Agenda Item Number: 10

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: May 7, 2024

To: Honorable Mayor and City Councilmembers

From: City Administration

Subject: Revise the City's Publicly Available Pay Schedule: Adoption of Resolution Approving

Salary Schedule. Per Government Code, new salary ranges for approved positions need

to be included into the City's Current Pay Rates, Ranges and Stipend Resolution

RECOMMENDATION:

Adopt a Resolution Revising the City's Publicly Available Pay Schedule, Effective July 1, 2023 through June 30, 2024

RECOMMENDATION:

Adopt a Resolution Revising the City's Publicly Available Pay Schedule Effective May 7, 2024 incorporating revisions listed below of the July 1, 2023 through June 30, 2024 public pay schedule which contains the pay ranges approved by those actions.

EXECUTIVE SUMMARY:

As a CalPERS member agency, the California Code of Regulations section 570.5 requires an employer to publish a publicly available pay schedule to help determine earned income for the purposes of calculating retirement compensation. At least annually staff asks Council to approve the City's publicly available pay schedule which is posted on the City's internet for public access.

BACKGROUND:

The City's pay schedule was last updated and received Council approval on October 1, 2023 as required by California Code. Since then, Council appointed a new City Manager at a regular meeting on November 21, 2023 and approved a new classification and pay range for Community Development Director at the April 23, 2024 meeting. These revisions of the July 1, 2023 through June 30, 2024 public pay schedule contains the pay ranges approved by those actions.

DISCUSSION: This attached Resolution reflects the pay ranges approved by those actions as follows:

City Manager	Appointed	N/A	\$117.79	\$ 9,423	\$ 20,417	\$ 245,000
Community Development Director	Unrepresented	A	\$ 75.37	\$ 6,030	\$ 13,064	\$ 156,76
		В	\$ 79.14	\$ 6,331	\$ 13,717	\$ 164,60
		C	\$ 83.09	\$ 6,647	\$ 14,402	\$ 172,82
		D	\$ 87.24	\$ 6,979	\$ 15,122	\$ 181,46
		E	\$ 91.60	\$ 7,328	\$ 15,878	\$ 190,53

ANALYSIS:

CalPERS member agencies are required by the California Code of Regulations section 570.5 to publish a publicly available pay schedule. CCR §570.5 defines that

"payrate be limited to the amount listed on a pay schedule that meets all of the following requirements:

1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;

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- 2) Identifies the position title for every employee position;
- 3) Showes the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- 4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi0weekly, monthly, bi-monthly, or annually;
- 5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- 6) Indicates an effective date and date of any revisions.
- 7) Is retained by the employer and available for public inspection for not less than five years; and
- 8) Does not reference another document in lieu of disclosing the payrate."

Approval of the attached Resolution, including its Exhibit meets the City's obligation under CCR §570.5 and will be repeated as an action at least annually and each time revisions are made to the pay schedule.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

FISCAL IMPACT:

There is no fiscal impact to the action of approving the pay schedule. Allocations for all pay ranges have been approved by Council for fiscal year 2023-2024.

OPTIONS:

There are no alternate options as this is required by government code.

ATTACHMENTS:

Attachment 1 Resolution and Exhibit A Publicly Available Pay Schedule, effective July 1, 2023 through June 30, 2024.

APPROVALS:

Department Head Approval: Approval Date: 4-30-2024 CEQA Determination (Planning): Approval Date: 4-30-2024

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: <u>4/30/24</u>

<u>Costs authorized in City Approved Budget</u>: ☑ Yes □ No □ N/A

Account Code (f applicable)

City Attorney Approval: Approval Date: 4-30-2024
City Manager Approval: Approval Date: 5-1-2024

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RESOLUTION NUMBER: XXXX-2024

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL TO ADOPT A RESOLUTION APPROVING THE CITY'S REVISED PUBLICY AVAILABLE PAY SCHEDULE, EFFECTIVE JULY 1, 2023 THROUGH JUNE 30, 2024

WHEREAS, The City Council of the City of Sebastopol has established, approved, and adopted a fair and equitable compensation plan with pay ranges for approved classifications; and

WHEREAS, The California Code of Regulations section 570.5 requires a publicly available pay schedule that is current and accurate and reflects the position title for every employee position and shows the pay rate for each identified position; and

WHEREAS, The pay ranges on the attached pay schedule supersede any prior pay ranges and may be changed only upon approval of the City Council.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Sebastopol hereby adopts this Resolution approving the City's Revised Publicly Available Pay Schedule as set forth in Exhibit A, effective July 1, 2023 through June 30, 2024.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 7th day of May 2024.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by

the following vote:

VOTE:
Ayes:
Noes:
Absent:
Abstain:

Diana Gardner Rich, Mayor

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

Larry McLaughlin, City Attorney

Job Classification	Group	Step	Hourly	V	Bi- Veekly	N	Monthly	A	nnually
City Council	N/A	•		N/	A	\$	300	\$	3,600
MANAGEMENT									
City Manager	Appointed	N/A	\$117.79	\$	9,423	\$	20,417	\$	245,000
City Attorney	Appointed	A	\$ 76.95	\$	6,156	\$	13,338	\$	160,058
City ruomey	rippointed	В	\$ 80.79	\$	6,463		14,004	\$	168,045
		C	\$ 84.83	\$	6,786		14,704	\$	176,444
		D	\$ 89.07	\$	7,126		15,439	\$	185,270
		E	\$ 93.52	\$	7,482	\$	16,210	\$	194,524
Assistant City Manager City Clerk	Appointed	A	\$ 71.58	\$	5,727	\$	12,408	\$	148,891
Thousand City Manager City Clerk	rippointed	В	\$ 75.16	\$	6,013	\$	13,028	\$	156,340
		C	\$ 78.92	\$	6,313	\$	13,679	\$	164,148
		D	\$ 82.86	\$			14,363	\$	172,354
		E	\$ 87.01	\$	6,961	\$	15,081	\$	180,974
Administrative Services Director	Unrepresented	A	\$ 69.60	\$	5,568	\$	12,064	\$	144,774
2 10 10 10 10 10 10 10 10 10 10 10 10 10	o moprosomos	В	\$ 73.08	\$	5,847		12,668	\$	152,017
		С	\$ 76.74	\$	6,139		13,301	\$	159,618
		D	\$ 80.57	\$	6,446		13,966	\$	167,590
		Е	\$ 84.60	\$	6,768	\$	14,665	\$	175,976
Community Development Director	Unrepresented	A	\$ 75.37	\$	6,030	\$	13,064	\$	156,768
		В	\$ 79.14	\$	6,331	\$	13,717	\$	164,604
		C	\$ 83.09	\$	6,647	\$	14,402	\$	172,824
		D	\$ 87.24	\$	6,979	\$	15,122	\$	181,464
		Е	\$ 91.60	\$	7,328	\$	15,878	\$	190,536
City Clerk	Appointed	A	\$ 65.05	\$	5,204	\$	11,275	\$	135,300
Finance Director	Unrepresented	В	\$ 68.29	\$	5,463	\$	11,837	\$	142,048
		C	\$ 71.72	\$	5,738	\$	12,432	\$	149,180
		D	\$ 75.31	\$	6,025	\$	13,054	\$	156,643
		Е	\$ 79.07	\$	6,326	\$	13,705	\$	164,464
Building Official	Unrepresented	A	\$ 58.25	\$	4,660	\$	10,097	\$	121,159
-		В	\$ 61.16	\$	4,892	\$	10,600	\$	127,204
		C	\$ 64.22	\$	5,138	\$	11,132	\$	133,579
		D	\$ 67.43	\$	5,395	\$	11,688	\$	140,257
		Е	\$ 70.79	\$	5,664	\$	12,271	\$	147,252
Engineering Director	Unrepresented	A	\$ 65.39	\$	5,231	\$	11,335	\$	136,016
Planning Director	1	В	\$ 68.66	\$	5,492		11,900	\$	142,805
-		C	\$ 72.09	\$	5,767		12,496	\$	149,951
		D	\$ 75.70	\$	6,056		13,121	\$	157,456
		E	\$ 79.48	\$	6,358		13,777	\$	165,318

Job Classification	Group	Step	Hourly	W	eekly	Monthly		Annually	
MANAGEMENT	•		·						
MANAGEMENT			Φ 66 0 5	Φ.	5.20.4	Ф	11 110	Ф	125.202
Fire Chief	Unrepresented	A	\$ 66.05	\$	5,284	\$	11,449	\$	137,393
		В	\$ 69.34	\$	5,548	\$	12,020	\$	144,237
		C	\$ 72.82	\$	5,826	\$	12,622	\$	151,466
		D	\$ 76.45	\$	6,116	\$	13,252	\$	159,025
		E	\$ 80.28	\$	6,422	\$	13,915	\$	166,984
Police Chief	Unrepresented	A	\$ 67.20	\$	5,376	\$	11,648	\$	139,776
		В	\$ 70.56	\$	5,644	\$	12,230	\$	146,757
		C	\$ 74.08	\$	5,927	\$	12,841	\$	154,096
		D	\$ 77.79	\$	6,223	\$	13,484	\$	161,807
		E	\$ 81.68	\$	6,535	\$	14,159	\$	169,904
Public Works Superintendent	Unrepresented	A	\$ 63.74	\$	5,099	\$	11,048	\$	132,574
		В	\$ 66.92	\$	5,353	\$	11,599	\$	139,183
		C	\$ 70.26	\$	5,621	\$	12,179	\$	146,151
		D	\$ 73.78	\$	5,902	\$	12,789	\$	153,463
		Е	\$ 77.47	\$	6,197	\$	13,428	\$	161,132

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Job Classification	Group	Step	Hourly	Bi- Weekly		ly Monthly		4	Annually	
MID-MANAGEMENT	Огоир	эсер	Hourry		veckiy	11	Tontiny		Kiiiiuaiiy	
Assistant Public Works Superintendent	Unrepresented	A	\$ 50.68	\$	4,054	\$	8,784	\$	105,407	
Engineering Manager	1	В	\$ 53.21	\$	4,256		9,222	\$	110,667	
		С	\$ 55.87	\$	4,469		9,683	\$	116,202	
		D	\$ 58.65	\$	4,692	\$	10,167	\$	121,999	
		Е	\$ 61.59	\$	4,927	\$	10,676	\$	128,113	
Fire Engineer	Unrepresented	A	\$ 35.77	\$	2,862	\$	6,201	\$	74,411	
Ç	1	В	\$ 37.56	\$		\$	6,511	\$	78,129	
		C	\$ 39.44	\$	3,155	\$	6,835	\$	82,026	
		D	\$ 41.41	\$	3,313	\$	7,177	\$	86,129	
		E	\$ 43.48	\$	3,478	\$	7,537	\$	90,439	
Principal Civil Engineer	Unrepresented	A	\$ 59.12	\$	4,730	\$	10,248	\$	122,976	
Timolpai Civii Engineei	Omepresented	В	\$ 69.16	\$			11,988	\$	143,851	
		C	\$ 72.61	\$	5,809		12,587	\$	151,039	
		D	\$ 76.25	\$	6,100		13,217	\$	158,599	
		Е	\$ 80.06	\$	6,405		13,877	\$	166,530	
Senior Civil Engineer	Unrepresented	A	\$ 52.44	\$	4,195	\$	9,089	\$	109,068	
5	F	В	\$ 61.34	\$	4,907		10,632	\$	127,589	
		C	\$ 64.41	\$	5,152		11,164	\$	133,965	
		D	\$ 67.62	\$	5,410	\$	11,721	\$	140,657	
		E	\$ 71.01	\$	5,681	\$	12,308	\$	147,693	
Police Captain	Unrepresented	A	\$ 61.22	\$	4,898	\$	10,612	\$	127,342	
Tonce Cupum	Omepresented	В	\$ 64.28	\$		\$	11,142	\$	133,709	
		C	\$ 67.50	\$	5,400		11,700	\$	140,394	
		D	\$ 70.87	\$	5,670		12,284	\$	147,414	
		E	\$ 74.42	\$	5,953	\$	12,899	\$	154,784	
Police Lieutenant	Unrepresented	A	\$ 56.24	\$	4,499	\$	9,748	\$	116,973	
	o in spresented	В	\$ 59.06	\$	4,725	\$	10,237	\$	122,839	
		C	\$ 62.01	\$	4,961		10,748	\$	128,980	
		D	\$ 65.10	\$		\$	11,284	\$	135,411	
		E	\$ 68.36	\$	5,469	\$	11,850	\$	142,199	

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Job Classification MISCELLANEOUS	Group	Step	Hourly	·	Veekly	Monthly	-	Annually
Accountant Analyst (Confidential)	Unrepresented	A	\$ 43.48	\$	3,478	\$ 7,53	7 \$	90,439
Accountant Analyst (Confidential)	Omepresented	В	\$ 45.66	\$	3,653			
		C	\$ 47.94	\$	3,835			
		D	\$ 50.34	\$	4,027			
		E	\$ 52.85	\$	4,228			
Accountant	SEIU	A	\$ 39.54	\$	3,163	\$ 6,85	4 \$	82,243
	SEIC	В	\$ 41.51	\$	3,321			
		C	\$ 43.59	\$	3,487			
		D	\$ 45.77	\$	3,661			
		Е	\$ 48.06	\$	3,845			
Associate Planner	SEIU	A	\$ 42.63	\$	3,410	\$ 7,38	9 \$	88,663
		В	\$ 44.87	\$	3,590			
		C	\$ 47.23	\$	3,779			
		D	\$ 49.72	\$	3,978	\$ 8,61	9 \$	103,424
		Е	\$ 52.34	\$	4,187	\$ 9,07	2 \$	108,863
Assistant Planner	SEIU	A	\$ 38.95	\$	3,116	\$ 6,75	1 \$	81,007
Junior Accountant		В	\$ 40.90	\$	3,272			
Management Analyst		С	\$ 42.94	\$	3,435	\$ 7,44	2 \$	89,310
Administrative Technician		D	\$ 45.08	\$	3,607	\$ 7,81	4 \$	93,771
		Е	\$ 47.34	\$	3,787	\$ 8,20	5 \$	98,467
Administrative Assistant	SEIU	A	\$ 29.46	\$	2,357	\$ 5,10	6 \$	61,275
		В	\$ 30.93	\$	2,474	\$ 5,36	1 \$	64,332
		C	\$ 32.48	\$	2,598	\$ 5,62	9 \$	67,554
		D	\$ 34.10	\$	2,728	\$ 5,91	1 \$	70,927
		Е	\$ 35.81	\$	2,865	\$ 6,20	8 \$	74,494
Account Clerk I	SEIU	A	\$ 25.22	\$	2,017	\$ 4,37	1 \$	52,449
		В	\$ 26.47	\$	2,118	\$ 4,58	9 \$	55,065
		C	\$ 27.80	\$	2,224	\$ 4,81	9 \$	57,832
		D	\$ 29.19	\$	2,335	\$ 5,05	9 \$	60,710
		Е	\$ 30.65	\$	2,452	\$ 5,31	3 \$	63,753
Account Clerk II	SEIU	A	\$ 31.43	\$	2,515	\$ 5,44	8 \$	65,378
		В	\$ 33.01	\$	2,641	\$ 5,72	2 \$	68,669
		C	\$ 34.67	\$	2,774	\$ 6,00	9 \$	72,112
		D	\$ 36.39	\$	2,911	\$ 6,30	8 \$	75,692
		Е	\$ 38.22	\$	3,058	\$ 6,62	5 \$	79,506
Office Assistant	SEIU	A	\$ 22.53	\$	1,803	\$ 3,90	6 \$	46,872
		В	\$ 23.65	\$	1,892	\$ 4,10) \$	49,199
		C	\$ 24.84	\$	1,987	\$ 4,30	5 \$	51,664
		D	\$ 26.09	\$	2,087	\$ 4,52	2 \$	54,266
		Е	\$ 27.40	\$	2,192	\$ 4,74	9 \$	56,993

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E \$ 41.65 \$ 3,332 \$ 7,219 \$ 86,625

Job Classification	Group		Hourly	Weekly	Monthly	Annually		
MISCELLANEOUS								
Permit Technician	SEIU	A	\$ 35.41	\$ 2,832	2 \$ 6,137	\$ 73,644		
Planning Technician		В	\$ 37.18	\$ 2,974	\$ 6,444	\$ 77,326		
		C	\$ 39.04	\$ 3,123	\$ \$ 6,766	\$ 81,195		
		D	\$ 40.99	\$ 3,279	\$ 7,104	\$ 85,251		
		Е	\$ 43.04	\$ 3,443	\$ \$ 7,460	\$ 89,519		
Senior Administrative Assistant	SEIU	A	\$ 34.27	\$ 2,741	\$ 5,939	\$ 71,272		
		В	\$ 35.97	\$ 2,878	8 \$ 6,235	\$ 74,824		
		C	\$ 37.77	\$ 3,021	\$ 6,546	\$ 78,556		
		D	\$ 39.65	\$ 3,172	2 \$ 6,873	\$ 82,480		

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Job Classification	Group	Step	Hourly	Bi- Weekly				A	Annually	
POLICE PERSONNEL	ОТТ	ж			<u>J</u>					
Police Technician	SPOA	A	\$ 25.85	\$	2,068	\$	4,481	\$	53,770	
		В	\$ 27.14	\$		\$	4,703	\$	56,442	
		C	\$ 28.49	\$	2,279	\$	4,939	\$	59,265	
		D	\$ 29.93	\$	2,394	\$	5,188	\$	62,253	
		E	\$ 31.42	\$	2,513	\$	5,446	\$	65,351	
Police Community Services and Evidence Technician	SPOA	A	\$ 28.57	\$	2,286	\$	4,952	\$	59,426	
		В	\$ 30.00	\$	2,400	\$	5,200	\$	62,400	
		C	\$ 31.50	\$	2,520	\$	5,460	\$	65,520	
		D	\$ 33.07	\$	2,646	\$	5,732	\$	68,786	
		Е	\$ 34.73	\$	2,778	\$	6,020	\$	72,238	
Police Dispatcher	SPOA	A	\$ 31.04	\$	2,483	\$	5,380	\$	64,566	
		В	\$ 32.60	\$	2,608	\$	5,651	\$	67,815	
		C	\$ 34.23	\$	2,739	\$	5,934	\$	71,203	
		D	\$ 35.94	\$	2,875	\$	6,230	\$	74,755	
		Е	\$ 37.74	\$	3,019	\$	6,542	\$	78,501	
Police Records & Support Services Manager	SPOA	A	\$ 37.11	\$	2,968	\$	6,432	\$	77,179	
		В	\$ 38.96	\$	3,117	\$	6,753	\$	81,034	
		C	\$ 40.91	\$	3,272	\$	7,090	\$	85,083	
		D	\$ 42.95	\$	3,436	\$	7,445	\$	89,337	
		Е	\$ 45.10	\$	3,608	\$	7,817	\$	93,799	
Police Officer	SPOA	A	\$ 40.63	\$	3,251	\$	7,043	\$	84,518	
		В	\$ 42.67	\$	3,413	\$	7,395	\$	88,745	
		C	\$ 44.79	\$	3,583	\$	7,764	\$	93,165	
		D	\$ 47.04	\$	3,763	\$	8,154	\$	97,847	
		Е	\$ 49.39	\$	3,951	\$	8,561	\$	102,735	
Police Sergeant	SPOA	A	\$ 47.48	\$	3,798	\$	8,230	\$	98,756	
		В	\$ 49.85	\$	3,988	\$	8,640	\$	103,685	
		C	\$ 52.34	\$	4,187	\$	9,072	\$	108,863	
		D	\$ 54.96	\$	4,397	\$	9,526	\$	114,315	
		E	\$ 57.71	\$	4,617	\$	10,002	\$	120,030	

Job Classification	Group	Step	Hourly	B1- Weekly				Annually	
SEIU PHYSICAL FIELD PERSONNEL	<u>-</u>	ж			J		<u>-</u>		
Laborer	SEIU	A	\$ 21.33	\$	1,706	\$	3,697	\$	44,366
		В	\$ 22.40	\$	1,792		3,882	\$	46,583
		C	\$ 23.51	\$	1,881	\$	4,076	\$	48,910
		D	\$ 24.69	\$	1,975	\$	4,280	\$	51,361
		Е	\$ 25.92	\$	2,074	\$	4,493	\$	53,922
Maintenance Worker I	SEIU	A	\$ 26.08	\$	2,086	\$	4,520	\$	54,239
		В	\$ 27.37	\$	2,190	\$	4,745	\$	56,937
		C	\$ 28.74	\$	2,300	\$	4,982	\$	59,788
		D	\$ 30.18	\$	2,414	\$	5,231	\$	62,776
		E	\$ 31.69	\$	2,535	\$	5,493	\$	65,915
Maintenance Worker II	SEIU	A	\$ 33.27	\$	2,661	\$	5,766	\$	69,192
		В	\$ 34.93	\$	2,795		6,055	\$	72,662
		C	\$ 36.67	\$	2,934		6,357	\$	76,284
		D	\$ 38.51	\$	3,081		6,675	\$	80,098
		Е	\$ 40.44	\$	3,235	\$	7,009	\$	84,105
Maintenance Worker III	SEIU	A	\$ 38.87	\$	3,110	\$	6,738	\$	80,855
Senior Parks & Facilities Maintenance Worker III		В	\$ 40.81	\$	3,265	\$	7,074	\$	84,890
		C	\$ 42.86	\$	3,429	\$	7,429	\$	89,145
		D	\$ 45.00	\$	3,600	\$	7,799	\$	93,592
		Е	\$ 47.24	\$	3,779	\$	8,188	\$	98,260
Senior Maintenance Worker	SEIU	A	\$ 39.85	\$	3,188	\$	6,908	\$	82,893
		В	\$ 41.85	\$	3,348		7,253	\$	87,038
		C	\$ 43.94	\$	3,515	\$	7,616	\$	91,389
		D	\$ 46.13	\$	3,690	\$	7,996	\$	95,947
		E	\$ 48.44	\$	3,875	\$	8,396	\$	100,752
Senior Maintenance Worker-Water System Treatment Operator	SEIU	A	\$ 40.65	\$	3,252	\$	7,045	\$	84,546
Senior Maintenance Worker-Sanitary Sewer System Operator	SEIO	В	\$ 42.68	\$	3,414		7,398	\$	88,773
2. Marie Marie Marie Summary Server System Operator		C	\$ 44.82	\$	3,585		7,768	\$	93,220
		D	\$ 47.05	\$	3,764		8,155	\$	97,861
		E	\$ 49.41	\$	3,952		8,564	\$	102,763

CITY OF SEBASTOPOL - PAY RATES, RANGES

Job Classification	Amount	H	Hourly		onthly
TEMPORARY/SEASONAL UNCLASSIFIED POSITIONS					
Living Wage - Per Ordinance		\$	21.25		_
Laborer		\$	21.25		
Maintenance Assistant		\$	21.25		
Office Assistant		\$	21.25		
Per Diem Police Dispatcher Trainee		\$	21.25		
Police Aide Trainee		\$	21.25		
Video Recording Operator		\$	21.25		
City Attorney				\$	7,790
Part-time City Engineer		\$	50.00		
Account Clerk (Temporary)		\$	30.65		
Interim Professional - Temporary Staff	\$30 - \$60				
Per Diem Police Dispatcher ¹		\$	35.94		
Police Reserve Officer ²		\$	40.63		
Police Officer Trainee ³		\$	32.51		

¹ Based on Dispatcher Step D hourly rate without benefits or pay incentives

² Based on Police Officer Step A hourly rate without benefits or pay incentives

³ Based on Police Officer Step A hourly rate less 20% with benefits