

RESOLUTION NO. 2021-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING A CERTAIN CLASS SPECIFICATION IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING APPENDIX A OF RESOLUTION NO. 2020-17 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION)

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

1. The following revised and retitled classification specification (attached hereto) is hereby adopted and added to the classification plan:

<u>Title</u>	<u>Effective Date</u>
City Council Secretary	November 2021

2. The following superseded class specification is hereby deleted from the classification plan:

<u>Title</u>	<u>Effective Date</u>
Administrative Aide/City Council	September 2007

3. Appendix A (attached hereto) of Resolution No. 2020-17, Fullerton Municipal Employees Federation Memorandum of Agreement, is amended to replace the classification of Administrative Aide/City Council with City Council Secretary.

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>
City Council Secretary	370	3,695	4,716

4. This resolution shall be effective November 2, 2021.

ADOPTED BY THE FULLERTON CITY COUNCIL ON November 2, 2021.

Bruce Whitaker, Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

CITY COUNCIL SECRETARY

Definition:

Under general supervision performs a variety of responsible and sensitive secretarial work for City Council members; screens, prioritizes, and directs callers, visitors and communications; coordinates calendars and appointments; performs a variety of specialized secretarial, clerical and office support duties of above average difficulty 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:

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

Compiles and types detailed reports and other items.

Organizes, maintains and revises office-filing systems.

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

Composes and prepares correspondence and other documents independently.

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

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

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

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

Performs a variety of specialized clerical and other support duties for the City Council and City Manager's Office staff as assigned.

Operates a variety of office equipment.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

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

Opens, stamps and routes mail and orders office supplies.

May direct clerical staff performing routine clerical work.

May drive a vehicle on City business.

Class Characteristics:

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

Contacts and Relationships:

The City Council Secretary establishes and maintains contact with City Council Members and staff in the City Manager Department and other City departments. Additional contact will occur with the public, other governmental representatives and various groups and their representatives.

Qualification Guidelines:

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

Knowledge of:

English usage, spelling, grammar and punctuation.

General office practices and procedures.

Business letter and report writing.

Computer applications related to area assigned.

Financial and general recordkeeping.

Business math.

Filing and indexing methods.

Basic directional/training techniques.

Receptionist, telephone and customer service techniques.

AND

Ability to:

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

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

Maintain the confidentiality of sensitive information.

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

Compose correspondence independently.

Communicate effectively orally and in writing in English.

Adhere to multiple deadlines and handle multiple projects.

Effectively handle job stress.

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

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

Establish and maintain effective 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.

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

Three years of increasingly responsible secretarial or clerical duties at the Clerical Assistant III 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.

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.

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

Physical Tasks and Working Conditions Include the Following:

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

Fair Labor Standards Act Designation: Non-exempt.

Revised November 2021 (Includes title change from Administrative Aide/City Council to City Council Secretary)
Established September 2007

FULLERTON MUNICIPAL EMPLOYEES FEDERATION
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective November 2, 2021

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
215	Clerical Assistant I						
	Approx. Annual			31,667	33,250	34,913	36,658
	Approx. Monthly			2,639	2,771	2,909	3,055
	Approx. Bi-Weekly			1,218	1,279	1,343	1,410
	Hourly			15.224	15.986	16.785	17.624
220	Approx. Annual			32,001	33,601	35,281	37,045
	Approx. Monthly			2,667	2,800	2,940	3,087
	Approx. Bi-Weekly			1,231	1,292	1,357	1,425
	Hourly			15.385	16.154	16.962	17.810
227	Approx. Annual	31,764	33,353	35,020	36,771	38,610	40,540
	Approx. Monthly	2,647	2,779	2,918	3,064	3,217	3,378
	Approx. Bi-Weekly	1,222	1,283	1,347	1,414	1,485	1,559
	Hourly	15.271	16.035	16.837	17.678	18.562	19.490
230	Equipment Service Worker						
							Maintenance Worker (Appointed on or after 9/25/96)
	Approx. Annual	32,090	33,695	35,380	37,148	39,006	40,956
	Approx. Monthly	2,674	2,808	2,948	3,096	3,250	3,413
	Approx. Bi-Weekly	1,234	1,296	1,361	1,429	1,500	1,575
	Hourly	15.428	16.199	17.009	17.860	18.753	19.690
233	Approx. Annual	33,130	34,787	36,526	38,352	40,270	42,283
	Approx. Monthly	2,761	2,899	3,044	3,196	3,356	3,524
	Approx. Bi-Weekly	1,274	1,338	1,405	1,475	1,549	1,626
	Hourly	15.928	16.724	17.561	18.439	19.360	20.329
235	Account Clerk I						
	Clerical Assistant II						
							Equipment and Supply Assistant Library Clerical Assistant
	Approx. Annual	33,686	35,370	37,138	38,995	40,945	42,992
	Approx. Monthly	2,807	2,947	3,095	3,250	3,412	3,583
	Approx. Bi-Weekly	1,296	1,360	1,428	1,500	1,575	1,654
	Hourly	16.195	17.005	17.855	18.748	19.685	20.669
240	Maintenance Worker (Appointed before 9/25/96)						
	Approx. Annual	34,034	35,736	37,523	39,399	41,369	43,438
	Approx. Monthly	2,836	2,978	3,127	3,283	3,447	3,620
	Approx. Bi-Weekly	1,309	1,374	1,443	1,515	1,591	1,671
	Hourly	16.363	17.181	18.040	18.942	19.889	20.883

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
250	Approx. Annual	34,264	35,977	37,776	39,665	41,648	43,731
	Approx. Monthly	2,855	2,998	3,148	3,305	3,471	3,644
	Approx. Bi-Weekly	1,318	1,384	1,453	1,526	1,602	1,682
	Hourly	16.473	17.297	18.162	19.070	20.023	21.024
258	Approx. Annual	34,838	36,580	38,409	40,329	42,346	44,463
	Approx. Monthly	2,903	3,048	3,201	3,361	3,529	3,705
	Approx. Bi-Weekly	1,340	1,407	1,477	1,551	1,629	1,710
	Hourly	16.749	17.586	18.466	19.389	20.359	21.376
260	Approx. Annual	35,044	36,797	38,637	40,568	42,597	44,727
	Approx. Monthly	2,920	3,066	3,220	3,381	3,550	3,727
	Approx. Bi-Weekly	1,348	1,415	1,486	1,560	1,638	1,720
	Hourly	16.848	17.691	18.575	19.504	20.479	21.503
265	Approx. Annual	35,400	37,170	39,029	40,980	43,029	45,181
	Approx. Monthly	2,950	3,098	3,252	3,415	3,586	3,765
	Approx. Bi-Weekly	1,362	1,430	1,501	1,576	1,655	1,738
	Hourly	17.019	17.870	18.764	19.702	20.687	21.722
270	Approx. Annual	35,869	37,662	39,545	41,522	43,598	45,778
	Approx. Monthly	2,989	3,138	3,295	3,460	3,633	3,815
	Approx. Bi-Weekly	1,380	1,449	1,521	1,597	1,677	1,761
	Hourly	17.244	18.107	19.012	19.963	20.961	22.009
275	Account Clerk II			Library Technical Assistant I			
	Clerical Assistant III			Parks and Recreation Assistant			
	Cultural and Events Operations Assistant			Senior Citizens Outreach Worker			
	Cultural and Events Production Assistant			Tiny Tots Teacher			
	Customer Service Representative						
	Approx. Annual	36,626	38,457	40,380	42,399	44,519	46,745
	Approx. Monthly	3,052	3,205	3,365	3,533	3,710	3,895
	Approx. Bi-Weekly	1,409	1,479	1,553	1,631	1,712	1,798
285	Hourly	17.609	18.489	19.414	20.384	21.403	22.474
	Parking Control Officer						
	Approx. Annual	37,418	39,289	41,253	43,316	45,482	47,756
	Approx. Monthly	3,118	3,274	3,438	3,610	3,790	3,980
287	Approx. Bi-Weekly	1,439	1,511	1,587	1,666	1,749	1,837
	Hourly	17.989	18.889	19.833	20.825	21.866	22.960
	Airport Service Worker			Water Services Worker			
287	Senior Maintenance Worker I						
	Approx. Annual	37,804	39,694	41,678	43,762	45,951	48,248
	Approx. Monthly	3,150	3,308	3,473	3,647	3,829	4,021
	Approx. Bi-Weekly	1,454	1,527	1,603	1,683	1,767	1,856
287	Hourly	18.175	19.084	20.038	21.040	22.092	23.196

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
287-Y	Senior Maintenance Worker I - Y Rated						
	Approx. Annual						54,819
	Approx. Monthly						4,568
	Approx. Bi-Weekly						2,108
	Hourly						26.355
295	Approx. Annual	38,302	40,217	42,228	44,339	46,556	48,884
	Approx. Monthly	3,192	3,351	3,519	3,695	3,880	4,074
	Approx. Bi-Weekly	1,473	1,547	1,624	1,705	1,791	1,880
	Hourly	18.414	19.335	20.302	21.317	22.383	23.502
300	Library Technical Assistant II						
	Approx. Annual	38,469	40,393	42,412	44,533	46,760	49,098
	Approx. Monthly	3,206	3,366	3,534	3,711	3,897	4,091
	Approx. Bi-Weekly	1,480	1,554	1,631	1,713	1,798	1,888
	Hourly	18.495	19.420	20.391	21.410	22.481	23.605
310	Police Records Clerk						
	Approx. Annual	39,510	41,485	43,559	45,737	48,024	50,425
	Approx. Monthly	3,292	3,457	3,630	3,811	4,002	4,202
	Approx. Bi-Weekly	1,520	1,596	1,675	1,759	1,847	1,939
	Hourly	18.995	19.945	20.942	21.989	23.089	24.243
315	Equipment Operator						
	Senior Maintenance Worker II						
	Approx. Annual	39,594	41,574	43,652	45,835	48,127	50,533
	Approx. Monthly	3,300	3,464	3,638	3,820	4,011	4,211
	Approx. Bi-Weekly	1,523	1,599	1,679	1,763	1,851	1,944
	Hourly	19.036	19.987	20.987	22.036	23.138	24.295
315-Y	Equipment Operator - Y Rated						
	Approx. Annual						54,819
	Approx. Monthly						4,568
	Approx. Bi-Weekly						2,108
	Hourly						26.355
327	Account Clerk III						
	Maintenance Facilities Dispatcher						
	Approx. Annual	40,368	42,386	44,505	46,731	49,067	51,520
	Approx. Monthly	3,364	3,532	3,709	3,894	4,089	4,293
	Approx. Bi-Weekly	1553	1630	1712	1797	1887	1982
	Hourly	19.408	20.378	21.397	22.467	23.590	24.769

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
330	Reprographic Technician						
	Approx. Annual	40,781	42,820	44,961	47,209	49,569	52,048
	Approx. Monthly	3,398	3,568	3,747	3,934	4,131	4,337
	Approx. Bi-Weekly	1,568	1,647	1,729	1,816	1,907	2,002
	Hourly	19.606	20.586	21.616	22.697	23.831	25.023
335	Police Community Service Officer						
	Approx. Annual	41,072	43,126	45,282	47,546	49,924	52,420
	Approx. Monthly	3,423	3,594	3,774	3,962	4,160	4,368
	Approx. Bi-Weekly	1,580	1,659	1,742	1,829	1,920	2,016
	Hourly	19.746	20.734	21.770	22.859	24.002	25.202
335-Y	Police Community Service Officer - Y Rated						
	Approx. Annual			54,031			62,548
	Approx. Monthly			4,503			5,212
	Approx. Bi-Weekly			2,078			2,406
	Hourly			25.976			30.071
340	Secretary						
	Approx. Annual	41,178	43,237	45,399	47,669	50,052	52,555
	Approx. Monthly	3,431	3,603	3,783	3,972	4,171	4,380
	Approx. Bi-Weekly	1,584	1,663	1,746	1,833	1,925	2,021
	Hourly	19.797	20.787	21.826	22.918	24.063	25.267
343	Police Records Specialist						
	Approx. Annual	41,409	43,479	45,653	47,936	50,332	52,849
	Approx. Monthly	3,451	3,623	3,804	3,995	4,194	4,404
	Approx. Bi-Weekly	1,593	1,672	1,756	1,844	1,936	2,033
	Hourly	19.908	20.903	21.949	23.046	24.198	25.408
345	Senior Maintenance Worker III						
	Approx. Annual	41,541	43,618	45,798	48,088	50,493	53,017
	Approx. Monthly	3,462	3,635	3,817	4,007	4,208	4,418
	Approx. Bi-Weekly	1,598	1,678	1,761	1,850	1,942	2,039
	Hourly	19.971	20.970	22.019	23.119	24.275	25.489
346	Mechanic I						
	Approx. Annual	41,600	43,680	45,864	48,158	50,565	53,094
	Approx. Monthly	3,467	3,640	3,822	4,013	4,214	4,424
	Approx. Bi-Weekly	1,600	1,680	1,764	1,852	1,945	2,042
	Hourly	20.000	21.000	22.050	23.153	24.310	25.526

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
350	Approx. Annual	41,823	43,914	46,110	48,415	50,836	53,378
	Approx. Monthly	3,485	3,660	3,842	4,035	4,236	4,448
	Approx. Bi-Weekly	1,609	1,689	1,773	1,862	1,955	2,053
	Hourly	20.107	21.113	22.168	23.277	24.440	25.662
352	Library Technical Services Assistant Police Training Assistant						
	Utility Systems Specialist						
	Approx. Annual	42,312	44,427	46,649	48,981	51,430	54,002
	Approx. Monthly	3,526	3,702	3,887	4,082	4,286	4,500
355	Approx. Bi-Weekly	1,627	1,709	1,794	1,884	1,978	2,077
	Hourly	20.342	21.359	22.427	23.549	24.726	25.962
355	Engineering Aide I						
	Approx. Annual	42,530	44,656	46,889	49,234	51,695	54,280
	Approx. Monthly	3,544	3,721	3,907	4,103	4,308	4,523
	Approx. Bi-Weekly	1,636	1,718	1,803	1,894	1,988	2,088
360	Hourly	20.447	21.469	22.543	23.670	24.854	26.096
	Equipment Operator - Water Meter Repairer Motor Sweeper Operator						
	Skilled Maintenance Worker - Building and Facilities						
	Approx. Annual	42,952	45,100	47,355	49,723	52,209	54,819
367	Approx. Monthly	3,579	3,758	3,946	4,144	4,351	4,568
	Approx. Bi-Weekly	1,652	1,735	1,821	1,912	2,008	2,108
	Hourly	20.650	21.683	22.767	23.905	25.100	26.355
367	Museum Educator Outdoor Recreation Coordinator Parks and Recreation Coordinator						
	Parks and Trails Coordinator Sports Facility Coordinator Youth Services Coordinator						
	Approx. Annual	43,556	45,734	48,020	50,421	52,943	55,590
	Approx. Monthly	3,630	3,811	4,002	4,202	4,412	4,632
370	Approx. Bi-Weekly	1,675	1,759	1,847	1,939	2,036	2,138
	Hourly	20.940	21.987	23.087	24.241	25.453	26.726
370	City Council Secretary						
	Approx. Annual	44,343	46,560	48,889	51,333	53,900	56,595
	Approx. Monthly	3,695	3,880	4,074	4,278	4,492	4,716
	Approx. Bi-Weekly	1,706	1,791	1,880	1,974	2,073	2,177
375	Hourly	21.319	22.385	23.504	24.679	25.913	27.209
	Approx. Annual	44,796	47,035	49,387	51,856	54,449	57,172
	Approx. Monthly	3,733	3,920	4,116	4,321	4,537	4,764
	Approx. Bi-Weekly	1,723	1,809	1,900	1,994	2,094	2,199
375	Hourly	21.536	22.613	23.744	24.931	26.178	27.486

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
380	Approx. Annual	45,163	47,421	49,792	52,282	54,896	57,640
	Approx. Monthly	3,764	3,952	4,149	4,357	4,575	4,803
	Approx. Bi-Weekly	1,737	1,824	1,915	2,011	2,111	2,217
	Hourly	21.713	22.799	23.938	25.135	26.392	27.712
382	Irrigation Specialist						
	Approx. Annual	45,252	47,515	49,891	52,385	55,004	57,755
	Approx. Monthly	3,771	3,960	4,158	4,365	4,584	4,813
	Approx. Bi-Weekly	1,740	1,827	1,919	2,015	2,116	2,221
	Hourly	21.756	22.844	23.986	25.185	26.444	27.767
385	Police Property and Evidence Clerk						
	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
390	Fleet Maintenance Technician			Mechanic II			
	Approx. Annual	45,608	47,889	50,283	52,797	55,437	58,209
	Approx. Monthly	3,801	3,991	4,190	4,400	4,620	4,851
	Approx. Bi-Weekly	1,754	1,842	1,934	2,031	2,132	2,239
	Hourly	21.927	23.023	24.174	25.383	26.652	27.985
395	Approx. Annual	45,934	48,231	50,642	53,174	55,833	58,625
	Approx. Monthly	3,828	4,019	4,220	4,431	4,653	4,885
	Approx. Bi-Weekly	1,767	1,855	1,948	2,045	2,147	2,255
	Hourly	22.084	23.188	24.347	25.565	26.843	28.185
405	Buyer I			Planning Technician			
	Community Liaison Officer			Police Rangemaster			
	Code Enforcement Officer Trainee			Police Services Representative			
	Court Liaison Officer			Senior Engineering Aide			
	Engineering Aide II			Senior Permit Technician			
	Information Systems Assistant			Skilled Maintenance Worker - Water I			
	Approx. Annual	46,997	49,347	51,814	54,405	57,125	59,981
	Approx. Monthly	3,916	4,112	4,318	4,534	4,760	4,998
	Approx. Bi-Weekly	1,808	1,898	1,993	2,092	2,197	2,307
	Hourly	22.595	23.724	24.911	26.156	27.464	28.837
405-Y	Police Services Representative - Y Rated						
	Approx. Annual						62,548
	Approx. Monthly						5,212
	Approx. Bi-Weekly						2,406
	Hourly						30.071

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
410	Administrative Assistant I						
	Airport Operations Assistant						
	Approx. 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
412	Approx. Annual	48,021	50,422	52,943	55,590	58,369	61,288
	Approx. Monthly	4,002	4,202	4,412	4,632	4,864	5,107
	Approx. Bi-Weekly	1,847	1,939	2,036	2,138	2,245	2,357
	Hourly	23.087	24.241	25.453	26.726	28.062	29.465
415	Approx. Annual	48,420	50,841	53,383	56,052	58,855	61,798
	Approx. Monthly	4,035	4,237	4,449	4,671	4,905	5,150
	Approx. Bi-Weekly	1,862	1,955	2,053	2,156	2,264	2,377
	Hourly	23.279	24.443	25.665	26.948	28.296	29.710
420	Approx. Annual	48,684	51,118	53,674	56,358	59,176	62,134
	Approx. Monthly	4,057	4,260	4,473	4,696	4,931	5,178
	Approx. Bi-Weekly	1,872	1,966	2,064	2,168	2,276	2,390
	Hourly	23.406	24.576	25.805	27.095	28.450	29.872
423	Facilities Specialist						
	Grounds Maintenance Lead Worker						
	Lead Customer Service Representative -						
	Utility Services						
	Location Specialist						
	Mechanic III						
	Revenue Specialist						
	Sewer Lead Worker						
	Sewer Program Specialist						
	Streets Lead Worker						
	Tree Services Inspector						
	Water Utility Services Lead Worker						
	Approx. Annual	49,008	51,458	54,031	56,732	59,569	62,548
	Approx. Monthly	4,084	4,288	4,503	4,728	4,964	5,212
	Approx. Bi-Weekly	1,885	1,979	2,078	2,182	2,291	2,406
	Hourly	23.561	24.739	25.976	27.275	28.639	30.071
424	Police Records Shift Leader						
	Approx. Annual	49,061	51,514	54,090	56,794	59,634	62,616
	Approx. Monthly	4,088	4,293	4,507	4,733	4,969	5,218
	Approx. Bi-Weekly	1,887	1,981	2,080	2,184	2,294	2,408
	Hourly	23.587	24.766	26.005	27.305	28.670	30.104
425	Skilled Maintenance Worker - Water II						
	Approx. Annual	49,187	51,646	54,228	56,940	59,787	62,776
	Approx. Monthly	4,099	4,304	4,519	4,745	4,982	5,231
	Approx. Bi-Weekly	1,892	1,986	2,086	2,190	2,299	2,414
	Hourly	23.647	24.830	26.071	27.375	28.744	30.181

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
430	Approx. Annual	49,600	52,080	54,684	57,418	60,289	63,303
	Approx. Monthly	4,133	4,340	4,557	4,785	5,024	5,275
	Approx. Bi-Weekly	1,908	2,003	2,103	2,208	2,319	2,435
	Hourly	23.846	25.038	26.290	27.605	28.985	30.434
435	Approx. Annual	49,816	52,306	54,922	57,668	60,551	63,579
	Approx. Monthly	4,151	4,359	4,577	4,806	5,046	5,298
	Approx. Bi-Weekly	1,916	2,012	2,112	2,218	2,329	2,445
	Hourly	23.950	25.147	26.405	27.725	29.111	30.567
437	Administrative Assistant II			Building Inspector - Trainee			
	Approx. Annual	50,105	52,610	55,241	58,003	60,903	63,948
	Approx. Monthly	4,175	4,384	4,603	4,834	5,075	5,329
	Approx. Bi-Weekly	1,927	2,023	2,125	2,231	2,342	2,460
	Hourly	24.089	25.293	26.558	27.886	29.280	30.744
440	Engineering Aide III						
	Approx. Annual	51,012	53,562	56,240	59,052	62,005	65,105
	Approx. Monthly	4,251	4,464	4,687	4,921	5,167	5,425
	Approx. Bi-Weekly	1,962	2,060	2,163	2,271	2,385	2,504
	Hourly	24.525	25.751	27.039	28.391	29.810	31.301
442	Water Production Operator						
	Annual	51,482	54,056	56,759	59,597	62,577	65,706
	Approx. Monthly	4,290	4,505	4,730	4,966	5,215	5,475
	Approx. Bi-Weekly	1,980	2,079	2,183	2,292	2,407	2,527
	Hourly	24.751	25.989	27.288	28.652	30.085	31.589
445	Administrative Analyst I			Librarian - Children's Services (X)			
	Deputy City Clerk			Librarian - Technical Services (X)			
	Engineering Drafter/CADD Equipment Operator			Local History Archivist			
	Librarian - Adult Services (X)			Parks Project Specialist (X)			
	Approx. Annual	52,061	54,664	57,397	60,267	63,280	66,444
	Approx. Monthly	4,338	4,555	4,783	5,022	5,273	5,537
	Approx. Bi-Weekly	2,002	2,102	2,208	2,318	2,434	2,556
	Hourly	25.029	26.281	27.595	28.974	30.423	31.944
448	Air Conditioning Mechanic			Electrician			
	Airport Operations Lead Worker			Equipment Mechanic Lead Worker			
	Approx. Annual	52,591	55,220	57,981	60,880	63,924	67,121
	Approx. Monthly	4,383	4,602	4,832	5,073	5,327	5,593
	Approx. Bi-Weekly	2,023	2,124	2,230	2,342	2,459	2,582
	Hourly	25.284	26.548	27.876	29.269	30.733	32.270

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
455	Buyer II			Exhibition/Museum Specialist (X)			
	Events Specialist			Source Control Inspector			
	Approx. Annual	53,484	56,158	58,966	61,914	65,010	68,260
	Approx. Monthly	4,457	4,680	4,914	5,160	5,417	5,688
	Approx. Bi-Weekly	2,057	2,160	2,268	2,381	2,500	2,625
	Hourly	25.713	26.999	28.349	29.766	31.255	32.817
456	Approx. Annual	54,030	56,732	59,568	62,547	65,674	68,958
	Approx. Monthly	4,503	4,728	4,964	5,212	5,473	5,746
	Approx. Bi-Weekly	2,078	2,182	2,291	2,406	2,526	2,652
	Hourly	25.976	27.275	28.639	30.070	31.574	33.153
460	Code Enforcement Officer			Risk Management Specialist			
	Housing Programs Assistant						
	Approx. Annual	54,719	57,455	60,327	63,344	66,511	69,836
	Approx. Monthly	4,560	4,788	5,027	5,279	5,543	5,820
	Approx. Bi-Weekly	2,105	2,210	2,320	2,436	2,558	2,686
	Hourly	26.307	27.622	29.004	30.454	31.976	33.575
463	Approx. Annual	55,279	58,043	60,945	63,992	67,192	70,552
	Approx. Monthly	4,607	4,837	5,079	5,333	5,599	5,879
	Approx. Bi-Weekly	2,126	2,232	2,344	2,461	2,584	2,714
	Hourly	26.576	27.905	29.301	30.766	32.304	33.919
464	Approx. Annual	55,855	58,648	61,580	64,659	67,892	71,287
	Approx. Monthly	4,655	4,887	5,132	5,388	5,658	5,941
	Approx. Bi-Weekly	2,148	2,256	2,368	2,487	2,611	2,742
	Hourly	26.853	28.196	29.606	31.086	32.640	34.272
465	Approx. Annual	56,410	59,231	62,193	65,302	68,567	71,996
	Approx. Monthly	4,701	4,936	5,183	5,442	5,714	6,000
	Approx. Bi-Weekly	2,170	2,278	2,392	2,512	2,637	2,769
	Hourly	27.120	28.476	29.900	31.395	32.965	34.613
466	Building Inspector I			Senior CADD Equipment Operator			
	Electrical and HVAC Lead Worker			Water Lead Worker			
	Geographic Information Systems Technician			Water Technical Design Specialist			
	Approx. Annual	56,599	59,429	62,400	65,520	68,796	72,236
	Approx. Monthly	4,717	4,952	5,200	5,460	5,733	6,020
	Approx. Bi-Weekly	2,177	2,286	2,400	2,520	2,646	2,778
	Hourly	27.211	28.571	30.000	31.500	33.075	34.729
467	Approx. Annual	56,975	59,824	62,815	65,956	69,254	72,716
	Approx. Monthly	4,748	4,985	5,235	5,496	5,771	6,060
	Approx. Bi-Weekly	2,191	2,301	2,416	2,537	2,664	2,797
	Hourly	27.392	28.761	30.200	31.710	33.295	34.960

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
468	Accountant I	Crime Analyst					
	Approx. Annual	57,340	60,207	63,217	66,378	69,697	73,182
	Approx. Monthly	4,778	5,017	5,268	5,532	5,808	6,099
	Approx. Bi-Weekly	2,205	2,316	2,431	2,553	2,681	2,815
	Hourly	27.567	28.946	30.393	31.913	33.508	35.184
469	Assistant Planner (X)						
	Approx. Annual	58,047	60,949	63,997	67,197	70,557	74,084
	Approx. Monthly	4,837	5,079	5,333	5,600	5,880	6,174
	Approx. Bi-Weekly	2,233	2,344	2,461	2,584	2,714	2,849
	Hourly	27.907	29.303	30.768	32.306	33.921	35.618
470	Junior Engineer (X)	Traffic Engineering Analyst I					
	Approx. Annual	58,752	61,689	64,774	68,013	71,413	74,984
	Approx. Monthly	4,896	5,141	5,398	5,668	5,951	6,249
	Approx. Bi-Weekly	2,260	2,373	2,491	2,616	2,747	2,884
	Hourly	28.246	29.658	31.141	32.698	34.333	36.050
475	Senior Code Enforcement Officer						
	Approx. Annual	60,143	63,150	66,307	69,623	73,104	76,759
	Approx. Monthly	5,012	5,262	5,526	5,802	6,092	6,397
	Approx. Bi-Weekly	2,313	2,429	2,550	2,678	2,812	2,952
	Hourly	28.915	30.361	31.879	33.473	35.146	36.903
476	Building Inspector II	Construction Inspector					
	Annual	60,517	63,543	66,720	70,056	73,559	77,237
	Approx. Monthly	5,043	5,295	5,560	5,838	6,130	6,436
	Approx. Bi-Weekly	2,328	2,444	2,566	2,694	2,829	2,971
	Hourly	29.095	30.549	32.077	33.681	35.365	37.133
478	Administrative Analyst II (X)	Assistant City Clerk					
	Approx. Annual	61,564	64,642	67,874	71,268	74,831	78,573
	Approx. Monthly	5,130	5,387	5,656	5,939	6,236	6,548
	Approx. Bi-Weekly	2,368	2,486	2,611	2,741	2,878	3,022
	Hourly	29.598	31.078	32.632	34.263	35.976	37.775
480	Construction Inspector - Water Police Investigative Technician	Stormwater/Wastewater Compliance Specialist I Webmaster (X)					
	Approx. Annual	63,423	66,594	69,924	73,420	77,091	80,946
	Approx. Monthly	5,285	5,550	5,827	6,118	6,424	6,745
	Approx. Bi-Weekly	2,439	2,561	2,689	2,824	2,965	3,113
	Hourly	30.492	32.016	33.617	35.298	37.063	38.916

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
481	Accountant II (X)						
	Annual	64,222	67,433	70,805	74,345	78,062	81,965
	Approx. Monthly	5,352	5,619	5,900	6,195	6,505	6,830
	Approx. Bi-Weekly	2,470	2,594	2,723	2,859	3,002	3,153
	Hourly	30.876	32.420	34.041	35.743	37.530	39.406
482	Annual	64,630	67,862	71,255	74,818	78,559	82,487
	Approx. Monthly	5,386	5,655	5,938	6,235	6,547	6,874
	Approx. Bi-Weekly	2,486	2,610	2,741	2,878	3,021	3,173
	Hourly	31.072	32.626	34.257	35.970	37.769	39.657
483	Approx. Annual	65,875	69,168	72,627	76,258	80,071	84,074
	Approx. Monthly	5,490	5,764	6,052	6,355	6,673	7,006
	Approx. Bi-Weekly	2,534	2,660	2,793	2,933	3,080	3,234
	Hourly	31.670	33.254	34.917	36.663	38.496	40.420
485	Associate Planner (X)						
	Building Inspector III						
	Geographic Information Systems Specialist (X)						
	Housing and Community Rehabilitation Inspector						
	Principal Construction Inspector						
	Stormwater/Wastewater Compliance Specialist II						
	Approx. Annual	67,660	71,043	74,596	78,325	82,242	86,354
	Approx. Monthly	5,638	5,920	6,216	6,527	6,853	7,196
	Approx. Bi-Weekly	2,602	2,732	2,869	3,013	3,163	3,321
	Hourly	32.529	34.155	35.863	37.656	39.539	41.516
488	Network Specialist (X)						
	Senior Building Inspector						
	Approx. Annual	69,322	72,788	76,428	80,249	84,262	88,475
	Approx. Monthly	5,777	6,066	6,369	6,687	7,022	7,373
	Approx. Bi-Weekly	2,666	2,800	2,940	3,087	3,241	3,403
	Hourly	33.328	34.994	36.744	38.581	40.510	42.536
490	Assistant Engineer (X)						
	Public Works Analyst (X)						
	Stormwater/Wastewater Compliance Specialist III (X)						
	Traffic Engineering Analyst II (X)						
	Water Quality Specialist						
	Approx. Annual	72,793	76,433	80,254	84,267	88,480	92,904
	Approx. Monthly	6,066	6,369	6,688	7,022	7,373	7,742
	Approx. Bi-Weekly	2,800	2,940	3,087	3,241	3,403	3,573
	Hourly	34.997	36.746	38.584	40.513	42.539	44.666
495	Approx. Annual	74,639	78,370	82,289	86,403	90,724	95,260
	Approx. Monthly	6,220	6,531	6,857	7,200	7,560	7,938
	Approx. Bi-Weekly	2,871	3,014	3,165	3,323	3,489	3,664
	Hourly	35.884	37.678	39.562	41.540	43.617	45.798

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
497	Approx. Annual	76,778	80,617	84,648	88,880	93,324	97,990
	Approx. Monthly	6,398	6,718	7,054	7,407	7,777	8,166
	Approx. Bi-Weekly	2,953	3,101	3,256	3,418	3,589	3,769
	Hourly	36.912	38.758	40.696	42.731	44.867	47.111
498	Associate Engineer (X)			Associate Water Engineer (X)			
	Associate Engineer - Traffic (X)			Real Property Agent (X)			
	Associate Plan Check Engineer (X)			Senior Traffic Engineering Analyst (X)			
	Approx. Annual	82,994	87,144	91,501	96,076	100,880	105,924
	Approx. Monthly	6,916	7,262	7,625	8,006	8,407	8,827
	Approx. Bi-Weekly	3,192	3,352	3,519	3,695	3,880	4,074
	Hourly	39.901	41.896	43.991	46.190	48.500	50.925
499	Civil Engineer (X)						
	Annual	87,181	91,540	96,117	100,923	105,969	111,267
	Approx. Monthly	7,265	7,628	8,010	8,410	8,831	9,272
	Approx. Bi-Weekly	3,353	3,521	3,697	3,882	4,076	4,280
	Hourly	41.914	44.010	46.210	48.521	50.947	53.494

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