

RESOLUTION NO. 2021-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, REVISING CERTAIN CLASS SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2021-39 APPENDIX A

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

1. City Council adopts the following revised class specifications (attached) with no change in bargaining unit or salary range.

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>	<u>Effective Date</u>
Administrative Assistant I	410	3,961	5,055	July 2021
Administrative Assistant II	437	4,175	5,329	July 2021
Source Control Inspector	455	4,457	5,688	July 2021

2. City Council adopts the following revised and retitled class specification (attached) with no change in bargaining unit or salary range.

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>	<u>Effective Date</u>
Administrative Assistant - Confidential	810	3,961	5,055	July 2021

3. This resolution deletes the following superseded class specifications:

<u>Title</u>	<u>Effective Date</u>
Administrative Assistant I	September 2007
Administrative Assistant II	September 2007
Administrative Assistant/Human Resources	September 2007
Source Control Inspector	February 2005

4. This resolution amends Resolution No. 2021-39 Appendix A (attached) relating to compensation for Confidential / Nonrepresented employees.
5. This resolution becomes effective upon adoption.

ADOPTED BY THE FULLERTON CITY COUNCIL ON JULY 6, 2021.

Bruce Whitaker
Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

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

Operates a personal computer and uses applicable software to produce a variety of correspondence, memoranda, reports and other materials.

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.

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

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 variety of office equipment.

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

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).

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of files and other items weighing 30 pounds or less.

Opens, stamps and routes mail and oversees the ordering of office supplies.

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.

Class Characteristics:

The Administrative Assistant I is distinguished from the Administrative Aide/City Council and Secretary classifications 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 classification by its specific assignment to the Human Resources or Administrative Services Department and the resulting involvement in and exposure to matters related to employer-employee relations and may have access to or may prepare 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 Human Resources or Administrative Services Department. 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.

Upon gaining the necessary knowledge, skills and experience, as well as a current performance rating of "Exceeds Expectation" or better, and at least two years as an Administrative Assistant I or Administrative Assistant – Confidential with the City of Fullerton, an incumbent at this level may be advanced to Administrative Assistant II, upon approval of the City Manager, to a large department which requires the scope of duties to include supervisory duties.

Contacts and Relationships:

An incumbent in the Administrative Assistant Series establishes and maintains contacts with staff in the department assigned and has continuing and substantial interaction with a full range of City employees, including other department directors. Additional contact will occur with the media, contractors, vendors, public and private groups and their representatives and the general public.

Qualification Guidelines:

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

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

English usage, spelling, grammar and punctuation.

Office administration and management practices and procedures.

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.

Basic supervisory principles and techniques.

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

Filing and indexing methods.

Receptionist, telephone and customer service techniques.

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.

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

Train, direct and coordinate the work of others.

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

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.

Operate a personal computer and use applicable software.

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 education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

Graduation from high school.

AND

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

Administrative Assistant II - Five years of increasingly responsible administrative support or clerical 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 net speed of 50 words per minute.

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.

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.

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

Established July 2021

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

SOURCE CONTROL INSPECTOR

Definition:

Under general supervision performs responsible inspection and enforcement tasks related to the surveillance of waste discharges into the sewer system and general support of the City's Source Control Program; inspects and monitors discharges into wastewater systems by commercial, industrial and residential users; inspects pre-treatment wastewater facilities; performs enforcement duties related to waste discharges and related environmental programs; provides information to the public 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:

Conducts on-site inspections at a variety of facilities to include restaurants, single and multi-family residences, businesses and industrial plants.

Advises a wide variety of individuals/businesses regarding requirements related to the City's waste programs, Source Control Program and Fats, Oils and Grease (FOG) Program and solicits their cooperation.

Gathers evidence for and recommends enforcement action related to sewer system discharges not in compliance with codes/requirements.

Performs field measurements of wastewater flows and related chemical tests.

Inspects and samples sewer system discharge; obtains, preserves and delivers discharge samples as needed.

Operates and maintains sampling, flow metering and other source control equipment.

Operates a personal computer and uses applicable software to prepare detailed inspection reports, a variety of other reports and correspondence.

Updates computerized and manual records/databases related to area assigned.

Issues notices of violation as needed, advises violators regarding remedial action necessary and appears in court as required.

Makes oral presentations and gives demonstrations to a variety of groups.

Operates audio visual, videotape and photographic equipment.

Develops, presents and participates in information/education programs; prepares pamphlets, brochures and other informational and educational materials.

Coordinates and participates in the testing of sewer lines.

Lifts and moves sampling and other equipment weighing 50 pounds or less and uses appropriate tools to lift and move sewer access covers weighing 120 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Source Control Inspector is a technical class in the Public Works Department with duties related to surveillance of waste discharges into the sewer system and general support of the City's Source Control Program. The Source Control Inspector performs inspections and enforcement activities with limited supervision. Assigned duties require judgment and initiative.

Contacts and Relationships:

A Source Control Inspector establishes and maintains contact with staff in the Public Works Department. Substantial contact will occur with businesses and the public, requiring diplomacy and tact when dealing with waste program violations. Additional contact will occur with other City staff and other government agencies.

Qualification Guidelines:

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

Knowledge of:

Rules and regulations related to area assigned.

Basic National Pollution Discharge Elimination System (NPDES) requirements.

FOG device installation and maintenance.

Sanitary sewer collection systems and maintenance practices.

Investigative principles and practices related to area assigned.

Analysis and report writing.

Wastewater inspection, sampling and testing techniques.

Safety measures and safety techniques related to the area assigned.

English usage, spelling and grammar.

Effective public contact skills.

Computer applications related to area assigned.

AND

Ability to:

Learn and interpret technical codes, ordinances and regulations and read blueprints.

Learn and disseminate principles and practices of the FOG and other waste programs.

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

Analyze, compile and evaluate data.

Plan and organize work.

Initiate and take enforcement action regarding waste violations.

Communicate effectively orally and in writing.

Understand and follow oral and written directions independently; work independently in the absence of supervision.

Prepare clear and concise reports and correspondence and record data.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact; maintain a professional demeanor and remain calm and composed in demanding situations.

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

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

Education and Experience:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

Graduation from high school and some completed coursework from an accredited college or university in Biology, Chemistry, Environmental Health or related field. Completion of some engineering drafting classes is preferred but not required as is possession of a California Water Environment Association (CWEA) Grade I Environmental Compliance Inspector certification.

AND

One year of experience in the inspection of industrial waste, wastewater treatment or a related area OR one year of experience related to industrial quality control in a food processing industry or water pollution resolution.

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 to include evening and weekend inspections. This position is subject to overtime and emergency or non-emergency call back.

The City of Fullerton's Conflict of Interest Code requires that a Source Control Inspector 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.

Possession of or ability to obtain a Penal Code 832 certification prior to the end of the probationary period.

Possession of or ability to obtain a California Water Environment Association (CWEA) Collection Systems Maintenance Operator I certification prior to the end of the probationary period.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in the field performing inspections. When outdoor field work is performed there is full exposure to the elements. An incumbent drives a vehicle on City business, uses a computer, keyboard and related equipment, operates sampling equipment, audio visual, videotape and photographic equipment, sits, stands, walks, kneels, crouches, twists, climbs ladders, stairs and inclines, reaches, bends, crawls and grasps, lifts and moves equipment weighing 50 pounds or less and uses appropriate tools to lift and move sewer access covers weighing 120 pounds or less. When performing inspections an incumbent will be exposed to damp conditions, vehicular traffic, a variety of hazardous substances to include sewage, solvents, chemicals and fumes, will walk on slippery/uneven slopes and surfaces, be exposed to extreme noise, grease/oil, fumes, dust and may work in the confined spaces. The incumbent 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 July 2021

Established February 2005

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

Effective July 6, 2021

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
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
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
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	STEPS					
		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	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
900	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