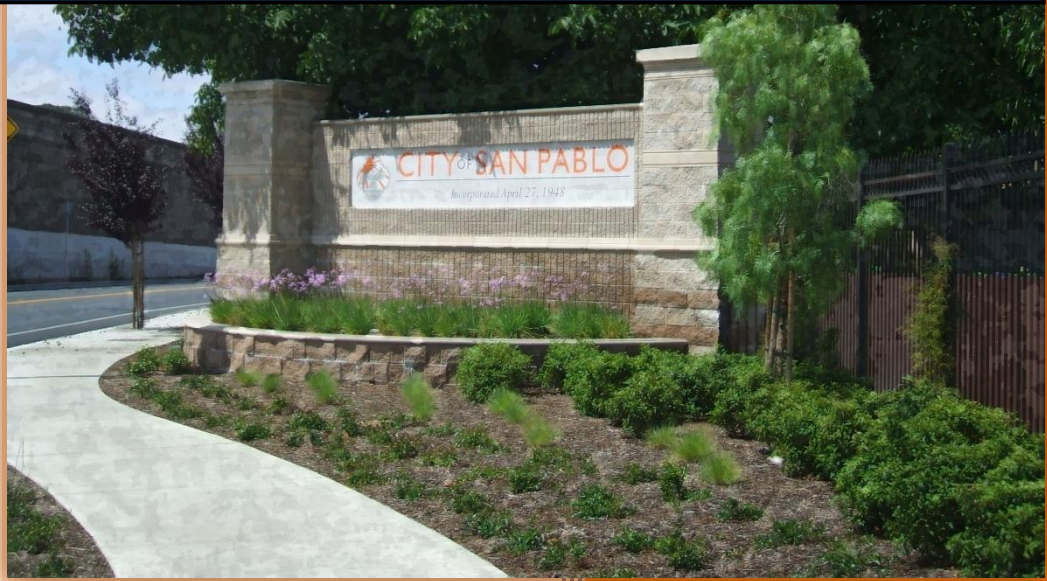


FY16/17

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City Council

Rich Kinney, Mayor

Cecilia Valdez, Vice Mayor

Genoveva Garcia-Calloway, Council Member

Paul Morris, Council Member

Kathy Chao Rothberg, Council Member

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I. ESTABLISHMENT OF PLAN

As per the City of San Pablo's Personnel Rules adopted by Resolution 2014-031. Section 2.03 establishes the authority of the City Manager to prepare a Classification Plan (hereafter referred to as "the Plan") as follows:

"The Personnel Officer [City Manager], or such person as has been delegated the responsibilities thereof, shall be responsible for the following:

Classification Plan. Prepare a classification plan, including class specifications and revisions of the plan."

The Plan should be reevaluated on a yearly basis and maintained in such a manner so as not to cause inefficiencies in the operation of City business.

The Plan provides a complete inventory of all positions budgeted for City service and allocates an employee name to each position in the Employee Allocation List. The Plan also contains commensurate Salary Range Schedules and Job Descriptions for each budgeted position.

II. COMPOSITION OF PLAN

The Plan contains the following general sections:

1) **Employee Allocation List** – The list contains the following Information:

1. FTE Count
2. Position Title
3. Department to which each position is allocated
4. Employee Group
5. Employee Name associated with each position

2) **Salary Range Schedules** - Contains the range in salary steps for each budgeted position in City service. Salary Range Schedules are organized by Employee Group (i.e. Local One, AIE, SPPEA, Confidential, Manager's Division, Executive Management, Contract Employees, Part Time Employees)

3) **Class Specifications (job descriptions)** – For each budgeted position, the Plan contains a description of the nature of the work and of the relative responsibility of each budgeted position. These also include examples of work which are illustrative of the duties of the positions assigned to the class, requirements of work in terms of knowledge, abilities and skills necessary for the performance of the work, and a statement of experience and training desirable for recruitment into the class.



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III. USE OF PLAN

The Plan shall be used:

- 1) In preparing public announcements of examinations or vacancies;
- 2) As a guide in preparing examinations which may be used to appraise the qualifications of applicants for work in specific classes;
- 3) In determining salaries to be paid for various types of work and establishing and maintaining an equitable compensation plan;
- 4) In determining salaries & benefit items in the budgets for the various departments of the City;
- 5) In providing uniform job terminology which is clearly understandable to City officers, employees and the general public; and
- 6) In setting up appropriate employment lists from which personnel may be certified to fill vacancies.

IV. DEVELOPMENT AND MAINTENANCE OF SALARY RANGE SCHEDULES

Development and maintenance of salary ranges shall be conducted as follows:

- 1) Salary ranges shall be linked directly to the Plan and shall be determined with due regard to ranges of pay of other classes, relative particular occupational categories, prevailing rates for similar employment in private establishments in the City area, rates of pay in other similar size and/or proximate jurisdictions, the financial policies of the City and other economic considerations. The minimum and maximum and intermediate steps of each salary range shall be those rates in the basic salary schedule which most nearly reflect these factors.
- 2) As appropriate, the City Manager may make or direct to be made, such comparative studies as he/she may deem necessary, of the factors affecting the level of salary ranges.
- 3) On the basis of information derived from such studies, the City Manager shall recommend to the City Council adoption of such changes in the salary ranges as are pertinent to maintaining the fairness and adequacy of the Plan.
- 4) General salary increases affecting all City employees shall not become effective until approved by Resolution of the City Council.



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- 5) Prior to commencement of each Fiscal Year the City Manager shall provide the City Council with a review and report on the City's Classification & Compensation Plan. Amendments to the Plan shall be considered at that time.

V. SALARY ADVANCEMENT SCHEDULE

The salary ranges are intended to furnish administrative flexibility in recognizing individual differences between positions and in providing employee incentives and rewarding employees for meritorious service.

Employees are eligible to receive salary increases and are eligible for promotion from one job level to another based on qualifications and job performance.

The City's Personnel Rules, Section 6.02, *Normal Advancement*, establishes the process and schedule for advancement through the salary ranges.

VI. CLASS SPECIFICATIONS/ JOB DESCRIPTIONS

The job descriptions in the Plan and their various parts shall be used as a guide in the classification of positions and have the following force and effect:

The job descriptions are descriptive and not restrictive. They are intended to indicate the kinds of duties that are allocated to the position and shall not be construed as declaring to any extent, or in any way, what the minimum or maximum duties or responsibilities of any position shall be, or as limiting or in any way modifying the power of any appointing authority or administrative officer to assign, direct and control the work of employees under his supervision. The use of particular expression or illustration shall not be held to exclude others not mentioned that are of similar kind and quality.

VII. PART-TIME EMPLOYEES

All employees of the City who are hired on a part-time basis shall be paid hourly for the work performed for the City in accordance with the position the employee is assigned to as listed in the Part Time Salary Range Schedule.

Employees in the Part-time Salary Range Schedule may be granted salary increases in accordance with the full time advancement schedule established in Section 6.02, *Normal Advancement* of the City's Personnel Rules, subject to recommendation by the Department Head or Division Manager and with approval of the City Manager.

VIII. MAINTENANCE OF PLAN

The City Manager shall be responsible for the proper maintenance of the Plan so that it shall reflect continuously on a current basis, the duties being performed by each employee in the City.



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The City Manager shall make necessary amendments to the Plan, including the addition of required new classes, revision of existing classes and deletion of obsolete classes and shall make recommendation to the City Council on such changes.

Changes and reallocations within the Plan shall be made as follows:

- 1) The City Manager shall analyze or cause to be analyzed the duties and responsibilities to be assumed by incumbents of proposed new positions and using such appraisal as a basis, make a recommendation to the City Council for consideration of such changes as are necessary.
- 2) Changes in the duties and responsibilities of a position involving either the addition, reduction, or modification of assignments shall be reported to the City Manager by the Department Head/ Division Manager concerned. If the changes are determined to be permanent, the City Manager shall make a recommendation to the City Council to amend such job description as needed.
- 3) Prior to the beginning of each Fiscal Year, the City Manager shall review or cause to be reviewed, the classification of positions and audit duties and responsibilities and on the basis of his appraisal, recommend to the City Council such changes as are necessary to keep the Plan up to date and in step with current conditions.

IX. EFFECT OF PLAN

Position titles shall be used in all personnel, accounting, budgeting payroll, appropriation, and financial records. No person shall be appointed to, or employed in a position in the City under a position title not included in the Plan.

In the event of a conflict between any sections of the Plan and provisions contained in a collective bargaining agreement entered into by the City and its employees, the provision contained in such collective bargaining provision shall prevail.

X. CONFORMITY TO STATE & FEDERAL LAW

Notwithstanding any provision of the Codified Ordinances of the City, the provisions of the State of California, and the United States Fair Labor Standards Act of 1938 as amended shall apply and control on matters, of minimum wages and overtime where such provisions are made applicable to the City by such Acts.



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XI. EMPLOYEE ALLOCATION LIST



#16-0260 - CLASSIFICATION & COMPENSATION PLAN

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FTE	Department	Job Classification	Labor Unit	Name
ELECTED OFFICIALS (City Council & City Clerk)				
1.00	City Council	Council Member	N/A	Chao Rothberg
1.00	City Council	Mayor	N/A	Kinney
1.00	City Council	Council Member	N/A	Garcia-Calloway
1.00	City Council	Council Member	N/A	Morris
1.00	City Council	Vice Mayor	N/A	Valdez
1.00	City Clerk	Elected City Clerk	N/A	Denney
6.00	Department Total FTE Count			

CITY ATTORNEY				
1.00	City Attorney	City Attorney	Contract Employee	Nerland, L
1.00	City Attorney	Sec. to the City Attorney	Confidential	Silva, C.
2.00	Department Total FTE Count			

CITY MANAGER'S OFFICE				
1.00	City Manager's Office	City Manager	Contract Employee	Rodriguez, M
1.00	City Manager's Office	Assistant City Manager	Exec. Mgmt.	Schwartz, R
1.00	City Manager's Office	Assistant to the CM (HR)	Division Managers	Gallegos, T.
1.00	City Manager's Office	Assistant to the CM (ED)	Division Managers	Ching
1.00	City Manager's Office	Deputy City Clerk	Confidential	Corbin, L.
1.00	City Manager's Office	Executive Assistant	Confidential	Fisher, L.
1.00	City Manager's Office	Administrative Clerk I	Local One	Maki, C
7.00	Department Total FTE Count			

INFORMATION TECHNOLOGY				
1.00	Info. Tech.	Info. Technician	AIE	Vista, R.



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1.00	Info. Tech.	Info. Tech. Administrator	AIE	Soriano, M.
1.00	Info. Tech.	Info. Tech. Manager	Division Managers	Johnson, L.
0.50	Info. Tech.	Info. Tech. Intern	Part Time	Peredo, A
3.50	Department Total FTE Count			

DEVELOPMENT SERVICES				
1.00	Development Services	Dev. Servs. Director	Exec. Mgmt.	Rodriguez, M.
1.00	Development Services	Assistant Planner	AIE	Dunn, E
1.00	Development Services	Administrative Clerk I	Local One	Ceja-Orozco
1.00	Development Services	Admin. Secretary	Local One	Corleto, M.
1.00	Development Services	Building Inspector	Local One	Villandre, J.
1.00	Development Services	Planning Aide	Local One	VACANT
1.00	Development Services	Senior Permit Technician	Local One	Delgado, M.
1.00	Development Services	Administrative Clerk	Local One	VACANT
1.00	Development Services	Permit Technician	Local One	VACANT
1.00	Development Services	Assistant/Associate Planner	AIE	Simpson, R.
10.00	Department Total FTE Count			

FTE	Department	Job Classification	Labor Unit	Name
PUBLIC WORKS DEPARTMENT				
1.00	Public Works	PW Director/City Engineer	Exec. Mgmt.	Hawkins, B
1.00	Public Works	Sr. Civil Engineer	Div. Managers	Gioia
1.00	Public Works	Management Analyst	AIE	Victor, R
1.00	Public Works	Maint. Operations Sup.	AIE	Bothwell, J
1.00	Public Works	Assistant Engineer	AIE	Nonato, R.
1.00	Public Works	Env. Program Analyst	AIE	Booth, A
1.00	Public Works	Administrative Clerk I	Local One	Cano, J
1.00	Public Works	Maintenance Worker I	Local One	Baca, S.
1.00	Public Works	Maintenance Worker I	Local One	Guzman-Rivera
1.00	Public Works	Maintenance Worker I	Local One	Weaver, C
1.00	Public Works	Maintenance Worker I	Local One	Perez, R.
1.00	Public Works	Maintenance Worker I	Local One	Shore, C



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1.00	Public Works	Maintenance Worker I	Local One	VACANT
1.00	Public Works	Maintenance Worker I	Local One	Kirton
1.00	Public Works	Maintenance Worker I	Local One	VACANT
1.00	Public Works	Maintenance Worker III	Local One	Alvarez, M.
1.00	Public Works	Maintenance Worker III	Local One	Berumen, V.
1.00	Public Works	Maintenance Worker III	Local One	Gomez, D.
1.00	Public Works	Maintenance Worker III	Local One	Vu, H.
1.00	Public Works	Senior PW Inspector	Local One	Soungpanya
1.00	Public Works	Sr. Maintenance Worker	Local One	Lichtle
1.00	Public Works	Sr. Maintenance Worker	Local One	VACANT
1.00	Public Works	Engineering Aide	Local One	McCourt, K
1.00	Public Works	Administrative Clerk	Local One	Yost, M
0.50	Public Works	Env. Program Analyst	Part Time	Samkian, K.
0.50	Public Works	Maintenance Aide	Part Time	Thornton
25.00	Department Total FTE Count			

FINANCE				
1.00	Finance	Finance Director	Executive Mgmt.	Sessions, K.
1.00	Finance	Finance Supervisor	AIE	Luong, J
1.00	Finance	Management Assistant	Confidential	Toledo, V.
1.00	Finance	Fiscal Clerk II	Confidential	Vroom, K.
1.00	Finance	Fiscal Clerk I	Local One	Nguyen, M
1.00	Finance	Fiscal Clerk I	Local One	Bradley, K
6.00	Department Total FTE Count			

FTE	Department	Job Classification	Labor Unit	Name
COMMUNITY SERVICES				
1.00	Community Services	Comm. Servs. Director	Exec. Mgmt.	Dwyer, G.
1.00	Community Services	Recreation Supervisor	AIE	Ocampo
1.00	Community Services	Recreation Supervisor	AIE	Voicehowsky
1.00	Community Services	Recreation Coordinator	AIE	Mendez
1.00	Community Services	Recreation Coordinator	AIE	Chong
1.00	Community Services	Youth Serv. Prog. Coord.	AIE	Romo, B.



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1.00	Community Services	Community Services Coord.	AIE	Ildefonso-Olmo
1.00	Community Services	Administrative Clerk II	Local One	Figuerola, E.
1.00	Community Services	Paratransit Driver (FT)	Local One	VACANT
1.00	Community Services	Paratransit Driver (FT)	Local One	Ison
1.00	Community Services	Sr. Ctr. Serv. Aide-Soc. Serv.	Local One	DeLeon
1.00	Community Services	Sr. Ctr. Soc. Serv. Aide-Paratransit	Local One	Graham
0.50	Community Services	Administrative Intern	Part Time	Babino
0.50	Community Services	Administrative Intern	Part Time	Bellorin
0.50	Community Services	Administrative Intern	Part Time	Duckworth
0.50	Community Services	Administrative Intern	Part Time	Figuerola
0.50	Community Services	Administrative Intern	Part Time	Flores
0.50	Community Services	Administrative Intern	Part Time	Hunt
0.50	Community Services	Administrative Intern	Part Time	Lopez
0.50	Community Services	Administrative Intern	Part Time	Navarro
0.50	Community Services	Administrative Intern	Part Time	Padilla
0.40	Community Services	Administrative Intern	Part Time	Ponce
0.40	Community Services	Administrative Intern	Part Time	Skaggs
0.40	Community Services	Administrative Intern	Part Time	Sutherlin
0.40	Community Services	Administrative Intern	Part Time	Vera
0.50	Community Services - CS	Administrative Intern	Part Time	Abushi
0.40	Community Services	Art Gallery Curator	Part Time	Pinata, A
0.50	Community Services	Para Transit Driver (PT)	Part Time	Thackar
0.50	Community Services	Program Assistant	Part Time	Veliz, E
0.50	Community Services	Program Assistant	Part Time	Jimenez
0.50	Community Services	Building Attendant	Part Time	Box
0.50	Community Services	Building Attendant	Part Time	Piol
0.50	Community Services	Building Attendant	Part Time	Carranza
0.50	Community Services	Building Attendant	Part Time	Canizales
0.50	Community Services	Building Attendant	Part Time	Beaulieu
0.50	Community Services	Building Attendant	Part Time	Clark
0.50	Community Services	Building Attendant	Part Time	McCartin
0.50	Community Services	Building Attendant	Part Time	Manning
0.50	Community Services	Building Attendant	Part Time	Snoodgrass
0.50	Community Services	Building Attendant	Part Time	Mercado
0.50	Community Services	Building Attendant	Part Time	Vera, E



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0.50	Community Services	Building Attendant	Part Time	Santoyo, M
0.35	Community Services	Recreation Leader	Part Time	Alaniz
0.35	Community Services	Recreation Leader	Part Time	Alejandre
0.35	Community Services	Recreation Leader	Part Time	Alvarez
0.35	Community Services	Recreation Leader	Part Time	Anguiano
0.35	Community Services	Recreation Leader	Part Time	Bhatia
0.35	Community Services	Recreation Leader	Part Time	Castro
0.35	Community Services	Recreation Leader	Part Time	Diaz
0.35	Community Services	Recreation Leader	Part Time	Ethridge
0.35	Community Services	Recreation Leader	Part Time	Foster
0.35	Community Services	Recreation Leader	Part Time	Guzman
0.35	Community Services	Recreation Leader	Part Time	Guzman
0.35	Community Services	Recreation Leader	Part Time	Guzman
0.35	Community Services	Recreation Leader	Part Time	Leon
0.35	Community Services	Recreation Leader	Part Time	Nelson
0.35	Community Services	Recreation Leader	Part Time	Ramirez
0.35	Community Services	Recreation Leader	Part Time	Ramirez
0.35	Community Services	Recreation Leader	Part Time	Reachi
0.35	Community Services	Recreation Leader	Part Time	Reyes
0.35	Community Services	Recreation Leader	Part Time	Scott
0.35	Community Services	Recreation Leader	Part Time	Smith
0.35	Community Services	Recreation Leader	Part Time	Williams
0.35	Community Services	Recreation Leader	Part Time	Deleon
0.35	Community Services	Recreation Leader	Part Time	VACANT
0.35	Community Services	Recreation Leader	Part Time	VACANT
0.35	Community Services	Recreation Leader	Part Time	VACANT
0.35	Community Services	Recreation Leader	Part Time	VACANT
0.35	Community Services	Recreation Leader	Part Time	VACANT
0.35	Community Services	Recreation Leader	Part Time	VACANT
0.35	Community Services	Recreation Leader	Part Time	VACANT
0.35	Community Services	Recreation Leader	Part Time	VACANT
0.16	Community Services	Recreation Leader	Part Time	VACANT
0.50	Community Services	Recreation Specialist	Part Time	VACANT
0.50	Community Services	Recreation Specialist	Part Time	VACANT
0.50	Community Services	Recreation Specialist	Part Time	VACANT



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0.50	Community Services	Recreation Specialist	Part Time	VACANT
0.50	Community Services	Sr. Recreation Specialist	Part Time	VACANT
0.50	Community Services	Sr. Recreation Specialist	Part Time	VACANT
40.50	Department Total FTE Count			

FTE	Department	Job Classification	Labor Unit	Name
POLICE DEPARTMENT				
1.00	Police Department	Chief of Police	Exec. Mgmt.	Rosales
1.00	Police Department	Police Commander	SPPEA (Sworn)	Alameda, G.
1.00	Police Department	Police Commander	SPPEA (Sworn)	VACANT
1.00	Police Department	Police Commander	SPPEA (Sworn)	VACANT
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Ray
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Barajas
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Bubar
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Cook
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Gancasz
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Hughes
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Johnson, J
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Lindblom
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Benone
1.00	Police Department	Police Sergeant	SPPEA (Sworn)	Wieggers
1.00	Police Department	Building Inspector	Local One	Crabtree, J.
1.00	Police Department	Police Executive Assistant	SPPEA (Non-sworn)	Thebodeu, T.
1.00	Police Department	Maintenance Worker III	Local One	Gregg, A.
1.00	Police Department	Police Admin. Clerk	SPPEA (Non-sworn)	Chenevert
1.00	Police Department	Police Admin. Clerk	SPPEA (Non-sworn)	VACANT
1.00	Police Department	Police Admin. Clerk	SPPEA (Non-sworn)	Laguna
1.00	Police Department	Police Admin. Clerk	SPPEA (Non-sworn)	Reid
1.00	Police Department	Police Admin. Clerk	SPPEA (Non-sworn)	Rodriguez
1.00	Police Department	Police Admin. Clerk	SPPEA (Non-sworn)	Segundo
1.00	Police Department	Police Admin. Clerk	SPPEA (Non-sworn)	Thompson
0.50	Police Department	Police Cadet	SPPEA (Non-sworn)	VACANT
0.50	Police Department	Police Cadet	SPPEA (Non-sworn)	Gonzalez
0.50	Police Department	Police Cadet	SPPEA (Non-sworn)	VACANT
0.50	Police Department	Police Cadet	SPPEA (Non-sworn)	VACANT



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1.00	Police Department	Police Service Assistant	SPPEA (Non-sworn)	Nemanick
1.00	Police Department	Police Service Assistant	SPPEA (Non-sworn)	Jones
1.00	Police Department	Police Service Assistant	SPPEA (Non-sworn)	Sousa
1.00	Police Department	Police Services Tech.	SPPEA (Non-sworn)	Barte
1.00	Police Department	Jailer	SPPEA (Non-sworn)	Delatorre
1.00	Police Department	Police Services Tech.	SPPEA (Non-sworn)	Pelayo
1.00	Police Department	Jailer	SPPEA (Non-sworn)	Keefe
1.00	Police Department	Police Services Tech.	SPPEA (Non-sworn)	Keo
1.00	Police Department	Police Services Tech.	SPPEA (Non-sworn)	Miller, L
1.00	Police Department	Police Services Tech.	SPPEA (Non-sworn)	Miller, K
1.00	Police Department	Police Officer	SPPEA (Sworn)	Arguello
1.00	Police Department	Police Officer	SPPEA (Sworn)	Banayat
1.00	Police Department	Police Officer	SPPEA (Sworn)	Bennett
1.00	Police Department	Police Officer	SPPEA (Sworn)	Biams, B.
1.00	Police Department	Police Officer	SPPEA (Sworn)	Biams, A.
1.00	Police Department	Police Officer	SPPEA (Sworn)	Blaisdell
1.00	Police Department	Police Officer	SPPEA (Sworn)	Botta
1.00	Police Department	Police Officer	SPPEA (Sworn)	Bowler
1.00	Police Department	Police Officer	SPPEA (Sworn)	Brady
1.00	Police Department	Police Officer	SPPEA (Sworn)	Brown
1.00	Police Department	Police Officer	SPPEA (Sworn)	VACANT
1.00	Police Department	Police Officer	SPPEA (Sworn)	Carducci
1.00	Police Department	Police Officer	SPPEA (Sworn)	Chalk
1.00	Police Department	Police Officer	SPPEA (Sworn)	Dancker
1.00	Police Department	Police Officer	SPPEA (Sworn)	DiMercurio
1.00	Police Department	Police Officer	SPPEA (Sworn)	Downey
1.00	Police Department	Police Officer	SPPEA (Sworn)	Dugonjic
1.00	Police Department	Police Officer	SPPEA (Sworn)	Gatlin
1.00	Police Department	Police Officer	SPPEA (Sworn)	Hannis
1.00	Police Department	Police Officer	SPPEA (Sworn)	Hearn
1.00	Police Department	Police Officer	SPPEA (Sworn)	Hoff
1.00	Police Department	Police Officer	SPPEA (Sworn)	Kullar
1.00	Police Department	Police Officer	SPPEA (Sworn)	VACANT
1.00	Police Department	Police Officer	SPPEA (Sworn)	Neece
1.00	Police Department	Police Officer	SPPEA (Sworn)	Niemi
1.00	Police Department	Police Officer	SPPEA (Sworn)	Perino
1.00	Police Department	Police Officer	SPPEA (Sworn)	Prince



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1.00	Police Department	Police Officer	SPPEA (Sworn)	VACANT
1.00	Police Department	Police Officer	SPPEA (Sworn)	Richer
1.00	Police Department	Police Officer	SPPEA (Sworn)	Rosic
1.00	Police Department	Police Officer	SPPEA (Sworn)	VACANT
1.00	Police Department	Police Officer	SPPEA (Sworn)	Singh
1.00	Police Department	Police Officer	SPPEA (Sworn)	Smith Jr.
1.00	Police Department	Police Officer	SPPEA (Sworn)	Troche III
1.00	Police Department	Police Officer	SPPEA (Sworn)	White
1.00	Police Department	Police Officer	SPPEA (Sworn)	Zink
1.00	Police Department	Police Officer	SPPEA (Sworn)	Woodhouse
1.00	Police Department	Police Officer	SPPEA (Sworn)	Elerick
1.00	Police Department	Police Officer	SPPEA (Sworn)	VACANT
1.00	Police Department	Police Officer	SPPEA (Sworn)	VACANT
1.00	Police Department	Police Officer	SPPEA (Sworn)	VACANT
0.50	Police Department	Crossing Guard	Part Time	VACANT
0.50	Police Department	Crossing Guard	Part Time	VACANT
0.50	Police Department	Crossing Guard	Part Time	VACANT
0.50	Police Department	Background Investigator	Part Time	VACANT
79.00	Department Total FTE Count			

CITY TOTALS

179.0	FTE TOTAL	
145.0	Full Time FTE	145 FT Positions
39.5	Part-Time FTE	79 PT Positions
224	Total Employees	
179.0	Total FTE Count	



XII. SALARY RANGE SCHEDULES



**#16-0260 - CLASSIFICATION & COMPENSATION PLAN
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CITY OF SAN PABLO

HOURLY RANGE FOR PART-TIME POSITIONS

Effective July 1, 2016

Position	Step A	Step B	Step C	Step D	Step E
Administrative Intern	13.18	13.84	14.53	15.26	16.02
Art Gallery Curator	29.86	31.35	32.92	34.57	36.29
Building Attendant	11.01	11.56	12.14	12.74	13.38
Environmental Program Analyst	36.89	38.74	40.67	42.71	44.84
Maintenance Aide	13.74	14.43	15.15	15.91	16.71



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Paratransit Driver	12.77	13.40	14.07	14.78	15.52
Police Cadet	13.49	14.17	14.88	15.62	16.40
Program Assistant	20.81	21.85	22.94	24.09	25.29
Recreation Leader	10.20	10.71	11.25	11.81	12.40
Recreation Specialist	13.02	13.67	14.35	15.07	15.82
Sr. Recreation Spec.	16.61	17.45	18.32	19.23	20.20
School Crossing Guard	11.19	N/A	N/A	N/A	N/A

City of San Pablo

PUBLIC EMPLOYEES' UNION, LOCAL ONE

Effective July 1, 2016

	Step A	Hrly Rate	Step B	Hrly Rate	Step C	Hrly Rate	Step D	Hrly Rate	Step E	Hrly Rate
Administrative Clerk I	3,461	21.30	3,634	22.37	3,816	23.48	4,007	24.66	4,207	25.89
Administrative Clerk II	3,812	23.46	4,003	24.63	4,203	25.87	4,413	27.16	4,634	28.52
Administrative Secretary	4,810	29.60	5,051	31.08	5,303	32.64	5,569	34.27	5,847	35.98



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Building Inspector	5,904	36.33	6,199	38.15	6,509	40.05	6,834	42.06	7,176	44.16
Engineering Aide	4,355	26.80	4,572	28.14	4,801	29.54	5,041	31.02	5,293	32.57
Engineering Technician	5,407	33.27	5,677	34.94	5,961	36.68	6,259	38.52	6,572	40.44
Fiscal Clerk I	3,984	24.52	4,184	25.75	4,393	27.03	4,612	28.38	4,843	29.80
Maintenance Worker I	3,958	24.36	4,156	25.58	4,364	26.86	4,582	28.20	4,812	29.61
Maintenance Worker II	4,577	28.16	4,805	29.57	5,046	31.05	5,298	32.60	5,563	34.23
Maintenance Worker III	4,807	29.58	5,047	31.06	5,300	32.61	5,565	34.24	5,843	35.96
Paratransit Driver	2,845	17.51	2,987	18.38	3,136	19.30	3,293	20.26	3,458	21.28
Permit Technician	5,077	31.24	5,330	32.80	5,597	34.44	5,877	36.16	6,171	37.97
Planning Aide	4,355	26.80	4,572	28.14	4,801	29.54	5,041	31.02	5,293	32.57
Public Works Inspector	6,059	37.28	6,362	39.15	6,680	41.11	7,014	43.16	7,365	45.32
Senior Center Services Aide	3,427	21.09	3,598	22.14	3,778	23.25	3,967	24.41	4,166	25.63
Sr. Admin. Clerk	4,372	26.90	4,591	28.25	4,820	29.66	5,061	31.15	5,314	32.70
Sr. Maintenance Worker	5,047	31.06	5,299	32.61	5,564	34.24	5,842	35.95	6,134	37.75
Sr. Permit Technician	5,332	32.81	5,599	34.45	5,879	36.18	6,173	37.98	6,481	39.88
Sr. Public Works Inspector	6,491	39.94	6,815	41.94	7,156	44.04	7,514	46.24	7,889	48.55

City of San Pablo

ASSOCIATION OF INTERMEDIATE EMPLOYEES

Effective July 1, 2016

	Step A	Hrly Rate	Step B	Hrly Rate	Step C	Hrly Rate	Step D	Hrly Rate	Step E	Hrly Rate
Assistant Civil Engineer	6,915	42.55	7,260	44.68	7,623	46.91	8,004	49.26	8,405	51.72



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Assistant Engineer	6,369	39.19	6,687	41.15	7,022	43.21	7,373	45.37	7,742	47.64
Assistant Planner	6,076	37.39	6,379	39.26	6,698	41.22	7,033	43.28	7,385	45.45
Associate Civil Engineer	7,997	49.21	8,397	51.67	8,817	54.26	9,258	56.97	9,720	59.82
Associate Planner	6,941	42.71	7,288	44.85	7,652	47.09	8,035	49.44	8,436	51.92
Environmental Program Analyst	6,115	37.63	6,420	39.51	6,741	41.49	7,078	43.56	7,432	45.74
Finance Supervisor	7,427	45.71	7,799	47.99	8,189	50.39	8,598	52.91	9,028	55.56
Information Technology Technician *	5,795	35.66	6,085	37.45	6,389	39.32	6,709	41.29	7,044	43.35
Information Technology Administrator *	6,790	41.79	7,130	43.87	7,486	46.07	7,860	48.37	8,253	50.79
Maint. & Operations Sup.	5,989	36.85	6,288	38.70	6,602	40.63	6,932	42.66	7,279	44.79
Management Analyst	6,409	39.44	6,729	41.41	7,066	43.48	7,419	45.66	7,790	47.94
Management Assistant	5,825	35.85	6,116	37.64	6,422	39.52	6,743	41.50	7,081	43.57
Recreation Coordinator	5,181	31.88	5,440	33.47	5,712	35.15	5,997	36.91	6,297	38.75
Recreation Supervisor	6,534	40.21	6,860	42.22	7,203	44.33	7,563	46.54	7,942	48.87
Sr. Management Analyst	7,048	43.37	7,400	45.54	7,770	47.82	8,159	50.21	8,566	52.72
Youth Services Program Coordinator	5,181	31.88	5,440	33.47	5,712	35.15	5,997	36.91	6,297	38.75
Community Services Coordinator	6,534	40.21	6,861	42.22	7,204	44.33	7,564	46.55	7,942	48.87

* FLSA "non-exempt" (overtime eligible) positions

City of San Pablo SAN PABLO POLICE EMPLOYEES ASSOCIATION

Effective July 1, 2016

Sworn Employees

Step A	Hrly Rate	Step B	Hrly Rate	Step C	Hrly Rate	Step D	Hrly Rate	Step E	Hrly Rate
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#16-0260 - CLASSIFICATION & COMPENSATION PLAN 07.01.2016.DOCX

Police Sergeant	8,769	50.59	9,208	53.12	9,668	55.78	10,152	58.57	10,659	61.50
Police Officer	7,516	43.36	7,892	45.53	8,286	47.80	8,700	50.19	9,135	52.70
Police Commander	11,022	63.59	11,573	66.77	12,152	70.11	12,760	73.61	13,398	77.29
<u>Non-Sworn Employees</u>										
	Step A	Hrly Rate	Step B	Hrly Rate	Step C	Hrly Rate	Step D	Hrly Rate	Step E	Hrly Rate
Police Officer Trainee	6,214	35.85	6,525	37.64	6,851	39.53	7,194	41.50	7,553	43.58
Police Services Assistant	4,871	28.10	5,114	29.51	5,370	30.98	5,639	32.53	5,921	34.16
Police Services Technician	5,581	32.20	5,860	33.81	6,153	35.50	6,461	37.27	6,784	39.14
Police Executive Assistant	5,766	33.27	6,054	34.93	6,357	36.68	6,675	38.51	7,009	40.44
Police Admin. Clerk	4,033	23.27	4,235	24.43	4,447	25.65	4,669	26.94	4,902	28.28
Jailer	5,581	32.20	5,860	33.81	6,153	35.50	6,461	37.27	6,784	39.14

City of San Pablo

CONFIDENTIAL
EMPLOYEES

Effective July 1, 2016



#16-0260 - CLASSIFICATION & COMPENSATION PLAN 07.01.2016.DOCX

	Step A	Hrly Rate	Step B	Hrly Rate	Step C	Hrly Rate	Step D	Hrly Rate	Step E	Hrly Rate
Fiscal Clerk II	5,077	31.24	5,330	32.80	5,597	34.44	5,877	36.16	6,171	37.97
Deputy City Clerk	5,678	34.94	5,962	36.69	6,260	38.53	6,574	40.45	6,902	42.47
Executive Assistant	5,962	36.69	6,260	38.52	6,573	40.45	6,902	42.47	7,247	44.60
Management Analyst	6,409	39.44	6,729	41.41	7,066	43.48	7,419	45.66	7,790	47.94
Management Assistant	5,825	35.85	6,116	37.64	6,422	39.52	6,743	41.50	7,081	43.57
Secretary to the City Attorney	5,519	33.97	5,795	35.66	6,085	37.45	6,389	39.32	6,709	41.28
Sr. Management Analyst	7,048	43.37	7,400	45.54	7,770	47.82	8,159	50.21	8,566	52.72

City of San Pablo

DIVISION MANAGERS

**Effective September 21,
2015**

Step A	Hrly Rate	Step B	Hrly Rate	Step C	Hrly Rate	Step D	Hrly Rate	Step E	Hrly Rate
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Assistant to the City Manager	9,410	57.91	9,880	60.80	10,374	63.84	10,893	67.03	11,437	70.38
Information Technology Manager	9,410	57.91	9,880	60.80	10,374	63.84	10,893	67.03	11,437	70.38
Sr. Civil Engineer	8,451	52.01	8,874	54.61	9,317	57.34	9,783	60.20	10,272	63.21

City of San Pablo

EXECUTIVE MANAGEMENT

Effective July 1, 2016

	Step A	Hrly Rate	Step B	Hrly Rate	Step C	Hrly Rate	Step D	Hrly Rate	Step E	Hrly Rate
ACM/Personnel Administrator	14,624	89.99	15,355	94.49	16,123	99.22	16,929	104.18	17,775	109.39
Chief of Police*	14,480	83.54	15,204	87.71	15,964	92.10	16,762	96.70	17,600	101.54
PW Director/ City Engineer	12,009	73.90	12,610	77.60	13,240	81.48	13,902	85.55	14,598	89.83
Finance Director	12,009	73.90	12,610	77.60	13,240	81.48	13,902	85.55	14,598	89.83
Community Services Director	10,054	61.87	10,557	64.97	11,085	68.22	11,639	71.63	12,221	75.21
Development Services Director	10,054	61.87	10,557	64.97	11,085	68.22	11,639	71.63	12,221	75.21

*Annual work schedule is based
on 2080 hours

City of San Pablo

CONTRACT EMPLOYEES

Effective July 1, 2016



#16-0260 - CLASSIFICATION & COMPENSATION PLAN 07.01.2016.DOCX

	Step A	Hrly Rate	Step B	Hrly Rate	Step C	Hrly Rate	Step D	Hrly Rate	Step E	Hrly Rate
City Manager	-	-	-	-	-	-	-	-	19,708	121.28
City Attorney	-	-	-	-	-	-	-	-	18,380	113.11

XIII. Class Specifications / Job Descriptions

(found at: www.SanPabloCa.Gov/JobDescriptions)





xv. Organizational Chart



CITY OF SAN PABLO ORGANIZATIONAL CHART, FY 2016/17

TOTAL FTE: 179

SAN PABLO CITY COUNCIL

6.0 FTE

CITY ATTORNEY 1.0

1.0 Secretary to the City Attorney
2.0 FTE

CITY MANAGER 1.0

1.0 Executive Assistant to CM
1.0 Deputy City Clerk
7.0 FTE

ASSISTANT TO THE CITY MANAGER 1.0 HR FUNCTIONS/ MANAGEMENT SUPPORT

ASSISTANT CITY MANAGER 1.0 (PERSONNEL ADMINISTRATOR) RISK MANAGEMENT Municipal Pooling Authority (MPA) 1.0 Administrative Clerk

ASSISTANT TO THE CITY MANAGER 1.0 ECONOMIC DEVELOPMENT/ SUCCESSOR AGENCY

COMMUNITY SERVICES DIRECTOR 1.0 COMMUNITY SERVS.

RECREATION SERVICES

1.0 Rec. Supervisor
2.0 Rec. Coordinator
1.0 Admin. Clerk II
0.5 Program Assistant (P/T)
5.0 Building Attendant (P/T)
1.0 Rec. Leader (P/T)
2.0 Rec. Specialist (P/T)
1.0 Sr. Rec. Specialist (P/T)
0.4 Art Curator (P/T)
6.1 Admin Intern (P/T)

SENIOR SERVICES

0.5 Rec. Supervisor
1.0 Sr. Center Services Aide
1.0 Building Attendant (P/T)
0.5 Admin Intern (P/T)

YOUTH SERVICES

1.0 Comm. Servs. Coordinator
1.0 Program Coordinator
0.5 Prog. Assistant (P/T)

PARATRANSIT

0.5 Recreation Supervisor
1.0 Sr. Center Services Aide
2.5 Paratransit Driver

40.5 FTE

FINANCE DIRECTOR 1.0 FINANCE DEPARTMENT

BUDGET & FISCAL SERVICES

1.0 Finance Supervisor
1.0 Management Assistant
1.0 Fiscal Clerk II
2.0 Fiscal Clerk I

6.0 FTE

INFORMATION TECH. MANAGER 1.0 INFO. TECH. SERVS.

INFO. TECHNOLOGY SERVICES

1.0 Info. Tech. Administrator
1.0 Info. Tech. Technician
0.5 Info. Tech. Intern (P/T)

3.5 FTE

PUBLIC WORKS DIRECTOR/ CITY ENGINEER 1.0 ENG., ENV. SERVS. & MAINT.

ENGINEERING

0.5 Management Analyst
1.0 Sr. Civil Engineer
1.0 Sr. PW Inspector
1.0 Assistant Engineer
1.0 Admin. Clerk
1.0 Engineering Aide

ENVIRONMENTAL SERVICES

1.0 Maintenance Worker III
0.5 Environmental Prog. Analyst
1.5 Environmental Analyst

BUILDING & FLEET MAINTENANCE

1.0 Maintenance Worker I
1.0 Maintenance Worker III
1.0 Sr. Maintenance Worker

STREET LIGHTING & LANDSCAPE

1.0 Administrative Clerk
0.5 Maintenance Aide
0.5 Maintenance Operations Sup.
2.0 Maintenance Worker I
.25 Management Analyst
1.0 Sr. Maintenance Worker

STREET MAINT. & GRAFFITI

0.5 Maintenance Operations Sup.
2.0 Maintenance Worker III
4.5 Maintenance Worker I
.25 Management Analyst

25.0 FTE

CHIEF OF POLICE 1.0 POLICE DEPARTMENT

SWORN STAFF

3.0 Police Commander
10.0 Sergeant
41.0 Police Officer

NON-SWORN STAFF

1.0 Police Executive Assistant
5.0 Police Services Technician
2.0 Jailer
3.0 Police Services Assistant
7.0 Police Admin. Clerk
1.0 Maintenance Worker III
0.5 Background Invest. (P/T)
1.5 School Crossing Guard (P/T)
2.0 Police Cadet (P/T)

CODE ENFORCEMENT

1.0 Building Inspector

79.0 FTE