | Approx. Annual | 71,687 | 75,271 | 79,034 | 82,986 | 87,136 | N/A |
| | Approx. Monthly | 5,974 | 6,273 | 6,586 | 6,916 | 7,261 | |
| | Approx. Bi-Weekly | 2,757 | 2,895 | 3,040 | 3,192 | 3,351 | |
| | Hourly | 34.465 | 36.188 | 37.997 | 39.897 | 41.892 | |
| 600 | Senior Administrative Analyst | | | | | | |
| | Approx. Annual | 72,681 | 76,315 | 80,130 | 84,137 | 88,344 | 92,761 |
| | Approx. Monthly | 6,057 | 6,360 | 6,678 | 7,011 | 7,362 | 7,730 |
| | Approx. Bi-Weekly | 2,795 | 2,935 | 3,082 | 3,236 | 3,398 | 3,568 |
| | Hourly | 34.943 | 36.690 | 38.524 | 40.450 | 42.473 | 44.597 |

| RANGE NO. | CLASS TITLE | STEPS | | | | | |
|--------------|--|--------|--------|--------|--|---------|-----|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 620 | Project Manager I | | | | | | |
| | Approx. Annual | 76,307 | 80,123 | 84,129 | 88,335 | 92,752 | N/A |
| | Approx. Monthly | 6,359 | 6,677 | 7,011 | 7,361 | 7,729 | |
| | Approx. Bi-Weekly | 2,935 | 3,082 | 3,236 | 3,398 | 3,567 | |
| | Hourly | 36.686 | 38.521 | 40.447 | 42.469 | 44.592 | |
| 621 | Library Division Manager Library Division Manager - Adult Services Library Division Manager - Children's Services | | | | Library Division Manager - Technical Services Parks Project Manager | | |
| | Annual | 76,844 | 80,687 | 84,721 | 88,957 | 93,405 | N/A |
| | Approx. Monthly | 6,404 | 6,724 | 7,060 | 7,413 | 7,784 | |
| | Approx. Bi-Weekly | 2,956 | 3,103 | 3,259 | 3,421 | 3,592 | |
| | Hourly | 36.944 | 38.792 | 40.731 | 42.768 | 44.906 | |
| 630 | Approx. Annual | 79,154 | 83,111 | 87,267 | 91,630 | 96,212 | N/A |
| | Approx. Monthly | 6,596 | 6,926 | 7,272 | 7,636 | 8,018 | |
| | Approx. Bi-Weekly | 3,044 | 3,197 | 3,356 | 3,524 | 3,700 | |
| | Hourly | 38.055 | 39.957 | 41.955 | 44.053 | 46.256 | |
| 632 | Accounting Supervisor | | | | Senior Planner | | |
| | Approx. Annual | 81,713 | 85,799 | 90,089 | 94,593 | 99,323 | N/A |
| | Approx. Monthly | 6,809 | 7,150 | 7,507 | 7,883 | 8,277 | |
| | Approx. Bi-Weekly | 3,143 | 3,300 | 3,465 | 3,638 | 3,820 | |
| | Hourly | 39.285 | 41.249 | 43.312 | 45.477 | 47.751 | |
| 635 | Building and Facilities Superintendent Equipment Superintendent Code Enforcement Manager Housing Manager Landscape Superintendent Police Technical Services Manager | | | | Project Manager II Public Works Administrative Manager Purchasing Manager Sewer Superintendent Street Superintendent | | |
| | Approx. Annual | 83,937 | 88,134 | 92,541 | 97,168 | 102,026 | N/A |
| | Approx. Monthly | 6,995 | 7,345 | 7,712 | 8,097 | 8,502 | |
| | Approx. Bi-Weekly | 3,228 | 3,390 | 3,559 | 3,737 | 3,924 | |
| | Hourly | 40.355 | 42.372 | 44.491 | 46.715 | 49.051 | |
| 640 | Parks and Recreation Manager | | | | | | |
| | Approx. Annual | 88,136 | 92,543 | 97,170 | 102,028 | 107,130 | N/A |
| | Approx. Monthly | 7,345 | 7,712 | 8,097 | 8,502 | 8,927 | |
| | Approx. Bi-Weekly | 3,390 | 3,559 | 3,737 | 3,924 | 4,120 | |
| | Hourly | 42.373 | 44.492 | 46.716 | 49.052 | 51.505 | |

| RANGE NO. | CLASS TITLE | STEPS | | | | | |
|--------------|--|---------|---------|---|---------|---------|---------|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 645 | Information Systems Project/ Programmer Manager | | | Housing and Homeless Resources Manager Plan Check Engineer | | | |
| | Approx. Annual | 92,036 | 96,637 | 101,469 | 106,543 | 111,870 | N/A |
| | Approx. Monthly | 7,670 | 8,053 | 8,456 | 8,879 | 9,322 | |
| | Approx. Bi-Weekly | 3,540 | 3,717 | 3,903 | 4,098 | 4,303 | |
| | Hourly | 44.248 | 46.460 | 48.783 | 51.222 | 53.784 | |
| 650 | Manager - Building and Facilities and Sewer Divisions | | | Manager - Landscape and Street Divisions | | | |
| | Approx. Annual | 93,739 | 98,426 | 103,347 | 108,514 | 113,940 | N/A |
| | Approx. Monthly | 7,812 | 8,202 | 8,612 | 9,043 | 9,495 | |
| | Approx. Bi-Weekly | 3,605 | 3,786 | 3,975 | 4,174 | 4,382 | |
| | Hourly | 45.067 | 47.320 | 49.686 | 52.170 | 54.779 | |
| 652 | Approx. Annual | 96,509 | 101,335 | 106,402 | 111,722 | 117,308 | N/A |
| | Approx. Monthly | 8,042 | 8,445 | 8,867 | 9,310 | 9,776 | |
| | Approx. Bi-Weekly | 3,712 | 3,897 | 4,092 | 4,297 | 4,512 | |
| | Hourly | 46.399 | 48.719 | 51.155 | 53.712 | 56.398 | |
| 655 | Airport Manager | | | | | | |
| | Approx. Annual | 99,239 | 104,201 | 109,411 | 114,881 | 120,625 | N/A |
| | Approx. Monthly | 8,270 | 8,683 | 9,118 | 9,573 | 10,052 | |
| | Approx. Bi-Weekly | 3,817 | 4,008 | 4,208 | 4,419 | 4,639 | |
| | Hourly | 47.711 | 50.096 | 52.601 | 55.231 | 57.993 | |
| 656 | Building Official/Plan Check Engineer Senior Civil Engineer | | | Water Superintendent | | | |
| | Approx. Annual | 100,983 | 106,032 | 111,334 | 116,901 | 122,746 | N/A |
| | Approx. Monthly | 8,415 | 8,836 | 9,278 | 9,742 | 10,229 | |
| | Approx. Bi-Weekly | 3,884 | 4,078 | 4,282 | 4,496 | 4,721 | |
| | Hourly | 48.550 | 50.977 | 53.526 | 56.202 | 59.012 | |
| 658 | Information Technology Manager | | | Revenue Manager | | | |
| | Approx. Annual | 102,085 | 107,189 | 112,549 | 118,176 | 124,085 | 130,289 |
| | Approx. Monthly | 8,507 | 8,932 | 9,379 | 9,848 | 10,340 | 10,857 |
| | Approx. Bi-Weekly | 3,926 | 4,123 | 4,329 | 4,545 | 4,773 | 5,011 |
| | Hourly | 49.079 | 51.533 | 54.110 | 56.816 | 59.656 | 62.639 |
| 660 | Approx. Annual | 103,520 | 108,696 | 114,131 | 119,837 | 125,829 | N/A |
| | Approx. Monthly | 8,627 | 9,058 | 9,511 | 9,986 | 10,486 | |
| | Approx. Bi-Weekly | 3,982 | 4,181 | 4,390 | 4,609 | 4,840 | |
| | Hourly | 49.769 | 52.258 | 54.870 | 57.614 | 60.495 | |

| RANGE NO. | CLASS TITLE | STEPS | | | | | |
|--------------|--|---------|---------|--|---------|---------|-----|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 662 | Approx. Annual | 105,342 | 110,609 | 116,140 | 121,947 | 128,044 | N/A |
| | Approx. Monthly | 8,779 | 9,217 | 9,678 | 10,162 | 10,670 | |
| | Approx. Bi-Weekly | 4,052 | 4,254 | 4,467 | 4,690 | 4,925 | |
| | Hourly | 50.645 | 53.178 | 55.837 | 58.628 | 61.560 | |
| 665 | Economic Development Manager/ Principal Planner | | | Water Systems Manager | | | |
| | Approx. Annual | 106,674 | 112,007 | 117,608 | 123,488 | 129,663 | N/A |
| | Approx. Monthly | 8,889 | 9,334 | 9,801 | 10,291 | 10,805 | |
| | Approx. Bi-Weekly | 4,103 | 4,308 | 4,523 | 4,750 | 4,987 | |
| | Hourly | 51.285 | 53.850 | 56.542 | 59.369 | 62.338 | |
| 667 | Annual | 108,207 | 113,617 | 119,298 | 125,263 | 131,526 | N/A |
| | Approx. Monthly | 9,017 | 9,468 | 9,942 | 10,439 | 10,961 | |
| | Approx. Bi-Weekly | 4,162 | 4,370 | 4,588 | 4,818 | 5,059 | |
| | Hourly | 52.023 | 54.624 | 57.355 | 60.223 | 63.234 | |
| 670 | Principal Civil Engineer | | | | | | |
| | Approx. Annual | 109,734 | 115,220 | 120,981 | 127,030 | 133,382 | N/A |
| | Approx. Monthly | 9,144 | 9,602 | 10,082 | 10,586 | 11,115 | |
| | Approx. Bi-Weekly | 4,221 | 4,432 | 4,653 | 4,886 | 5,130 | |
| | Hourly | 52.756 | 55.394 | 58.164 | 61.072 | 64.126 | |
| 673 | Approx. Annual | 112,977 | 118,626 | 124,557 | 130,785 | 137,324 | N/A |
| | Approx. Monthly | 9,415 | 9,885 | 10,380 | 10,899 | 11,444 | |
| | Approx. Bi-Weekly | 4,345 | 4,563 | 4,791 | 5,030 | 5,282 | |
| | Hourly | 54.316 | 57.032 | 59.883 | 62.877 | 66.021 | |
| 674 | Building and Safety Manager Planning Manager | | | Water Engineering and Systems Manager | | | |
| | Annual | 115,812 | 121,602 | 127,683 | 134,067 | 140,770 | N/A |
| | Approx. Monthly | 9,651 | 10,134 | 10,640 | 11,172 | 11,731 | |
| | Approx. Bi-Weekly | 4,454 | 4,677 | 4,911 | 5,156 | 5,414 | |
| | Hourly | 55.679 | 58.463 | 61.386 | 64.455 | 67.678 | |
| 675 | Principal Civil Engineer - Water | | | Water System Manager/Assistant City Engineer | | | |
| | Annual | 118,633 | 124,565 | 130,793 | 137,332 | 144,199 | N/A |
| | Approx. Monthly | 9,886 | 10,380 | 10,899 | 11,444 | 12,017 | |
| | Approx. Bi-Weekly | 4,563 | 4,791 | 5,030 | 5,282 | 5,546 | |
| | Hourly | 57.035 | 59.887 | 62.881 | 66.025 | 69.326 | |

FLEET MAINTENANCE TECHNICIAN

Definition:

Under general supervision, assists in the control, operation and maintenance of the fleet program; maintains the fleet parts and materials inventory/warehouse; provides office support for the equipment maintenance staff and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Maintains the fleet parts and materials data base, the Department of Motor Vehicles registration data base for fleet vehicles, supplier/vendor data and other data relative to fleet support.

Monitors and maintains levels of parts, materials and supplies and performs periodic physical inventories.

Orders/reorders parts, materials and supplies and trouble-shoots and resolves order problems.

Checks incoming shipments and initiates the return of items as needed and routes invoices and purchase requisitions for payment.

Issues parts and supplies to mechanics and initiates, prepares and checks work orders.

Performs visual inspections of underground storage tanks (UST) and reviews the UST system's testing, inspection and maintenance records in accordance with California Code of Regulations.

Operates a personal computer and uses applicable software.

Monitors fuel levels at various City fueling sites, records fuel usage and orders fuel.

Monitors and evaluates the use of automotive chemicals to ensure compliance with applicable laws.

Prepares and maintains a variety of fleet support related reports to include costs of operation of various functions, accident/damage reports and motor carpool reports.

Writes specifications for the purchase of vehicles and equipment and drafts maintenance service and repair contracts.

Performs research to identify and procure unique or rare parts and identifies alternate parts/solutions as needed.

Evaluates bids, makes purchase recommendations and contacts

suppliers/vendors by telephone or in writing.

Trains and provides direction for the Equipment Service Workers.

Maintains timecards of staff performing fleet maintenance work and prepares reports on job time discrepancies.

Assists mechanics in diagnosing technical/faulty parts problems.

Lifts and/or moves equipment components and operates a variety of hand power equipment.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Acts in a lead capacity as needed.

Class Characteristics:

The Fleet Maintenance Technician is a single incumbent class within in the Public Works Department and is responsible for a wide variety of fleet maintenance support functions to include the fleet parts and supply perpetual inventory.

Contacts and Relationships:

The Fleet Maintenance Technician establishes and maintains contact with suppliers/vendors, fleet maintenance staff and other City staff involved with fleet vehicles and related purchase orders.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

English usage, spelling, grammar and punctuation.

General office practices and procedures.

Basic math.

Methods of record keeping and filing.

Inventory control and warehouse procedures.

Gasoline/diesel powered equipment and hydraulic/pneumatic equipment.

Safety precautions and practices necessary when working around power driven and garage equipment.

Small equipment to include chain saws, mowers and hand tools.

Computer applications as they related to areas assigned.

AND

Ability to:

Read and understand equipment manuals, parts catalogs and automotive and power tool blueprints.

Order parts and materials from specifications.

Operate a personal computer and use applicable software.

Operate a forklift.

Perform clerical work of average difficulty.

Work independently in the absence of supervision

Understand and follow oral and written directions independently.

Communicate effectively orally and in writing.

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

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

Make accurate mathematical calculations.

Use a personal computer and applicable software.

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 supplemented by courses/training in warehousing or inventory procedures.

AND

Three years of experience in a fleet maintenance or related position to include some inventory or warehouse responsibility.

Special Requirements:

Valid and appropriate California driver's license and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Possession of a valid California Underground Storage Tank (UST) System Operator Certificate issued by the International Code Council (ICC) or an agency acceptable to the City of Fullerton prior to the completion of the probationary period and throughout appointment to Fleet Maintenance Technician.

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.

Physical tasks and working conditions:

Work is performed in an office environment and in an open automotive shop environment. In the office, work requires sitting for periods of time and using a computer keyboard and screen. In the automotive shop, the incumbent may stand and walk on uneven and slippery surfaces and may be exposed to damp conditions, noise, fumes, grease and oil, solvents and chemicals, dust, electrical and mechanical hazards, vehicular traffic, smoke, vibration and noise. The incumbent drives a vehicle on City business, kneels, crouches, twists, climbs ladders and inclines, reaches, bends, pushes, pulls, grasps and lifts items weighing up to 50 pounds. The Fleet Maintenance Technician must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised January 2022

Revised November 2000

Established February 1999

SKILLED MAINTENANCE WORKER - WATER SERIES

Definition:

Under general supervision performs both skilled and general duties involved in the maintenance, repair and construction of City water and sewer system components including water pumps, wells, motors, disinfecting/chlorinating facilities, reservoirs and tanks and performs related work as required.

Class Titles

Skilled Maintenance Worker - Water I
Skilled Maintenance Worker - Water 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.

Operates a wide variety of hand and power tools and specialized equipment.

Performs skilled mechanical maintenance work in the repair, installation and alteration of water equipment and facilities.

Performs skilled plumbing maintenance work in the repair, installation and alteration of water lines, sewers and other water facilities and equipment.

Performs both skilled and routine tasks related to a variety of water facility maintenance needs.

Performs hazardous waste/sewer spill containment.

Cleans and maintains tools and equipment.

Lifts and moves objects weighing 75 pounds or less.

Maintains records, completes reports and reviews time/job records.

Trains staff as assigned.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Operates a personal computer and uses applicable software.

Performs basic painting and rough carpentry work.

May direct the work of a small construction or project crew.

Class Characteristics:

Skilled Maintenance Worker – Water I/II is a multi-incumbent series in the Public Works Department. Incumbents perform a variety of skilled and specialized tasks. The primary distinction between the two levels is the II's possession of a D3 water certification. A Skilled Maintenance Worker – Water I may be advanced to Skilled Maintenance Worker – Water II upon obtaining a D3 water certification, recommendation by the division manager and approval of the Director of Public Works.

The series is distinguished from the Senior Maintenance Worker Series by the Skilled Maintenance Worker – Water Series performance of skilled and technical duties involving the exercise of a substantial degree of responsibility and independent judgment. Skilled Maintenance Workers - Water I/II perform their duties with a minimum of direction/supervision, are expected to solve work-related problems independently and may act as a crew leader/trainer.

Contacts and Relationships:

A Skilled Maintenance Worker – Water I/II establishes and maintains contact with other Public Works Department staff. Additional contact will occur with other City staff and the public during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series include the following:

Knowledge of:

Safety precautions and practices necessary when working with hand, power and specialized equipment applicable to the area assigned.

Caltrans traffic control procedures and safety precautions and practices necessary when working in traffic.

Materials, tools and methods used in the maintenance, repair and construction of water and sewer system components.

Accepted procedures necessary when dealing with hazardous sewage spills and overflows.

English usage.

AND

Ability to:

Perform water system and sanitary sewer maintenance tasks.

Read and interpret blueprints and drawings.

Operate job-related equipment and lift and move heavy objects safely.

Understand and carry out oral and written directions independently.

Work independently in the absence of supervision, exercise independent judgment.

Communicate effectively orally and in writing.

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

Learn to use a computer and applicable software.

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

Direct a small crew as needed and train other Maintenance Services staff.

Write basic reports, record data and transfer data from one form to another.

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.

AND

Two years of increasingly responsible water facility maintenance or water facility repair/construction experience including some experience in one of the building trades.

Special Requirements for Skilled Maintenance Worker – Water I Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this series. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs to include shift work, overtime and emergency callback.

Possession of or obtain a D1 Water Distribution Operator Certificate prior to completion of probation and maintain, at a minimum, the D1 Water Distribution Operator Certificate throughout remainder of employment in the Skilled Maintenance Worker – Water I classification.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license or certification.

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.

Special Requirements for Skilled Maintenance Worker – Water II Include:

All special requirements listed for Skilled Maintenance Worker – Water I, plus possession of or obtain a valid D3 Water Distribution Operator Certificate prior to completion of probation and maintain throughout remainder of employment in the Skilled Maintenance Worker – Water II classification.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. An incumbent drives a vehicle on City business, uses a variety of hand and power tools and performs physical labor for extended periods of time requiring physical strength and endurance. Incumbents may work under damp conditions, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces and grasp, drag, lift and move items weighing 75 pounds or less. Incumbents may use a computer, keyboard and related equipment, be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised January 2022

Revised and Split into a I/II Series December 2006

Revised April 2003

Established from the class of Skilled Maintenance Worker July 2001

CONFIDENTIAL/NONREPRESENTED UNIT
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective January 18, 2022

| E NO. | CLASS TITLE | STEPS | | | | | |
|----------|---|--------|--------|-----------------------|--------|--------|--------|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 800 | Approx. Annual | 40,847 | 42,890 | 45,034 | 47,286 | 49,650 | 52,133 |
| | Approx. Monthly | 3,404 | 3,574 | 3,753 | 3,940 | 4,138 | 4,344 |
| | Approx. Bi-Weekly | 1,571 | 1,650 | 1,732 | 1,819 | 1,910 | 2,005 |
| | Hourly | 19.638 | 20.620 | 21.651 | 22.734 | 23.870 | 25.064 |
| 803 | Approx. Annual | 42,296 | 44,411 | 46,631 | 48,963 | 51,411 | 53,981 |
| | Approx. Monthly | 3,525 | 3,701 | 3,886 | 4,080 | 4,284 | 4,498 |
| | Approx. Bi-Weekly | 1,627 | 1,708 | 1,794 | 1,883 | 1,977 | 2,076 |
| | Hourly | 20.335 | 21.351 | 22.419 | 23.540 | 24.717 | 25.953 |
| 805 | Approx. Annual | 45,459 | 47,732 | 50,118 | 52,624 | 55,256 | 58,018 |
| | Approx. Monthly | 3,788 | 3,978 | 4,177 | 4,385 | 4,605 | 4,835 |
| | Approx. Bi-Weekly | 1,748 | 1,836 | 1,928 | 2,024 | 2,125 | 2,231 |
| | Hourly | 21.855 | 22.948 | 24.095 | 25.300 | 26.565 | 27.893 |
| 809 | Administrative Assistant - Confidential | | | | | | |
| | Annual | 47,532 | 49,908 | 52,404 | 55,024 | 57,775 | 60,664 |
| | Approx. Monthly | 3,961 | 4,159 | 4,367 | 4,585 | 4,815 | 5,055 |
| | Approx. Bi-Weekly | 1,828 | 1,920 | 2,016 | 2,116 | 2,222 | 2,333 |
| | Hourly | 22.852 | 23.994 | 25.194 | 26.454 | 27.776 | 29.165 |
| 810 | Human Resources Technician I | | | Payroll Technician I | | | |
| | Approx. Annual | 47,731 | 50,118 | 52,624 | 55,255 | 58,018 | 60,919 |
| | Approx. Monthly | 3,978 | 4,176 | 4,385 | 4,605 | 4,835 | 5,077 |
| | Approx. Bi-Weekly | 1,836 | 1,928 | 2,024 | 2,125 | 2,231 | 2,343 |
| | Hourly | 22.948 | 24.095 | 25.300 | 26.565 | 27.893 | 29.288 |
| 820 | Approx. Annual | 52,070 | 54,673 | 57,407 | 60,277 | 63,291 | 66,456 |
| | Approx. Monthly | 4,339 | 4,556 | 4,784 | 5,023 | 5,274 | 5,538 |
| | Approx. Bi-Weekly | 2,003 | 2,103 | 2,208 | 2,318 | 2,434 | 2,556 |
| | Hourly | 25.034 | 26.285 | 27.599 | 28.979 | 30.428 | 31.950 |
| 840 | Employee Benefits Specialist Human Resources Technician II | | | Payroll Technician II | | | |
| | Approx. Annual | 54,737 | 57,474 | 60,348 | 63,365 | 66,533 | 69,860 |
| | Approx. Monthly | 4,561 | 4,789 | 5,029 | 5,280 | 5,544 | 5,822 |
| | Approx. Bi-Weekly | 2,105 | 2,211 | 2,321 | 2,437 | 2,559 | 2,687 |
| | Hourly | 26.316 | 27.632 | 29.013 | 30.464 | 31.987 | 33.586 |

| E NO. | CLASS TITLE | STEPS | | | | | |
|----------|---|--------|--------|--------|--------|--------|--------|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 843 | Budget Analyst I | | | | | | |
| | Approx. Annual | 55,898 | 58,693 | 61,627 | 64,709 | 67,944 | 71,341 |
| | Approx. Monthly | 4,658 | 4,891 | 5,136 | 5,392 | 5,662 | 5,945 |
| | Approx. Bi-Weekly | 2,150 | 2,257 | 2,370 | 2,489 | 2,613 | 2,744 |
| | Hourly | 26.874 | 28.218 | 29.629 | 31.110 | 32.666 | 34.299 |
| 860 | Approx. Annual | 58,660 | 61,593 | 64,673 | 67,906 | 71,302 | 74,867 |
| | Approx. Monthly | 4,888 | 5,133 | 5,389 | 5,659 | 5,942 | 6,239 |
| | Approx. Bi-Weekly | 2,256 | 2,369 | 2,487 | 2,612 | 2,742 | 2,879 |
| | Hourly | 28.202 | 29.612 | 31.093 | 32.647 | 34.280 | 35.994 |
| 863 | Executive Assistant | | | | | | |
| | Annual | 60,216 | 63,227 | 66,388 | 69,708 | 73,193 | 76,853 |
| | Approx. Monthly | 5,018 | 5,269 | 5,532 | 5,809 | 6,099 | 6,404 |
| | Approx. Bi-Weekly | 2,316 | 2,432 | 2,553 | 2,681 | 2,815 | 2,956 |
| | Hourly | 28.950 | 30.398 | 31.918 | 33.513 | 35.189 | 36.949 |
| 865 | Approx. Annual | 62,567 | 65,695 | 68,980 | 72,429 | 76,050 | 79,853 |
| | Approx. Monthly | 5,214 | 5,475 | 5,748 | 6,036 | 6,338 | 6,654 |
| | Approx. Bi-Weekly | 2,406 | 2,527 | 2,653 | 2,786 | 2,925 | 3,071 |
| | Hourly | 30.080 | 31.584 | 33.163 | 34.822 | 36.563 | 38.391 |
| 870 | Human Resources/Risk Management Analyst (X) | | | | | | |
| | Approx. Annual | 64,871 | 68,115 | 71,521 | 75,097 | 78,852 | 82,794 |
| | Approx. Monthly | 5,406 | 5,676 | 5,960 | 6,258 | 6,571 | 6,900 |
| | Approx. Bi-Weekly | 2,495 | 2,620 | 2,751 | 2,888 | 3,033 | 3,184 |
| | Hourly | 31.188 | 32.748 | 34.385 | 36.104 | 37.909 | 39.805 |
| 873 | Budget Analyst II (X) | | | | | | |
| | Approx. Annual | 65,959 | 69,257 | 72,720 | 76,356 | 80,173 | 84,182 |
| | Approx. Monthly | 5,497 | 5,771 | 6,060 | 6,363 | 6,681 | 7,015 |
| | Approx. Bi-Weekly | 2,537 | 2,664 | 2,797 | 2,937 | 3,084 | 3,238 |
| | Hourly | 31.711 | 33.297 | 34.961 | 36.709 | 38.545 | 40.472 |
| 875 | Approx. Annual | 68,273 | 71,687 | 75,271 | 79,035 | 82,987 | 87,136 |
| | Approx. Monthly | 5,689 | 5,974 | 6,273 | 6,586 | 6,916 | 7,261 |
| | Approx. Bi-Weekly | 2,626 | 2,757 | 2,895 | 3,040 | 3,192 | 3,351 |
| | Hourly | 32.824 | 34.465 | 36.188 | 37.998 | 39.897 | 41.892 |

| E NO. | CLASS TITLE | STEPS | | | | | |
|----------|------------------------------------|--------|---------------------------|--------|---------|---------|---------|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 877 | Approx. Annual | 72,681 | 76,315 | 80,130 | 84,137 | 88,344 | 92,761 |
| | Approx. Monthly | 6,057 | 6,360 | 6,678 | 7,011 | 7,362 | 7,730 |
| | Approx. Bi-Weekly | 2,795 | 2,935 | 3,082 | 3,236 | 3,398 | 3,568 |
| | Hourly | 34.943 | 36.690 | 38.524 | 40.450 | 42.473 | 44.597 |
| 880 | Approx. Annual | 75,382 | 79,151 | 83,109 | 87,264 | 91,628 | 96,209 |
| | Approx. Monthly | 6,282 | 6,596 | 6,926 | 7,272 | 7,636 | 8,017 |
| | Approx. Bi-Weekly | 2,899 | 3,044 | 3,196 | 3,356 | 3,524 | 3,700 |
| | Hourly | 36.241 | 38.054 | 39.956 | 41.954 | 44.052 | 46.254 |
| 881 | Public Information Coordinator (X) | | Senior Budget Analyst (X) | | | | |
| | Approx. Annual | 77,831 | 81,723 | 85,809 | 90,100 | 94,605 | 99,335 |
| | Approx. Monthly | 6,486 | 6,810 | 7,151 | 7,508 | 7,884 | 8,278 |
| | Approx. Bi-Weekly | 2,994 | 3,143 | 3,300 | 3,465 | 3,639 | 3,821 |
| | Hourly | 37.419 | 39.290 | 41.254 | 43.317 | 45.483 | 47.757 |
| 883 | Human Resources Manager I (X) | | | | | | |
| | Approx. Annual | 79,941 | 83,938 | 88,135 | 92,542 | 97,169 | 102,027 |
| | Approx. Monthly | 6,662 | 6,995 | 7,345 | 7,712 | 8,097 | 8,502 |
| | Approx. Bi-Weekly | 3,075 | 3,228 | 3,390 | 3,559 | 3,737 | 3,924 |
| | Hourly | 38.433 | 40.355 | 42.373 | 44.491 | 46.716 | 49.052 |
| 885 | Approx. Annual | 82,537 | 86,664 | 90,997 | 95,547 | 100,324 | 105,341 |
| | Approx. Monthly | 6,878 | 7,222 | 7,583 | 7,962 | 8,360 | 8,778 |
| | Approx. Bi-Weekly | 3,175 | 3,333 | 3,500 | 3,675 | 3,859 | 4,052 |
| | Hourly | 39.681 | 41.665 | 43.749 | 45.936 | 48.233 | 50.645 |
| 890 | Budget and Purchasing Manager (X) | | | | | | |
| | Approx. Annual | 84,966 | 89,214 | 93,675 | 98,358 | 103,276 | 108,440 |
| | Approx. Monthly | 7,080 | 7,435 | 7,806 | 8,197 | 8,606 | 9,037 |
| | Approx. Bi-Weekly | 3,268 | 3,431 | 3,603 | 3,783 | 3,972 | 4,171 |
| | Hourly | 40.849 | 42.891 | 45.036 | 47.288 | 49.652 | 52.135 |
| 895 | Human Resources Manager II (X) | | | | | | |
| | Approx. Annual | 89,182 | 93,642 | 98,324 | 103,240 | 108,402 | 113,822 |
| | Approx. Monthly | 7,432 | 7,803 | 8,194 | 8,603 | 9,033 | 9,485 |
| | Approx. Bi-Weekly | 3,430 | 3,602 | 3,782 | 3,971 | 4,169 | 4,378 |
| | Hourly | 42.876 | 45.020 | 47.271 | 49.635 | 52.116 | 54.722 |

| E NO. | CLASS TITLE | <u>STEPS</u> | | | | | |
|----------|--|--------------|---------|---------|---------|---------|---------|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 896 | Approx. Annual | 92,433 | 97,054 | 101,907 | 107,003 | 112,353 | 117,970 |
| | Approx. Monthly | 7,703 | 8,088 | 8,492 | 8,917 | 9,363 | 9,831 |
| | Approx. Bi-Weekly | 3,555 | 3,733 | 3,920 | 4,115 | 4,321 | 4,537 |
| | Hourly | 44.439 | 46.661 | 48.994 | 51.444 | 54.016 | 56.716 |
| 897 | Fiscal Services Manager (X) | | | | | | |
| | Risk Manager (X) | | | | | | |
| | Approx. Annual | 94,515 | 99,240 | 104,203 | 109,413 | 114,883 | 120,627 |
| | Approx. Monthly | 7,876 | 8,270 | 8,684 | 9,118 | 9,574 | 10,052 |
| | Approx. Bi-Weekly | 3,635 | 3,817 | 4,008 | 4,208 | 4,419 | 4,640 |
| | Hourly | 45.440 | 47.712 | 50.097 | 52.602 | 55.232 | 57.994 |
| 898 | * City Clerk / Clerk Services Manager (X) | | | | | | |
| | Approx. Annual | 96,420 | 101,241 | 106,303 | 111,618 | 117,199 | 123,059 |
| | Approx. Monthly | 8,035 | 8,437 | 8,859 | 9,302 | 9,767 | 10,255 |
| | Approx. Bi-Weekly | 3,708 | 3,894 | 4,089 | 4,293 | 4,508 | 4,733 |
| | Hourly | 46.356 | 48.674 | 51.107 | 53.663 | 56.346 | 59.163 |
| | (Plus \$225 per month as appointed City Clerk) | | | | | | |
| 899 | Assistant to the City Manager/Economic Development Manager (X) | | | | | | |
| | Approx. Annual | 112,984 | 118,633 | 124,565 | 130,793 | 137,333 | 144,199 |
| | Approx. Monthly | 9,415 | 9,886 | 10,380 | 10,899 | 11,444 | 12,017 |
| | Approx. Bi-Weekly | 4,346 | 4,563 | 4,791 | 5,030 | 5,282 | 5,546 |
| | Hourly | 54.319 | 57.035 | 59.887 | 62.881 | 66.025 | 69.327 |

(X) = F.L.S.A. Exempt Classifications

* = NonRepresented