



## Commission Agenda Item

**MEETING DATE:** September 23, 2013

**SUBJECT:** Classification & Compensation Plan – Fiscal Year 2013/2014

**AGENDA SECTION:** Consent Agenda

**DEPARTMENT:** Human Resources

**PREPARED BY:** Tara L. Malone, Human Resources Manager

**RECOMMENDED ACTION:** Approve proposed Classification & Compensation Plan for Fiscal Year 2013/2014 with an effective date of October 1, 2013.

### Summary

The City's Classification & Compensation Plan is a complete inventory of all positions in the City with descriptions and specifications for each class of employment. The Classification Plan groups various positions into classes that are similar in their scope of duties, responsibilities, qualifications and level of work performed. The Compensation Plan also includes a schedule of salary grades for each position and a basic table of pay rates, delineated by a minimum and maximum rate of pay for the specific range. Each year, as part of the budget process, the Classification & Compensation Plan is evaluated and updated to ensure every position is accurately identified, and is intended to provide salaries on the basis of internal equity and external competitiveness, as it is fiscally able to do so.

The Human Resources department is responsible for the proper and continuous maintenance of the Classification & Compensation Plan. Establishing and maintaining an effective and efficient Classification & Compensation Plan will assist in attracting qualified applicants, reduce turnover costs, and ensure fair and equitable compensation opportunities, while maintaining standard lines of promotion and promoting careers with the City. The proposed changes to the current Classification & Compensation Plan are as follows:

1. Increase of 3% to the minimum and maximum range for each classification, to reflect the cost of living adjustment included in the FY2014 budget.

**ATTACHMENTS:** 1) Proposed Classification & Compensation Plan for Fiscal Year 2013/2014; and 2) Approved Classification & Compensation Plan for Fiscal Year 2012/2013.

**REVIEWED BY CITY MANAGER:**

# *APPROVED*

## Classification & Compensation Plan

### Fiscal Year 2012-2013

<b>Classification</b>	<b>Range</b>	<b>Minimum</b>	<b>Maximum</b>
Accountant I	23	\$ 15.15	\$ 23.40
Accountant II	Exempt	\$ 34,756.04	\$ 53,871.86
Administrative Services Director	Exempt	\$ 59,090.73	\$ 91,590.95
Assistant City Manager	Exempt	\$ 72,385.48	\$ 112,197.54
Assistant Deputy City Clerk	23	\$ 15.15	\$ 23.40
Assistant Finance Director	Exempt	\$ 44,317.54	\$ 68,692.44
Assistant Public Services Director	Exempt	\$ 51,704.65	\$ 80,142.72
Assistant Recreation Director	28	\$ 19.34	\$ 28.99
Assistant to the City Manager	Exempt	\$ 44,317.54	\$ 68,692.44
Building Assistant I	21	\$ 13.72	\$ 21.21
Building Assistant II	22	\$ 14.41	\$ 22.28
Building Inspector I	Exempt	\$ 40,234.78	\$ 62,364.16
Building Inspector II	Exempt	\$ 42,246.26	\$ 65,481.90
Building Inspector III	Exempt	\$ 44,358.78	\$ 68,756.36
Building Official	Exempt	\$ 49,480.78	\$ 76,695.06
Cashier/Customer Service Clerk	17	\$ 11.29	\$ 17.45
Chief of Police	Exempt	\$ 67,676.90	\$ 104,899.10
City Manager	Exempt	Contract	Contract
Clerical Assistant	14	\$ 9.75	\$ 15.07
Code Enforcement Officer	Exempt	\$ 40,234.78	\$ 62,364.16
Communications Operator	20	\$ 13.08	\$ 20.22
Communications Supervisor	23	\$ 15.15	\$ 23.40
Community Police Officer	25	\$ 16.70	\$ 25.83
Compliance and Risk Management Director	Exempt	\$ 62,044.55	\$ 96,168.59
Deputy Chief of Police	Exempt	\$ 54,289.37	\$ 84,148.16
Deputy City Clerk	Exempt	\$ 41,692.61	\$ 64,623.08
Distribution/Collections Crew Leader	25	\$ 16.70	\$ 25.83
Distribution/Collections Technician	22	\$ 14.41	\$ 22.28
Distribution/Collections Technician-Apprentice	17	\$ 11.29	\$ 17.45
Electric Line Crew Foreman	32	\$ 23.52	\$ 36.36
Electric Line Worker	30	\$ 21.33	\$ 32.96
Electric Line Worker Apprentice	22	\$ 14.41	\$ 22.28
Electric Line Worker Trainee	17	\$ 11.29	\$ 17.45
Electric System Equipment Operator	22	\$ 14.41	\$ 22.28
Electric System Supervisor	Exempt	\$ 53,955.32	\$ 83,630.60
Engineer	Exempt	\$ 49,480.78	\$ 76,695.06
Engineering Technician	25	\$ 16.70	\$ 25.83
Equipment Operator	19	\$ 12.43	\$ 19.24
Executive Assistant	24	\$ 15.91	\$ 24.58
Facilities Custodial Worker	13	\$ 9.27	\$ 14.32
Facilities Maintenance Supervisor	27	\$ 17.87	\$ 27.61
Facilities Maintenance Technician	17	\$ 11.29	\$ 17.45
Facilities Maintenance Coordinator	23	\$ 15.15	\$ 23.40

# *APPROVED*

## Classification & Compensation Plan

### Fiscal Year 2012-2013

Finance Director	Exempt	\$	60,299.07	\$	93,463.24
Financial Management Analyst	Exempt	\$	40,625.52	\$	63,399.28
Grants & Contracts Administrator	Exempt	\$	46,780.59	\$	72,510.23
Grants Specialist	Exempt	\$	40,234.78	\$	62,364.16
Human Resources Assistant	23	\$	15.15	\$	23.40
Human Resources Director	Exempt	\$	62,044.55	\$	96,168.59
Human Resources Manager	Exempt	\$	42,266.88	\$	65,512.83
Information Technology Systems Director	Exempt	\$	40,625.52	\$	63,399.28
Information Technology Technical Assistant	25	\$	16.70	\$	25.83
Meter Reader	17	\$	11.29	\$	17.45
Meter Reader Supervisor	27	\$	18.42	\$	28.47
Parks and Recreation Director	Exempt	\$	46,780.59	\$	75,317.64
Parks Maintenance Supervisor	21	\$	13.72	\$	21.21
Parks Maintenance Worker	13	\$	9.27	\$	14.32
Planner	Exempt	\$	40,234.78	\$	62,364.16
Planning & Community Development Director	Exempt	\$	59,090.73	\$	91,590.95
Planning Assistant	21	\$	13.72	\$	21.21
Planning Technician	23	\$	15.15	\$	23.40
Police Investigator	25	\$	16.70	\$	25.83
Police Lieutenant	32	\$	23.52	\$	36.36
Police Officer I	23	\$	15.15	\$	23.40
Police Officer II	24	\$	15.91	\$	24.58
Police Officer/SRO/K-9	25	\$	16.70	\$	25.83
Police Records Specialist	21	\$	13.72	\$	21.21
Police Sergeant	30	\$	21.33	\$	32.96
Principal Planner	Exempt	\$	49,480.78	\$	76,695.06
Public Works Crew Leader	22	\$	14.41	\$	22.28
Public Works Supervisor	30	\$	21.33	\$	32.96
Public Services Director	Exempt	\$	65,245.80	\$	101,130.79
Public Services Technician	19	\$	12.43	\$	19.24
Public Works Technician I	15	\$	10.23	\$	15.81
Public Works Technician II	17	\$	11.29	\$	17.45
Receptionist	17	\$	11.29	\$	17.45
Recreation Assistant	13	\$	9.27	\$	14.32
Safety/Purchasing Specialist	Exempt	\$	40,625.52	\$	62,969.36
School Crossing Guard	15	\$	10.23	\$	15.81
Staff Assistant	21	\$	13.72	\$	21.21
Strategic Planner	Exempt	\$	49,480.78	\$	76,695.06
Utility Billing Supervisor	Exempt	\$	34,666.34	\$	53,732.63
Utility Line Locator	24	\$	15.91	\$	24.58
Warehouse Coordinator	19	\$	12.43	\$	19.24
Wastewater System Supervisor	30	\$	21.33	\$	32.96
Wastewater Treatment Plant Operator- Apprentice	17	\$	11.29	\$	17.45
Wastewater Treatment Plant Operator - I	23	\$	15.15	\$	23.40

# ***APPROVED***

## **Classification & Compensation Plan Fiscal Year 2012-2013**

Wastewater Treatment Plant Operator- II	25	\$	16.70	\$	25.83
Wastewater Treatment Plant Operator - III	27	\$	18.42	\$	28.47
Water System Supervisor	30	\$	21.33	\$	32.96
Water Treatment Plant Operator - I	23	\$	15.15	\$	23.40
Water Treatment Plant Operator - II	25	\$	16.70	\$	25.83
Water Treatment Plant Operator - III	27	\$	18.42	\$	28.47
Water Treatment Plant Operator-Apprentice	17	\$	11.29	\$	17.45
Water/Wastewater Instrument Technician	25	\$	16.70	\$	25.83

# ***PROPOSED***

## **Classification & Compensation Plan**

### **Fiscal Year 2013-2014**

<b>Classification</b>	<b>Range</b>	<b>Minimum</b>	<b>Maximum</b>
Accountant I	23	\$ 15.60	\$ 24.11
Accountant II	Exempt	\$ 35,798.72	\$ 55,488.02
Administrative Services Director	Exempt	\$ 60,863.46	\$ 94,338.68
Assistant City Manager	Exempt	\$ 74,557.04	\$ 115,563.47
Assistant Deputy City Clerk	23	\$ 15.60	\$ 24.11
Assistant Finance Director	Exempt	\$ 45,647.06	\$ 70,753.21
Assistant Public Services Director	Exempt	\$ 53,255.79	\$ 82,547.00
Assistant Recreation Director	28	\$ 19.92	\$ 29.86
Assistant to the City Manager	Exempt	\$ 45,647.06	\$ 70,753.21
Building Assistant I	21	\$ 14.13	\$ 21.84
Building Assistant II	22	\$ 14.85	\$ 22.95
Building Inspector I	Exempt	\$ 41,441.82	\$ 64,235.08
Building Inspector II	Exempt	\$ 43,513.64	\$ 67,446.36
Building Inspector III	Exempt	\$ 45,689.54	\$ 70,819.05
Building Official	Exempt	\$ 50,965.21	\$ 78,995.91
Cashier/Customer Service Clerk	17	\$ 11.63	\$ 17.98
Chief of Police	Exempt	\$ 69,707.21	\$ 108,046.07
City Manager	Exempt	Contract	Contract
Clerical Assistant	14	\$ 10.05	\$ 15.53
Code Enforcement Officer	Exempt	\$ 41,441.82	\$ 64,235.08
Communications Operator	20	\$ 13.48	\$ 20.82
Communications Supervisor	23	\$ 15.60	\$ 24.11
Community Police Officer	25	\$ 17.20	\$ 26.60
Compliance and Risk Management Director	Exempt	\$ 63,905.89	\$ 99,053.64
Deputy Chief of Police	Exempt	\$ 55,918.05	\$ 86,672.60
Deputy City Clerk	Exempt	\$ 42,943.39	\$ 66,561.77
Distribution/Collections Crew Leader	25	\$ 17.20	\$ 26.60
Distribution/Collections Technician	22	\$ 14.85	\$ 22.95
Distribution/Collections Technician-Apprentice	17	\$ 11.63	\$ 17.98
Electric Line Crew Foreman	32	\$ 24.22	\$ 37.45
Electric Line Worker	30	\$ 21.97	\$ 33.95
Electric Line Worker Apprentice	22	\$ 14.85	\$ 22.95
Electric Line Worker Trainee	17	\$ 11.63	\$ 17.98
Electric System Equipment Operator	22	\$ 14.85	\$ 22.95
Electric System Supervisor	Exempt	\$ 55,573.98	\$ 86,139.51
Engineer	Exempt	\$ 50,965.21	\$ 78,995.91
Engineering Technician	25	\$ 17.20	\$ 26.60
Equipment Operator	19	\$ 12.81	\$ 19.82
Executive Assistant	24	\$ 16.39	\$ 25.32
Facilities Custodial Worker	13	\$ 9.55	\$ 14.75
Facilities Maintenance Supervisor	27	\$ 18.41	\$ 28.44
Facilities Maintenance Technician	17	\$ 11.63	\$ 17.98
Facilities Maintenance Coordinator	23	\$ 15.60	\$ 24.11

# *PROPOSED*

## Classification & Compensation Plan

### Fiscal Year 2013-2014

Finance Director	Exempt	\$	62,108.04	\$	96,267.14
Financial Management Analyst	Exempt	\$	41,844.29	\$	65,301.26
Grants & Contracts Administrator	Exempt	\$	48,184.01	\$	74,685.54
Grants Specialist	Exempt	\$	41,441.82	\$	64,235.08
Human Resources Assistant	23	\$	15.60	\$	24.11
Human Resources Director	Exempt	\$	63,905.89	\$	99,053.64
Human Resources Manager	Exempt	\$	43,534.88	\$	67,478.22
Information Technology Systems Director	Exempt	\$	41,844.29	\$	65,301.26
Information Technology Technical Assistant	25	\$	17.20	\$	26.60
Meter Reader	17	\$	11.63	\$	17.98
Meter Reader Supervisor	27	\$	18.98	\$	29.32
Parks and Recreation Director	Exempt	\$	48,184.01	\$	77,577.17
Parks Maintenance Supervisor	21	\$	14.13	\$	21.84
Parks Maintenance Worker	13	\$	9.55	\$	14.75
Planner	Exempt	\$	41,441.82	\$	64,235.08
Planning & Community Development Director	Exempt	\$	60,863.46	\$	94,338.68
Planning Assistant	21	\$	14.13	\$	21.84
Planning Technician	23	\$	15.60	\$	24.11
Police Investigator	25	\$	17.20	\$	26.60
Police Lieutenant	32	\$	24.22	\$	37.45
Police Officer I	23	\$	15.60	\$	24.11
Police Officer II	24	\$	16.39	\$	25.32
Police Officer/SRO/K-9	25	\$	17.20	\$	26.60
Police Records Specialist	21	\$	14.13	\$	21.84
Police Sergeant	30	\$	21.97	\$	33.95
Principal Planner	Exempt	\$	50,965.21	\$	78,995.91
Public Works Crew Leader	22	\$	14.85	\$	22.95
Public Works Supervisor	30	\$	21.97	\$	33.95
Public Services Director	Exempt	\$	67,203.18	\$	104,164.71
Public Services Technician	19	\$	12.81	\$	19.82
Public Works Technician I	15	\$	10.54	\$	16.28
Public Works Technician II	17	\$	11.63	\$	17.97
Receptionist	17	\$	11.63	\$	17.98
Recreation Assistant	13	\$	9.55	\$	14.75
Safety/Purchasing Specialist	Exempt	\$	41,844.29	\$	64,858.44
School Crossing Guard	15	\$	10.53	\$	16.28
Staff Assistant	21	\$	14.13	\$	21.84
Strategic Planner	Exempt	\$	50,965.21	\$	78,995.91
Utility Billing Supervisor	Exempt	\$	35,706.33	\$	55,344.61
Utility Line Locator	24	\$	16.39	\$	25.32
Warehouse Coordinator	19	\$	12.81	\$	19.82
Wastewater System Supervisor	30	\$	21.97	\$	33.95
Wastewater Treatment Plant Operator- Apprentice	17	\$	11.63	\$	17.98
Wastewater Treatment Plant Operator - I	23	\$	15.60	\$	24.11

***PROPOSED***  
**Classification & Compensation Plan**  
**Fiscal Year 2013-2014**

Wastewater Treatment Plant Operator- II	25	\$	17.20	\$	26.60
Wastewater Treatment Plant Operator - III	27	\$	18.98	\$	29.32
Water System Supervisor	30	\$	21.97	\$	33.95
Water Treatment Plant Operator - I	23	\$	15.60	\$	24.11
Water Treatment Plant Operator - II	25	\$	17.20	\$	26.60
Water Treatment Plant Operator - III	27	\$	18.98	\$	29.32
Water Treatment Plant Operator-Apprentice	17	\$	11.63	\$	17.98
Water/Wastewater Instrument Technician	25	\$	17.20	\$	26.60