

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: February 18, 2025

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To: Honorable Mayor and City Councilmembers
From: Ana Kwong – Administrative Services Director
 Shellie Anderson - Consultant
Subject: Citywide Classification and Compensation Study. There is no fiscal impact with receipt of the informational report

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RECOMMENDATIONS:

This item is to provide an informational presentation to the City Council on the results of the Citywide Classification and Compensation Study by Bryce Consulting. There is no action to be taken on this item as this item is informational only.

EXECUTIVE SUMMARY:

In the FY24-25 Adopted Budget, the City Council allocated funding for a citywide classification and compensation study. On October 3, 2024, the City signed an agreement with Bryce Consulting to review and update the classification and compensation structure for all City positions and propose recommendations for alignment where needed. The report summarizes the study’s findings.

BACKGROUND AND DISCUSSION:

A classification and compensation plan is the foundation of a Human Resources system. It establishes the framework used for the City’s staff positions and includes the creation and maintenance of the classification system, compensation structures and the policies and procedures associated with career development and pay practices. As a best practice, cities regularly engage in classification and compensation studies to address changes in operations, organizational structure, reporting relationships, and staffing, which may have affected the type, scope, level, and classification of work being performed by employees. Particularly with increased in employee turnover, and the fact that the City has never done a classification and compensation study that staff is aware of, it is also critical to evaluate compensation to determine a city’s competitiveness in the marketplace.

STAFF ANALYSIS:

The study encompassed approximately 47 positions within 6 City departments, and 2 employee groups. The process was to develop the recommended classification plan, which included:

- Orientation session with employees to meet the consultant, explain the study’s purpose and process, and provide and explain the Position Inventory Questionnaires (PIQ’s) and address follow-up questions by employees. A Position Inventory Questionnaire (PIQ) is a tool used to gather detailed information about a specific job position. It helps in evaluating the duties, responsibilities, and requirements of the position. Employees fill out the questionnaire because they know their job duties better than anyone else. The PIQ typically includes sections on the main purpose of the position, detailed descriptions of job duties, required knowledge and skills, and minimum educational and experience requirements
- Completion of approximately 33 PIQ’s by employees; and,
- Review and analysis of completed PIQ’s by the Consultant, which included employee interviews with approximately 29 employees.
- Based on the information gathered through the PIQ’s and interviews, the consultant analyzed and drafted classification recommendations for each position and drafted new/revised job descriptions which were reviewed by management.

- An employee review process whereby each employee reviewed the recommendation for their position as well as the draft job description and were provided an opportunity to comment. The consultant then incorporated the employees’ comments where appropriate and provided a written response to each employee.

The compensation study included three different components as follows:

- Salary only
- Total cash (salary, retirement, deferred compensation, longevity pay, and education/certification incentive pay)
- Total compensation (elements of total cash plus health related insurances, social security and cost sharing)
- Data regarding common additional benefits (retirement practices, post-employment retiree health, leave)

It is important to note that City management, along with consultants, met with bargaining groups and managers to share the results of the study as informational. The purpose of these meetings was not to solicit feedback or engage in bargaining over the results. Instead, the goal was to provide transparency and ensure that all parties are informed about the new classification and compensation standards.

In summary, the overall city's compensation is 2.81% below the market average. However, there is significant variation among different positions. Some positions are considerably above the market level, while others are significantly below. This disparity highlights the need for a more balanced and equitable compensation structure to ensure that all positions are aligned with market standards.

The main point of the classification study is to create a system that meets the City's needs. It provides flexibility while keeping job series consistent. The system groups similar positions based on duties, responsibilities, supervision, and other relevant factors.

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 schedule meeting date.

FISCAL IMPACT:

There is no fiscal impact from receiving the report. It is recommended that this study be used as a tool as the Council moves into the upcoming FY budget or goals setting session.

OPTIONS:

Not Applicable

ATTACHMENTS:

Classification and Compensation Materials
Powerpoint Presentation Material

APPROVALS:

Department Head Approval: Approval Date: 2/3/25

CEQA Determination (Planning): Approval Date: 2/3/25

The proposed action is not a project under the California Environmental Quality Act (CEQA).

Administrative Services (Financial) Approval Date: 2/9/25

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval:

Approval Date: N/A.

City Manager Approval:

Approval Date: 2/11/25

**BRYCE
CONSULTING**

**CITY OF SEBASTOPOL
CLASSIFICATION & COMPENSATION PLAN
JANUARY 2025 - FINAL**

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SECTION I - INTRODUCTION

The City of Sebastopol retained Bryce Consulting to conduct a Citywide classification and compensation study involving all City positions. This report presents the classification and compensation study results and recommendations for the City. This introductory section of the report addresses the classification and compensation study objectives and methodology.

This report includes:

Section I	Introduction
Section II	Classification Conceptual Framework
Section III	Classification Plan Allocations
Section IV	Class Specifications
Section V	Compensation Survey Parameters
Section VI	Compensation Survey Results
Section VII	Salary Setting Methodology

STUDY OBJECTIVES

Classification Study:

In conducting the classification phase of the study, Bryce Consulting, had the following major objectives:

- To systematically describe in the classification plan the kind of work currently performed by employees and the levels of responsibility and difficulty of that work.
- To develop a classification structure that reflects the City's overall classification and compensation strategy and includes a clear definition of terms.
- To allocate each position to the appropriate class based on the duties and responsibilities assigned at the time the position was studied.
- To draft new or revised class specifications.

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- To allow for a review process that permits each employee to review the draft classification recommendation and to submit concerns directly to the consultants.

Compensation Study

In conducting the compensation phase of the study, Bryce Consulting, had the following major objectives:

- Recommend an appropriate labor market.
- Recommend classifications to survey.
- Collect and analyze base salary and benefit data for the selected survey classes.
- Develop a salary plan for all City classes using market data and internal relationships to ensure parity to the labor market and internal equity within the organization.

STUDY METHODOLOGY

To achieve the above objectives, the following tasks have occurred:

Classification Study:

- The consultants held a kick-off meeting with executive management to discuss the goals, objectives, process and timeline.
- The consultants conducted an employee orientation with all available employees to discuss the study objectives and procedures. At that time, Position Inventory Questionnaires were distributed to employees to complete regarding their current position. The session was recorded for those that were not able to attend.
- Upon independent completion of the questionnaire by the employees, management reviewed the questionnaires for accuracy and provided additional comments. The consultant then conducted a preliminary analysis of the information provided by the employee and management.
- The consultants conducted interviews with the majority of the employees, in addition to management staff. The purpose of these interviews was to gain clarification and additional information regarding each position.

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- Based on the information obtained through the questionnaires and interviews, the consultants analyzed and developed a conceptual classification plan that groups classes into series and levels which are similar in the kind of work performed.
- Thereafter, the consultants drafted new or revised class specifications for each classification. City management then reviewed the draft of the classification plan along with the new or revised class specifications, and then the employees had an opportunity to review the class specifications for their recommended classification. Following the employee review process, the plan was finalized and submitted to the City for review and adoption.

Compensation Study:

- The consultants researched and recommended survey agencies.
- The consultants selected the classifications to be surveyed for compensation purposes, solicited salary and benefit information from the survey, reviewed and analyzed the data, followed up with the survey agencies as needed to gain clarification and developed, and presented the salary and benefit findings to the City.

SECTION II – CLASSIFICATION CONCEPTUAL FRAMEWORK

This section of the report presents a conceptual framework for the classification plan. The classification analysis as applied to positions within the City used sound principles of job evaluation and job analyses. The approach utilized classes that reflect distinct differences in levels and types of work as determined through the use of established allocation factors and class concepts.

The classifications emerging from the analysis represent a carefully designed classification structure tailored to the particular needs of the City. While the City is a relatively stable organization, it is one that needs classes that provide flexibility. Within these job classes are positions that require a full range of knowledge, skills, and abilities to successfully accomplish a wide array of administrative, managerial, professional, technical, maintenance, and administrative support assignments. The class concepts as outlined on the following pages accommodate these diverse needs and requirements in a manner that encourages the highest degree of management flexibility possible. At the same time, these class concepts reflect organizational consistency within job series. Finally, the proposed classifications emphasize the duties performed and responsibility exercised as documented through the job analysis process. This section elaborates upon these, and other classification concepts used to build the proposed classification plan. The concepts addressed include the following:

Classification Levels
Class Series
Flexible Staffing
Titling of Supervisory and Management Job Classes
Class Specification Format
Definitions of Levels of Supervision
Allocation Factors

CLASSIFICATION LEVELS

Position classification represents the grouping of jobs within the City into a systematic classification structure based on the interrelationship of the duties performed, nature and level of responsibilities and other work-related requirements of the jobs. Within the overall classification plan it is possible to generally categorize each classification according to the following possible levels:

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Class Level

Trainee

Entry

Journey

Advanced Journey

Supervisor

Section Head

Division Head

Department Head

Within each job family, there may exist a classification at every level or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization's needs and priorities. For instance, there are areas where it is to the City's advantage to fill positions at a fully working journey level. There is no need for functions to be performed at the entry level. Therefore, there would be no entry level classification in that particular job family. Furthermore, it is important to note that while two given job families may both contain, for example, a journey level classification, the two journey level classes will likely be treated differently for compensation purposes. Distinctions between class levels for all types of job families may be expressed in terms of the general amount of responsibility to be assumed within each class level. The following subsections generally define the responsibilities to be assumed at each class level identified.

Trainee level classes are designed to provide employees with a short-term formal training program in technical or professional work areas in order to prepare for advancement to the next higher level class, often requiring a certification. Once training has occurred, the employee is promoted to the entry-level class and expected to apply the aforementioned training.

Entry level classes are designed to provide an on-the-job training opportunity to an employee who has limited directly related work experience and is not yet prepared to perform the full range of work assigned to the journey level class.

Journey level classes are designed to recognize those positions which require the incumbent to perform a broad range of tasks usually under general supervision. A journey level position is fully trained in the scope of duties associated with this level.

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Advanced Journey level classes possess a specialized technical or functional expertise. They typically are assigned significant responsibilities above the journey level, possess specialized knowledge, abilities, skills, and experience, and often exercise independent judgment in the performance of their duties. Advanced journey level classes may provide technical and functional or first-line supervision over lower level positions.

The **Supervisor** level class recognizes full, first-line supervisory positions that plan, assign, and evaluate the work of subordinates and are responsible for a program area within a work unit or department.

The **Section Head** level classes perform second line supervision and provide functional management responsibility for a section within a major division.

The **Division Head** level class recognizes positions with responsibility for a major division within a department. Positions at this level are typically expected to serve as "acting" department directors, as assigned.

The **Department Head** level class recognizes positions with full responsibility for the administration of a department.

CLASS SERIES – OFFICE SUPPORT, MAINTENANCE AND TECHNICAL

A class series is a set of two or more classes within a job family that are closely related in terms of work performed and distinguished primarily by the level of responsibility and scope of duties assumed. Within a class series it is possible to distinguish general categories or levels based upon factors such as the scope of responsibility assumed, the training and experience required to perform assigned duties, and the nature of supervision received and exercised. Also, common titling designations are generally used to clearly define the applicable class level. The following subsections indicate for each of the defined class levels in the office support, maintenance, and technical class series the titling distinctions, scope of duties assumed, the general experience and training required, and the nature of supervision received and exercised which typically reflect each level.

TRAINEE/ENTRY LEVEL – “TRAINEE” OR "I" CLASSES – Trainee and entry level provide on-the-job training to employees with limited related work experience. Assignments are generally limited in scope and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision.

JOURNEY LEVEL -- "II" OR "NO DESIGNATION" CLASSES -- Journey level classes recognize positions that require the incumbent to work under general supervision and within a framework of established procedures. Incumbents are expected to perform the full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor. A journey level position is fully trained in the scope of duties associated with this level and work is normally reviewed only on completion and for overall results.

ADVANCED JOURNEY LEVEL -- "SENIOR" OR "FOREMAN" CLASSES -- Advanced journey level classes recognize positions that perform a full range of duties, possess specialized technical or functional expertise, and are assigned specialized duties. They typically are assigned significant responsibilities above the journey level that requires specialized knowledge, abilities, skills, and experience, and often exercise independent judgment in the performance of their duties. Advanced journey positions may exercise technical, functional or lead supervision over lower level positions.

CLASS SERIES - PROFESSIONAL

As with the clerical, maintenance, and technical job families, professional job families may contain classes at the entry through advanced journey levels. Distinctions in levels in professional class series parallel those for other job families but differ in some respects such as scope of duties, supervision, and titling designations, as the following subsections indicates. Typically, professional classes require a Bachelor's degree.

ENTRY LEVEL -- "ASSISTANT" OR "I" CLASSES -- Entry level classes are designed to provide a continuing on-the-job training opportunity to incumbents. This level recognizes the longer learning curve inherent in professional positions and provides incumbents with an opportunity to assume increasing levels of responsibility. Incumbents at this level are expected to perform the less complex work with complete independence and assume increasingly complex tasks associated with the full journey level. They may be expected to provide indirect supervision to clerical or technical staff. Less complex work is normally reviewed only on completion while more complex tasks are performed under direct supervision.

JOURNEY LEVEL -- "ASSOCIATE" OR "II" OR "NO DESIGNATION" CLASSES -- Journey level professional classes pertain to positions that perform a full range of tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. They may be

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expected to provide direct supervision to subordinate clerical or technical staff and indirect supervision to other professional staff. Work is normally reviewed only on completion and for overall results.

ADVANCED JOURNEY LEVEL -- "SENIOR" CLASSES -- Advanced journey professional classes recognize positions assigned significant responsibility above the journey level or positions possessing specialized skill and experience. Positions at this level perform work requiring significant independent judgment. Positions of this level may provide lead or direct supervision to professional, technical and office support staff.

FLEXIBLE STAFFING

Associated with the above described class series is the practice of flexible staffing. The City may choose to flexibly staff positions within a class series containing a trainee and/or entry and a journey level position. Flexible staffing gives the City the flexibility to hire employees at the trainee and/or entry level or the journey level depending upon applicant qualifications and staffing needs. Positions budgeted at the journey level and encompassing full journey level work would normally be filled at the trainee and/or entry level when they become vacant, unless the needs of the City require that the position be filled at the journey level. The distinction between the trainee and/or entry level and the journey level is based upon the degree of responsibility to which an incumbent is expected to perform rather than on the types of duties assigned. It may also be distinguished by possession of a certification. After gaining the experience and knowledge to perform the full range of journey level tasks, the employee could reasonably expect to progress to the journey level based upon the judgment of management. It is emphasized that flexible staffing does not preclude the City from identifying certain positions in the class that contain primarily routine and repetitive tasks and assigning those positions to the entry level permanently. In these cases, the employee at the entry level could not reasonably expect to advance to the journey level while in the assigned position.

Advancement to the advanced journey level would be achieved through competitive selection rather than the more routine promotion such as from the entry to the journey level under the flexible staffing concept. However, should the City choose not to flexibly staff a given class series, appointment to the journey level would also be done through the traditional competitive selection method. The following classes are recommended for flexible staffing:

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Accountant I/II
 Assistant/Associate Planner
 Deputy City Clerk I/II
 Engineering Technician I/II
 Management Analyst I/II
 Public Safety Dispatcher I/II

TITLING OF COORDINATOR, SUPERVISORY AND MANAGEMENT JOB CLASSES

To promote consistency in position titling both within the City and in relationship to other public agencies, we suggest specific titles be used to reflect organization responsibilities and levels. The titles recommended for coordinator, supervisory and management classifications are defined as follows:

SUPERVISOR OR SERGEANT (Police) -- Where the word "Supervisor" or "Sergeant" appears in a job title, it identifies classes that:

- Provide full, first-line, direct supervision to assigned employees.
- Plan, assign, supervise, and review the work of subordinates.
- Assume responsibility for program development and management.
- Assume responsibility for effectively recommending a variety of personnel actions in such areas as performance evaluations, training, selections, transfers, and disciplinary measures.
- Perform the most difficult and complex work of the section or unit.
- Assist in budget development and administration.

LIEUTENANT OR MANAGER-- Where the word or "Lieutenant" or "Manager" appears in a job title, it identifies classes that:

- Provide second level supervision over supervisory staff.
- Assume full line and functional management responsibility for the activities of a section within a major division.
- Assume responsibility for the development and implementation of section goals, objectives, policies, and priorities.
- Assume responsibility for the preparation and administration of an assigned section budget.

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CAPTAIN (Police)-- Where the word "Captain" appears in a job title, it identifies classes that:

- Assume full line and functional management responsibility for the activities of a major division including multiple, varied functions.
- Assume responsibility for the development and implementation of division goals, objectives, policies, and priorities.
- Assume responsibility for the preparation and administration of an assigned division budget.
- Assume significant responsibility for a variety of divisional personnel activities including performance evaluations, training, selections, and disciplinary actions.

DIRECTOR OR CHIEF -- Where the word "Director" or "Chief" appears in a job title, it denotes the administrative head of a major department.

- Assume responsibility for multiple divisions.
- Assume responsibility for the development and implementation of department goals, objectives, policies and priorities.
- Assume responsibility for preparation and administration of department budget.
- Provide supervision over management staff.

EXCEPTIONS TO TITLING GUIDELINES

At times, a title has been recommended that uses terminology that may appear inconsistent with the recommended titling guidelines. The recommended title in these instances conforms to titles used conventionally within the respective industry, trade or profession or past history within the City (e.g. City Clerk, Building Official). Nothing in this report will preclude the City from using working titles in individual employees' day-to-day business activities.

CLASS SPECIFICATIONS FORMAT

The class specifications for the proposed job classes as outlined in this report are descriptive and explanatory in defining classes. Each class specification may contain all or part of the following information:

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Class Title - The class title is a brief and descriptive designation of the type of work performed. The class title on payroll, budgets, personnel reports and other official forms and reports dealing with positions or personnel will provide a common reference to the position. It should be understood that the class title is selected to serve this purpose and is not to be construed as limiting the use of working titles.

Definition - This section is a general description of the work and includes a brief, concise definition of the primary responsibilities assigned to positions in the class.

Distinguishing Characteristics - This section describes the level of work, often in relation to higher or lower classes in the same series.

Supervision Received and Exercised - This section describes the level of supervision received and exercised by positions in the class. For a definition of the terms used to denote levels of supervision, see the next part of this section.

Examples of Duties - This section is intended to enable the reader to obtain a more complete concept of the actual work performed by positions allocated to the class and typical tasks which are common to positions of the class are listed. These examples show, further, the range of duties performed by positions in the class. The list is descriptive, but not limiting, and is not intended to describe all the work performed by all positions allocated to the class. This section merely serves to illustrate the more typical portions of the work. The statement "Performs related duties as assigned" is included in all class specifications to provide flexibility to management in assigning duties.

Qualifications - This section lists those knowledge and abilities that the duties of the class require and that applicants for positions in the class at a minimum must possess to be qualified.

Also included are the desirable levels of experience and education and/or training most likely to produce the desired knowledge and abilities. It should be stressed that this section does not in any way refer to the qualifications of present employees. Personal characteristics commonly required of all employees, such as honesty, industry, freedom from habitual use of intoxicating beverages to excess or drug addiction, should not be listed since they are to be implied as required qualifications for all classes.

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License and/or Certifications - In certain classifications, legal or special provisions require possession of a specific license or certification issued by a Board of Licensure as a condition of employment or continued employment. These requirements will appear on the class specification under the section entitled License and /or Certifications.

CLASSIFICATION SPECIFICATION FORMAT

CITY OF SEBASTOPOL

CLASS TITLE

DEFINITION

DISTINGUISHING CHARACTERISTICS

SUPERVISION RECEIVED AND EXERCISED

EXAMPLES DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

QUALIFICATIONS

Knowledge of:

Ability to:

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Experience:

License and/or Certifications:

DEFINITIONS OF LEVELS OF SUPERVISION

The following terms may be used to denote the levels of supervision received and exercised by positions in the various classes of work:

DIRECT SUPERVISION - The basic characteristics of direct supervision are the assignment of tasks; the observance, review, and evaluation of performance; the administration of line personnel functions (e.g., selection, discipline, grievances, privileges); and responsibility for the worker, as well as the work. The gradations of direct supervision are described below in terms of supervision received by employees.

- **Immediate Supervision** - The employee works in the presence of his/her supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routinized that few, if any, deviations from established practice are made without checking with the supervisor. This type of supervision generally is exercised over the entry level in a series.
- **General Supervision** - Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. The employee may or may not work in proximity to his/her supervisor. This type of supervision typically pertains to the journey levels in a technical, clerical, or maintenance class series and entry level of professional classes.
- **Direction** - The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This category is usually applied to advanced journey level technical, clerical, and maintenance classes in which employees are expected to operate with a reasonable degree of independence and journey level of professional classes.
- **General Direction** -- The employee is responsible for a program or function(s) and is expected to carry out necessary activities without direction except as new or unusual circumstances require. This category is usually reserved for supervisory positions or section heads and division.
- **Administrative Direction** -- The employee has broad management responsibility for a large program or set of related functions. Administrative direction is usually

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- received in terms of goals; review is received in terms of results. This category is usually reserved for department heads.
- **Policy Direction** -- The employee has broad management responsibility for a department. Policy direction is usually received in terms of City-wide goals; review is received in terms of results. This category is usually reserved for the City Manager.

INDIRECT SUPERVISION -- Indirect supervision is characterized by some form of authority over the work of employees not under direct supervision. In other words, the "Supervisor" is responsible for the work but not for the worker. The descriptions above were written in relation to the employee under direct supervision; the following describes persons with responsibility for exercising indirect supervision:

- **Technical Supervision** - The "Supervisor" is responsible for prescribing procedures, methods, materials, and formats as a technical expert in a specialty. He/she may produce or approve specifications, guides, lists, or directions. He/she may give direction to employees, but usually on "how" and "why", and does not assign tasks or observe and evaluate performance. "Technical supervision" is related to an occupational specialty or function--not to specified employees.
- **Functional Supervision** - The "Supervisor" is responsible for a project or recurrent activity which involves tasks performed by persons over whom he/she has authority to give direction in regard to that project, even though they are under the direct supervision of someone else. "Functional supervision" may include "technical supervision," but goes beyond it in that the supervisor schedules and assigns tasks, monitors progress, reviews results, evaluates the employee regarding area of assignment, and is the person responsible for the completed work product.

ALLOCATION FACTORS

Allocation factors are standards that are used to measure job requirements of individual positions. These factors can be compared in order to measure the similarities and differences among positions. The allocation factors used to develop the City of Sebastopol's Classification Plan are:

Decision Making
Scope and Complexity
Contact with Others Required by the Job
Supervision Exercised and Received
Knowledge, Skills and Abilities

These criteria are briefly defined below:

Decision Making

This standard consists of (a) the decision making responsibility and degree of independence or latitude that is inherent in the position and (b) the impact of the decisions.

Scope and Complexity

This standard defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.

Contact with Others Required by the Job

This standard measures (a) the types of contacts and (b) the purpose of the contacts.

Supervision Received and Exercised

This standard describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.

Knowledge, Skills and Abilities

This standard defines the knowledge, skills and abilities necessary to perform assigned responsibilities.

These allocation factors are carefully and consistently applied during the analysis of each position included in the scope of the study. They are then compared with the same elements in positions that involve similar kinds of work. Not all factors will be as pertinent to all positions and each factor is analyzed in accordance with the importance of that particular factor to the kind of job under study. Consideration of these allocation factors leads to the identification of various classes. More specifically, positions are typically divided first into classification families and series that involve the same kind of work and then subdivided into classes based on levels of responsibility within each group.

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It should be noted that positions are classified according to the nature and kind of duties assigned to the position. The assignment of additional duties of a similar nature to a position does not justify a higher classification. Redistributing work or adding employees, not by reclassifying existing positions, properly solves problems of excessive workload.

The City currently has the classifications of Administrative Technician, Senior Administrative Assistant, and Planning Technician. It is recommended that the classifications be merged into a broad Administrative Technician classification to allow for maximum flexibility as the positions perform hybrid type duties in support of City operations at a similar level. For instance, the Administrative Technician in Finance supports finance, utility billing and human resources activities. The Senior Administrative Assistant supports both Building and Safety and the Fire Department.

With respect to the classifications within Public Works, title changes have been recommended with the Assistant Public Works Superintendent changed to Public Works Operations Supervisor, as the City no longer has a Public Works Superintendent. In addition, there are currently multiple classifications of Senior Maintenance Worker based on assignment. The consultant has recommended a single broad classification to encompass all assignments. For the Laborer, Maintenance Worker 1, and Maintenance Worker 2, the titles of Public Works Assistant, Public Works Maintenance Worker I, and Public Maintenance Worker II have been recommended.

The consultant has also recommended a new classification of Deputy City Clerk I/II to be used to support the City Clerk's Office in the future.

Lastly, with respect to the Police Department, the consultant has recommended that the Police Records and Support Services Manager be retitled to Police Support Services Manager and that the Police Communications Dispatcher title be changed to Public Safety Dispatcher, with an entry and journey level.

SECTION III - CLASSIFICATION PLAN ALLOCATIONS

This section presents the preliminary classification plan for your review. As such, it includes a proposed classification list.

ALLOCATION OF POSITIONS TO CLASSES

Each position included in the scope of the study has been allocated to an appropriate class within the recommended classification plan. The allocation list has been in **Appendix A**. It should be noted that changes in titles do not necessarily represent a major change in duties or responsibilities. In the same vein, the retention of a job title currently in use does not always indicate that the job specification for that class will remain unchanged.

CLASS LIST

The proposed classification plan includes the following classes:

City Manager

City Manager
Assistant City Manager

City Clerk

City Clerk
Deputy City Clerk I/II

Administrative Services

Administrative Services Director
Accountant/Analyst
Accountant I/II

Community Development

Community Development Director
Chief Building Official
Assistant/Associate Planner

Police

Police Chief
Police Captain
Police Lieutenant
Police Sergeant
Police Officer
Police Officer Trainee
Police Support Services Manager
Police Community Services and Evidence Technician

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Public Safety Dispatcher I/II

Public Works

- Director of Public Works/City Engineer
- Public Works Operations Supervisor
- Senior Public Works Maintenance Worker
- Public Works Maintenance Worker II
- Public Works Maintenance Worker I
- Public Works Maintenance Assistant
- Engineering Technician I/II

Citywide

- Administrative Technician
- Management Analyst I/II

SECTION IV - CLASS SPECIFICATIONS

Bryce Consulting has developed class specifications describing the classes recommended in the preceding section. These specifications are written to be general descriptions of the main focus of the assigned duties and responsibilities and are not inclusive of every task assigned to a position. For a general explanation of the format of the class specifications refer to Section II of this report. The complete job descriptions have been provided to the City under separate cover.

SECTION V – COMPENSATION SURVEY PARAMETERS

This section of the report presents the compensation survey parameters and includes:

- Labor market employers and survey classes
- Survey scope
- Survey methodology

SURVEY EMPLOYERS

The overall objective in selecting survey employers is to define as accurately as possible the City's "Labor Market." A labor market consists of those employers with whom the City might compete with for employees. The criteria typically utilized in identifying those employers include the following:

- **EMPLOYER SIZE** - As a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to the City are likely to have departmental structures and organization of positions more similar to the City than organizations that are significantly larger or smaller in size.
- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the City must directly compete with to recruit and retain quality staff.
- **NATURE OF SERVICES PROVIDED** - As a general rule similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees.
 - These employers are most likely to have comparable jobs.
 - These employers are most likely to have similar organizational characteristics.

Table 1 provides the survey agencies recommended by the consultant based on the considerations provided on the previous page. Sonoma County was also included as a survey agency.

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Agency	County	GF Budget	FTE	Population	Miles from Sebastopol	Police	Water Distribution	Wastewater Collection
Sebastopol	Sonoma	\$15	47	7,380	---	X	X	X
Cloverdale	Sonoma	\$10.3	45	8,825	24	X	X	X
Corte Madera	Marin	\$24.3	32	9,947	39	Central Marin	----	X
Cotati	Sonoma	\$10.4	49	7,430	42	X	X	X
Healdsburg	Sonoma	\$19	146	11,137	22	X	X	X
Mill Valley	Marin	\$36.3	150	13,792	45	X	----	X
Rohnert Park	Sonoma	\$62.5	241	44,546	10	X (Combined with Fire)	X	X
Sausalito	Marin	\$21	102	7,021	47	X	----	X
St. Helena	Marin	\$20	92	5,272	27	X	X	X
Sonoma	Sonoma	\$27	44	10,532	27	Sheriff	X	---

SURVEY CLASSES

Survey classes are a representative sample of all classes within the City’s classification plan and provide a reference point for the subsequent salary determinations of the classifications not surveyed or where insufficient data is collected. The number of classifications selected to survey is somewhat dependent on the number of classifications a particular agency has within their classification plan. For instance, a smaller agency may have nearly all of the classifications surveyed while a larger organization may have only one-third to one-half of the classifications within their organization surveyed, as larger organizations often have stronger internal relationships between classifications; whereas a smaller organization may face challenges in developing internal ties due to the limited number of similar classifications. Survey classifications should generally be selected utilizing the criteria outlined below.

- Survey classifications should have a significant relationship to other classes in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classes within their occupational group.
- Survey classifications should be reasonably well known and able to be clearly and concisely described. This enables the consultant to more easily communicate with survey employers in establishing accurate comparability for the survey classes.
- Survey classifications should have counterparts that can readily be found in other agencies so that sufficient compensation data can be gathered.

Table 2 displays the survey classifications based on the above criteria.

SURVEY CLASSIFICATIONS TABLE 2
Accountant-Analyst
Assistant City Manager
Accountant II
Administrative Services Director
Administrative Technician
Associate Planner
Chief Building Official
City Clerk
City Manager
Community Development Director

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SURVEY CLASSIFICATIONS TABLE 2
Deputy City Clerk
Engineering Technician II
Management Analyst II
Police Captain
Police Chief
Police Community Services and Evidence Technician
Police Officer
Police Records and Support Services Manager
Police Sergeant
Public Safety Dispatcher II
Public Works Director/City Engineer
Public Works Maintenance Assistant
Public Works Maintenance Worker II
Public Works Operations Supervisor
Senior Public Works Maintenance Worker

SURVEY SCOPE

The scope of the survey included the labor market agencies presented in this report. The data collected for each survey classification included:

- Title of comparable class
- Minimum and maximum monthly salary
- Employer pick-up of the employee contribution for retirement (new Classic tier)
- Employer contribution towards deferred compensation
- Longevity Pay at Year 10
- Education/Certification Pay
- Employer contribution towards cafeteria plan, the most expensive health, dental, and vision insurance plan
- Employer paid life insurance
- Employer paid long term disability insurance
- Social Security practices
- Retiree Health Savings Account contribution
- Employee share of employer cost of retirement
- Date and amount of last and next cost of living increase
- Retirement practices
- Retiree health benefit information
- Paid leave (vacation, sick leave, holidays, administrative/management leave)

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- Vacation leave cash out during active employment
- Administrative/management leave cash out during active employment
- Short Term Disability and EAP policies

Benefit data was collected for newly hired employees, unless otherwise noted, and is effective January 2025. It should be noted that the compensation data for POA was collected and submitted to the City in November.

SURVEY METHODOLOGY

The survey methodology utilized by Bryce Consulting included:

- The consultants utilized the survey agencies' websites, where available, to collect base salary data and to collect and compare job descriptions, organization charts and position allocation lists to determine comparability.
- A survey sent to the labor market employer with detailed questions for collecting the salary data.
- The consultants contacted the survey agencies to gain clarification and/or collect additional information regarding the classifications and salary and benefit data.

In addition to the collection of compensation data, careful efforts were made to document the full range of duties and requirements of all job classes as comparable to the City's corresponding survey classes. This included the collection of:

- Reporting relationships
- Functional areas of responsibility
- The class's relationship to other classes in the series

The data was analyzed to produce the labor market median for each classification using maximum base salary, total cash and total compensation. The City's position was then compared to the labor market, for each survey classification, which produced the percentage the City is above or below the labor market for maximum base salary, total cash, and total compensation.

SECTION VI – COMPENSATION SURVEY RESULTS

This section of the report presents the compensation survey findings with respect to compensation. **Table 3** displays the comparability for each survey classification. It should be noted that those classifications with three or fewer matches are reported as insufficient data, and it is not recommended that those classifications be surveyed in the future studies due to limited comparability.

TABLE 3 COMPARABILITY	
Survey Classifications	Number of Comparable Matches
Accountant-Analyst	2*
Assistant City Manager	5
Accountant II	8
Administrative Services Director	9
Administrative Technician	8
Associate Planner	9
Chief Building Official	8
City Clerk	7
City Manager	10
Community Development Director	8
Deputy City Clerk	3
Engineering Technician II	8
Management Analyst II	6
Police Captain	3
Police Chief	7
Police Community Services and Evidence Technician	7
Police Officer	8
Police Records and Support Services Manager	0*
Police Sergeant	8
Public Safety Dispatcher II	6
Public Works Director/City Engineer	10
Public Works Maintenance Assistant	1*
Public Works Maintenance Worker II	10
Public Works Operations Supervisor	6
Senior Public Works Maintenance Worker	7

***Insufficient Data – Fewer than 3 matches**

BASE SALARY SURVEY RESULTS

The data has been organized into a number of tables that summarize the City’s relationship to the labor market for each class. The detailed compensation survey datasheets are presented in **Appendix B** of this report. **Table 4** summarizes, for each classification, how the City’s base salaries compare to the labor market. The following data is presented:

- Title of the City’s classification.
- The City’s current maximum base salary.
- The labor market median maximum monthly base salary.
- Percentage the City’s maximum base salary is above or below the median of the labor market.

TABLE 4 SUMMARY OF BASE SALARY			
Survey Classification	Sebastopol Maximum Base Salary	Labor Market Median Base Salary	% Sebastopol Is Above or Below Labor Market Median
Accountant-Analyst	\$9,161	Insuff Data	---
Assistant City Manager	\$15,081	\$19,982	-32.50%
Accountant II	\$8,747	\$9,062	-3.61%
Administrative Services Director	\$14,665	\$16,839	-14.82%
Administrative Technician	\$8,616	\$7,424	13.84%
Associate Planner	\$9,526	\$9,693	-1.76%
Chief Building Official	\$12,271	\$13,205	-7.61%
City Clerk	\$13,705	\$11,897	13.19%
City Manager	\$20,417	\$22,636	-10.87%
Community Development Director	\$15,878	\$17,686	-11.38%
Deputy City Clerk	Market Check	\$8,202	Market Check
Engineering Technician II	\$7,833	\$7,964	-1.68%
Management Analyst II	\$8,616	\$9,494	-10.18%
Police Captain	\$12,889	\$16,831	-30.58%
Police Chief	\$16,872	\$19,084	-13.11%
Police Community Services and Evidence Technician	\$6,020	\$6,675	-10.88%
Police Officer	\$8,561	\$9,822	-14.73%
Police Records and Support Services Manager	\$7,817	Insuff Data	---
Police Sergeant	\$10,002	\$12,259	-22.56%
Public Safety Dispatcher II	\$6,542	\$7,284	-11.33%
Public Works Director/City	\$16,872	\$17,972	-6.52%

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TABLE 4 SUMMARY OF BASE SALARY			
Survey Classification	Sebastopol Maximum Base Salary	Labor Market Median Base Salary	% Sebastopol Is Above or Below Labor Market Median
Engineer			
Public Works Maintenance Assistant	\$4,718	Insuff Data	---
Public Works Maintenance Worker II	\$7,359	\$6,954	5.51%
Public Works Operations Supervisor	\$10,676	\$9,576	10.30%
Senior Public Works Maintenance Worker	\$8,992	\$7,530	16.26%

TOTAL CASH SURVEY RESULTS

Total cash represents the maximum base salary, plus the employee’s share of retirement paid by the agency, the employer’s contribution towards deferred compensation, longevity pay at Year 10, and education/certification pay. **Table 5** displays, for each classification, how the City compares to the labor market to total cash. The following data is presented:

- Title of the City’s classification.
- The City’s current total cash for each classification.
- The labor market median for total cash.
- Percentage the City’s total cash is above or below the median of the labor market.

TABLE 5 SUMMARY OF TOTAL CASH			
Survey Classification	Sebastopol Total Cash	Labor Market Median Total Cash	% Sebastopol Is Above or Below Labor Market Median
Accountant-Analyst	\$9,527	Insuff Data	---
Assistant City Manager	\$17,693	\$20,182	-14.07%
Accountant II	\$9,096	\$9,112	-0.17%
Administrative Services Director	\$15,252	\$17,039	-11.72%
Administrative Technician	\$8,961	\$7,594	15.25%
Associate Planner	\$9,907	\$9,743	1.65%
Chief Building Official	\$12,762	\$13,471	-5.56%
City Clerk	\$14,253	\$12,117	14.99%
City Manager	\$21,584	\$22,821	-5.73%
Community Development	\$16,513	\$18,267	-10.62%

TABLE 5 SUMMARY OF TOTAL CASH			
Survey Classification	Sebastopol Total Cash	Labor Market Median Total Cash	% Sebastopol Is Above or Below Labor Market Median
Director			
Deputy City Clerk	Market Check	\$8,543	Market Check
Engineering Technician II	\$8,146	\$8,187	-0.50%
Management Analyst II	\$8,961	\$9,841	-9.82%
Police Captain	\$13,759	\$17,126	-24.47%
Police Chief	\$17,547	\$19,418	-10.66%
Police Community Services and Evidence Technician	\$6,261	\$7,009	-11.95%
Police Officer	\$9,503	\$10,639	-11.96%
Police Records and Support Services Manager	\$8,130	Insuff Data	---
Police Sergeant	\$11,102	\$13,443	-21.09%
Public Safety Dispatcher II	\$7,523	\$7,881	-4.76%
Public Works Director/City Engineer	\$17,547	\$18,715	-6.65%
Public Works Maintenance Assistant	\$5,378	Insuff Data	---
Public Works Maintenance Worker II	\$8,390	\$7,271	13.33%
Public Works Operations Supervisor	\$11,397	\$9,890	13.22%
Senior Public Works Maintenance Worker	\$10,251	\$7,989	22.07%

TOTAL COMPENSATION SURVEY RESULTS

Total compensation represents the total cash elements, plus the employer’s contribution towards cafeteria, health, dental, vision, life and long term disability insurance, the employer’s contribution towards social security, the employer’s contribution towards retiree health savings account, less the employer’s share of retirement paid by the employee. **Table 6** displays, for each classification, how the City compares to the labor market with respect to total compensation. The following data is presented:

- Title of the City’s classification.
- The City’s current total compensation for each classification.
- The labor market median for total compensation.
- Percentage the City’s total compensation is above or below the median of the labor market.

TABLE 6 SUMMARY OF TOTAL COMPENSATION			
Survey Classification	Sebastopol Total Compensation	Labor Market Median Total Compensation	% Sebastopol Is Above or Below Labor Market Median
Accountant-Analyst	\$12,629	Insuff Data	---
Assistant City Manager	\$20,899	\$23,613	-12.99%
Accountant II	\$12,191	\$11,942	2.04%
Administrative Services Director	\$18,450	\$20,946	-13.53%
Administrative Technician	\$12,053	\$10,750	10.81%
Associate Planner	\$13,015	\$12,835	1.38%
Chief Building Official	\$15,918	\$16,825	-5.69%
City Clerk	\$17,435	\$14,877	14.67%
City Manager	\$24,882	\$26,119	-4.97%
Community Development Director	\$19,732	\$21,068	-6.77%
Deputy City Clerk	Market Check	\$10,794	Market Check
Engineering Technician II	\$11,225	\$11,055	1.51%
Management Analyst II	\$12,053	\$12,990	-7.77%
Police Captain	\$16,926	\$20,483	-21.02%
Police Chief	\$20,784	\$22,560	-8.55%
Police Community Services and Evidence Technician	\$9,248	\$10,158	-9.85%
Police Officer	\$12,337	\$13,555	-9.87%
Police Records and Support Services Manager	\$11,130	Insuff Data	---
Police Sergeant	\$13,919	\$15,992	-14.89%
Public Safety Dispatcher II	\$10,514	\$11,178	-6.31%
Public Works Director/City Engineer	\$20,784	\$21,603	-3.94%
Public Works Maintenance Assistant	\$8,402	Insuff Data	---
Public Works Maintenance Worker II	\$11,460	\$10,265	10.43%
Public Works Operations Supervisor	\$14,525	\$13,252	8.76%
Senior Public Works Maintenance Worker	\$13,350	\$11,020	17.45%

RELATIONSHIP TO THE MARKET

On average, the City is 6.91% below market for maximum base salary, 3.30% below the labor market for total cash, and 2.81% below market for total compensation.

MISCELLANEOUS BENEFIT DATA

Appendix C presents the miscellaneous benefit data that was collected including cost of living retirement practices, education/certification pay, retiree health benefits, paid leave, and other policies.

COST OF LIVING INCREASE- APPENDIX C – TABLE 1

The City's last cost of living increase was 5% in January of 2025 for SEIU and 3% for Unrepresented in July 2023.

With respect to the survey agencies, two received a cost of living increase in 2025 ranging from 2% to 2.5%. Eight of the agencies are scheduled to receive a cost of living increase later in 2025 ranging from 2.5% to 4%.

RETIREMENT PRACTICES – APPENDIX C – TABLE 2

With respect to retirement practices, the City has a CalPERS retirement plan with a miscellaneous benefit of 2% @ 55 and a safety benefit of 3% @ 50. The City's formula for miscellaneous is Single Highest Year and Highest Three Years for safety.

With respect to the survey agencies, nine of the responding agencies participate in CalPERS and one is a 1937 Act agency. For miscellaneous classes, five have a benefit of 2% @ 55, three have 2% @ 60, one have 2.5% @ 55, and one has 3% @ 60. Six have a formula of Single Highest Year and four have Highest Three Years. For safety, three have a benefit of 3% @ 55, three have 2% @ 50, and two have 3% @ 50. Six have a formula or Highest Three Years and two have Single Highest Year.

CERTIFICATION PAY – APPENDIX C – TABLE 3

The City provides certification and education pay depending on bargaining group with the details provided in Table 3 of Appendix C.

Seven of the survey agencies provide some level of certification and/or education pay, varying by classification as provided in Table 3 of Appendix C.

RETIREE MEDICAL BENEFITS – APPENDIX C – TABLE 4

The City does not contribute to a Retiree Health Savings Account or to post-employment retiree health benefits.

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With respect to the survey agencies, four contribute to a Retiree Health Savings Plan with the amount varying by agency and bargaining group. Two of the responding agencies contribute the PEMHCA minimum for post-employment retiree health benefits.

LEAVE BENEFITS – APPENDIX C – TABLE 5

The City provides 120 hours of vacation at year 1; 144 hours at year 5; 144 hours at year 10; and 192 hours with 15 years or more. In addition, the City provides 120 hours of sick leave with an unlimited accrual, 15 holidays, with the City Manager receiving 17, and 100 hours of administrative leave for unrepresented employees and department heads and 120 hours for the Assistant City Manager and City Manager.

One agency provides paid time off whereby vacation and sick leave are combined. For those with a separate leave bank, the labor market average for vacation accrual is 95 -107 hours at year 1; 121 -133 hours at year 5; 151 - 160 hours at year 10; 174 - 181 hours at year 15; and 192 - 196 hours at year 20, depending on bargaining unit. The majority of the agencies provide 96 hours of sick leave. The labor market average for holidays is 14 with all 10 agencies providing administrative, management or personal leave ranging from 8 – 160 hours depending on bargaining unit and/or classification.

VACATION AND ADMINISTRATIVE/MANAGEMENT LEAVE CASH OUT APPENDIX C – TABLE 6

The City allows SEIU, unrepresented and department heads to cash out up to 100 hours of vacation per year. The City Manager can cash out any vacation balance in excess of three times the accrual rate. The Assistant City Manager can cash out 20 hours or transfer 40 hours of vacation to a deferred compensation bank.

The City allows unrepresented staff to cash out a maximum of 40 hours of administrative leave, the City Manager to cash out 100%, and the Assistant City Manager to cash out up to 40 hours.

Seven of the survey agencies allow vacation to be cashed out and three allow administrative leave to be cashed out; however, the details vary by classification as displayed in Table 6 of Appendix C.

SHORT TERM DISABILITY AND EAP – APPENDIX C- TABLE 7

The City pays for short-term disability as well as an employee assistance program.

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Three of the responding agencies also pay for short-term disability and all pay for an employee assistance program.

SECTION VII – SALARY SETTING METHODOLOGY

This section of the report presents the salary setting methodology and salary recommendation guidelines for City classes, should the City bring the classifications to the labor market median for total compensation. Implementation is subject to Council direction, what the City can afford, and the result of negotiations.

SALARY SETTING METHODOLOGY

In setting salaries for the City, Bryce Consulting has applied consistent compensation principles and practices typically utilized in the public sector as outlined below:

1. The median of the maximum labor market salary adjusted for benefits is used to set the top of the range for the City’s benchmark classification salary.
2. The adjusted labor market median is placed on the closest salary range of the City’s salary matrix (**Appendix D**).
3. Classes not surveyed or where insufficient data was collected are then set to the benchmarks using internal relationship guidelines typically utilized by local government agencies:
 - Approximately 10% between entry and journey level classes in a series.
 - Approximately 10% between journey and advanced journey level classes in a series.
 - A minimum of 15% between first line supervisor and highest level supervised.

As a practical matter, there could be occasions when market data will skew internal alignments. In those cases, internal alignments may take precedence over market data.

SALARY RECOMMENDATIONS

Using the above methodology, Bryce Consulting prepared salary recommendations for all City classes. The recommended salary plan has been included in **Appendix E**. The salary recommendations bring the classifications to the market median; however, it will be at the City’s discretion to determine if and how the recommendations are implemented. For instance, some organizations will immediately bring the classifications to market and other agencies will either place a cap on the increase or phase it in based on ability to pay. It should

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be noted that if a classification is within 5% of market, no change has been recommended as the classification is considered consistent with market.

**APPENDIX A
ALLOCATION LIST**

City of Sebastopol
Allocation List

Department	Current Classification	Classification Concept	Recommended Classification
City Administration	City Manager	Chief Executive	City Manager
City Administration	Assistant City Manager/City Clerk	Assistant Chief Executive	Assistant City Manager
City Administration	City Clerk	Department Head	City Clerk
City Administration	New	Entry/Journey Administrative	Deputy City Clerk I/II
Administrative Services	Administrative Services Director	Department Head	Administrative Services Director
Administrative Services	Accountant/Analyst	Journey Professional	Accountant/Analyst
Administrative Services	Accountant	Journey Professional	Accountant II
Administrative Services	Administrative Technician	Journey Technical	Administrative Technician
Community Development	Community Development Director	Department Head	Community Development Director
Community Development	Associate Planner	Journey Professional	Associate Planner
Community Development	Planning Technician	Entry/Journey Professional	Management Analyst I/II
Building	Chief Building Official	Division Head	Chief Building Official
Building/Fire	Senior Administrative Assistant	Journey Technical	Administrative Technician
Police	Police Chief	Department Head	Police Chief
Police	Police Captain	Division Manager	Police Captain
Police	Police Lieutenant	Section Head	Police Lieutenant
Police	Police Sergeant	Supervisor	Police Sergeant
Police	Police Sergeant	Supervisor	Police Sergeant
Police	Police Sergeant	Supervisor	Police Sergeant
Police	Police Sergeant	Supervisor	Police Sergeant
Police	Police Officer	Journey Technical	Police Officer
Police	Police Officer	Journey Technical	Police Officer
Police	Police Officer	Journey Technical	Police Officer
Police	Police Officer	Journey Technical	Police Officer
Police	Police Officer	Journey Technical	Police Officer

City of Sebastopol
Allocation List

Department	Current Classification	Classification Concept	Recommended Classification
Police	Police Officer	Journey Technical	Police Officer
Police	Police Officer Trainee	Trainee	Police Officer Trainee
Police	Police Records and Support Services Manager	Section Head	Police Support Services Manager
Police	Police Community Services and Evidence Technician	Journey Technical	Police Community Services and Evidence Technician
Police	Police Communications Dispatcher	Journey Technical	Public Safety Dispatcher II
Police	Police Communications Dispatcher	Journey Technical	Public Safety Dispatcher II
Police	Police Communications Dispatcher	Journey Technical	Public Safety Dispatcher II
Police	Police Communications Dispatcher	Journey Technical	Public Safety Dispatcher II
Public Works/Engineering	Director of Public Works/City Engineer	Department Head	Director of Public Works/City Engineer
Public Works/Engineering	Assistant Public Works Superintendent	Supervisor	Public Works Operations Supervisor
Public Works/Engineering	Management Analyst	Journey Technical	Administrative Technician
Public Works/Engineering	Engineering Technician I/II	Entry/Journey Professional	Engineering Technician I/II
Public Works/Engineering	Senior Maintenance Worker-Water Systems Treatment Operations	Advanced Journey Maintenance	Senior Public Works Maintenance Worker
Public Works/Engineering	Senior Maintenance Worker Sanitary Sewer Op	Advanced Journey Maintenance	Senior Public Works Maintenance Worker
Public Works/Engineering	Senior Maintenance Worker	Advanced Journey Maintenance	Senior Public Works Maintenance Worker
Public Works/Engineering	Senior Parks and Facilities Maintenance Worker 3	Advanced Journey Maintenance	Senior Public Works Maintenance Worker
Public Works/Engineering	Maintenance Worker 2	Journey Maintenance	Public Works Maintenance Worker II
Public Works/Engineering	Maintenance Worker 2	Journey Maintenance	Public Works Maintenance Worker II
Public Works/Engineering	Maintenance Worker 1	Entry Maintenance	Public Works Maintenance Worker I
Public Works/Engineering	Laborer	Trainee Maintenance	Public Works Maintenance Assistant
Public Works/Engineering	Laborer	Trainee Maintenance	Public Works Maintenance Assistant
Public Works/Engineering	Laborer	Trainee Maintenance	Public Works Maintenance Assistant



City of Sebastopol

ACCOUNTANT I/II

DEFINITION:

To perform a variety of professional accounting and program support duties in the areas of utility billing, bank reconciliation, accounts payable, accounts receivable, cash receipts, project accounting, fixed assets, general ledger, and investments, depending on assignment, in accordance with generally accepted principles of accounting and auditing.

DISTINGUISHING CHARACTERISTICS:

Accountant I - This is the entry level class in the Accountant series. Positions in this class typically require little directly related work experience. The Accountant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Accountant II - This is the journey level class in the Accountant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Accountant I

Receives general supervision from the Administrative Services Director.

Accountant II

Receives direction from the Administrative Services Director.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participate in maintaining the City's General Ledger and special funds, including setting up accounts and preparing and processing standard monthly and special journal entries; review entries for accuracy of account numbers and respond to staff and department questions about appropriate accounts for charges of expenses; analyze, verify and reconcile accounts and record and process adjusting entries; perform the reconciliation of City bank accounts and the resolution of discrepancies.
- Prepare, file, and submit various schedules, allocations, requests for reimbursement, and reports to internal customers and local, state, and federal agencies; access, analyze, and reconcile data from a variety of sources; prepare special reports for management; maintain encumbrance and retention schedules; prepare reconciliations for periodic auditing and year-end processing; answer questions about processes and procedures to employees, supervisors, and managers.
- Prepare monthly and annual financial reports.
- Participate in debt service accounting for the City's bonds, including accruals for payment of principal and interest and the reconciliation of accounts.
- Provide support in maintaining and ensuring Citywide adherence to internal control procedures and accounting standards.
- Assist in maintaining and updating the inventory of City fixed assets and the systems and reports connected with fixed assets.
- Organize and maintain various files, forms and other financial documents; assist in the maintenance and security of cash and financial records.
- May assist in the development and preparation of all Citywide budget, providing information, projecting budget expenditures, and performing financial analyses.
- Provide information and assistance to departments on accounting and financial reporting issues.
- Prepare a variety of special financial reports as needed and perform research studies, account analysis and special projects as assigned by management.
- Evaluate current procedures and provide recommendations to supervisor.

City of Sebastopol
 Accountant I/II
 Page 3 of 6

- Manage municipal water and sewer billing process and business license questions for the public, serve as a backup when required on City phones and at the public counter; make effective referrals when indicated to appropriate City departments and other agencies.
- Respond to Public Record Requests.
- Assist in the implementation and upgrades of accounting related software and development of related procedures.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Accountant I

Knowledge of:

- Principles and practices of generally accepted accounting practices including generally accepted accounting principles, Governmental Accounting Standards Board standards, and grant guidelines.
- Principles and practices of cost accounting; internal control and audit principles and practices.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn to apply accounting principles to accounting transactions and financial reports.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze financial data, workpapers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures.

City of Sebastopol
 Accountant I/II
 Page 4 of 6

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Learn to use automated financial management systems.
- Learn to accurately use the City's Chart of Accounts, financial accounting system, understanding of fund accounting, and maintenance and reconciliation of general ledger accounts.
- Learn governmental accounting principles and practices, including fund accounting.
- Examine and verify a wide variety of financial documents and reports.
- Perform complicated mathematical calculations and analyses.
- Prepare a variety of financial statements, reports, and analyses.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Business Administration, or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Two years of progressively responsible technical accounting experience.

Accountant II

In addition to the qualifications for the Accountant I:

Knowledge of:

- Principles and practices of governmental accounting, auditing, and financial reporting including generally accepted accounting principles, Governmental Accounting Standards Board standards, and grant guidelines.
- Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, auditing, and grants.

Ability to:

- Independently apply accounting principles to accounting transactions and financial reports.
- Monitor accounting activities relative to compliance with local, State, and federal requirements and professional standards.
- Assist in the review and implementation of new Governmental Accounting Standard Boards Standards.
- Understand and ensure proper governmental accounting principles and practices, including fund accounting.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Business Administration, or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Two years of progressively responsible experience at a level comparable to an Accountant I with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

City of Sebastopol
Accountant I/II
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Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

ACCOUNTANT/ANALYST

DEFINITION:

To perform a variety of professional accounting and analysis duties including preparing monthly financial statements, performing financial analysis, cost analysis related to labor contract negotiations, payroll, bank reconciliation, account and fund reconciliation, journal entries, cash receipts, utility billing, business license, and grant administration; to assist with the development and monitoring of the City's budget; and to perform other related finance and administrative duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single journey level class where employees within this class perform the full range of accounting and financial analysis duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Administrative Services Director.

Exercises technical and functional supervision over professional and technical staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Perform professional accounting and analytical work in the areas of Citywide budget development, monitoring and implementation and expense and revenue accounting.

- Prepare financial and statistical statements, fiscal reports, fiscal and financial forecasts and projections, and financial reviews in accordance with Generally Accepted Accounting Principles (GAAP) and General Accounting Standards Board (GASB).
- Assist in coordinating the City budget process, including the preparation of budget instructions and budget documents.
- Forecast, analyze and monitor City revenues and expenditures throughout the year, ensuring compliance with adopted fiscal initiatives, financial policies, guidelines and procedures.
- Collect complex statistical, financial and operational data to prepare Citywide budget summaries.
- Participate in month-end and annual close of the City's financial records; review and analyze relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries.
- Provide assistance during the annual audit by the City's outside auditors; prepare schedules required for year-end audit.
- Prepare financial analyses, cost studies, and monthly, quarterly, and annual financial reports, and other special financial projects related to City funds or in support of City departments; may oversee the work of consultants.
- Develop and recommend policy, procedures, and internal controls for customer service related to utility accounts and collection.
- Assist in the resolution of utility billing discrepancies, clarification of fee structures, or other customer service issues.
- Assist in the preparation of annual financial reports including, but not limited to, the City's Comprehensive Annual Financial Report (CAFR); review, reconcile, and prepare notes to the financial statements, supporting work papers, reports and journal entries.
- Maintain and reconcile developer deposits and special deposits; maintain and update fuel inventory; prepare journal entries for eligible expenses.
- Assist the Director in providing cost analyses required by management involved in labor negotiations.
- Implement changes in pay and benefits formulas after due consideration through a meet and confer and governing body approval processes.
- Perform the City's cash management and reconcile bank transactions and investments.
- Respond to special requests for financial data and analysis, provide information to other local, state, and federal agencies as requested.
- Coordinate contracted services for the City's Information Technology (IT) infrastructure; assist consultant with troubleshooting.
- Provide technical assistance, lead direction, training, and work review to assigned staff; organize and assign work, set priorities, and follow up to ensure coordination and completion of assigned work; cover for staff in their absence.

- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), General Accounting Standards Board (GASB), financial analysis, and research techniques.
- Municipal accounting and budgetary principles, practices, operations, and procedures.
- Financial analysis, financial reporting, and report preparation.
- Principles and practices of fund accounting.
- Project management principles and practices.
- Principles of payroll processing, management, and reporting.
- Principles of cost and budgetary preparation, tracking, accounting, and analysis.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Independently perform complex accounting and financial analysis duties.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze financial data, workpapers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Apply accounting theory and expertise to work assignments.

- Interpret and explain accounting policies and procedures.
- Identify problems or issues and develop solutions.
- Review and verify the accuracy of financial data.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
- Maintain confidentiality.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Business Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Three years of progressively responsible experience in governmental accounting and financial analysis.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION:

To plan, organize, direct and review the activities and operations of the Administrative Services Department including finance, human resources, information technology; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS:

The Administrative Services Director level recognizes positions that are single-position and at the executive management level with duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the department.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Manager.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan and implement Administrative Services Department goals and objectives; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and

City Manager; prepare and present staff reports and other necessary correspondence.

- Direct, oversee and participate in the development of the Administrative Services Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Direct and participate in the development and administration of the City and Administrative Services Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Plan, organize, direct and coordinate accounting activities including financial reporting systems, audits, cash and investments, accounts payable/receivable, payroll, grants, capital assets, and bond financing and monitoring activities.
- Oversee and manage the City's accounting operations including financial record keeping and reporting methods, control systems, and related internal and external audits; manage and coordinate the City's financial reporting, including the Annual Comprehensive Financial Reports (ACFR); coordinate the preparation and maintenance of the City's accounting structure including the chart of accounts.
- Oversee the management of the Lighting Assessment District budget process; analyze district budget to ensure adequate funding and determine rate changes.
- Coordinate and oversee annual fee studies and cost allocation review.
- Manage the City's human resources activities including benefits administration, FMLA, workers' compensation, recruitment, and changes to employment status.
- Oversee the City's information technology contract; manage or participate in special projects related to technology.
- Receive and respond to Public Records Act requests.
- Serve as liaison to the City's Budget Committee; post agenda, record and post meeting minutes, and provide technical assistance.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Administrative Services Department.

- Represent the Administrative Services Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Generally accepted accounting principles and financial reporting for various transaction types.
- Principles and practices of internal control procedures and practices as they apply to a public agency.
- Principles and methods of finance administration, particularly in the areas of accounting, budgeting, auditing, treasury, utility billing, and customer service.
- California public agency financial practices, revenue sources and reporting.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.

- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the Administrative Services Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff report and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means.
- Successfully develop, control, and administer the City and department's budget and expenditures.
- Prepare complex financial statements, reports, and analyses.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Finance, Accounting, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Five years of progressively responsible experience in municipal accounting, budgeting, and financial analysis including two years of administrative and management responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

ADMINISTRATIVE TECHNICIAN

DEFINITION:

To perform a variety of technical level administrative duties in support of an assigned City department or program, which may include financial, grant, planning, building, public works, engineering, or general support of City operations; to research, collect, and analyze data and prepare draft reports; to track and report operational statistics; and to provide technical assistance to management.

DISTINGUISHING CHARACTERISTICS:

This is a single journey level class where employees within this class perform the full range of technical program support. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from an assigned supervisor or manager.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, coordinate, and implement program activities of a technical area of assignment related to department activities and programs.
- Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.
- Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.

- Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; provide project oversight for the less complex or political projects.
- Assist with the development of Requests for Proposals and contract administration.
- Establish and maintain systems related to assigned technical area of responsibility; monitor area activities and report progress as required.
- Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- Depending on assignment, perform a variety of complex and specialized accounting duties in an assigned functional area of responsibility which may include accounts payable, accounts receivable, payroll, business licenses, and/or utility billing; to function as liaison between the Finance Department, citizens, and other City departments by answering questions and solving complicated and/or sensitive problems.
- Depending on assignment, provide information and direction to the public on planning, engineering and/or building/fire inspection issues, processes and requirements; receive, review, route, process and plan check minor applications and permits.
- Depending on assignment, support engineering and public works projects and operations including contract administration; review and ensure insurance complies with City policy; maintain contract documents; and review of certified payroll.
- Depending on assignment, support human resources activities which may include onboarding of employees and tracking administrative tasks such as evaluations and training.
- Depending on assignment, prepare, distribute, and post agendas and minutes for a variety of meetings including City Council, Boards, Committees, Commissions, Authority Boards and other civic organizations; provide additional administrative support, including acting as Secretary, as necessary which may include the transcription of recorded or written information.
- Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties prepare and type correspondence and compile and type reports.
- Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.
- Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.
- Assist supervisor and manager with a variety of administrative operations; prepare, recommend and implement procedural modifications.

- Coordinate and assist in the development and administration of a department budget; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies.
- Independently respond to letters, e-mail and general correspondence based on areas of assignment.
- Coordinate, compile and draft City Council communications, as requested.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Specialized and designated areas of expertise such as: budgetary and fiscal process, human resources operations, permit processing, contract administration, and local government public relations and communications.
- Principles and practices of intermediate analytical research and project coordination.
- Techniques and principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.
- General functions and objectives of municipal government.
- Research methods and techniques.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Independently perform a variety of technical duties including research, compilation and report development in support of assigned department or program.
- On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Develop and implement various data collection and reporting systems.
- Interpret, apply and explain laws, rules, code and City policies and procedures.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Understand and interpret complex policies, procedures and regulations.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.
- Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.
- Analyze situations quickly and objectively to determine proper course of action.
- Understand the organization and operations of the City and of outside agencies as necessary to assume assigned technical responsibilities.
- Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.
- Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports.
- Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resource, payroll or other confidential issues.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in Public Administration, Business Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Two years of progressively responsible administrative and technical support experience.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

ASSISTANT CITY MANAGER

DEFINITION:

To assist the City Manager in planning, organizing, directing and reviewing the overall activities and operations of the City including the performance of special projects and/or oversight of City departments; to assume the role of department head, as assigned by the City Manager; to advise and assist the City Council as requested and in the absence of the City Manager; and to provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS:

The Assistant City Manager level recognizes positions that are single-position and at the executive management level with duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the assisting with the day-to-day operations of the City.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Manager.

Exercises direct supervision over assigned management, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan and implement assigned operations and/or City goals and objectives; recommend and administer policies and procedures.
- Coordinate assigned activities among City departments and with outside agencies and organizations; provide staff assistance to the City Manager and

City Council; prepare and present staff reports and other necessary correspondence.

- Assist with directing, overseeing and participating in the development of the City's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Act in the absence of the City Manager.
- Serve as department director, as assigned by the City Manager, directing, overseeing, reviewing, and participating in the development of the department's work plan.
- Develop and implement assigned programs and special projects; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures; develop and implement program goals, objectives, policies and procedures.
- Manage and implement a variety of technical, operational, and administrative projects; coordinate and facilitate strategic planning efforts; prepare and submit a wide variety of financial, administrative and operational reports to the City Council; keep the City Manager and City Council advised on special projects or matters impacting the operations of the City.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Represent the City to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of municipal services.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of assigned activities and operations.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Develop and implement City policies and procedures.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Six years of progressively responsible experience in municipal services including three years of administrative and management responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

ASSISTANT/ASSOCIATE PLANNER

DEFINITION:

To perform professional duties in support of current and/or long-range municipal planning; to review development and land use applications, zoning, site plans, and environmental documents; and to explain planning policies and regulations to developers and members of the public; and to provide technical support to the manager.

DISTINGUISHING CHARACTERISTICS:

Assistant Planner - This is the entry level class in the Planner series. Positions in this class typically require little directly related work experience. The Assistant Planner class is distinguished from the Associate level by the performance of less than the full range of duties assigned to the Associate level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Associate Planner - This is the journey level class in the Planner series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level once the incumbent meets the qualification standards of the Associate level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Assistant Planner

Receives general supervision from an assigned supervisor or manager.

Associate Planner

Receives direction from an assigned supervisor or manager.

May exercise technical and functional supervision over technical staff.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Review development proposals and applications for conformance to City standards and other applicable State and Federal rules and regulations; serve as primary point of contact to developers and property owners in meeting these standards; process appeals to department determinations.
- Review current and/or long range planning projects for consistency with City standards and other applicable State and Federal rules and regulations; provide information to applicants and developers for plan modifications to meet compliance requirements; and recommend improvements to project design.
- Respond to inquiries at the public counter, by phone, mail, or electronic mail; provide professional planning guidance in responding to questions or inquiries; prepare correspondence to applicants, violators and other agencies regarding compliance.
- Prepare initial studies and environmental documents related to development plans/applications, including conformance to local, State and Federal regulations and laws and City General Plan requirements; prepare written reports with recommendations and make presentations to the City Council, Planning Commission and other bodies, as appropriate.
- Prepare and provide environmental analysis for projects to ensure compliance with local, State and Federal regulations and laws; prepare environmental impact reports, negative declarations and notice of exemptions, as appropriate.
- Perform plan check reviews of commercial, industrial, public, quasi-public and residential development plans for conformance with project standards and project approval; perform site reviews as needed; issue administrative permits and coordinate planning activities with other agencies, departments and divisions.
- Confer with and advise architects, builders, attorneys, contractors, engineers, etc.; negotiate and develop contracts and development agreements regarding City development policies and standards.

- Research, analyze, and interpret social, economic, population, and land use data and related trends, including recording and summarizing statistical and demographic information in a sophisticated database.
- Coordinate development review meetings with external and internal stakeholders.
- Make presentations to a variety of groups and other jurisdictions interested in/affected by City planning and development policies; respond to inquiries and provide information about current and/or long range planning procedures and processes.
- Support grant administration including invoicing, project administration, and coordination.
- Update policies and procedures; analyze and make recommendations regarding long range, comprehensive planning policy documents, including the City's General Plan; research planning information and concepts, land use and related legal issues related to long range planning and policy issues.
- Serve as the City's liaison to County and State groups (e.g., Sonoma County Transportation Authority, Regional Climate Protection Agency, ABAG).
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Assistant Planner

Knowledge of:

- Principles and practices of urban planning and development.
- Research techniques and analysis methods related to social, economic, population, and land use data and related trends.
- Site planning and architectural design.
- Site design, terrain constraints, utility capacity constraints and land use compatibility.
- Pertinent local, State and Federal laws, ordinances and rules, including the California Environmental Quality Act (CEQA) and California land use and planning law.

- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Perform professional planning duties related to urban planning and development.
- On a continuous basis, know and understand all aspects of the job; frequently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk or in meetings for long periods of time; may intermittently walk or bend to observe field sites; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Problem solve the more routine planning issues.
- Interpret and apply City standards and regulations and related planning policies and procedures, as well as applicable laws and regulations related to planning and associated environmental issues.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in Urban Planning, Environmental Science, or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

No professional experience is required.

Associate Planner

In addition to the qualifications for the Assistant Planner:

Knowledge of:

- Environmental review standards and processes, including knowledge of CEQA and NEPA and the preparation of Environmental Impact Reports, Initial Studies and (Mitigated) Negative Declarations.
- Principles and practices of project management.

Ability to:

- Independently perform the full range of professional planning.
- Research, problem solve and negotiate.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in Urban Planning, Environmental Science, or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Two years of progressively responsible experience at a level comparable to an Assistant Planner with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

CHIEF BUILDING OFFICIAL

DEFINITION:

To plan, organize, direct and coordinate Building Division operations within the Community Development Department including building inspection and enforcement of state laws, codes, and local ordinances dealing with the construction of new buildings and the alteration, use, and ongoing safety; to ensure that residential, commercial and industrial construction is in compliance with applicable Codes and Ordinances; to coordinate activities with other departments; and to provide highly complex staff assistance to the Community Development Director.

DISTINGUISHING CHARACTERISTICS:

The Chief Building Official level recognizes positions that provide full line and functional management responsibility for a division, as identified by the City, within a department.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Community Development Director.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop and implement divisional goals, objectives, policies and procedures.
- Plan, organize and direct Building Division activities/operations including building inspection, issuance of permits, and plan review.

- Direct, oversee and participate in the development of the assigned division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Research and review codes for specification requirements and standards; review and recommend action in response to legislation concerning building, zoning, and related codes; prepare written correspondence as necessary.
- Oversee and implement building code adoption process.
- Oversee enforcement of City Municipal Code nuisance violations.
- Resolve difficult inspection and plan review issues and code interpretations; perform the most complex inspections; oversee inspections of substandard or hazardous buildings.
- Perform inspection work and enforce Building, Housing, Electrical, Plumbing and Mechanical Codes of the City.
- Issue Building, Plumbing, Mechanical and Electrical permits and review construction plans.
- Administer the building permit appeals process; administer permit tracking system and building inspection records maintenance.
- Participate in and manage the building inspection function related to structural, plumbing, electrical and mechanical standards, and other building site issues, ensuring compliance with all applicable codes and regulations.
- Review plans and specifications relating to electrical, plumbing, mechanical, energy conservation, access compliance, and other building code requirements.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.

- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of building construction and inspection.
- Operational characteristics, services, and activities of a building and code inspection and enforcement program.
- Methods and techniques of construction.
- Legal processes and considerations involved in prosecution of violations of the building codes and ordinances.
- Fire Codes and Uniform codes affecting building inspection.
- Seismic and energy considerations in design and construction of buildings and structures.
- Grading, erosion control, drainage and flood control methods and standards.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize and direct assigned Building Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Interpret and explain pertinent federal, state, and local laws, codes, and regulations and department policies and procedures.
- Read, interpret and analyze plans for a variety of public, commercial, industrial and residential construction projects.
- Conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret and explain specific building codes, ordinances and administrative orders.
- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the City before other agencies and groups on building inspection and enforcement matters.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Architecture, Engineering, Construction Technology, Planning or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Five years of progressively responsible building inspection experience including three years of supervisory experience.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of an International Code Council (ICC) Chief Building Official certification.

Possession of an International Code Council (ICC) Plans Examiner.

Possession of certification as a Chief Flood Plain Manager within 12 months of appointment.

Working Conditions:

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical field noise and environment including exposure to traffic and inclement weather.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

CITY CLERK

DEFINITION:

To plan, organize, direct and review the activities of the City Clerk's Office including City Council agenda preparation, records management, and the conduct of municipal elections; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and City Council

DISTINGUISHING CHARACTERISTICS:

The City Clerk level recognizes positions that are single-position and at the executive management level with duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the department.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Council.

Exercises direct supervision over assigned administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan and implement the goals and objectives of the City Clerk's Office; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and City Manager; prepare and present staff reports and other necessary correspondence.

- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Direct and participate in the development and administration of the City Clerk's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Direct the publication, filing, indexing, and safekeeping of all proceedings of the City Council and other City boards and commissions; direct the research, coordination, and compilation of records in response to public and City staff inquiries.
- Provide staff assistance to City Council.
- Serve as Chief Elections Official responsible for planning and directing municipal elections; ensure compliance with State Fair Political Practices Commission's disclosure and reporting requirements; provide candidate services and administer oaths of office to elected officials and City employees.
- Conduct Conflict of Interest, Brown Act, Ethics and Parliamentary Procedures, Board and Commission orientation, and other related training sessions.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the City Clerk's Office.
- Represent the City Clerk's Office to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles, practices and procedures of City Clerk functions and requirements and municipal government operations and organization.
- Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and Regulations of the California Fair Political Practices Commission.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the City Clerk's Office.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation;

write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Five years of progressively responsible administrative experience in a City Clerk's Office, including two years of administrative responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of certification as a California Municipal Clerk.

Possession of, or ability to obtain, Public Notary designation.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

CITY MANAGER

DEFINITION:

To plan, organize, direct and review the overall activities and operations of the City; to represent the City's interests with outside agencies, business, and the community; and to provide highly responsible and complex administrative support to the City Council.

DISTINGUISHING CHARACTERISTICS:

The City Manager level recognizes positions that are single-position and at the executive management level with duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the City.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Council.

Exercises direct supervision over assigned management, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan and implement City goals and objectives; recommend and administer policies and procedures.
- Coordinate City activities between departments and with outside agencies and organizations; provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.

- Direct, oversee and participate in the development of the City's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Direct and participate in the development and administration of the City's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Prepare and submit to the City Council, annual reports of financial and administrative activities; keep the City Council advised of financial conditions, program progress, and present and future needs of the City.
- Develop, plan and implement, with Council participation, City goals and objectives as well as policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative/personnel policies and procedures.
- Direct and confer with department directors concerning administrative and operational problems; make appropriate decisions or recommendations for City Council adoption.
- Oversee the enforcement of City ordinances; monitor contractual agreements with franchises and contractors; oversee the procurement and purchase of supplies and equipment for all City departments.
- Confer with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of City concern.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Represent the City to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Modern and highly complex principles and practices of municipal government administration, departments, organization and economic development functions and services.
- Current social, political and economic trends and operating problems of municipal government.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the City.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws,

regulations, codes and procedures; observe performance and evaluate staff; problem solve issues related to City projects and programs; explain and interpret policy.

- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to through written means; and lift or carry weight of 10 pounds or less.
- Provide effective leadership and coordinate the activities of the municipal organization.
- Develop and implement City policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Nine years of progressively responsible experience in municipal administration including five years of administrative and management responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION:

To plan, organize, direct and review the activities and operations of the Community Development Department including current and long-range planning, affordable housing, building inspection, and economic development; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS:

The Community Development Director level recognizes positions that are single-position and at the executive management level with duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the department.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Manager.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan and implement Community Development Department goals and objectives; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and

City Manager; prepare and present staff reports and other necessary correspondence.

- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Direct and participate in the development and administration of the Community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Community Development Department.
- Provide highly responsible and complex professional consultation to the City Manager to advance the City's planning, housing, economic development, and building and development goals.
- Interpret, implement, direct, coordinate, enforce, recommend changes for, and review amendments to the General Plan, including the Housing Element, housing, zoning codes, and other codes related to the maintenance of community standards.
- Assess and collect fees and penalties and participate in fee studies and fee hearings.
- Prepare environmental review documents and direct the work of consultants.
- Serve as Zoning Administrator and conduct public hearings on proposed projects.
- Confer with developers regarding development applications and processes; complete processing of the most difficult and complex planning applications; and advise staff on processing applications.
- Perform the most complex and sensitive planning duties, prepare documentation and responses for appeal hearings; and serve as staff resource in technical areas.
- Participate on a variety of boards, commissions, and committees; attend and make presentations to and meet with neighborhood groups and commissions, City Council and others, as assigned.

- Represent the Community Development Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of land development, entitlements and permitting, related to private development projects.
- Principles and practices of permit processes and code compliance as it is applied to building, and engineering.
- Theories, principles, and contents of General Plan, housing strategies, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws.
- Theories, principles, and methods of economic development and community vitality. Zoning, housing, and building codes and their application and use.
- Processes for efficient operation of permitting, inspection, and code enforcement processes.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- California Environmental Quality Act, National Environmental Planning Act, and the inclusive and engaged planning culture that exists in the State of California.
- Principles and practices of policy development and implementation.

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the Community Development Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Manage complex technical, long-range, and current planning projects.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Community Development, Urban Planning, Civil Engineering, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Five years of progressively responsible experience in community development, urban planning, and project administration including two years of administrative and management responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

DEPUTY CITY CLERK I/II

DEFINITION:

To perform sensitive, confidential and responsible administrative duties associated with the administration and maintenance of official City records and legal documents in support of City Clerk's Office; to receive, research and respond to questions from the general public; and to assist with recruiting and coordinating the training of board and commission members.

DISTINGUISHING CHARACTERISTICS:

Deputy City Clerk I - This is the entry level class in the Deputy City Clerk series. Positions in this class typically require little directly related work experience. The Deputy City Clerk I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Deputy City Clerk II - This is the journey level class in the Deputy City Clerk series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Deputy City Clerk I

Receives immediate supervision from the City Clerk or higher level manager.

Deputy City Clerk II

Receives general supervision from the City Clerk or higher level manager.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serve as first line of contact to external customers at the front counter and main switchboard; refer customers to appropriate department and/or provide a variety of general information regarding City functions; administer oaths; certify documents; provide notary services as requested; collect fees and perform cashiering duties.
- Participate in the bid process; place bid advertisement; receive, stamp and process incoming requests for proposals and requests for qualifications; conduct public bid openings and notify vendors of contract award; receive, process, and file contract documents.
- Accept and process claims, summons, subpoenas and appeals, ensuring compliance with City policies and procedures.
- Assemble and notarize documents and exhibits for official recording of documents.
- Receive and evaluate Public Records requests; research and compile information for release.
- Prepare and copy City Council agenda items for master agenda copy and staff distribution; ensure agenda items are correctly compiled and copied prior to distribution; post agendas, ordinances, and meeting cancellations in accordance with legal policies and procedures.
- Coordinate the flow of information between the City Council, City Manager, City Attorney and other staff.
- Provide a variety of general administrative support including ordering and maintaining inventory of office supplies, setting up for City Council meetings, scheduling public meeting rooms and Council Chambers and processing and filing of various documents.
- Prepare ceremonial documents and necessary back-up materials for public presentations for the Mayor and City Council; assist in the election cycle process.
- Scan and archive documents following electronic document management procedures.
- Maintain department intranet and internet pages; ensure accurate and current information is posted.

- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Deputy City Clerk I

Knowledge of:

- Principles and procedures of record keeping and reporting.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn, interpret, apply and explain basic City policies and procedures related to the maintenance and release of records.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; type 40 words per minute; and lift or carry weight of 10 pounds or less.
- Analyze situations carefully and adopt effective courses of action.
- Conduct routine analytical studies; problem solve.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of responsible administrative support experience.

Deputy City Clerk II

In addition to the qualifications for the Deputy City Clerk I:

Knowledge of:

- City and outside agency services provided.
- Pertinent local, state and federal regulations related to the retention and release of documents.

Ability to:

- Interpret, apply and explain City policies and procedures related to the maintenance and release of records.
- Respond to and assist in the resolution of inquiries and complaints.
- Independently prepare correspondence and memorandums.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Deputy City Clerk I with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of, or ability to obtain, a California Notary Public designation within six months of hire.

Possession of certification as a California Municipal Clerk within two years.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

ENGINEERING TECHNICIAN I/II

DEFINITION:

To perform a variety of tasks in the office and field, both technical and administrative, in support of the Public Works Department and City Engineer; to provide support for compliance programs and reporting, engineering projects, and capital projects, which may include project management, development and plan review; to calculate fees, issue permits, maintain plan files and engineering records; and to conduct field surveys, site inspections, information gathering, data analysis; and to perform mark and locate functions and participate in surveying activities.

DISTINGUISHING CHARACTERISTICS:

Engineering Technician I - This is the entry level class in the Engineering Technician series. Positions in this class typically require little directly related work experience. The Engineering Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Engineering Technician II - This is the journey level class in the Engineering Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Engineering Technician I

Receives immediate supervision from the Public Works Director/City Engineer.

Engineering Technician II

Receives general supervision from the Public Works Director/City Engineer.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serve as first line of contact to internal and external customers on engineering, development plan and map review, permit application issues, and provide information and direction to the public related to the permit process via phone, email, and counter work.
- Prepare or assist in the preparation and interpretation of specifications, plans, permits, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other Capital Improvement Program (CIP) projects.
- Maintain engineering and traffic/transportation files, including plans, studies, inspections, surveys, maps, and other data related to engineering and transportation projects; prepare, update, reproduce, and distribute maps, drawings, blueprints, and other information recorded in the Geographic Information System (GIS).
- Utilize GIS or Computer Aided Design (CAD) software to create and/or modify plot plans, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, and graphs for reports, drawings for design manuals, and other projects.
- Perform basic field review, design, drafting and inspection duties in connection with CIP, maintenance and development projects.
- Perform field, office, and computer-aided studies; prepare periodic and special reports based on findings from research, studies, and surveys; and make recommendations on findings.
- Receive, tag, log, and review submitted engineering plans, maps, and related documents for plan check including review of insurance; route documents to consultants or developers for preceding and following plan review; track status of plan checks and original documents; advise parties of revisions and assists with the development and issuance of project conditions.
- Receive and respond to information requests for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, and other geographical data, soils reports, as-builts, and street improvements; retrieve plans, reports, permits, and files as necessary to comply with requests; respond to complaints from the public and resolves conflicts between owners, architects, contractors, developers, utility companies, and others.

- Prepare reports of findings and make recommendations for resolution of issues found.
- Receive, review, and process various permits including construction, excavation, water and wastewater utilities, encroachment, and drainage; review applications for completeness and compliance with appropriate regulations and policies.
- Calculate fees for and track submittals payments by customers and issue permits.
- Maintain and update department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, storm drain, landscaping, and final maps.
- Assist in ensuring compliance with the City's records retention and management schedules.
- Review, interpret, and provide information and direction to the public regarding applicable local, State and Federal regulations, codes, ordinances, documents, standards, and guidelines.
- Perform a variety of routine and complex office, administrative, and technical support tasks, and duties, including organization and coordination of work.
- Assist with project management and contract administration as required, including setting priorities and meeting deadlines.
- Serve as primary contact person providing assistance and referrals to visitors at City's Corporation Yard.
- May perform mark and locate functions or serve as instrument person or on a survey team.
- May attend meetings of various commissions, committees and other bodies or pertaining to special projects, and may serve as staff liaison to committees.
- Prepare and distribute public hearing notices, ensuring that required notice requirements are met.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Engineering Technician I

Knowledge of:

- Basic and technical mathematical and statistical principles.
- Terminology, methods, practices, and techniques of graphics and printing.
- Modern office practices, methods, and computer equipment including relevant software programs.

- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn to perform variety of technical office and field engineering work involving, drafting, surveying, and mapping.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information including engineering calculations; observe and problem solve operational and technical policy and procedure; and explain regulations and procedures to others.
- On a continuous basis, sit at desk for long periods of time; intermittently bend, squat, climb, kneel or twist while performing field work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift of carry weight of 10 pounds or less.
- Learn to reduce, interpret and apply field notes in performing drafting work.
- Learn to use CAD (Computer Aided Drafting), GIS (Geographic Information Systems), and GPS (Global Positioning System) and other computer applications related to technical engineering work.
- Learn the application of map scale representation related to engineering design and construction.
- Perform mathematical calculations with speed and accuracy.
- Use and care for drafting, mechanical, and computer instruments/equipment.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the

best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school supplemented by courses in trigonometry and computer aided design and drafting. College-level course work or other formal training in mathematics, construction practices, surveying, or computer-aided design are desirable.

Experience:

One year of experience in construction, technical drawing, drafting, creating or reviewing plans, or performing computer-aided drafting, including customer service experience.

Engineering Technician II

In addition to the qualifications for the Engineering Technician I:

Knowledge of:

- Basic civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects.
- Basic design and construction practices and methods of public works infrastructure, engineering plan types, review practices, and permit filing and approval procedures.
- Researching and reporting methods, techniques, and procedures.
- Basic and technical engineering mathematical and statistical principles.
- Technical report writing practices and procedures.
- Methods of assessing and documenting specifications and project conditions.
- Applicable federal, state, and local laws, codes, and regulations, including administrative and departmental policies and procedures.
- Use of GIS, CAD, and other mapping and aided drawing software.

Ability to:

- Independently perform variety of technical office and field engineering work involving, drafting, surveying, and mapping.
- Understand and explain City policies, procedures, fees, and basic engineering regulations to the general public, developers, contractors, and City staff.
- Read and interpret engineering plans, technical drawings, specifications, maps, elevations and related figures, symbols, notations, and map coordinates, accurately
- Understand, follow, interpret, and explain field notes, drawings, maps, specifications, and sketches.

- Make sound, independent decisions within established policy and procedural guidelines.
- Graphically convey data and plot data on a variety of maps, charts, and graphs
- Make, understand, and record accurately technical engineering mathematical and statistical computations accurately.
- Convey ideas in a persuasive and understandable manner.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school supplemented by courses in trigonometry and computer aided design and drafting. College-level course work or other formal training in mathematics, construction practices, surveying, or computer-aided design are desirable.

Experience:

Two years of progressively responsible experience at a level comparable to an Engineering Technician I with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise. Positions may be required to work outside of normal business including evenings and weekends. Travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

MANAGEMENT ANALYST I/II

DEFINITION:

To provide responsible professional, administrative and technical assistance in the development, administration and implementation of City programs; to provide highly responsible analytical staff assistance including to conduct specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance, and services; to manage various projects; and to assist in office management functions.

DISTINGUISHING CHARACTERISTICS:

Management Analyst I - This is the entry level class in the Management Analyst series. Positions in this class typically require little directly related work experience. The Management Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Management Analyst II - This is the journey level class in the Management Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Management Analyst I

Receives general supervision from an assigned supervisor or manager.

May exercise technical and functional supervision over technical and administrative support personnel.

Management Analyst II

Receives direction from an assigned supervisor or manager.

May exercise direct supervision over technical and administrative support personnel.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provide responsible professional and technical assistance in the development, administration and implementation of City programs; assist in formulating program policy, goals and procedures; collect and compile relevant data to support recommendations.
- Assist in the development of new program elements and program modifications as necessary to meet goals and objectives; monitor and coordinate the daily operation of assigned program areas; perform analytical work and maintain appropriate records and statistics.
- Provide highly responsible analytical staff assistance including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance, programs, and/or services.
- Respond to complaints and requests for information from the public and City staff; research requested information and determine appropriate resolutions; manage, direct and coordinate special projects and programs as assigned.
- Assist in the preparation of the budget; make budget recommendations relative to assigned program areas of responsibility; coordinate and compile budget recommendations prepared by other staff; research past expenditures; project future expenditures; prepare and administer contracts.
- Monitor the budget on a daily basis; review purchase requisitions and ensure funds are available; manage and analyze multiple Federal, State and local funding sources.
- Prepare grant proposals; monitor active grants to ensure that stipulations and regulations regarding the use of funds are met; maintain appropriate records.

- Participate in and assist with coordinating or facilitate internal department and City-wide committees and staff meetings; and coordinate training and volunteer activities.
- Provide City Manager with support for functions related to state and federal legislative advocacy, and county or regional wide issues including surveys, studies, coordination and related functions.
- Plan, coordinate and implement community events; coordinate neighborhood association and other community and volunteer meetings, forums and related activities; staff various committees established by the City Council; prepare agendas and minutes; assist with research and other support as needed.
- Assist in the development and analysis of departmental policies, procedures and systems; recommend goals and objectives.
- Receive, research, and respond to questions from outside agencies, other City departments and the general public; support City's communications efforts.
- Research, document, coordinate and participate in the implementation of new technology including the development of tools, processes and procedures; develop and provide training and serve as system administrator.
- Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures.
- Prepare and present staff reports and presentations at various City Council, commission/board, and other governmental meetings; draft City Council documents; serve on/or as liaison to various committees and task forces.
- Participate in office management functions; conduct surveys and perform research and statistical analyses; compile materials and assist in the preparation of reports, manuals and publications.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Management Analyst I

Knowledge of:

- Principles and practices of public administration.
- Methods and techniques of statistical and fiscal analysis and report writing.

- Principles and practices of advanced business office management and administration.
- Methods and techniques of project management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn to organize, plan, schedule and implement operations; conduct analytical and administrative projects related to area of assignment.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify, remember and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently bend and twist to reach office equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; lift or carry weight of 10 pounds or less.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and City policies, laws and rules; analyze situations carefully and adopt an appropriate, effective course of action.
- Perform a wide variety of analytical duties; analyze situations accurately and develop effective courses of action.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

No professional experience is required.

Management Analyst II

In addition to the qualifications for the Management Analyst I:

Knowledge of:

- Effective report writing and research techniques for complex work.
- Principles and practices of advanced project management and workflow analysis.
- Principles and practices of municipal budget development and administration.
- Pertinent local, State and Federal laws, ordinances and rules.
- State and Federal legislative and regulatory processes.
- Principles and practices of grant administration.
- Principles of project management.
- Principles and practices of supervision.

Ability to:

- Independently organize, plan, schedule and implement operations; conduct analytical and administrative projects related to area of assignment.
- Effectively administer assigned programmatic responsibilities; prepare complex reports; prepare and administer a program budget; evaluate and develop, procedures and policies.
- Exercise initiative and independent, astute judgment in sensitive situations; interview, investigate, problem solve and negotiate.
- Supervise management studies; manage contracts; develop and track budgets; make public presentations; and manage meetings effectively.

- Manage more complex or sensitive projects.
- Develop financial models related to costs, rates and revenues.
- Analyze and respond to program effectiveness.
- Analyze financial data, fiscal and actuarial reports.
- Conduct, prepare and present special studies related to assigned operations.
- Coordinate, analyze, prepare and present special studies related to assigned operations.
- Supervise, train and evaluate assigned staff

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Two years of progressively responsible experience at a level comparable to an Management Analyst I with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

POLICE CAPTAIN

DEFINITION:

To plan, organize, direct and coordinate the activities of an assigned division within the Police Department including patrol, community services, investigations, traffic, dispatch, evidence and property, and professional standards; to coordinate activities with other departments; and to provide highly complex staff assistance to the Police Chief.

DISTINGUISHING CHARACTERISTICS:

The Police Captain level recognizes positions that provide full line and functional management responsibility for a division, as identified by the City, within a department.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Police Chief.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop and implement divisional goals, objectives, policies and procedures.
- Plan, organize and direct assigned police activities/operations which may include patrol, community services, investigations, traffic, and professional standards.

- Direct, oversee and participate in the development of the assigned division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Serve as incident commander; direct and participate in the investigation of especially difficult or complex criminal cases and/or accident scenes; prepare and supervise preparation of cases for court.
- Support the development and implementation of an organizational philosophy with an emphasis on community based services, enforcement efforts and internal supervision and mentoring of staff.
- Maintain personal contact with members of the community and local businesses; oversee the performance of assigned personnel to ensure the department's goal of maintaining direct and effective personal contact with members of the community is fully implemented.
- Supervise the investigation of complaints involving the conduct of personnel; respond to the most difficult citizen complaints and requests for information.
- Oversee maintenance of department equipment inventory including motor vehicles, weapons, ammunition, and related supplies and material.
- Assist in developing and conducting training programs in the various phases of police activities including, but not limited to weapons, tactics, field training programs, and emergency operations that comply with State Commission on POST, recent court decisions and legal mandates.
- Assist in administrative responsibilities involving the department's purchasing, personnel and community relation functions; conduct special studies of departmental functions as assigned.
- Assist in coordinating police activities with other jurisdictions and outside agencies.

- Oversee the recruitment and selection process for employees and monitoring background investigations and other related components of employee candidate processing.
- Oversee the use, care and condition of equipment and facilities and for the maintenance of safe work practices and conditions, ensuring the department complies with both OSHA and ADA requirements.
- Serve in the absence of the Police Chief.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of law enforcement services and program administration.
- Criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property.
- Technical and administrative phases of crime prevention and law enforcement including investigations, patrol, traffic control, emergency preparedness, and care and custody of persons and property.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize and direct assigned Police Department division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.
- Deal with a diverse community and differing expectations of police services, show compassion and build consensus in developing approaches to police services.

- Develop and implement comprehensive plans to provide effective community based police services; interpret and explain laws as well as department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of an associate's degree from an accredited college or university with major coursework in Criminal Justice, Business Administration, Public Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Five years in a sworn supervisory capacity with at least three years in a command assignment at the range of Lieutenant or above.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of an Advanced and Management Certificates issued by the California Police Officers Standards and Training Commission (P.O.S.T.) or the ability to obtain a Management Certificate within 12 months of appointment.

Working Conditions:

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to traffic, inclement weather and hazardous conditions typically found in law enforcement. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

POLICE CHIEF

DEFINITION:

To plan, organize, direct and review the activities and operations of the Police Department including patrol, law enforcement investigation, crime prevention, and administrative support services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager

DISTINGUISHING CHARACTERISTICS:

The Police Chief level recognizes positions that are single-position and at the executive management level with duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the department.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Manager.

Exercises direct supervision over assigned management, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan and implement Police Department goals and objectives; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and City Manager; prepare and present staff reports and other necessary correspondence.

- Direct, oversee and participate in the development of the Police Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Direct and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Police Department.
- Participate on a variety of boards, commissions and committees; attend and make presentations to and meet with neighborhood groups and commissions, task forces, committees, commissions, City Council and others as assigned.
- Maintain personal contact with members of the community and local businesses; oversee the performance of assigned personnel to ensure the department's goal of maintaining direct and effective personal contact with members of the community is fully implemented.
- Advise and make recommendations to the City Manager on matters related to municipal police services.
- Respond to and direct activities at major incidents.
- Serve as the City's Homeless Services liaison, managing contracts and coordinating homeless services; serve as point of contact for homeless related issues.
- Coordinate Traffic Safety Group meetings and make decisions regarding citizen traffic safety requests related to traffic safety equipment modifications.
- Serve as City's Emergency Operations Director, coordinating with County, managing EOC activations and operations, managing related contracts, and overseeing community messaging and training,
- Represent the Police Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.

- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of law enforcement administration, organization, and operation.
- Modern practices and methods of patrol, traffic control, investigation, crime prevention, and related administrative support services.
- Effective ways to coordinate police activities with members of the community, other criminal justice and public safety agencies, and public and private organizations working to improve the quality of life in the community.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the Police Department.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; continuously bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.
- Develop and implement department policies and procedures.
- Deal with a diverse community and differing expectations of police services, show compassion and build consensus in developing approaches to police services.
- Develop and implement comprehensive plans to provide effective community based police services; interpret and explain laws as well as department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.

- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Criminal Justice, Public Administration, Business Administration or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Five years of progressively responsible experience in law enforcement administration including two years of administrative and management responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a Management and Executive Certificates issued by the California Police Officers Standards and Training Commission (P.O.S.T.).

Working Conditions:

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to traffic, inclement weather and hazardous conditions typically found in law enforcement. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

POLICE COMMUNITY SERVICES AND EVIDENCE TECHNICIAN

DEFINITION:

To perform responsible technical and administrative duties involving the receipt, recording, categorizing, storing, controlling and disposing of police evidence and property; to protect the integrity of evidence throughout the judicial process; to ensure compliance with State and local laws regarding the storage and disposition of property and evidence; and to perform a variety of responsible field duties and administrative duties including parking control and enforcement, animal control, and fingerprinting.

DISTINGUISHING CHARACTERISTICS:

This is a single journey level class where employees within this class perform the full range of technical police support duties not requiring a sworn officer. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Police Support Services Manager.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receive, record, categorize, store and maintain control of property and evidence, including but not limited to, hazardous and toxic materials, chemicals and substances and firearms; maintain a complete chain of custody; identify and resolve discrepancies in and contact sworn personnel as needed; determine and arrange for, or transport evidence for additional outside analysis or storage.

- Receive requests from the public and outside agencies; provide information regarding procedures for obtaining property and evidence and laws governing the release of such.
- Process requests from the District Attorney's Office; copy, prepare and maintain confidential and evidentiary documents, CDs, DVDs, photographs and other evidence; coordinate with District Attorney's Officer for the review of such evidence; prepare evidence for court and document chain of custody.
- Access restricted databases to obtain information related to the identity and criminal history, and review case status to determine if evidence can be released or destroyed; determine ownership and follow policies, procedures and laws in the release and destruction of evidence.
- Conduct purging of property and evidence in compliance with department policies; obtain authorization and arrange for the destruction and disposal of property and evidence including hazardous and toxic materials, chemicals and substances.
- Release property consistent with department policies and procedures and State laws; prepare correspondence to property owner for the release of property.
- Maintain a variety of records regarding the custody, location, release and destruction of property and evidence ensuring compliance with applicable laws, codes and regulations.
- Maintain legal custody and control of the property and evidence room; move and shift property and evidence as required to maintain storage levels; requisition materials and supplies, as necessary.
- Use safety precautions and follow department procedures to properly handle firearms, weapons, chemical samples, blood, DNA, narcotics, syringes, toxic materials, money, valuable items, illicit material, and alcoholic beverages to prevent injury, avoid contamination and assure chain of custody.
- Testify in court regarding handling and chain-of-custody of evidence.
- Participate in the retention and purging of police records.
- Assist Police Officers in conducting enforcement activities including taking incident reports, conducting traffic control, and assisting with preserving crime scenes.
- Perform parking enforcement, issuing citations and conducting enforcement of vehicle and municipal codes related to parking control and storage of vehicles.
- Coordinate with the City's animal control vendor for animal control services; communicate as necessary with the animal control vendor regarding the care of animals from the City of Sebastopol; serve as Animal Control Officer until contract animal control vendor arrives.

- Serve as the department's Live Scan Fingerprint Coordinator; complete and maintain Live Scan system fingerprinting; arrange for maintenance services as needed for the Live Scan equipment; process ink prints when necessary, and processes prints for identification, Verified International Stay Approval (VISA), and out of state license applications
- May serve as replacement or relief Dispatcher.
- Maintain current knowledge of legislation and other activities that impact records, property, and evidence functions.
- Serve the public at a front counter, providing information and assistance in person or via telephone.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Basic operations, functions, principles and practices of law enforcement agencies.
- Proper use of various law enforcement databases and software.
- Principles and practices of evidence and property collection, chain of custody, recording, storage, purging and release of property and evidence.
- Pertinent Federal, State and local laws, rules and regulations related to the collection, storage, and disposition of evidence including the proper handling of guns, drugs and money.
- Courtroom protocol and procedures, including methods and practices of providing testimony.
- Principles and techniques of developing and conducting public information presentations
- Records management and maintenance techniques and practices.
- Safety regulations related to the proper handling, storage and transportation of hazardous materials and biohazards.
- Modern office practices, methods, and computer equipment including relevant software programs.

- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Effectively process, handle, store and dispose of evidence and property.
- Intermittently review documents related to department operations; observe, identify and problem solve procedural issues.
- On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Perform a variety of community services duties related to supporting law enforcement activities.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Understand, access and accurately interpret information from various law enforcement computer systems.
- Memorize codes, names, street locations, and other information.
- Develop and deliver public information presentations related to the assigned areas of responsibility.
- Prepare factual, clear, and concise reports related to criminal and non-criminal situations.
- Maintain accurate records and logs.
- Preserve confidentiality of sensitive materials.
- Safely handle firearms, narcotics, biohazard materials and chemicals.
- Think quickly in emergency situations.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from the twelfth grade.

Experience:

Two years of progressively responsible experience involving public contact, in person or over the telephone, demonstrating a general aptitude for working with the public in a multi-task environment. Law enforcement experience is highly desirable.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of, or ability to obtain a California Law Enforcement Telecommunications Certificate and First Aid/CPR certificate within 18 months.

Working Conditions:

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to traffic, inclement weather and hazardous conditions typically found in non-sworn law enforcement. Some duties include exposure may be required to work outside of normal business hours including evenings and weekends.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

POLICE LIEUTENANT

DEFINITION:

To plan, organize and direct the activities of an assigned section within the Police Department including patrol, community services, investigations, traffic, dispatch, evidence and property, and/or professional standards; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Police Chief.

DISTINGUISHING CHARACTERISTICS:

The Police Lieutenant level recognizes positions that provide full and direct supervision to employees within a section, typically involving multiple activities.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Police Chief.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommend and implement section goals and objectives; establish performance standards and methods for the operations of assigned section.
- Plan, develop and oversee the work of staff involved in the implementation of sworn and non-sworn Police operations.
- Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials and supplies; monitor and control expenditures.

- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Serve as watch commander; plan and direct training and response of specialized and/or tactical units, as assigned.
- Oversee investigations and personally participate in situations of a highly complex or sensitive nature, as assigned.
- Participate on a variety of boards, commissions and committees; attend and make presentations to and meet with neighborhood groups and commissions, task forces, committees, Commissions, City Council and others as assigned.
- Conduct and assist in internal affairs investigations such as complaints against departmental personnel.
- Command and coordinate activities of subordinate personnel during emergency situations.
- Support the development and implementation of an organizational philosophy with an emphasis on community based services, enforcement efforts and internal supervision and mentoring of staff.
- Maintain personal contact with members of the community and local businesses; oversee the performance of assigned personnel to ensure the department's goal of maintaining direct and effective personal contact with members of the community is fully implemented.
- Respond to major crime and accident scenes, as appropriate.
- Oversee the use, care, and condition of equipment and facilities and for the maintenance of safe work practices and conditions.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Current police methods and procedures, including patrol, crime prevention, traffic matters, investigative techniques, and personnel matters.

- Criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property.
- Effective methods of organization and supervision of the work of subordinate officers.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct the assigned Police Department section activities and operations.
- Interpret and explain pertinent City and department policies and procedures.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.
- Deal with a diverse community and differing expectations of police services, show compassion and build consensus in developing approaches to police services.
- Develop and implement comprehensive plans to provide effective community based police services; interpret and explain laws as well as department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.

- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of an associate's degree from an accredited college or university with major coursework in Criminal Justice, Business Administration, Public Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Seven years of progressively responsible experience in law enforcement support activities, including three years of supervisory responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of an Advanced and Supervisory Certificates issued by the California Police Officers Standards and Training Commission (P.O.S.T.).

Working Conditions:

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to traffic, inclement weather and hazardous conditions typically found in law enforcement. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

POLICE OFFICE TRAINEE

DEFINITION:

To perform a variety of entry level police support duties in a learning capacity; to assist and observe Police Officers and civilian police personnel; to attend the Police Academy to obtain a P.O.S.T. Certificate of Completion; and to perform related work which may require public contact but not the enforcement of laws.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Police Trainee class will be sent to a basic police academy at the City's expense in addition to receiving a full salary while attending the academy. Police Officer Trainees attend a POST certified Police Academy which follows a standardized curriculum in order to provide them with basic training in various aspects of policing, many of which are prescribed by law and/or statute. Attendance and successful completion of a Police Academy is a legal requirement to be hired as a police officer within the State of California and is a requirement for a City of Sebastopol Police Officer Trainee to be considered for promotion to Probationary Police Officer with the City of Sebastopol.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from sworn personnel.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Attend a basic POST certified academy designed to provide an overview of the criminal justice system including knowledge of laws, police procedures, law enforcement techniques, first aid, and physical fitness; undergo training to develop an awareness of the functions and responsibilities of Police Officers and how they relate to field operations. Academy and field training includes classroom and outdoor instruction, demonstration, testing, and practical exercises in activities such as:
 - Instruction and testing on the California Penal Code sections.
 - Conducting criminal investigations.
 - Gathering, preserving, documenting and cataloging evidence.
 - Crime scene preservation and processing.
 - Physical fitness training and defensive tactics instruction.
 - Wellness and lifestyle training.
 - Training on interacting with angry, emotionally disturbed, or special needs persons.
 - Narcotics, criminal street gangs, organized crime enforcement.
 - Education on community policing, sexual harassment, discrimination, and hate crimes.
 - Instruction on proper handling and firing of firearms and range qualification.
 - Instruction and testing on traffic enforcement, DUI enforcement, and the California Vehicle Code.
 - Instruction on the use of police radios and associated radio codes.
 - Overview of the court system including court preparation and testimony.
 - Answering telephone calls and dispensing public information.
 - Basic police report writing and editing which may also include instruction in grammar, spelling, police, and legal terminology.
 - Observing law enforcement activities such as maintenance of order, crime prevention and protection of citizens and property.
 - Review of standard public safety rules, regulations, and procedures, as well as those specific to the Sebastopol Police Department and the City of Sebastopol.
 - Training and evaluation on emergency vehicle operation including defensive and reactive driving, maneuvering, low speed driving, high speed driving, pursuit driving and other law enforcement driving skills.
- May be tasked to perform police support assignments such as dispatching, recording complaints, and issuing parking citations, assisting citizens at the police department.
- As a police department employee and city emergency worker, trainees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.

- Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, standard radio broadcasting, compiling information and authoring police reports.
- Criminal law, including apprehension, laws of arrest and custody of persons committing misdemeanors and felonies.
- Rule of evidence pertaining to the search, seizure, and preservation of evidence in traffic related and criminal cases.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Successfully complete Police Academy requirements.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.

- On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.
- Think and act quickly in emergencies, and to judge situations and people accurately.
- Learn standard operating procedures of a police headquarters' radio-telephone and keyboard-type communications equipment.
- Understand and interpret laws and regulations.
- Prepare clear, concise, and comprehensive written reports.
- Become proficient in self-defense techniques, and in the care and use of firearms.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

No experience is required.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Must be 21 years of age by the final date of the Police Academy.

Working Conditions:

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to traffic, inclement weather and hazardous conditions typically found in law enforcement. Some duties require work outside of normal business hours including evenings and weekends.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

POLICE OFFICER

DEFINITION:

To perform sworn law enforcement, traffic control, and crime prevention duties involved in the protection of life and property; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities.

DISTINGUISHING CHARACTERISTICS:

This is a single journey level class where employees within this class perform the full range of sworn law enforcement duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from a Police Sergeant.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrol an assigned area to preserve law and order, prevent, identify and investigate crimes, and enforce laws, regulations, and ordinances.
- Prepare reports regarding shift activity, investigation status, statistical data and other special projects as assigned.
- Write and serve warrants, subpoenas, writs, and other legal documents.
- Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public to promote and participate in proactive policing, including but not limited to, warrant service, investigative traffic stops, consent searches, probation searches, parole searches, and the conduct of field interviews.

- Attend, participate and represent the department at a variety of community, public and school events, building and maintaining relationships with the citizens of the City.
- Maintain awareness of on-going law enforcement activities to provide direction and/or respond to calls for service that involve complicated and/or emergency situations.
- Participate in criminal investigations, including crimes against persons and property, narcotics, juvenile offenses, and related felony crimes; collect evidence.
- May serve in a variety of special assignments (e.g., firearm instructor, Narcan instructor, grant administrator, liaison to outside agencies).
- Attend medical and fire scenes to assist in the protection of life and property; administer first aid in emergency situations, as required.
- Appear in court and provide testimony.
- Assist in the booking, transporting, and care of prisoners.
- Direct traffic, including regulation of vehicle flow at times of emergency, congestion, or special events; actively enforce traffic laws through observation, use of radar, traffic checkpoints, DUI suspicion stops, special event/parade/street closures and/or responding to emergency situations, and investigate traffic accidents, as appropriate.
- Provide testimony in court related to assigned duties.
- Serve as a field training officer or background investigator, as assigned; may be designated as an acting supervisor.
- Assume special assignment roles, including, but not limited to, Crime Scene Investigator, Internet Crimes Against Children, Terrorism Liaison Officer, and Responsible Beverage Service Trainer/Coordinator.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of law enforcement organization, methods and techniques.

- Principles and techniques used in public and community relations as it relates to law enforcement activities.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- Criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to the search, seizure, and preservation of evidence in traffic and criminal cases.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Independently perform sworn law enforcement duties.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk or vehicle for long periods of time; operate a police vehicle in routine and emergency high speed situations. Intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.
- Safely care for and use firearms.
- Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust and respect.
- Interpret and explain pertinent department and City policies and procedures.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Employment as a sworn Police Officer with a California P.O.S.T. certified agency or successful completion of a P.O.S.T. approved police academy by date of appointment Receipt of California P.O.S.T Basic Course Waiver by date of appointment counts towards experience.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a Basic Certificate issued by the California Police Officers Standards and Training Commission (P.O.S.T.).

Working Conditions:

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to traffic, inclement weather and hazardous conditions typically found in law enforcement. Some duties require work outside of normal business hours including evenings and weekends.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

POLICE SERGEANT

DEFINITION:

To plan, organize, direct, supervise, and participate in the work of staff involved in various law enforcement and administrative operations and activities within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Police Sergeant level recognizes positions that perform full supervisory responsibilities for a unit including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Police Captain.

Exercises direct supervision over sworn, technical, and administrative staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for law enforcement; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff assigned to law enforcement activities including patrol, community outreach, and investigations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Functions as watch commander on an assigned shift; conduct roll call briefings and make duty and equipment assignments; coordinate the activity of both sworn and non-sworn personnel on the shift.
- Prepare reports regarding shift activity, investigation status, statistical data and other special projects as assigned.
- Write and serve warrants, subpoenas, writs, and other legal documents.
- Review Police Officers' reports and citations makes suggestions for improvement and takes appropriate follow-up action.
- Perform a variety of administrative tasks in support of Police Department operations, including but not limited to, approving payroll, developing schedules, event planning, and scheduling vehicle/equipment and/or building maintenance,
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditure; may prepare, submit, and administer grant proposals.
- Maintain awareness of on-going law enforcement activities to provide direction and/or respond to calls for service that involve complicated and/or emergency situations.
- Supervise traffic enforcement program related to speeding, DUI, photo red light observation, and special events/parades/street closures and related activities; investigate major traffic accidents.
- Oversee and participate in criminal investigations, including crimes against persons and property, narcotics, juvenile offenses, and related felony crimes; collect evidence, supervise crime scene investigations, as appropriate.
- Receive and conduct investigations related to complaints about police services provided and personnel actions made by citizens and/or internal staff; perform background investigations related to potential new hires, both sworn and non-sworn.
- Coordinate training and other activities within and outside the department; monitor certifications and standards.
- Patrol an assigned area to preserve law and order, prevent, identify and investigate crimes, and enforce laws, regulations, and ordinances.
- Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public to promote and participate in proactive policing, including but not limited to, warrant service, investigative traffic stops, consent searches, probation searches, parole searches, and the conduct of field interviews.

- Attend medical and fire scenes to assist in the protection of life and property; administer first aid in emergency situations, as required.
- Appear in court and provide testimony.
- Assist in the booking, transporting, and care of prisoners.
- Direct traffic, including regulation of vehicle flow at times of emergency, congestion, or special events; actively enforce traffic laws through observation, use of radar, traffic checkpoints, DUI suspicion stops, special event/parade/street closures and/or responding to emergency situations, investigate traffic accidents, as appropriate.
- Perform all of the duties of a Police Officer.
- Attend, participate and represent the department at a variety of community, public and school events, building and maintaining relationships with the citizens of the City.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of law enforcement organization, methods and techniques.
- Principles and techniques used in public and community relations as it relates to law enforcement activities.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- Criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to the search, seizure, and preservation of evidence in traffic and criminal cases.
- Pertinent local, State, Federal rules and regulations and laws.
- Principles of supervision, training and performance evaluations.
- Basic principles of budget monitoring.

- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct law enforcement operations and activities.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk or vehicle for long periods of time; operate a police vehicle in routine and emergency high speed situations. Intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.
- Safely care for and use firearms.
- Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust and respect.
- Interpret and explain pertinent department and City policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Supervise, train and evaluate assigned staff.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Three years of increasingly responsible sworn law enforcement experience.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of an Intermediate Certificate issued by the California Police Officers Standards and Training Commission (P.O.S.T.).

Working Conditions:

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to traffic, inclement weather and hazardous conditions typically found in law enforcement. Some duties require work outside of normal business hours including evenings and weekends.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

POLICE SUPPORT SERVICES MANAGER

DEFINITION:

To plan, organize and direct the activities of the Communications, Records, and Property and Evidence sections within the Police Department; to oversee, coordinate, and participate in administrative activities in support of Department operations; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Police Chief.

DISTINGUISHING CHARACTERISTICS:

The Police Support Services Manager level recognizes positions that provide full and direct supervision to employees within a section, typically involving multiple activities.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Police Chief.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommend and implement section goals and objectives; establish performance standards and methods for the communications, records and property and evidence sections.
- Plan, develop and oversee the work of staff involved in the implementation of dispatch, records, and property and evidence operations.
- Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials and supplies; monitor and control expenditures.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Perform a variety of administrative support assignments related to departmental accounting, purchasing, human resources development and public relations as assigned; develop and implement policies and procedures for the support and technical services functions of the department.
- Coordinate, direct, and expedite the completion of special projects, assignments and activities as directed by the Police Chief, including gathering information and evidence requested by court orders, assisting with various audits, and purging marijuana records; arrange receptions for departmental events, which may include swearing-in new officers, promotions, etc., including creating invitations, providing refreshments, and swerving as host.
- Serve as liaison with external Federal, State, County, and other agencies regarding administrative functions; act as an information source regarding department policies, procedures, programs, and objectives; interpret and implement departmental regulations and requirements.
- Process subpoenas and requests for release of information; process requests for discovery of information, tapes, videos, and reports; oversee records retention schedules; purge and arrange for the destruction of reports and records.
- Serve as the Department's LiveScan Fingerprint Coordinator, assist with LiveScan processing, when necessary, which may include attending and participating in quarterly meetings held by Sonoma County RAN Committee and the Sonoma County Sheriff's Department; ensure maintenance services are scheduled as needed for the Live Scan machine.
- Oversee the coordination for animal control services and the current contract for animal control services, including writing or reviewing appendices to the contract as necessary; communicate with the service provider regarding the care of animals from Sebastopol.
- Ensure the proper recording, inventorying, and chain of custody of property and evidence.
- Serve as official custodial of criminal justice records, oversee records management; prepare and submit crime statistics reports to the Department of Justice (DOJ).
- Provide pertinent data as received from the California Law Enforcement Telecommunications System (CLETS), the National Crime Information Center (NCIC), Department of Motor Vehicles (DMV) and the Integrated Justice System (IJS); distributes information as needed.
- Serve as Agency CLETS Coordinator (ACC).

- Remove information on court-ordered sealed records for adults and juveniles; purge reports and records according to mandated retention schedules.
- Oversee and coordinate the design, implementation, maintenance, and administration of police communications or records and property systems, including related automated systems; coordinate with information technology contractor to ensure effective integration of police and other information systems.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of current communications practices used in municipal law enforcement, including computer aided dispatch.
- Principles and practices of current records management used in municipal law enforcement including police records management systems.
- Principles and practices of property and evidence receipt, processing, storage, and disposal.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct the Communications, Records, and Property and Evidence section activities and operations.
- Interpret and explain pertinent City and department policies and procedures.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Perform the duties of the staff supervised including communications, records, and property and evidence, as required.
- Assist in the development and monitoring of an assigned program budget.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in criminal justice, business administration, or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Four years of progressively responsible experience in law enforcement support activities, including two years of supervisory responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a valid CLETS (California Law Enforcement Telecommunications System) certification within six months of appointment.

Possession of, or ability to obtain, Peace Officer's Standards and Training (POST) Records Supervisor certificate is desirable.

Completion of National Incident Management System (NIMS) Training is desirable.

Possession of a POST Professional Dispatch Supervisor Certificate at hire is desirable.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business hours including evenings and weekends and the ability to travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

PUBLIC SAFETY DISPATCHER I/II

DEFINITION:

To answer emergency and non-emergency calls for police, fire, medical, and other City services; to prioritize calls and dispatch police and transfer fire and medical emergency calls; to perform responsible administrative duties in support of Police Department activities including data entry, processing of records, and receiving and responding to questions from the public and outside agencies at the front counter and via email and telephone; and to perform administrative support work as required.

DISTINGUISHING CHARACTERISTICS:

Public Safety Dispatcher I - This is the entry level class in the Public Safety Dispatcher series. Positions in this class typically require little directly related work experience. The Public Safety Dispatcher I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Public Safety Dispatcher II - This is the journey level class in the Public Safety Dispatcher series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Public Safety Dispatcher I

Receives immediate supervision from the Police Support Services Manager.

Public Safety Dispatcher II

Receives general supervision from the Police Support Services Manager.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receive emergency calls from the public requesting police, fire, or other related services; determine nature and location of emergency; determine priority and dispatch emergency units as necessary and in accordance with established procedures; provide pre-arrival instructions; transfer medical and fire calls.
- Use a computer aided dispatch (CAD) system to enter calls for service/radio traffic and monitor real-time status of situations; use an automated records management system (RMS) related to public safety activities to enter and retrieve information.
- Maintain contact with all units on assignment; maintain status and location of field units and monitor radio frequencies of outside public safety agencies.
- Receive incoming telephone and voice radio calls for non-emergency assistance; dispatch animal control and Public Works as necessary.
- Enter, retrieve, and update information from teletype networks, including the California Law Enforcement Telecommunications System (CLETS) relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.
- Coordinate with other emergency service providers as appropriate.
- May testify in court proceedings.
- Perform a variety of responsible duties related to the processing of police reports; receive, review, log, copy, upload, distribute and file police reports and records; make corrections.
- Process in-custody packets for Court officer including warrant declaration, felonies, and misdemeanors; process detention and disposition forms.
- Process and track requests from the District Attorney's Office in order to ensure timely submission for case review purposes.
- Maintain subpoena calendar and information for Officers.
- Assist City law enforcement personnel and outside law enforcement agencies by querying and producing background checks, criminal histories, driver's license records and subpoenas.
- Schedule tows; request phone pings per supervisors' direction.
- Release vehicles to owners related to impounds, storage, and/or repossession.

- Perform data entry duties, including but not limited to, CLETS/NCIC data, confidential arrests, property crimes, assaults, found/lost property, traffic accident reports, field investigation contacts, promise to appear notices, alert requests, and citations.
- Receive fees for reports, repossessions, fingerprints, VIN verifications and vehicle storage.
- Assist in creating, implementing, and marketing community outreach and educational programs.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Update Dispatch Training Manual as required.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Public Safety Dispatcher I

Knowledge of:

- Methods and techniques of proper telephone etiquette.
- Customer service principles and practices.
- Principles and practices of record keeping and filing.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn to answer and prioritize calls for police/fire services and to dispatch appropriate units in response.
- Intermittently review documents related to dispatching operations; observe, identify, and problem solve incidents while dispatching, remember, understand, interpret and explain operational policies and procedures to the public and staff.

- On a continuous basis, sit at desk/console for long periods of time. Intermittently, twist and reach office equipment; write or use keyboard to communicate through written means; verbally give instructions to officers in the field; monitor and hear officer's responses over the radio; answer incoming telephone lines; and lift and carry weight of 10 pounds or less.
- Learn to operate dispatch, teletype and other computer programs and equipment related to public safety communications and records.
- Analyze a situation and determine an effective course of action; learn to adjust quickly to changing situations and assign reasonable priorities to incoming calls.
- Interpret and apply laws, ordinances, and departmental policies and procedures.
- Remain calm, speak clearly, listen and determine appropriate course of action during emergency situations.
- Perform multiple cognitive and manual tasks simultaneously.
- Express him/herself in English in a clear, distinct, and understanding manner when speaking.
- Effectively communicate and maintain composure with and elicit information from hysterical, upset, irate, hearing impaired, and/or non-English speaking citizens.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignment.
- Type at a speed of 40 words per minute, net of errors.
- Interpret, apply and explain basic Police Department policies and procedures related to the maintenance and release of reports.
- Receive, research and resolve questions from the public, outside agencies and other City departments.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience:

Two years of public contact experience, in person or over the telephone, demonstrating a general aptitude for working with the public in a multi-task environment.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a California Peace Officers Standards and Training Commission (P.O.S.T.) Public Safety Dispatcher Basic Certificate within 12 months of appointment.

Possession of a California Law Enforcement Telecommunications Systems (CLETS) certificate within 6 months of appointment.

Public Safety Dispatcher II

In addition to the qualifications for the Public Safety Dispatcher I:

Knowledge of:

- Standard radio broadcasting procedures and rules associated with operation of an emergency services communication network, including pre-arrival emergency medical instructions per established protocols; learn to monitor multiple frequencies.
- Proper use of various law enforcement databases and software.
- Operations, services, and activities of a modern public safety telecommunications and dispatch center.
- Call taking and dispatch techniques and protocols used in public safety telecommunications and dispatching activities.

Ability to:

- Independently answer and prioritize calls for police/fire services and to dispatch appropriate units in response.
- Independently operate dispatch, teletype and other computer programs and equipment related to public safety communications and records.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Safety Dispatcher I with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a California Peace Officers Standards and Training Commission (P.O.S.T.) Public Safety Dispatcher Basic Certificate at appointment.

Possession of a California Law Enforcement Telecommunications Systems (CLETS) certificate within 6 months of appointment.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION:

To plan, organize, direct and review the activities and operations of the Public Works Department including the operation and maintenance of City infrastructure, including water and sewer systems, industrial waste system, streets, parks, swimming pools, parking lots, and government buildings; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS:

The Public Works Director/City Engineer level recognizes positions that are single-position and at the executive management level with duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the department.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Manager.

Exercises direct supervision over assigned management, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan and implement Public Works Department goals and objectives; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and

City Manager; prepare and present staff reports and other necessary correspondence.

- Direct, oversee and participate in the development of the Public Works Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Direct and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Oversee and manage the City's Capital Improvement Program and the Annual Capital Improvement Plan in conjunction with other assigned City departments (such as the Planning Department for Parks and Housing projects).
- Approve public works improvement projects for construction upon technical preparation by a licensed civil engineer or technical review by the City Engineer.
- Interpret, implement, direct, coordinate, enforce, recommend changes for, and review amendments to related ordinances, codes, and resolutions related to the maintenance of City assets and infrastructure.
- Review private development projects and preparing project conditions of approval.
- Conduct research and analysis of engineering principles and best practices; asset and infrastructure maintenance and installation.
- Analyze fees and participate in and/or oversee water and wastewater fee studies and hearings.
- Oversee professional service agreements and public contracts, including requests for proposal development, advertising, distribution, selection, award administration, public contract law hiring and reporting requirements, the work performance of consultants and contractors, contract compliance, and project completion audits.

- Represent the Public Works Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of planning, engineering, construction, installation, and maintenance for public facilities and equipment, water and wastewater collection systems and pump stations, and public pools and playgrounds.
- Processes for efficient operation of facilities, streets, roads, water delivery, and wastewater collection processes.
- Principles and practices of land surveying and mapping, investigation, and construction techniques related to the construction of public works projects.
- Principles and techniques of conducting site planning, grading, engineering review, runoff and pollution prevention, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Infrastructure planning, design, construction, and maintenance.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs
- Pertinent local, State and Federal rules, regulations and laws.

- Principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the Public Works Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Ensure that projects are completed efficiently, on time, and within budget, demonstrating a commitment to sustainability and improving public infrastructure for the community's benefit
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.

- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Civil, Electrical, Mechanical, Hydrology, Systems Control Engineering, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Five years of progressively responsible experience in asset and infrastructure management, public project and facilities maintenance management including three years of administrative and management responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of registration issues by the State of California as a Professional Engineer.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Duties require work outside of normal business hours including evenings and weekends and travel.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

PUBLIC WORKS MAINTENANCE ASSISTANT

DEFINITION:

To learn to perform a variety of routine and semi-skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities.

DISTINGUISHING CHARACTERISTICS:

This is the trainee level class in the Public Works Maintenance Worker series. Positions in this class typically require no directly related work experience. Positions work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Public Works Operations Supervisor and technical and functional supervision from a Senior Public Works Maintenance Worker.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learn to and perform landscape maintenance duties including but not limited to, weed abatement and pruning of landscaping, transporting and spreading of mulch, brush and tree pruning and removal, cleaning of restrooms, garbage removal, replanting of landscape material as needed, and repair of irrigation.
- Learn to and assist with the repair of streets and sidewalks; install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.
- Learn to and clean and repair water and sewer lines and mains as necessary; excavate trenches for the installation of water and sewer lines; may paint and/or install street signs, stop signs, fire hydrants and curbs; may install water meter services, water mains, valves and hydrant laterals.

- Learnt to and perform routine maintenance and repair of City public buildings which may include minor plumbing and electrical repair and installation work as necessary.
- Respond to emergency calls.
- Inspect and clear obstructions from storm drains.
- Perform graffiti removal.
- Perform vegetation removal by cleaning obstructive growth to improve visibility and accessibility, clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.
- Perform vehicle inspections and minor maintenance including oil and filter changes and washing of vehicles.
- Assist in replacement of traffic signs and traffic control markings.
- Learn to and perform inspections, preventive maintenance and light repair on a variety of City equipment; identify and report significant repair and maintenance problems.
- Learn to and prepare and update records and files of preventive maintenance and other repair/maintenance work; prepare necessary forms and reports.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Basic maintenance practices and procedures are desirable but not mandatory.
- Basic mathematical skills.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- On a continuous basis, walk, stand, bend, squat, climb, kneel, twist, and reach while operating equipment and perform maintenance and/or construction activities; perform heavy manual labor; operate a variety of hand and power tools used in maintenance activities; know and understand maintenance operations, observe safety rules.
- Intermittently, analyze equipment problems; identify safety hazards; remember and locate equipment and tools; may interpret and explain work orders; sit while completing work papers; travel from jobsite to jobsite sitting in assigned vehicle or on equipment; lift or carry equipment weighing 75 pounds or less.
- Learn to perform semi-skilled tasks in a variety of maintenance activities.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

No experience is required. Some experience in streets maintenance installation and repair or equipment maintenance is highly desirable.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends. Travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

PUBLIC WORKS MAINTENANCE WORKER I

DEFINITION:

To perform a variety of routine and semi-skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Public Works Maintenance Worker series. Positions in this class typically require little directly related work experience. The Public Works Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

This class is distinguished from II level in that the latter is the journey level, independently performing the full scope with employees receiving relatively less instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Public Works Operations Supervisor and technical and functional supervision from a Senior Public Works Maintenance Worker.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learn to and operate light and moderately heavy power-driven equipment, including loaders, backhoes, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.
- Safely operate power tools and perform regular inspections and routine maintenance.
- Assist in maintenance and repair tasks on City streets, water and sewer services, and other public works infrastructure including patching potholes, resurfacing roads, and ensuring proper drainage to prevent flooding; inspect, maintain, and repair pipelines, manholes, and valves; respond to leaks or blockages.
- Assist in cleaning and repairing water and sewer lines and mains using jettors and vacuums to remove blockages, debris, and buildup from pipes and mains; assist with inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Excavate trenches necessary for installing water and sewer lines, fire hydrants, water meter services, water mains, valves, and hydrant laterals.
- Paint street markings and install street signs for traffic safety, ensuring compliance with regulations.
- Learn to and perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Learn to and conduct routine inspections of public facilities; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility; clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.
- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Document work performed and report any significant issues to supervisors to facilitate timely repairs and improvements
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:Knowledge of:

- Uses and purposes of general construction tools and equipment.
- Basic methods, tools, materials, and equipment used in grounds maintenance.
- Basic facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting, and cement work.
- Mathematics, including square footage and volume calculations.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Perform semi-skilled tasks in a variety of construction and maintenance activities.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; remember street names and general geographic areas.
- Intermittently, sit while completing forms and reports; load/unload equipment off truck; walk around job sites; kneel and bend while examining streets; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Read technical manuals.
- Perform heavy manual labor.
- Learn to operate appropriate equipment efficiently and safely.
- Work regular shifts as assigned; will be assigned to on-call, call back, and/or emergency schedules that include evenings, weekends, and/or holidays.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Works Maintenance Assistant with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends. Travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

PUBLIC WORKS MAINTENANCE WORKER II

DEFINITION:

To perform a variety of semi-skilled and skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class in the Public Works Maintenance Worker series where employees within this class perform the full range of public works infrastructure construction and maintenance duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from I level in that the latter is not expected to perform the full scope of duties with the same level of independence. It is further distinguished from the Senior Public Works Maintenance Worker in that the latter performs the more complex and specialized duties and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Public Works Operations Supervisor and technical and functional supervision from a Senior Public Works Maintenance Worker.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Independently operate light and moderately heavy power-driven equipment, including loaders, backhoes, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.
- Safely operate power tools and perform regular inspections and routine maintenance.
- Independently perform maintenance and repair tasks on City streets, water and sewer services, and other public works infrastructure including patching potholes, resurfacing roads, and ensuring proper drainage to prevent flooding; inspect, maintain, and repair pipelines, manholes, and valves; respond to leaks or blockages.
- Independently clean and repair water and sewer lines and mains using jetters and vacuums to remove blockages, debris, and buildup from pipes and mains; conduct inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Excavate trenches necessary for installing water and sewer lines, fire hydrants, water meter services, water mains, valves, and hydrant laterals.
- Paint street markings and install street signs for traffic safety, ensuring compliance with regulations.
- Independently perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Independently maintain and repair public facilities by conducting routine inspections; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility; clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.
- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Document work performed and report any significant issues to supervisors to facilitate timely repairs and improvements
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sidewalks, signs, and storm drains.
- Methods, techniques, tools and the operational characteristics of mechanical equipment used in traffic painting, striping and sign installation.
- Use of parks/landscaping and maintenance equipment, including commercial mowing equipment; uses, handling, and storage of pesticides and herbicides; construction and repair methods used in carpentry, plumbing, and painting.
- Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of wastewater and water systems facilities.
- Mathematics including ratio, volume and percentage calculations.
- Uses and purposes of general construction tools and equipment.
- Basic methods, tools, materials, and equipment used in grounds maintenance.
- Basic facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting, and cement work.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Independently perform semi-skilled and skilled tasks in a variety of construction and maintenance activities.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; remember street names and general geographic areas.
- Intermittently, sit while completing forms and reports; load/unload equipment off truck; walk around job sites; kneel and bend while examining streets; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.

- Use and operate a variety of vehicular and stationary equipment, hand tools, mechanical equipment, power tools and related equipment required for the work in a safe and efficient manner.
- Operate equipment skillfully, safely, and in accordance with traffic laws and regulations; diagnose and resolve equipment problems.
- Complete required reports.
- Independently perform work in gardening and maintenance duties in the construction, maintenance, and repair of parks and recreation grounds and related facilities.
- Independently perform routine semi-skilled and skilled work in the construction, maintenance, and repair of wastewater and water systems facilities.
- Read technical manuals.
- Perform heavy manual labor.
- Work regular shifts as assigned; will be assigned to on-call, call back, and/or emergency schedules that include evenings, weekends, and/or holidays.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Works Maintenance Worker I with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a California Water Environment Association Grade I Wastewater Collection System Maintenance Certificate within 24 months of appointment.

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate is highly desirable.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends. Travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

PUBLIC WORKS OPERATIONS SUPERVISOR

DEFINITION:

To plan, organize, direct and supervise the work of staff involved in the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities; to coordinate with other City departments and outside agencies for the completion of projects; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Public Works Operations Supervisor level recognizes positions that perform full supervisory responsibilities for a unit including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Director/City Engineer.

Exercises direct supervision over maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the construction, maintenance and repair of public works infrastructure; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff assigned to the construction, maintenance and repair of streets and roadways, parks and facilities, and water and sewer lines

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Supervise the repair and patching of streets and other roadways, including potholes and resident concerns regarding pavement surfaces and sidewalks.
- Supervise the construction, maintenance, and repair of parks and related facilities such as restrooms, playgrounds, gazebos, fencing, bridges, pathways, and lighting, and City pool.
- Supervise the construction, maintenance, and repair of water and sewer lines and mains, pumping and booster systems, stormwater system, related facilities; supervise water meter reading, maintenance, and replacement.
- Prepare and submit State regulatory reports.
- Supervise the operation of equipment used in construction and maintenance work; coordinate for the outside repair of vehicles and equipment.
- Supervise the maintenance and repair of City buildings and facilities.
- Receive and respond to questions and complaints received by the public regarding Public Works facilities.
- Inspect the work performed by staff and outside contractors, ensuring consistency with City standards.
- Coordinate with Engineering for the completion of capital improvement projects and issuance of encroachment and special event permits.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Methods for the construction, maintenance and repair of streets, water distribution, water treatment and sewer collection systems.

- Equipment, tools and materials used in the repair, maintenance, and construction of streets, water distribution, water treatment and sewer collection systems.
- Underground utilities and asphalt placement and repair.
- Pertinent local, State, Federal rules and regulations and laws.
- Principles of supervision, training and performance evaluations.
- Basic principles of budget monitoring.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct public works maintenance and construction operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.
- Read and interpret technical documents.
- Interpret and explain pertinent department and City policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Supervise, train and evaluate assigned staff.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in Construction Management, Business Administration, Public Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Three years of increasingly responsible public works construction and maintenance experience including one year of lead responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a California Water Environment Association Grade I Wastewater Collection System Maintenance Certificate at the time of appointment.

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate at the time of appointment.

Possession of a Grade 1 Water Treatment Operator Certificate at the time of appointment.

Possession of a California Water Environment Association Grade II Wastewater Collection System Maintenance Certificate within 18 months.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within 18 months.

Possession of a Grade 2 Water Treatment Operator Certificate within 18 months.

Completion of a Municipal Storm Water course within 12 months appointment.

Working Conditions:

Work is performed in either a typical temperature controlled office environment subject to typical office noise and environment or in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.



City of Sebastopol

SENIOR PUBLIC WORKS MAINTENANCE WORKER

DEFINITION:

To organize, assign, and review the work of assigned staff engaged in the performance of a variety of semi-skilled and skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities; to perform duties requiring specialized knowledge; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Public Works Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Operations Supervisor.

Exercises technical and functional supervision over maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide or coordinate staff training; work with employees to correct deficiencies.

- Depending on assignment, plan, prioritize, review, and participate in the work of staff assigned to inspect, clean, maintain, construct, and repair of the City's wastewater collection and conveyance systems utilizing a variety of mechanical and specialized equipment including, but not limited to, CCTVs, vector combination truck, construction, and other related equipment.
- Depending on assignment, plan, prioritize, review, and participate in the work of staff assigned to inspect, clean, maintain, construct, and repair the City's municipal water system, utilizing a variety of mechanical and specialized equipment including, but not limited to, combination hydro-vector/excavation truck, construction, and other related equipment.
- Depending on assignment, plan, prioritize, review, and participate in the work staff assigned to the construction, maintenance and repair of City parks and landscapes, public facilities, and Ives Pool mechanical operations and maintenance.
- Patch potholes, resurface roads, and ensure proper drainage to prevent flooding; inspect, maintain, and repair pipelines, manholes, and valves; respond to leaks or blockages.
- Operate light and moderately heavy power-driven equipment, including loaders, backhoes, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.
- Safely operate power tools and perform regular inspections and routine maintenance.
- Clean and repair water and sewer lines and mains using jettors and vacuums to remove blockages, debris, and buildup from pipes and mains; conduct inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Excavate trenches necessary for installing water and sewer lines, fire hydrants, water meter services, water mains, valves, and hydrant laterals.
- Paint street markings and install street signs for traffic safety, ensuring compliance with regulations.
- Perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Maintain and repair public facilities by conducting routine inspections; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility; clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.

- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Document work performed and report any significant issues to supervisors to facilitate timely repairs and improvements
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Advanced methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sidewalks, signs, and storm drains.
- Advanced methods, techniques, tools and the operational characteristics of mechanical equipment used in traffic painting, striping and sign installation.
- Use of parks/landscaping and maintenance equipment, including commercial mowing equipment; uses, handling, and storage of pesticides and herbicides; construction and repair methods used in carpentry, plumbing, and painting.
- Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of wastewater and water systems facilities.
- Uses and purposes of general construction tools and equipment.
- Methods, tools, materials, and equipment used in grounds maintenance.
- Facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting, and cement work.
- Mathematics used in construction, wastewater and water treatment industry.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; remember street names and general geographic areas.
- Intermittently, sit while completing forms and reports; load/unload equipment off truck; walk around job sites; kneel and bend while examining streets; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Independently perform the more complex tasks in a variety of construction and maintenance activities.
- Use and operate a variety of vehicular and stationary equipment, hand tools, mechanical equipment, power tools and related equipment required for the work in a safe and efficient manner.
- Operate equipment skillfully, safely, and in accordance with traffic laws and regulations; diagnose and resolve equipment problems.
- Complete required reports.
- Independently perform work in gardening and maintenance duties in the construction, maintenance, and repair of parks and recreation grounds and related facilities.
- Independently perform routine semi-skilled and skilled work in the construction, maintenance, and repair of wastewater and water systems facilities.
- Read technical manuals.
- Perform heavy manual labor.
- Operate appropriate equipment efficiently and safely.
- Work regular shifts as assigned; will be assigned to on-call, call back, and/or emergency schedules that include evenings, weekends, and/or holidays.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Works Maintenance Worker II with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

When Assigned to Collections:

Possession of a California Water Environment Association Grade III Wastewater Collection System Maintenance Certificate within 12 months of appointment.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within 12 months of appointment.

Possession of a Utility Line Locator certification within 6 months of appointment.

Completion of a Municipal Storm Water course within 12 months of appointment.

When Assigned to Water System:

Possession of a California Water Environment Association Grade II Wastewater Collection System Maintenance Certificate within 12 months of appointment.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within 12 months of appointment.

Possession of a California State Water Resources Board Grade 2 Water Treatment Operator Certificate within 12 months of appointment.

Possession of a Backflow Prevention Assembly Tester certificate.

Possession of a Utility Line Locator certification within 6 months of appointment.

Completion of a Municipal Storm Water course within 12 months of appointment.

When Assigned to Parks:

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate within 12 months of appointment.

Possession of a Certified Pool/Spa Operator certificate within 12 months of appointment.

Completion of a Municipal Storm Water course within 12 months of appointment.

When Assigned to Construction:

Possession of a California Water Environment Association Grade I Wastewater Collection System Maintenance Certificate within 12 months of appointment.

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate within 12 months of appointment.

Possession of a Utility Line Locator certification within 6 months of appointment.

Completion of a Municipal Storm Water course within 12 months of appointment.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends. Travel is rare.

As a City employee and City emergency worker, employees may be utilized as needed during emergency situations which may include wildfires, floods, earthquakes, civil unrest, or other unforeseen emergencies.

APPENDIX B
DETAILED DATASHEETS

Survey Classification	Median									Comparability
	Base Salary			Total Cash			Total Compensation			
	Sebastopol Maximum Base Salary	Labor Market Median Base Salary	% Sebastopol Is Above or Below Labor Market Median	Sebastopol Total Cash	Labor Market Median Total Cash	% Sebastopol Is Above or Below Labor Market Median	Sebastopol Total Compensation	Labor Market Median Total Compensation	% Sebastopol Is Above or Below Labor Market Median	
Accountant-Analyst	\$9,161	Insuff Data	---	\$9,527	Insuff Data	---	\$12,629	Insuff Data	---	2
Assistant City Manager	\$15,081	\$19,982	-32.50%	\$17,693	\$20,182	-14.07%	\$20,899	\$23,613	-12.99%	5
Accountant II	\$8,747	\$9,062	-3.61%	\$9,096	\$9,112	-0.17%	\$12,191	\$11,942	2.04%	8
Administrative Services Director	\$14,665	\$16,839	-14.82%	\$15,252	\$17,039	-11.72%	\$18,450	\$20,946	-13.53%	9
Administrative Technician	\$8,616	\$7,424	13.84%	\$8,961	\$7,594	15.25%	\$12,053	\$10,750	10.81%	8
Associate Planner	\$9,526	\$9,693	-1.76%	\$9,907	\$9,743	1.65%	\$13,015	\$12,835	1.38%	9
Chief Building Official	\$12,271	\$13,205	-7.61%	\$12,762	\$13,471	-5.56%	\$15,918	\$16,825	-5.69%	8
City Clerk	\$13,705	\$11,897	13.19%	\$14,253	\$12,117	14.99%	\$17,435	\$14,877	14.67%	7
City Manager	\$20,417	\$22,636	-10.87%	\$21,584	\$22,821	-5.73%	\$24,882	\$26,119	-4.97%	10
Community Development Director	\$15,878	\$17,686	-11.38%	\$16,513	\$18,267	-10.62%	\$19,732	\$21,068	-6.77%	8
Deputy City Clerk	Market Check	\$8,202	Market Check	Market Check	\$8,543	Market Check	Market Check	\$10,794	Market Check	3
Engineering Technician II	\$7,833	\$7,964	-1.68%	\$8,146	\$8,187	-0.50%	\$11,225	\$11,055	1.51%	8
Management Analyst II	\$8,616	\$9,494	-10.18%	\$8,961	\$9,841	-9.82%	\$12,053	\$12,990	-7.77%	6
Police Captain	\$12,889	\$16,831	-30.58%	\$13,759	\$17,126	-24.47%	\$16,926	\$20,483	-21.02%	3
Police Chief	\$16,872	\$19,084	-13.11%	\$17,547	\$19,418	-10.66%	\$20,784	\$22,560	-8.55%	7
Police Community Services and Evidence Technician	\$6,020	\$6,675	-10.88%	\$6,261	\$7,009	-11.95%	\$9,248	\$10,158	-9.85%	7
Police Officer	\$8,561	\$9,822	-14.73%	\$9,503	\$10,639	-11.96%	\$12,337	\$13,555	-9.87%	8
Police Records and Support Services Manager	\$7,817	Insuff Data	---	\$8,130	Insuff Data	---	\$11,130	Insuff Data	---	0
Police Sergeant	\$10,002	\$12,259	-22.56%	\$11,102	\$13,443	-21.09%	\$13,919	\$15,992	-14.89%	8
Public Safety Dispatcher II	\$6,542	\$7,284	-11.33%	\$7,523	\$7,881	-4.76%	\$10,514	\$11,178	-6.31%	6
Public Works Director/City Engineer	\$16,872	\$17,972	-6.52%	\$17,547	\$18,715	-6.65%	\$20,784	\$21,603	-3.94%	10
Public Works Maintenance Assistant	\$4,718	Insuff Data	---	\$5,378	Insuff Data	---	\$8,402	Insuff Data	---	1
Public Works Maintenance Worker II	\$7,359	\$6,954	5.51%	\$8,390	\$7,271	13.33%	\$11,460	\$10,265	10.43%	10
Public Works Operations Supervisor	\$10,676	\$9,576	10.30%	\$11,397	\$9,890	13.22%	\$14,525	\$13,252	8.76%	6
Senior Public Works Maintenance Worker	\$8,992	\$7,530	16.26%	\$10,251	\$7,989	22.07%	\$13,350	\$11,020	17.45%	7
		Average	-6.91%		Average	-3.30%		Average	-2.81%	

APPENDIX C
MISCELLANEOUS BENEFIT DATA

Appendix C - Table 1 MOU Expiration Date and Last/Future COLA/Salary Range Increase Information ¹			
Agency	MOU Expiration Date	Date of Last COLA/Salary Increase(s)- Amount(s)	Date of Future COLA/Salary Increase(s)- Amount(s)
Sebastopol	SEIU 7/2025	SEIU 1/2025-5%	SEIU None Scheduled
	Unrepresented NA	Unrepresented 7/2023-4%	Unrepresented None scheduled
	Contract staff NA	Contract staff varies	Contract staff varies
Cloverdale	CSEA 6/2026	CSEA 7/2025-2.5%	CSEA 7/2025- up to 2.5%
	Unrepresented-At Will Dept. Heads NA	Unrepresented-At Will Dept. Heads 7/2024-4% (City Manager-per contract-effective 12/2024)	Unrepresented-At Will Dept. Heads/City Manager 7/2025-3%
Corte Madera	Confidential, Professional/Technical and Mid Management 7/2027	Confidential, Professional/Technical and Mid Management 7/2024-4%	Confidential, Professional/Technical and Mid Management 7/2025-3%
	Dept. Heads 7/2027	Dept. Heads 7/2024-4%	Dept. Heads 7/2025-3%
	Town Manager 12/2027	Town Manager 7/2024-3.5%	Town Manager FY 25/26- TBD
	SEIU 6/2027	SEIU 7/2024-6%	SEIU 7/2025-3%
Cotati	CEA 6/2026	CEA 7/2024-2.5%	CEA 7/2025-2.5%
	Unrepresented NA	Unrepresented 7/2024-2.5%	Unrepresented 7/2025-2.5%

¹ Salary data in datasheets is effective 1/2025

Appendix C - Table 1
MOU Expiration Date and Last/Future COLA/Salary Range Increase Information ¹

Agency	MOU Expiration Date	Date of Last COLA/Salary Increase(s)- Amount(s)	Date of Future COLA/Salary Increase(s)- Amount(s)
Healdsburg	Executive Management NA Mid Management 6/2027 IBEW 6/2025	Executive Management 7/2024-3% Mid Management 7/2024-3% IBEW 7/2024-2.4%	Executive Management 7/2025- 2% - 3% Mid Management 7/2025- 2% - 3.5% IBEW None Scheduled
Mill Valley	Unrepresented NA Dept. Heads/City Manager NA AFSCME 6/2027	Unrepresented 7/2024-3% Dept. Heads/City Manager 7/2024-3% AFSCME 7/2024-3%	Unrepresented 7/2025-3% Dept. Heads/City Manager 7/2025-3% AFSCME 7/2025-3%
Rohnert Park	Confidential 6/2025 Management 6/2025 RPEA 6/2025 SEIU 6/2025	Confidential 6/2024-3% Management 6/2024-3% RPEA 6/2024-3% SEIU 6/2024-1.5%	Confidential None Scheduled Management None Scheduled RPEA None Scheduled SEIU None Scheduled
Sausalito	Unrepresented 6/2026 SEIU 6/2026	Unrepresented 7/2024-2% SEIU 7/2024-2%	Unrepresented 7/2025-3% SEIU 7/2025-3%

Appendix C - Table 1			
MOU Expiration Date and Last/Future COLA/Salary Range Increase Information ¹			
Agency	MOU Expiration Date	Date of Last COLA/Salary Increase(s)- Amount(s)	Date of Future COLA/Salary Increase(s)- Amount(s)
	City Manager NA	City Manager DNA	City Manager DNA
St. Helena	Unrepresented 6/2025	Unrepresented 1/2025-2% for some	Unrepresented None Scheduled
	SHEA 6/2025	SHEA 1/2025-2% for some	SHEA None Scheduled
	Mid Management NA	Mid Management 1/2025-2% for some	Mid Management None Scheduled
	City Manager NA	City Manager 7/2024-per contract	City Manager 7/2025-7%
Sonoma	Management 6/2025	Management 7/2024-2.5%	Management None Scheduled
	General 6/2025	General 7/2024-2.5%	General None Scheduled
Sonoma County	SCAMCE-50 NA	SCAMCE-50 4/2024-4%	SCAMCE-50 3/2025-4%
	SEIU 2/2026	SEIU 3/2024-4.5%	SEIU 3/2025-4%
	DSLEM 3/2026	DSLEM 4/2024-5%	DSLEM 4/2025-3%
	Unrepresented NA	Unrepresented 3/2024-4%	Unrepresented 4/2025-4%

Appendix C - Table 2 Retirement Practices							
Survey Agency	Retirement Agency	Retirement Benefit (Misc.)	Retirement Formula (Misc.)	Employer's PERS Normal Cost Rate (24/25) (Misc.)	Retirement Formula (Safety)	Retirement Benefit (Safety)	Employer's PERS Normal Cost Rate (24/25) (Safety)
Sebastopol	CalPERS	2% @ 55	Single Highest Year	12.52%	3% @ 50	Highest 3 Years	25.86%
Cloverdale	CalPERS	2% @ 55	Single Highest Year	12.52%	3% @ 50	Single Highest Year	27.32%
Corte Madera	CalPERS	2.5% @ 55	Single Highest Year	14.99%	Not Applicable		
Cotati	CalPERS	2% @ 60	Single Highest Year	10.71%	2% @ 50	Highest 3 Years	20.09%
Healdsburg	CalPERS	2% @ 60	Highest 3 Years	10.93%	2% @ 50	Highest 3 Years	20.09%
Mill Valley	CalPERS	2% @ 55	Highest 3 Years	12.67%	3% @ 55	Highest 3 Years	23.00%
Rohnert Park	CalPERS	2% @ 55	Single Highest Year	11.27%	3% @ 55	Highest 3 Years	23.00%
Sausalito	CalPERS	2% @ 55	Highest 3 Years	12.67%	2% @ 50	Highest 3 Years	21.92%
St. Helena	CalPERS	2% @ 60	Highest 3 Years	10.15%	3% @ 55	Highest 3 Years	24.33%
Sonoma	CalPERS	2% @ 55	Single Highest Year	13.31%	Not Applicable		
Sonoma County	SCERA	3% @ 60	Single Highest Year	13.08%	3% @ 50	Single Highest Year	22.49%

Appendix C - Table 3 Certification/Education Pay	
Agency	Certification/Education Pay
Sebastopol	<p style="text-align: center;">SEIU Public Works Staff</p> <p style="text-align: center;">Sewer collection (e.g., CWEA WW Collection Systems Certifications) Wastewater treatment (e.g., CWEA W-W Operator Certifications) Water treatment operator (e.g., California State Water Resources Control Board Water Treatment Certifications) Water distribution operator (e.g., California State Water Resources Control Board Water Distribution Certifications) Back flow device tester (e.g., AWWA Backflow Prevention Assembly Tester Certificate) Certified pool operator (various schools and vendors)</p> <p style="text-align: center;">Certificates beyond minimum qualifications for employee's current classification shall be worth two- and one-half percent (2.50/o), up to a maximum of ten percent (10%). Incentive pay for pre-approved job-related (see list above) State certificates will be available to all non-exempt classifications in Public Works</p> <p style="text-align: center;">Unrepresented</p> <p style="text-align: center;">A salary increase of one-half range (2.75%) can be earned upon the successful completion of 30 semester units of college level courses related to the employee's current city position. An additional one-half salary range can be earned by the successful completion of an A.A. degree from an accredited college or university. An additional salary range may be earned by the successful completion (G.P.A. of 3.0 or better) of a B.A. degree in a major field of study related to the employee's current city position. Such off the job training programs, to qualify, shall be subject to the advance approval of the department head and City Manager.</p> <p style="text-align: center;">Contract</p> <p style="text-align: center;">Assistant City Manager-11% of monthly pay earned by completion off the job training programs. None for others</p>
Cloverdale	<p style="text-align: center;">CSEA</p> <p>2%- For employees hired after June 30, 2017, the City shall pay a total of two percent (2%) of base wage pay for one or more academic degrees from an accredited college or university beyond the degree level required for the position. Eligible degrees include Associate, Bachelor, Master or Doctoral degrees.</p> <p>2%-The City agrees to give a two percent (2%) increase to employees of the Public Works Department who possess and are required by their job assignment to hold and utilize a Class B Driver's license.</p> <p style="text-align: center;">Additional cert pay varies by class/certification-see salary schedule</p>

**Appendix C - Table 3
Certification/Education Pay**

Agency	Certification/Education Pay
	<p>Unrepresented None</p>
Corte Madera	<p>Confidential, Professional/Technical and Mid Management, Dept. Heads/Town Manager None</p> <p>SEIU Equipment Mechanic: 1%- ASE certification Automobile and Light Truck; 1%-Medium Heavy Truck Certification Maintenance Worker: 2%- Collections Grade 1; 1%- NASSCO-CCTV Senior Maintenance Worker: 2%- Collections Grade 1; 1%- NASSCO-CCTV Other cert pay, but only for limited # of EE's-not included</p>
Cotati	<p>CEA None</p> <p>Unrepresented None for matches</p>
Healdsburg	<p>Executive Management, Mid Management, IBEW None</p>
Mill Valley	<p>None</p>
Rohnert Park	<p>Confidential \$50-BA \$50-MA</p> <p>Management None</p> <p>RPEA \$50-MA</p> <p>SEIU Level 1- \$75 Level 2- \$100 Level 3- \$135</p>

Appendix C - Table 3 Certification/Education Pay	
Agency	Certification/Education Pay
	1.2%- Certified Playground Inspector, OSHA Certified Trainer, Pool Operator, Water Distribution 1 or higher, Water Treatment 1 or higher
Sausalito	None
St. Helena	<p>Unrepresented, Mid Management, City Manager None</p> <p>SHEA</p> <p>In recognition of the fact that certain functions cannot be performed without special governmental certification or licensing, the City will pay Fifty Dollars (\$50.00) per month for: Certification for back-flow prevention devices for Public Works employees. Playground Inspection Certification for employees working in the Parks Division. Arborist Certificate for employees working in the Parks Division. Wastewater Collection Certificate Class B (Other cert pay is assignment based)</p>
Sonoma	<p>Management None</p> <p>General \$50/ppp-1 cert \$100/ppp-2 Certs</p>
Sonoma County	<p>SCAMCE-50, SEIU, Unrep None for matches</p> <p>DSLEM 3.25%-Intermediate POST (Captain) 6.75%-Advanced SCPOST (Captain) 8%- Supervisory POST (Captain) 8.5%-Management POST (Captain)</p>

**Appendix C – Table 4
Retiree Health Benefits
(New Hires)**

Agency	Retiree Health Savings Account (Contribution during active employment)	Employer Contribution towards Retiree Only Health Insurance (Post-employment)	Employer Contribution towards Retiree + 1 Health Insurance (Post-employment)	Employer Contribution towards Retiree + 2 Health Insurance (Post-employment)	Vesting
<i>Sebastopol</i>	\$0	\$0	\$0	\$0	NA
Cloverdale	\$0	\$0	\$0	\$0	NA
Corte Madera	\$1500/year- 2 – 10 years \$1875/year- 11+ years	PEMHCA Minimum (\$158)	No Additional Contribution	No Additional Contribution	5 years
Cotati	\$0	\$0	\$0	\$0	NA
Healdsburg	\$0	\$0	\$0	\$0	NA
Mill Valley	1% - 1-5 years 1.5%- 5+ years	\$0	\$0	\$0	NA
Rohnert Park	\$100/month	\$0	\$0	\$0	NA
Sausalito	\$0	PEMHCA Minimum (\$158)	No Additional Contribution	No Additional Contribution	5 years
St. Helena	\$0	\$0	\$0	\$0	NA
Sonoma	\$0	\$0	\$0	\$0	NA
Sonoma County	SCAMC-50, Unrep \$1830/year SEIU \$1200/year DSLEM	\$0	\$0	\$0	NA

**Appendix C – Table 4
Retiree Health Benefits
(New Hires)**

Agency	Retiree Health Savings Account (Contribution during active employment)	Employer Contribution towards Retiree Only Health Insurance (Post-employment)	Employer Contribution towards Retiree + 1 Health Insurance (Post-employment)	Employer Contribution towards Retiree + 2 Health Insurance (Post-employment)	Vesting
	\$1200/year + \$25/ppp)				

Appendix C – Table 5 Paid Leave										
Agency	Annual Vacation Leave					Vacation Max Carryover	Annual Sick Leave	Sick Leave Max Carryover	Holidays Fixed + Floating	Administrative/ Management/ Other Leave Hours per year
	Year 1	Year 5	Year 10	Year 15	Year 20					
Sebastopol ²	120	144	144	192	192	SEIU 2x to 400 Unrep 3x	120 hours	Unlimited	SEIU 15 + 0 = 15 Unrep/ Dept. Heads 15 + 0 = 15 City Manager/ ACM 15 + 2 = 17	SEIU 0 Unrepresented/ Dept. Heads 100 hours City Manager and Assistant City Manager 120 hours
Cloverdale ³	CSEA 130 Unrep 160	CSEA 180 Unrep 160	CSEA 180 Unrep 160	CSEA 210 Unrep 168	CSEA 330 Unrep 264	CSEA 304 Unrep 360	120 hours	CSEA Unlimited Unrep 2,000 hours	11 + 4 = 15	CSEA 0 Unrep 80 hours
Corte Madera ⁴	80	96	120	160	138	SEIU 260 Others 300	96 hours	Unlimited	SEIU 10 + 5 = 15 Others 11 + 4 = 15	Confidential/Prof Technical 0 Dept. Heads 96 hours Mid Management 96 hours SEIU

² City Manager receives 260 hours per year of vacation
³ City Manager receives 200 hours per year of vacation
⁴ Town Manager receives 160 hours per year of vacation

Appendix C – Table 5 Paid Leave										
Agency	Annual Vacation Leave					Vacation Max Carryover	Annual Sick Leave	Sick Leave Max Carryover	Holidays Fixed + Floating	Administrative/ Management/ Other Leave Hours per year
	Year 1	Year 5	Year 10	Year 15	Year 20					
										0
Cotati	CEA 80 Unrep 120	CEA 80 Unrep 120	CEA 120 Unrep 160	CEA 160 Unrep 200	CEA 160 Unrep 200	320	96 hours	Unlimited	CEA 12.5 + (2 to 4) = 14.5 – 16.5 Unrep 12.5 + 1 = 13.5	CEA 0 Unrepresented 40 – 80 hours- varies
Healdsburg	Exec, MM, IBEW 80	Exec, MM, IBEW 120	Exec, MM, IBEW 144	Exec, MM, IBEW 160	Exec, MM, IBEW 184	Exec/MM 3x IBEW 2x	Exec, MM, IBEW 96 hours	Unlimited	Exec, MM, IBEW 13 + 0 = 13	Exec 100 hours Mid Mngt 80 hours IBEW 0
Mill Valley	80	120	160	200	200	400	96 hours	AFSCME 180 days Non Rep DNA	11 + 4 = 15	AFSCME 0 Non Rep 24 – 80 hours- varies
Rohnert Park ⁵	152	168	192	216	232	550	Included in vacation	NA	12.5 + 1 = 13.5	Confidential 50 hours if exempt Management 100 hours

⁵ Paid Time Off-combined vacation and sick leave

Appendix C – Table 5 Paid Leave										
Agency	Annual Vacation Leave					Vacation Max Carryover	Annual Sick Leave	Sick Leave Max Carryover	Holidays Fixed + Floating	Administrative/ Management/ Other Leave Hours per year
	Year 1	Year 5	Year 10	Year 15	Year 20					
										RPEA 50 hours if exempt SEIU None
Sausalito	Prof/ Tech 120 Mngt 136 SEIU 120	Prof/ Tech 136 Mngt 136 SEIU 136	Prof/ Tech 160 Mngt 160 SEIU 160	Prof/ Tech 160 Mngt 168 SEIU 160	Prof/ Tech 176 Mngt 192 SEIU 176	240	96 hours	Unlimited	Prof/Tech 11 + 2 = 13 Mngt 11 + 0 = 11 SEIU 11 + 2 = 13	Prof/Tech 0 Mngt 80 hours SEIU 0
St. Helena ⁶	Unrep 80 SHEA 80 MM 80	Unrep 80 SHEA 120 MM 80	Unrep 152 SHEA 160 MM 152	Unrep 160 SHEA 160 MM 160	Unrep 160 SHEA 160 MM 160	Unrep 280 SHEA 380 MM 280	96 hours	Unlimited	12 + 5 = 17 (EEs receive 2 floating days, but with 5 years of service, they receive 5)	Unrep 80 hours SHEA 0 Mid Mngt 40 hours City Manager 80 hours
Sonoma ⁷	80	136	152	176	176	2x	96 hours	Unlimited	12 + 2 = 14	Management 0-80 hours- varies General 0

⁶ City Manager receives 240 hours vacation per year with max carryover of 320 hours

⁷ At year 5 and 15, EE receives and additional 40 hours longevity leave

**Appendix C – Table 5
Paid Leave**

Agency	Annual Vacation Leave					Vacation Max Carryover	Annual Sick Leave	Sick Leave Max Carryover	Holidays Fixed + Floating	Administrative/ Management/ Other Leave Hours per year
	Year 1	Year 5	Year 10	Year 15	Year 20					
										City Manager 160 hours
Sonoma County	SCAMC / DH 137	SCAMC / DH 137	SCAMC / DH 168	SCAMC / DH 184	SCAMC / DH 200	SCAMC/ DH 500	96 hours	Unlimited	12 + 1 = 13	SCAMC/DH 60 hours SEIU 8 hours if supervisory DSLEM 0 Unrepresented 0
	SEIU/ Unrep 128	SEIU/ Unrep 137	SEIU/ Unrep 168	SEIU/ Unrep 184	SEIU/ Unrep 200	SEIU/ Unrep 360 - 440				
	DSLEM 147	DSLEM 190	DSLEM 222	DSLEM 238	DSLEM 254	DSLEM 500				

Appendix C - Table 6 Cash out during active leave		
Agency	Vacation Leave Cash Out During Active Employment	Administrative/Management Leave Cash Out During Active Employment
Sebastopol	<p style="text-align: center;">SEIU/Unrepresented/Dept. Heads <i>Can cash out 100 hours per year (per phone call)</i></p> <p style="text-align: center;">City Manager <i>Any vacation balance that exists in excess of three (3) times the Manager's accrual rate may be cashed out during the year but no later than December 1st of each year.</i></p> <p style="text-align: center;">Assistant City Manager <i>Any vacation balance that exists in excess of three times the Employee's accrual rate shall be transferred into a separate account. Annually, Employee may cash out up to 20 hours and transfer up to 40 hours to the deferred compensation form accrued bank.</i></p>	<p style="text-align: center;">SEIU NA</p> <p style="text-align: center;">Unrepresented <i>In the first full pay period of June of each fiscal year, the City will pay out the balance in each employee's Administrative Leave accrual bank or 40 hours, whichever is smaller.</i></p> <p style="text-align: center;">City Manager <i>100% can be cashed out</i></p> <p style="text-align: center;">Assistant City Manager <i>Management employees may be paid for up to 40 hours of unused administrative leave time at the end of each fiscal year.</i></p>
Cloverdale	<p style="text-align: center;">CSEA</p> <p>Employees may, on an annual basis (once per fiscal year) upon recommendation of the Department Head or his/her designee and upon discretionary approval of the City Manager or his/her designee, sell back up to one hundred (100) hours of vacation time, subject to the provision that no sell back will reduce an employee's leave balance to less than forty (40) hours and the employee will have taken a minimum of forty (40) hours of vacation during the preceding twelve (12) months. The City Manager or his/her designee may grant an exception in unique situations.</p> <p style="text-align: center;">Unrepresented The City agrees that employees may,</p>	<p style="text-align: center;">CSEA NA</p> <p style="text-align: center;">Unrepresented/City Manager None</p>

**Appendix C - Table 6
Cash out during active leave**

Agency	Vacation Leave Cash Out During Active Employment	Administrative/Management Leave Cash Out During Active Employment
	<p>with the approval of the City Manager request to sell back up to one hundred (100) hours of vacation the employee will accrue in the next calendar year if they have used at least 80 hours of accrued leave (vacation and/or administrative leave) within the prior twelve months, preferably with the leave being taken in forty (40) or eighty (80) hours blocks of time. Any vacation request that was denied during the prior twelve-month period would be honored as vacation time taken. Such requests must be approved by the City Manager.</p> <p>Effective December 2024, and during the month of December each year thereafter, there will be an irrevocable election period during which Employee may make an irrevocable election to cash out certain vacation that will be accrued during the following year (the “cash-out year”) on the form prescribed by Human Resources. The number of hours that the Employee intends to cash out must be indicated at that time. Failure to timely submit a properly completed irrevocable election form shall be the same as making no election. The cash-out of future vacation accruals is subject to the following conditions: An employee must have used at least eighty (80) hours of vacation and/or administrative leave for actual time off from work, including vacation requests that were denied, during the twelve (12) month period preceding the election.</p> <p style="text-align: center;">City Manager</p> <p>Employee may sell back up to Eighty (80) Hours of vacation the employee will accrue in the next calendar year if they have used at least 80 hours of vacation within the prior twelve months, preferably with the vacation being taken in forty (40) or eighty (80) hours blocks of time.</p>	

**Appendix C - Table 6
Cash out during active leave**

Agency	Vacation Leave Cash Out During Active Employment	Administrative/Management Leave Cash Out During Active Employment
Corte Madera	<p>Town Manager can cash out 40 hours.</p> <p>Others None</p>	<p>Confidential/Prof./Technical NA</p> <p>Dept. Heads Accrued administrative leave shall be pro-rated based on the quarter in which separation occurs. Department Head employees may receive payment for a maximum of forty (40) hours for unused Administrative Leave. This payment is at the discretion of the Town Manager.</p> <p>Town Manager The Manager may convert no more than forty (40) hours of unused administrative leave at the end of each fiscal year as payment or to be converted to deferred compensation and deposited into a 457 account.</p> <p>Mid-Management None</p> <p>SEIU NA</p>
Cotati	<p>CEA</p> <p>For all employees, regardless of date of hire, up to one year's accrual of Vacation Leave, not to exceed one-hundred (100) hours of Vacation Leave may be cashed out per calendar year as long as the employee maintains at least an eighty (80) hour balance after the cash out. Employees may elect to receive up to a maximum of the above-listed hours of pay in lieu of time off for vacation. Such election shall be irrevocable, and made in the calendar year prior to the cash-out. Employees may only elect pay in lieu for</p>	<p>CEA NA</p> <p>Unrepresented None</p>

Appendix C - Table 6 Cash out during active leave		
Agency	Vacation Leave Cash Out During Active Employment	Administrative/Management Leave Cash Out During Active Employment
	<p>vacation time to be accrued in the following calendar year.</p> <p>Unrepresented</p> <p>As applicable to that employee at the time of cash out, up to a maximum number of hours annually accrued, as indicated in Vacation Accrual Per Year, may be cashed out per calendar year, as long as the employee maintains at least an eighty (80) hour balance after the cash out.</p>	
Healdsburg	<p>Executive</p> <p>Employees who have accumulated vacation days in excess of three times their annual accrual rate shall be paid for the excess accruals the second pay period in November of each year. At the employee's request any such payment may be moved to an existing voluntary City retirement savings plan.</p> <p>Election to Cash-Out Future Vacation Accruals: An employee may request a cash-out of certain amounts of vacation the employee will accrue in the next calendar year if they have a vacation bank of at least 120 hours.</p> <p>An employee must have a minimum balance of 120 hours of accrued vacation at the time of election.</p> <p>In no event will a cash out payment exceed the value of hours the employee has actually accrued for the period of time between January 1 and the distribution date in any given year.</p> <p>Mid Management</p>	<p>Executive/Mid Management</p> <p>None</p> <p>IBEW</p> <p>NA</p>

**Appendix C - Table 6
Cash out during active leave**

Agency	Vacation Leave Cash Out During Active Employment	Administrative/Management Leave Cash Out During Active Employment
	<p>Employees will be paid out the excess amount of accumulated vacation days beyond three times their annual accrual rate on the second pay period in November of each year. An employee must have a minimum balance of one hundred twenty (120) hours of accrued vacation at the time of election. In no event will a cash out payment exceed the value of hours the employee has actually accrued for the period of time between January 1 and the distribution date in any given year.</p> <p style="text-align: center;">IBEW</p> <p>An employee must have a minimum balance of one hundred twenty (120) hours of accrued vacation at the time of election. An employee must have used at least forty (40) hours of vacation for actual time off from work during the twelve (12) month period preceding the election. In no event will a cash out payment exceed the value of hours the employee has actually accrued for the period of time between January 1 and the distribution date in any given year.</p>	
Mill Valley	None	AFSCME NA Non Represented None
Rohnert Park	None	Confidential Up to twenty (20) hours of unused administrative Leave may be paid in cash or its equivalent value applied towards an approved benefit program.

**Appendix C - Table 6
Cash out during active leave**

Agency	Vacation Leave Cash Out During Active Employment	Administrative/Management Leave Cash Out During Active Employment
		<p>Management Up to fifty (50) hours of unused Administrative Leave may be paid in cash or its equivalent value applied towards an approved benefit program.</p> <p>RPEA Up to twenty 20) hours of unused Administrative Leave may be paid in cash or its equivalent value applied towards an approved benefit program.</p> <p>SEIU NA</p>
Sausalito	<p>Prof/Tech Hours above the cap will be paid out.</p> <p>Management Hours above the cap will be paid out.</p> <p>SEIU In December of each year, employees may make an irrevocable election to sell up to 80 hours of vacation in the upcoming calendar year. Vacation hours may be paid out as early as they are accrued in the next calendar year and must be paid out by the second pay period in December of the new calendar year.</p>	<p>Prof/Tech NA</p> <p>Management None</p> <p>SEIU NA</p>
St. Helena	<p>Unrepresented None</p> <p>SHEA Any employee in a position represented by SHEA, who has more than 320 hours of accrued vacation leave, may have the option to receive a cash payment in lieu of their requested vacation time. This option to receive a cash payment in lieu of vacation time will only be available if (1) the employee has filed a written request</p>	<p>Unrepresented None</p> <p>SHEA NA</p> <p>Mid Management None</p> <p>City Manager</p>

**Appendix C - Table 6
Cash out during active leave**

Agency	Vacation Leave Cash Out During Active Employment	Administrative/Management Leave Cash Out During Active Employment
	<p>for leave at least 30 days prior to the commencement of the leave; and (2) management denies the employee's request for leave because of department workload and staffing needs. Any payment in lieu of requested vacation time will not be PERSable and will not be credited towards the employee's single highest year compensation for retirement purposes. This provision shall not apply to leave which is denied for a requested period due to management's approval of leave for other employees and in which leave would still be available for a period close to the requested vacation period.</p> <p style="text-align: center;">Mid Management None</p> <p style="text-align: center;">City Manager In recognition of the difficulty Manager may experience in taking time off and in order to comply with the accrual cap, Manager shall be entitled to cash-out up to 120 hours of accrued but unused vacation days.</p>	<p>Executive leave may not be carried over to subsequent years, and any remaining balance existing at the time of the City's final payroll cycle of the calendar year will be cashed out.</p>
Sonoma	<p style="text-align: center;">Management Employees may request and receive payment at the base hourly rate for up to forty (40) hours of accrued vacation on an annual basis, provided that the employee has a minimum remaining vacation balance of eighty (80) hours following payment.</p> <p style="text-align: center;">General Unit members may request and receive payment at the base hourly rate for up to forty (40) hours of accrued vacation on an annual basis, provided that the unit member has a minimum remaining vacation balance of eighty (80) hours following payment.</p>	<p style="text-align: center;">Management None</p> <p style="text-align: center;">General NA</p> <p style="text-align: center;">City Manager None</p>

**Appendix C - Table 6
Cash out during active leave**

Agency	Vacation Leave Cash Out During Active Employment	Administrative/Management Leave Cash Out During Active Employment
	<p>City Manager Employee may cash out up to forty (40) hours of vacation leave per calendar year, provided Employee maintains a balance of eighty (80) hours of vacation.</p>	
Sonoma County	None	None

Appendix C - Table 7 Short Term Disability and EAP		
Agency	Does Agency pay for Short Term Disability Insurance?	Does Agency pay for EAP benefits?
Sebastopol	Yes	Yes
Cloverdale	No	Yes
Corte Madera	No	Yes
Cotati	Yes	Yes
Healdsburg	No	Yes
Mill Valley	No	Yes
Rohnert Park	Yes	Yes
Sausalito	DNA	DNA
St. Helena	Yes	DNA
Sonoma	No	Yes
Sonoma County	No	Yes

**APPENDIX D
SALARY MATRIX**

Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
1	17	17	18	19	20
	1,320	1,386	1,455	1,528	1,604
	2,860	3,003	3,153	3,311	3,476
	34,320	36,036	37,838	39,730	41,716
2	17	17	18	19	20
	1,327	1,393	1,463	1,536	1,612
	2,874	3,018	3,169	3,327	3,494
	34,492	36,216	38,027	39,928	41,925
3	17	17	18	19	20
	1,333	1,400	1,470	1,543	1,621
	2,889	3,033	3,185	3,344	3,511
	34,664	36,397	38,217	40,128	42,134
4	17	18	18	19	20
	1,340	1,407	1,477	1,551	1,629
	2,903	3,048	3,201	3,361	3,529
	34,837	36,579	38,408	40,329	42,345
5	17	18	19	19	20
	1,347	1,414	1,485	1,559	1,637
	2,918	3,064	3,217	3,378	3,546
	35,012	36,762	38,600	40,530	42,557
6	17	18	19	20	21
	1,353	1,421	1,492	1,567	1,645
	2,932	3,079	3,233	3,394	3,564
	35,187	36,946	38,793	40,733	42,770
7	17	18	19	20	21
	1,360	1,428	1,500	1,574	1,653
	2,947	3,094	3,249	3,411	3,582
	35,363	37,131	38,987	40,937	42,983
8	17	18	19	20	21
	1,367	1,435	1,507	1,582	1,661
	2,962	3,110	3,265	3,428	3,600
	35,539	37,316	39,182	41,141	43,198
9	17	18	19	20	21
	1,374	1,442	1,515	1,590	1,670
	2,976	3,125	3,282	3,446	3,618
	35,717	37,503	39,378	41,347	43,414
10	17	18	19	20	21
	1,381	1,450	1,522	1,598	1,678
	2,991	3,141	3,298	3,463	3,636

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	35,896	37,690	39,575	41,554	43,631
11	17	18	19	20	21
	1,388	1,457	1,530	1,606	1,687
	3,006	3,157	3,314	3,480	3,654
	36,075	37,879	39,773	41,761	43,850
12	17	18	19	20	21
	1,394	1,464	1,537	1,614	1,695
	3,021	3,172	3,331	3,498	3,672
	36,256	38,068	39,972	41,970	44,069
13	18	18	19	20	21
	1,401	1,471	1,545	1,622	1,703
	3,036	3,188	3,348	3,515	3,691
	36,437	38,259	40,172	42,180	44,289
14	18	18	19	20	21
	1,408	1,479	1,553	1,630	1,712
	3,052	3,204	3,364	3,533	3,709
	36,619	38,450	40,372	42,391	44,511
15	18	19	20	20	22
	1,415	1,486	1,561	1,639	1,721
	3,067	3,220	3,381	3,550	3,728
	36,802	38,642	40,574	42,603	44,733
16	18	19	20	21	22
	1,423	1,494	1,568	1,647	1,729
	3,082	3,236	3,398	3,568	3,746
	36,986	38,835	40,777	42,816	44,957
17	18	19	20	21	22
	1,430	1,501	1,576	1,655	1,738
	3,098	3,252	3,415	3,586	3,765
	37,171	39,030	40,981	43,030	45,182
18	18	19	20	21	22
	1,437	1,509	1,584	1,663	1,746
	3,113	3,269	3,432	3,604	3,784
	37,357	39,225	41,186	43,245	45,407
19	18	19	20	21	22
	1,444	1,516	1,592	1,672	1,755
	3,129	3,285	3,449	3,622	3,803
	37,544	39,421	41,392	43,461	45,635
20	18	19	20	21	22
	1,451	1,524	1,600	1,680	1,764

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	3,144	3,301	3,467	3,640	3,822
	37,731	39,618	41,599	43,679	45,863
21	18	19	20	21	22
	1,458	1,531	1,608	1,688	1,773
	3,160	3,318	3,484	3,658	3,841
	37,920	39,816	41,807	43,897	46,092
22	18	19	20	21	22
	1,466	1,539	1,616	1,697	1,782
	3,176	3,335	3,501	3,676	3,860
	38,110	40,015	42,016	44,117	46,322
23	18	19	20	21	22
	1,473	1,547	1,624	1,705	1,791
	3,192	3,351	3,519	3,695	3,880
	38,300	40,215	42,226	44,337	46,554
24	19	19	20	21	22
	1,480	1,554	1,632	1,714	1,799
	3,208	3,368	3,536	3,713	3,899
	38,492	40,416	42,437	44,559	46,787
25	19	20	21	22	23
	1,488	1,562	1,640	1,722	1,808
	3,224	3,385	3,554	3,732	3,918
	38,684	40,618	42,649	44,782	47,021
26	19	20	21	22	23
	1,495	1,570	1,649	1,731	1,818
	3,240	3,402	3,572	3,750	3,938
	38,878	40,821	42,862	45,006	47,256
27	19	20	21	22	23
	1,503	1,578	1,657	1,740	1,827
	3,256	3,419	3,590	3,769	3,958
	39,072	41,026	43,077	45,231	47,492
28	19	20	21	22	23
	1,510	1,586	1,665	1,748	1,836
	3,272	3,436	3,608	3,788	3,977
	39,267	41,231	43,292	45,457	47,730
29	19	20	21	22	23
	1,518	1,594	1,673	1,757	1,845
	3,289	3,453	3,626	3,807	3,997
	39,464	41,437	43,509	45,684	47,968
	19	20	21	22	23

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
30	1,525	1,602	1,682	1,766	1,854
	3,305	3,470	3,644	3,826	4,017
	39,661	41,644	43,726	45,913	48,208
	19	20	21	22	23
	1,533	1,610	1,690	1,775	1,863
31	3,322	3,488	3,662	3,845	4,037
	39,859	41,852	43,945	46,142	48,449
	19	20	21	22	23
	1,541	1,618	1,699	1,784	1,873
	3,338	3,505	3,680	3,864	4,058
32	40,059	42,061	44,165	46,373	48,691
	19	20	21	22	24
	1,548	1,626	1,707	1,792	1,882
	3,355	3,523	3,699	3,884	4,078
	40,259	42,272	44,385	46,605	48,935
33	19	20	21	23	24
	1,556	1,634	1,716	1,801	1,892
	3,372	3,540	3,717	3,903	4,098
	40,460	42,483	44,607	46,838	49,180
34	20	21	22	23	24
	1,564	1,642	1,724	1,810	1,901
	3,389	3,558	3,736	3,923	4,119
	40,662	42,696	44,830	47,072	49,425
35	20	21	22	23	24
	1,572	1,650	1,733	1,820	1,910
	3,405	3,576	3,755	3,942	4,139
	40,866	42,909	45,054	47,307	49,673
36	20	21	22	23	24
	1,580	1,659	1,742	1,829	1,920
	3,423	3,594	3,773	3,962	4,160
	41,070	43,124	45,280	47,544	49,921
37	20	21	22	23	24
	1,588	1,667	1,750	1,838	1,930
	3,440	3,612	3,792	3,982	4,181
	41,275	43,339	45,506	47,781	50,171
38	20	21	22	23	24
	1,595	1,675	1,759	1,847	1,939
	3,457	3,630	3,811	4,002	4,202
	41,482	43,556	45,734	48,020	50,421

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
39	20	21	22	23	24
	1,603	1,684	1,768	1,856	1,949
	3,474	3,648	3,830	4,022	4,223
	41,689	43,774	45,962	48,260	50,673
40	20	21	22	23	24
	1,611	1,692	1,777	1,865	1,959
	3,491	3,666	3,849	4,042	4,244
	41,898	43,993	46,192	48,502	50,927
41	20	21	22	23	25
	1,620	1,700	1,786	1,875	1,969
	3,509	3,684	3,869	4,062	4,265
	42,107	44,213	46,423	48,744	51,181
42	20	21	22	24	25
	1,628	1,709	1,794	1,884	1,978
	3,526	3,703	3,888	4,082	4,286
	42,318	44,434	46,655	48,988	51,437
43	20	21	23	24	25
	1,636	1,718	1,803	1,894	1,988
	3,544	3,721	3,907	4,103	4,308
	42,529	44,656	46,889	49,233	51,695
44	21	22	23	24	25
	1,644	1,726	1,812	1,903	1,998
	3,562	3,740	3,927	4,123	4,329
	42,742	44,879	47,123	49,479	51,953
45	21	22	23	24	25
	1,652	1,735	1,821	1,913	2,008
	3,580	3,759	3,947	4,144	4,351
	42,956	45,103	47,359	49,727	52,213
46	21	22	23	24	25
	1,660	1,743	1,831	1,922	2,018
	3,598	3,777	3,966	4,165	4,373
	43,170	45,329	47,595	49,975	52,474
47	21	22	23	24	25
	1,669	1,752	1,840	1,932	2,028
	3,616	3,796	3,986	4,185	4,395
	43,386	45,556	47,833	50,225	52,736
48	21	22	23	24	25
	1,677	1,761	1,849	1,941	2,038
	3,634	3,815	4,006	4,206	4,417

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	43,603	45,783	48,073	50,476	53,000
49	21	22	23	24	26
	1,685	1,770	1,858	1,951	2,049
	3,652	3,834	4,026	4,227	4,439
	43,821	46,012	48,313	50,729	53,265
50	21	22	23	25	26
	1,694	1,779	1,867	1,961	2,059
	3,670	3,854	4,046	4,249	4,461
	44,040	46,242	48,554	50,982	53,531
51	21	22	23	25	26
	1,702	1,787	1,877	1,971	2,069
	3,688	3,873	4,066	4,270	4,483
	44,261	46,474	48,797	51,237	53,799
52	21	22	24	25	26
	1,711	1,796	1,886	1,981	2,080
	3,707	3,892	4,087	4,291	4,506
	44,482	46,706	49,041	51,493	54,068
53	21	23	24	25	26
	1,719	1,805	1,896	1,990	2,090
	3,725	3,912	4,107	4,313	4,528
	44,704	46,939	49,286	51,751	54,338
54	22	23	24	25	26
	1,728	1,814	1,905	2,000	2,100
	3,744	3,931	4,128	4,334	4,551
	44,928	47,174	49,533	52,009	54,610
55	22	23	24	25	26
	1,737	1,823	1,915	2,010	2,111
	3,763	3,951	4,148	4,356	4,574
	45,152	47,410	49,781	52,270	54,883
56	22	23	24	25	27
	1,745	1,833	1,924	2,020	2,121
	3,782	3,971	4,169	4,378	4,596
	45,378	47,647	50,029	52,531	55,157
57	22	23	24	25	27
	1,754	1,842	1,934	2,031	2,132
	3,800	3,990	4,190	4,399	4,619
	45,605	47,885	50,280	52,794	55,433
58	22	23	24	26	27
	1,763	1,851	1,943	2,041	2,143

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	3,819	4,010	4,211	4,421	4,643
	45,833	48,125	50,531	53,057	55,710
59	22	23	24	26	27
	1,772	1,860	1,953	2,051	2,153
	3,839	4,030	4,232	4,444	4,666
	46,062	48,365	50,784	53,323	55,989
60	22	23	25	26	27
	1,780	1,870	1,963	2,061	2,164
	3,858	4,051	4,253	4,466	4,689
	46,293	48,607	51,038	53,589	56,269
61	22	23	25	26	27
	1,789	1,879	1,973	2,071	2,175
	3,877	4,071	4,274	4,488	4,713
	46,524	48,850	51,293	53,857	56,550
62	22	24	25	26	27
	1,798	1,888	1,983	2,082	2,186
	3,896	4,091	4,296	4,511	4,736
	46,757	49,094	51,549	54,127	56,833
63	23	24	25	26	27
	1,807	1,898	1,993	2,092	2,197
	3,916	4,112	4,317	4,533	4,760
	46,990	49,340	51,807	54,397	57,117
64	23	24	25	26	28
	1,816	1,907	2,003	2,103	2,208
	3,935	4,132	4,339	4,556	4,784
	47,225	49,587	52,066	54,669	57,403
65	23	24	25	26	28
	1,825	1,917	2,013	2,113	2,219
	3,955	4,153	4,361	4,579	4,807
	47,461	49,835	52,326	54,943	57,690
66	23	24	25	27	28
	1,835	1,926	2,023	2,124	2,230
	3,975	4,174	4,382	4,601	4,832
	47,699	50,084	52,588	55,217	57,978
67	23	24	25	27	28
	1,844	1,936	2,033	2,134	2,241
	3,995	4,195	4,404	4,624	4,856
	47,937	50,334	52,851	55,493	58,268
68	23	24	26	27	28

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	1,853	1,946	2,043	2,145	2,252
	4,015	4,215	4,426	4,648	4,880
	48,177	50,586	53,115	55,771	58,559
69	23	24	26	27	28
	1,862	1,955	2,053	2,156	2,264
	4,035	4,237	4,448	4,671	4,904
	48,418	50,839	53,381	56,050	58,852
70	23	25	26	27	28
	1,872	1,965	2,063	2,167	2,275
	4,055	4,258	4,471	4,694	4,929
	48,660	51,093	53,648	56,330	59,146
71	24	25	26	27	29
	1,881	1,975	2,074	2,177	2,286
	4,075	4,279	4,493	4,718	4,954
	48,903	51,348	53,916	56,612	59,442
72	24	25	26	27	29
	1,890	1,985	2,084	2,188	2,298
	4,096	4,300	4,515	4,741	4,978
	49,148	51,605	54,185	56,895	59,739
73	24	25	26	27	29
	1,900	1,995	2,094	2,199	2,309
	4,116	4,322	4,538	4,765	5,003
	49,393	51,863	54,456	57,179	60,038
74	24	25	26	28	29
	1,909	2,005	2,105	2,210	2,321
	4,137	4,344	4,561	4,789	5,028
	49,640	52,122	54,729	57,465	60,338
75	24	25	26	28	29
	1,919	2,015	2,115	2,221	2,332
	4,157	4,365	4,584	4,813	5,053
	49,889	52,383	55,002	57,752	60,640
76	24	25	27	28	29
	1,928	2,025	2,126	2,232	2,344
	4,178	4,387	4,606	4,837	5,079
	50,138	52,645	55,277	58,041	60,943
77	24	25	27	28	29
	1,938	2,035	2,137	2,244	2,356
	4,199	4,409	4,629	4,861	5,104
	50,389	52,908	55,554	58,331	61,248

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
78	24	26	27	28	30
	1,948	2,045	2,147	2,255	2,367
	4,220	4,431	4,653	4,885	5,130
	50,641	53,173	55,831	58,623	61,554
79	24	26	27	28	30
	1,957	2,055	2,158	2,266	2,379
	4,241	4,453	4,676	4,910	5,155
	50,894	53,439	56,111	58,916	61,862
80	25	26	27	28	30
	1,967	2,066	2,169	2,277	2,391
	4,262	4,475	4,699	4,934	5,181
	51,148	53,706	56,391	59,211	62,171
81	25	26	27	29	30
	1,977	2,076	2,180	2,289	2,403
	4,284	4,498	4,723	4,959	5,207
	51,404	53,974	56,673	59,507	62,482
82	25	26	27	29	30
	1,987	2,086	2,191	2,300	2,415
	4,305	4,520	4,746	4,984	5,233
	51,661	54,244	56,956	59,804	62,794
83	25	26	28	29	30
	1,997	2,097	2,202	2,312	2,427
	4,327	4,543	4,770	5,009	5,259
	51,919	54,515	57,241	60,103	63,108
84	25	26	28	29	30
	2,007	2,107	2,213	2,323	2,439
	4,348	4,566	4,794	5,034	5,285
	52,179	54,788	57,527	60,404	63,424
85	25	26	28	29	31
	2,017	2,118	2,224	2,335	2,452
	4,370	4,588	4,818	5,059	5,312
	52,440	55,062	57,815	60,706	63,741
86	25	27	28	29	31
	2,027	2,128	2,235	2,347	2,464
	4,392	4,611	4,842	5,084	5,338
	52,702	55,337	58,104	61,009	64,060
87	25	27	28	29	31
	2,037	2,139	2,246	2,358	2,476
	4,414	4,634	4,866	5,110	5,365

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	52,966	55,614	58,395	61,314	64,380
88	26	27	28	30	31
	2,047	2,150	2,257	2,370	2,489
	4,436	4,658	4,891	5,135	5,392
	53,231	55,892	58,687	61,621	64,702
89	26	27	28	30	31
	2,058	2,160	2,268	2,382	2,501
	4,458	4,681	4,915	5,161	5,419
	53,497	56,172	58,980	61,929	65,026
90	26	27	28	30	31
	2,068	2,171	2,280	2,394	2,513
	4,480	4,704	4,940	5,187	5,446
	53,764	56,452	59,275	62,239	65,351
91	26	27	29	30	32
	2,078	2,182	2,291	2,406	2,526
	4,503	4,728	4,964	5,212	5,473
	54,033	56,735	59,571	62,550	65,677
92	26	27	29	30	32
	2,089	2,193	2,303	2,418	2,539
	4,525	4,752	4,989	5,239	5,500
	54,303	57,018	59,869	62,863	66,006
93	26	28	29	30	32
	2,099	2,204	2,314	2,430	2,551
	4,548	4,775	5,014	5,265	5,528
	54,575	57,303	60,169	63,177	66,336
94	26	28	29	31	32
	2,110	2,215	2,326	2,442	2,564
	4,571	4,799	5,039	5,291	5,556
	54,848	57,590	60,469	63,493	66,668
95	27	28	29	31	32
	2,120	2,226	2,337	2,454	2,577
	4,593	4,823	5,064	5,318	5,583
	55,122	57,878	60,772	63,810	67,001
96	27	28	29	31	32
	2,131	2,237	2,349	2,467	2,590
	4,616	4,847	5,090	5,344	5,611
	55,397	58,167	61,076	64,129	67,336
97	27	28	30	31	33
	2,141	2,248	2,361	2,479	2,603

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	4,640	4,872	5,115	5,371	5,639
	55,674	58,458	61,381	64,450	67,673
98	27	28	30	31	33
	2,152	2,260	2,373	2,491	2,616
	4,663	4,896	5,141	5,398	5,668
	55,953	58,750	61,688	64,772	68,011
99	27	28	30	31	33
	2,163	2,271	2,384	2,504	2,629
	4,686	4,920	5,166	5,425	5,696
	56,233	59,044	61,996	65,096	68,351
100	27	29	30	31	33
	2,174	2,282	2,396	2,516	2,642
	4,709	4,945	5,192	5,452	5,724
	56,514	59,339	62,306	65,422	68,693
101	27	29	30	32	33
	2,184	2,294	2,408	2,529	2,655
	4,733	4,970	5,218	5,479	5,753
	56,796	59,636	62,618	65,749	69,036
102	27	29	30	32	33
	2,195	2,305	2,420	2,541	2,669
	4,757	4,995	5,244	5,506	5,782
	57,080	59,934	62,931	66,077	69,381
103	28	29	30	32	34
	2,206	2,317	2,433	2,554	2,682
	4,780	5,019	5,270	5,534	5,811
	57,366	60,234	63,246	66,408	69,728
104	28	29	31	32	34
	2,217	2,328	2,445	2,567	2,695
	4,804	5,045	5,297	5,562	5,840
	57,652	60,535	63,562	66,740	70,077
105	28	29	31	32	34
	2,228	2,340	2,457	2,580	2,709
	4,828	5,070	5,323	5,589	5,869
	57,941	60,838	63,880	67,074	70,427
106	28	29	31	32	34
	2,240	2,352	2,469	2,593	2,722
	4,853	5,095	5,350	5,617	5,898
	58,230	61,142	64,199	67,409	70,779
107	28	30	31	33	34

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	2,251	2,363	2,482	2,606	2,736
	4,877	5,121	5,377	5,646	5,928
	58,522	61,448	64,520	67,746	71,133
108	28	30	31	33	34
	2,262	2,375	2,494	2,619	2,750
	4,901	5,146	5,404	5,674	5,957
	58,814	61,755	64,843	68,085	71,489
109	28	30	31	33	35
	2,273	2,387	2,506	2,632	2,763
	4,926	5,172	5,431	5,702	5,987
	59,108	62,064	65,167	68,425	71,846
110	29	30	31	33	35
	2,285	2,399	2,519	2,645	2,777
	4,950	5,198	5,458	5,731	6,017
	59,404	62,374	65,493	68,767	72,206
111	29	30	32	33	35
	2,296	2,411	2,532	2,658	2,791
	4,975	5,224	5,485	5,759	6,047
	59,701	62,686	65,820	69,111	72,567
112	29	30	32	33	35
	2,308	2,423	2,544	2,671	2,805
	5,000	5,250	5,512	5,788	6,077
	59,999	62,999	66,149	69,457	72,930
113	29	30	32	34	35
	2,319	2,435	2,557	2,685	2,819
	5,025	5,276	5,540	5,817	6,108
	60,299	63,314	66,480	69,804	73,294
114	29	31	32	34	35
	2,331	2,447	2,570	2,698	2,833
	5,050	5,303	5,568	5,846	6,138
	60,601	63,631	66,812	70,153	73,661
115	29	31	32	34	36
	2,342	2,460	2,583	2,712	2,847
	5,075	5,329	5,596	5,875	6,169
	60,904	63,949	67,146	70,504	74,029
116	29	31	32	34	36
	2,354	2,472	2,595	2,725	2,862
	5,101	5,356	5,624	5,905	6,200
	61,208	64,269	67,482	70,856	74,399

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
117	30	31	33	34	36
	2,366	2,484	2,608	2,739	2,876
	5,126	5,383	5,652	5,934	6,231
	61,514	64,590	67,820	71,211	74,771
118	30	31	33	34	36
	2,378	2,497	2,621	2,753	2,890
	5,152	5,409	5,680	5,964	6,262
	61,822	64,913	68,159	71,567	75,145
119	30	31	33	35	36
	2,390	2,509	2,635	2,766	2,905
	5,178	5,436	5,708	5,994	6,293
	62,131	65,238	68,499	71,924	75,521
120	30	32	33	35	36
	2,402	2,522	2,648	2,780	2,919
	5,203	5,464	5,737	6,024	6,325
	62,442	65,564	68,842	72,284	75,898
121	30	32	33	35	37
	2,414	2,534	2,661	2,794	2,934
	5,229	5,491	5,766	6,054	6,356
	62,754	65,892	69,186	72,645	76,278
122	30	32	33	35	37
	2,426	2,547	2,674	2,808	2,948
	5,256	5,518	5,794	6,084	6,388
	63,068	66,221	69,532	73,009	76,659
123	30	32	34	35	37
	2,438	2,560	2,688	2,822	2,963
	5,282	5,546	5,823	6,114	6,420
	63,383	66,552	69,880	73,374	77,042
124	31	32	34	35	37
	2,450	2,572	2,701	2,836	2,978
	5,308	5,574	5,852	6,145	6,452
	63,700	66,885	70,229	73,741	77,428
125	31	32	34	36	37
	2,462	2,585	2,715	2,850	2,993
	5,335	5,602	5,882	6,176	6,485
	64,018	67,219	70,580	74,109	77,815
126	31	32	34	36	38
	2,475	2,598	2,728	2,865	3,008
	5,362	5,630	5,911	6,207	6,517

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	64,339	67,555	70,933	74,480	78,204
127	31	33	34	36	38
	2,487	2,611	2,742	2,879	3,023
	5,388	5,658	5,941	6,238	6,550
	64,660	67,893	71,288	74,852	78,595
128	31	33	34	36	38
	2,499	2,624	2,756	2,893	3,038
	5,415	5,686	5,970	6,269	6,582
	64,984	68,233	71,644	75,227	78,988
129	31	33	35	36	38
	2,512	2,637	2,769	2,908	3,053
	5,442	5,714	6,000	6,300	6,615
	65,308	68,574	72,003	75,603	79,383
130	32	33	35	37	38
	2,524	2,651	2,783	2,922	3,068
	5,470	5,743	6,030	6,332	6,648
	65,635	68,917	72,363	75,981	79,780
131	32	33	35	37	39
	2,537	2,664	2,797	2,937	3,084
	5,497	5,772	6,060	6,363	6,682
	65,963	69,261	72,724	76,361	80,179
132	32	33	35	37	39
	2,550	2,677	2,811	2,952	3,099
	5,524	5,801	6,091	6,395	6,715
	66,293	69,608	73,088	76,742	80,580
133	32	34	35	37	39
	2,562	2,691	2,825	2,966	3,115
	5,552	5,830	6,121	6,427	6,749
	66,624	69,956	73,453	77,126	80,982
134	32	34	35	37	39
	2,575	2,704	2,839	2,981	3,130
	5,580	5,859	6,152	6,459	6,782
	66,958	70,305	73,821	77,512	81,387
135	32	34	36	37	39
	2,588	2,718	2,853	2,996	3,146
	5,608	5,888	6,182	6,492	6,816
	67,292	70,657	74,190	77,899	81,794
136	33	34	36	38	40
	2,601	2,731	2,868	3,011	3,162

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	5,636	5,918	6,213	6,524	6,850
	67,629	71,010	74,561	78,289	82,203
137	33	34	36	38	40
	2,614	2,745	2,882	3,026	3,177
	5,664	5,947	6,244	6,557	6,885
	67,967	71,365	74,934	78,680	82,614
138	33	34	36	38	40
	2,627	2,759	2,896	3,041	3,193
	5,692	5,977	6,276	6,589	6,919
	68,307	71,722	75,308	79,074	83,027
139	33	35	36	38	40
	2,640	2,772	2,911	3,057	3,209
	5,721	6,007	6,307	6,622	6,954
	68,648	72,081	75,685	79,469	83,442
140	33	35	37	38	40
	2,654	2,786	2,926	3,072	3,225
	5,749	6,037	6,339	6,656	6,988
	68,992	72,441	76,063	79,866	83,860
141	33	35	37	39	41
	2,667	2,800	2,940	3,087	3,241
	5,778	6,067	6,370	6,689	7,023
	69,337	72,803	76,444	80,266	84,279
142	34	35	37	39	41
	2,680	2,814	2,955	3,103	3,258
	5,807	6,097	6,402	6,722	7,058
	69,683	73,167	76,826	80,667	84,700
143	34	35	37	39	41
	2,694	2,828	2,970	3,118	3,274
	5,836	6,128	6,434	6,756	7,094
	70,032	73,533	77,210	81,070	85,124
144	34	36	37	39	41
	2,707	2,842	2,984	3,134	3,290
	5,865	6,158	6,466	6,790	7,129
	70,382	73,901	77,596	81,476	85,549
145	34	36	37	39	41
	2,721	2,857	2,999	3,149	3,307
	5,894	6,189	6,499	6,824	7,165
	70,734	74,270	77,984	81,883	85,977
146	34	36	38	40	42

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	2,734	2,871	3,014	3,165	3,323
	5,924	6,220	6,531	6,858	7,201
	71,087	74,642	78,374	82,292	86,407
147	34	36	38	40	42
	2,748	2,885	3,029	3,181	3,340
	5,954	6,251	6,564	6,892	7,237
	71,443	75,015	78,766	82,704	86,839
148	35	36	38	40	42
	2,762	2,900	3,045	3,197	3,357
	5,983	6,282	6,597	6,926	7,273
	71,800	75,390	79,159	83,117	87,273
149	35	36	38	40	42
	2,775	2,914	3,060	3,213	3,373
	6,013	6,314	6,630	6,961	7,309
	72,159	75,767	79,555	83,533	87,710
150	35	37	38	40	42
	2,789	2,929	3,075	3,229	3,390
	6,043	6,345	6,663	6,996	7,346
	72,520	76,146	79,953	83,951	88,148
151	35	37	39	41	43
	2,803	2,943	3,090	3,245	3,407
	6,074	6,377	6,696	7,031	7,382
	72,882	76,527	80,353	84,370	88,589
152	35	37	39	41	43
	2,817	2,958	3,106	3,261	3,424
	6,104	6,409	6,730	7,066	7,419
	73,247	76,909	80,755	84,792	89,032
153	35	37	39	41	43
	2,831	2,973	3,121	3,278	3,441
	6,134	6,441	6,763	7,101	7,456
	73,613	77,294	81,158	85,216	89,477
154	36	37	39	41	43
	2,845	2,988	3,137	3,294	3,459
	6,165	6,473	6,797	7,137	7,494
	73,981	77,680	81,564	85,642	89,924
155	36	38	39	41	43
	2,860	3,003	3,153	3,310	3,476
	6,196	6,506	6,831	7,173	7,531
	74,351	78,069	81,972	86,071	90,374

Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
156	36	38	40	42	44
	2,874	3,018	3,169	3,327	3,493
	6,227	6,538	6,865	7,208	7,569
	74,723	78,459	82,382	86,501	90,826
157	36	38	40	42	44
	2,888	3,033	3,184	3,344	3,511
	6,258	6,571	6,899	7,244	7,607
	75,096	78,851	82,794	86,933	91,280
158	36	38	40	42	44
	2,903	3,048	3,200	3,360	3,528
	6,289	6,604	6,934	7,281	7,645
	75,472	79,245	83,208	87,368	91,737
159	36	38	40	42	44
	2,917	3,063	3,216	3,377	3,546
	6,321	6,637	6,969	7,317	7,683
	75,849	79,642	83,624	87,805	92,195
160	37	38	40	42	45
	2,932	3,078	3,232	3,394	3,564
	6,352	6,670	7,003	7,354	7,721
	76,228	80,040	84,042	88,244	92,656
161	37	39	41	43	45
	2,947	3,094	3,249	3,411	3,582
	6,384	6,703	7,039	7,390	7,760
	76,610	80,440	84,462	88,685	93,119
162	37	39	41	43	45
	2,961	3,109	3,265	3,428	3,599
	6,416	6,737	7,074	7,427	7,799
	76,993	80,842	84,884	89,129	93,585
163	37	39	41	43	45
	2,976	3,125	3,281	3,445	3,617
	6,448	6,771	7,109	7,465	7,838
	77,378	81,246	85,309	89,574	94,053
164	37	39	41	43	45
	2,991	3,140	3,298	3,462	3,636
	6,480	6,804	7,145	7,502	7,877
	77,765	81,653	85,735	90,022	94,523
165	38	39	41	43	46
	3,006	3,156	3,314	3,480	3,654
	6,513	6,838	7,180	7,539	7,916

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	78,153	82,061	86,164	90,472	94,996
166	38	40	42	44	46
	3,021	3,172	3,331	3,497	3,672
	6,545	6,873	7,216	7,577	7,956
	78,544	82,471	86,595	90,925	95,471
167	38	40	42	44	46
	3,036	3,188	3,347	3,515	3,690
	6,578	6,907	7,252	7,615	7,996
	78,937	82,884	87,028	91,379	95,948
168	38	40	42	44	46
	3,051	3,204	3,364	3,532	3,709
	6,611	6,942	7,289	7,653	8,036
	79,331	83,298	87,463	91,836	96,428
169	38	40	42	44	47
	3,066	3,220	3,381	3,550	3,727
	6,644	6,976	7,325	7,691	8,076
	79,728	83,715	87,900	92,295	96,910
170	39	40	42	45	47
	3,082	3,236	3,398	3,568	3,746
	6,677	7,011	7,362	7,730	8,116
	80,127	84,133	88,340	92,757	97,395
171	39	41	43	45	47
	3,097	3,252	3,415	3,585	3,765
	6,711	7,046	7,398	7,768	8,157
	80,527	84,554	88,781	93,221	97,882
172	39	41	43	45	47
	3,113	3,268	3,432	3,603	3,784
	6,744	7,081	7,435	7,807	8,198
	80,930	84,977	89,225	93,687	98,371
173	39	41	43	45	48
	3,128	3,285	3,449	3,621	3,802
	6,778	7,117	7,473	7,846	8,239
	81,335	85,401	89,672	94,155	98,863
174	39	41	43	45	48
	3,144	3,301	3,466	3,639	3,821
	6,812	7,152	7,510	7,885	8,280
	81,741	85,828	90,120	94,626	99,357
175	39	41	44	46	48
	3,160	3,318	3,483	3,658	3,841

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	6,846	7,188	7,548	7,925	8,321
	82,150	86,258	90,570	95,099	99,854
176	40	42	44	46	48
	3,175	3,334	3,501	3,676	3,860
	6,880	7,224	7,585	7,965	8,363
	82,561	86,689	91,023	95,575	100,353
177	40	42	44	46	48
	3,191	3,351	3,518	3,694	3,879
	6,914	7,260	7,623	8,004	8,405
	82,974	87,122	91,478	96,052	100,855
178	40	42	44	46	49
	3,207	3,368	3,536	3,713	3,898
	6,949	7,296	7,661	8,044	8,447
	83,389	87,558	91,936	96,533	101,359
179	40	42	44	47	49
	3,223	3,384	3,554	3,731	3,918
	6,984	7,333	7,700	8,085	8,489
	83,805	87,996	92,396	97,015	101,866
180	40	43	45	47	49
	3,239	3,401	3,571	3,750	3,938
	7,019	7,370	7,738	8,125	8,531
	84,224	88,436	92,858	97,500	102,375
181	41	43	45	47	49
	3,256	3,418	3,589	3,769	3,957
	7,054	7,406	7,777	8,166	8,574
	84,646	88,878	93,322	97,988	102,887
182	41	43	45	47	50
	3,272	3,435	3,607	3,788	3,977
	7,089	7,444	7,816	8,206	8,617
	85,069	89,322	93,788	98,478	103,402
183	41	43	45	48	50
	3,288	3,453	3,625	3,807	3,997
	7,125	7,481	7,855	8,248	8,660
	85,494	89,769	94,257	98,970	103,919
184	41	43	46	48	50
	3,305	3,470	3,643	3,826	4,017
	7,160	7,518	7,894	8,289	8,703
	85,922	90,218	94,729	99,465	104,438
185	42	44	46	48	50

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	3,321	3,487	3,662	3,845	4,037
	7,196	7,556	7,934	8,330	8,747
	86,351	90,669	95,202	99,962	104,961
186	42	44	46	48	51
	3,338	3,505	3,680	3,864	4,057
	7,232	7,594	7,973	8,372	8,790
	86,783	91,122	95,678	100,462	105,485
187	42	44	46	49	51
	3,354	3,522	3,698	3,883	4,077
	7,268	7,631	8,013	8,414	8,834
	87,217	91,578	96,157	100,965	106,013
188	42	44	46	49	51
	3,371	3,540	3,717	3,903	4,098
	7,304	7,670	8,053	8,456	8,879
	87,653	92,036	96,637	101,469	106,543
189	42	44	47	49	51
	3,388	3,558	3,735	3,922	4,118
	7,341	7,708	8,093	8,498	8,923
	88,091	92,496	97,121	101,977	107,076
190	43	45	47	49	52
	3,405	3,575	3,754	3,942	4,139
	7,378	7,747	8,134	8,541	8,968
	88,532	92,958	97,606	102,487	107,611
191	43	45	47	50	52
	3,422	3,593	3,773	3,961	4,160
	7,415	7,785	8,175	8,583	9,012
	88,974	93,423	98,094	102,999	108,149
192	43	45	47	50	52
	3,439	3,611	3,792	3,981	4,180
	7,452	7,824	8,215	8,626	9,057
	89,419	93,890	98,585	103,514	108,690
193	43	45	48	50	53
	3,456	3,629	3,811	4,001	4,201
	7,489	7,863	8,256	8,669	9,103
	89,866	94,360	99,078	104,032	109,233
194	43	46	48	50	53
	3,474	3,647	3,830	4,021	4,222
	7,526	7,903	8,298	8,713	9,148
	90,316	94,831	99,573	104,552	109,779

City of Sebastopol
Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
195	44	46	48	51	53
	3,491	3,666	3,849	4,041	4,243
	7,564	7,942	8,339	8,756	9,194
	90,767	95,306	100,071	105,074	110,328
196	44	46	48	51	53
	3,509	3,684	3,868	4,062	4,265
	7,602	7,982	8,381	8,800	9,240
	91,221	95,782	100,571	105,600	110,880
197	44	46	49	51	54
	3,526	3,702	3,887	4,082	4,286
	7,640	8,022	8,423	8,844	9,286
	91,677	96,261	101,074	106,128	111,434
198	44	47	49	51	54
	3,544	3,721	3,907	4,102	4,307
	7,678	8,062	8,465	8,888	9,333
	92,136	96,742	101,580	106,658	111,991
199	45	47	49	52	54
	3,561	3,739	3,926	4,123	4,329
	7,716	8,102	8,507	8,933	9,379
	92,596	97,226	102,087	107,192	112,551
200	45	47	49	52	54
	3,579	3,758	3,946	4,143	4,351
	7,755	8,143	8,550	8,977	9,426
	93,059	97,712	102,598	107,728	113,114
201	45	47	50	52	55
	3,597	3,777	3,966	4,164	4,372
	7,794	8,183	8,593	9,022	9,473
	93,525	98,201	103,111	108,266	113,680
202	45	47	50	52	55
	3,615	3,796	3,986	4,185	4,394
	7,833	8,224	8,636	9,067	9,521
	93,992	98,692	103,626	108,808	114,248
203	45	48	50	53	55
	3,633	3,815	4,006	4,206	4,416
	7,872	8,265	8,679	9,113	9,568
	94,462	99,185	104,145	109,352	114,819
204	46	48	50	53	55
	3,651	3,834	4,026	4,227	4,438
	7,911	8,307	8,722	9,158	9,616

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	94,934	99,681	104,665	109,899	115,393
205	46	48	51	53	56
	3,670	3,853	4,046	4,248	4,460
	7,951	8,348	8,766	9,204	9,664
	95,409	100,180	105,189	110,448	115,970
206	46	48	51	53	56
	3,688	3,872	4,066	4,269	4,483
	7,991	8,390	8,810	9,250	9,713
	95,886	100,680	105,715	111,000	116,550
207	46	49	51	54	56
	3,706	3,892	4,086	4,291	4,505
	8,030	8,432	8,854	9,296	9,761
	96,366	101,184	106,243	111,555	117,133
208	47	49	51	54	57
	3,725	3,911	4,107	4,312	4,528
	8,071	8,474	8,898	9,343	9,810
	96,847	101,690	106,774	112,113	117,719
209	47	49	52	54	57
	3,744	3,931	4,127	4,334	4,550
	8,111	8,517	8,942	9,389	9,859
	97,332	102,198	107,308	112,674	118,307
210	47	49	52	54	57
	3,762	3,950	4,148	4,355	4,573
	8,152	8,559	8,987	9,436	9,908
	97,818	102,709	107,845	113,237	118,899
211	47	50	52	55	57
	3,781	3,970	4,169	4,377	4,596
	8,192	8,602	9,032	9,484	9,958
	98,307	103,223	108,384	113,803	119,493
212	47	50	52	55	58
	3,800	3,990	4,189	4,399	4,619
	8,233	8,645	9,077	9,531	10,008
	98,799	103,739	108,926	114,372	120,091
213	48	50	53	55	58
	3,819	4,010	4,210	4,421	4,642
	8,274	8,688	9,123	9,579	10,058
	99,293	104,258	109,470	114,944	120,691
214	48	50	53	56	58
	3,838	4,030	4,231	4,443	4,665

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	8,316	8,732	9,168	9,627	10,108
	99,789	104,779	110,018	115,519	121,295
215	48	51	53	56	59
	3,857	4,050	4,253	4,465	4,689
	8,357	8,775	9,214	9,675	10,158
	100,288	105,303	110,568	116,096	121,901
216	48	51	53	56	59
	3,877	4,070	4,274	4,488	4,712
	8,399	8,819	9,260	9,723	10,209
	100,790	105,829	111,121	116,677	122,511
217	49	51	54	56	59
	3,896	4,091	4,295	4,510	4,736
	8,441	8,863	9,306	9,772	10,260
	101,294	106,358	111,676	117,260	123,123
218	49	51	54	57	59
	3,915	4,111	4,317	4,533	4,759
	8,483	8,908	9,353	9,821	10,312
	101,800	106,890	112,235	117,846	123,739
219	49	52	54	57	60
	3,935	4,132	4,338	4,555	4,783
	8,526	8,952	9,400	9,870	10,363
	102,309	107,425	112,796	118,436	124,358
220	49	52	54	57	60
	3,955	4,152	4,360	4,578	4,807
	8,568	8,997	9,447	9,919	10,415
	102,821	107,962	113,360	119,028	124,979
221	50	52	55	58	60
	3,974	4,173	4,382	4,601	4,831
	8,611	9,042	9,494	9,969	10,467
	103,335	108,502	113,927	119,623	125,604
222	50	52	55	58	61
	3,994	4,194	4,404	4,624	4,855
	8,654	9,087	9,541	10,018	10,519
	103,852	109,044	114,496	120,221	126,232
223	50	53	55	58	61
	4,014	4,215	4,426	4,647	4,879
	8,698	9,132	9,589	10,069	10,572
	104,371	109,589	115,069	120,822	126,863
224	50	53	56	58	61

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	4,034	4,236	4,448	4,670	4,904
	8,741	9,178	9,637	10,119	10,625
	104,893	110,137	115,644	121,426	127,498
225	51	53	56	59	62
	4,055	4,257	4,470	4,694	4,928
	8,785	9,224	9,685	10,169	10,678
	105,417	110,688	116,222	122,034	128,135
226	51	53	56	59	62
	4,075	4,279	4,492	4,717	4,953
	8,829	9,270	9,734	10,220	10,731
	105,944	111,241	116,803	122,644	128,776
227	51	54	56	59	62
	4,095	4,300	4,515	4,741	4,978
	8,873	9,316	9,782	10,271	10,785
	106,474	111,798	117,388	123,257	129,420
228	51	54	57	60	63
	4,116	4,321	4,537	4,764	5,003
	8,917	9,363	9,831	10,323	10,839
	107,006	112,357	117,974	123,873	130,067
229	52	54	57	60	63
	4,136	4,343	4,560	4,788	5,028
	8,962	9,410	9,880	10,374	10,893
	107,541	112,918	118,564	124,493	130,717
230	52	55	57	60	63
	4,157	4,365	4,583	4,812	5,053
	9,007	9,457	9,930	10,426	10,948
	108,079	113,483	119,157	125,115	131,371
231	52	55	58	60	63
	4,178	4,387	4,606	4,836	5,078
	9,052	9,504	9,979	10,478	11,002
	108,619	114,050	119,753	125,741	132,028
232	52	55	58	61	64
	4,199	4,408	4,629	4,860	5,103
	9,097	9,552	10,029	10,531	11,057
	109,163	114,621	120,352	126,369	132,688
233	53	55	58	61	64
	4,220	4,431	4,652	4,885	5,129
	9,142	9,599	10,079	10,583	11,113
	109,708	115,194	120,953	127,001	133,351

Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
234	53	56	58	61	64
	4,241	4,453	4,675	4,909	5,155
	9,188	9,647	10,130	10,636	11,168
	110,257	115,770	121,558	127,636	134,018
235	53	56	59	62	65
	4,262	4,475	4,699	4,934	5,180
	9,234	9,696	10,181	10,690	11,224
	110,808	116,349	122,166	128,274	134,688
236	54	56	59	62	65
	4,283	4,497	4,722	4,958	5,206
	9,280	9,744	10,231	10,743	11,280
	111,362	116,930	122,777	128,916	135,361
237	54	56	59	62	65
	4,305	4,520	4,746	4,983	5,232
	9,327	9,793	10,283	10,797	11,337
	111,919	117,515	123,391	129,560	136,038
238	54	57	60	63	66
	4,326	4,542	4,770	5,008	5,258
	9,373	9,842	10,334	10,851	11,393
	112,479	118,103	124,008	130,208	136,718
239	54	57	60	63	66
	4,348	4,565	4,793	5,033	5,285
	9,420	9,891	10,386	10,905	11,450
	113,041	118,693	124,628	130,859	137,402
240	55	57	60	63	66
	4,369	4,588	4,817	5,058	5,311
	9,467	9,941	10,438	10,959	11,507
	113,606	119,287	125,251	131,513	138,089
241	55	58	61	64	67
	4,391	4,611	4,841	5,083	5,338
	9,515	9,990	10,490	11,014	11,565
	114,174	119,883	125,877	132,171	138,780
242	55	58	61	64	67
	4,413	4,634	4,866	5,109	5,364
	9,562	10,040	10,542	11,069	11,623
	114,745	120,482	126,506	132,832	139,473
243	55	58	61	64	67
	4,435	4,657	4,890	5,134	5,391
	9,610	10,090	10,595	11,125	11,681

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	115,319	121,085	127,139	133,496	140,171
244	56	59	61	65	68
	4,458	4,680	4,914	5,160	5,418
	9,658	10,141	10,648	11,180	11,739
	115,895	121,690	127,775	134,163	140,872
245	56	59	62	65	68
	4,480	4,704	4,939	5,186	5,445
	9,706	10,192	10,701	11,236	11,798
	116,475	122,299	128,414	134,834	141,576
246	56	59	62	65	68
	4,502	4,727	4,964	5,212	5,472
	9,755	10,243	10,755	11,292	11,857
	117,057	122,910	129,056	135,508	142,284
247	57	59	62	65	69
	4,525	4,751	4,988	5,238	5,500
	9,804	10,294	10,808	11,349	11,916
	117,643	123,525	129,701	136,186	142,995
248	57	60	63	66	69
	4,547	4,775	5,013	5,264	5,527
	9,853	10,345	10,862	11,406	11,976
	118,231	124,142	130,349	136,867	143,710
249	57	60	63	66	69
	4,570	4,799	5,039	5,290	5,555
	9,902	10,397	10,917	11,463	12,036
	118,822	124,763	131,001	137,551	144,429
250	57	60	63	66	70
	4,593	4,823	5,064	5,317	5,583
	9,951	10,449	10,971	11,520	12,096
	119,416	125,387	131,656	138,239	145,151
251	58	61	64	67	70
	4,616	4,847	5,089	5,343	5,611
	10,001	10,501	11,026	11,578	12,156
	120,013	126,014	132,314	138,930	145,877
252	58	61	64	67	70
	4,639	4,871	5,114	5,370	5,639
	10,051	10,554	11,081	11,635	12,217
	120,613	126,644	132,976	139,625	146,606
253	58	61	64	67	71
	4,662	4,895	5,140	5,397	5,667

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	10,101	10,606	11,137	11,694	12,278
	121,216	127,277	133,641	140,323	147,339
254	59	61	65	68	71
	4,685	4,920	5,166	5,424	5,695
	10,152	10,659	11,192	11,752	12,340
	121,822	127,913	134,309	141,025	148,076
255	59	62	65	68	72
	4,709	4,944	5,192	5,451	5,724
	10,203	10,713	11,248	11,811	12,401
	122,431	128,553	134,981	141,730	148,816
256	59	62	65	68	72
	4,732	4,969	5,218	5,478	5,752
	10,254	10,766	11,305	11,870	12,463
	123,044	129,196	135,656	142,438	149,560
257	59	62	66	69	72
	4,756	4,994	5,244	5,506	5,781
	10,305	10,820	11,361	11,929	12,526
	123,659	129,842	136,334	143,151	150,308
258	60	63	66	69	73
	4,780	5,019	5,270	5,533	5,810
	10,356	10,874	11,418	11,989	12,588
	124,277	130,491	137,016	143,866	151,060
259	60	63	66	70	73
	4,804	5,044	5,296	5,561	5,839
	10,408	10,929	11,475	12,049	12,651
	124,899	131,143	137,701	144,586	151,815
260	60	63	67	70	73
	4,828	5,069	5,323	5,589	5,868
	10,460	10,983	11,532	12,109	12,714
	125,523	131,799	138,389	145,309	152,574
261	61	64	67	70	74
	4,852	5,095	5,349	5,617	5,898
	10,513	11,038	11,590	12,170	12,778
	126,151	132,458	139,081	146,035	153,337
262	61	64	67	71	74
	4,876	5,120	5,376	5,645	5,927
	10,565	11,093	11,648	12,230	12,842
	126,781	133,120	139,776	146,765	154,104
263	61	64	68	71	74

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	4,901	5,146	5,403	5,673	5,957
	10,618	11,149	11,706	12,292	12,906
	127,415	133,786	140,475	147,499	154,874
264	62	65	68	71	75
	4,925	5,171	5,430	5,701	5,986
	10,671	11,205	11,765	12,353	12,971
	128,052	134,455	141,178	148,237	155,648
265	62	65	68	72	75
	4,950	5,197	5,457	5,730	6,016
	10,724	11,261	11,824	12,415	13,036
	128,693	135,127	141,884	148,978	156,427
266	62	65	69	72	76
	4,974	5,223	5,484	5,759	6,046
	10,778	11,317	11,883	12,477	13,101
	129,336	135,803	142,593	149,723	157,209
267	62	66	69	72	76
	4,999	5,249	5,512	5,787	6,077
	10,832	11,373	11,942	12,539	13,166
	129,983	136,482	143,306	150,471	157,995
268	63	66	69	73	76
	5,024	5,276	5,539	5,816	6,107
	10,886	11,430	12,002	12,602	13,232
	130,633	137,164	144,023	151,224	158,785
269	63	66	70	73	77
	5,049	5,302	5,567	5,845	6,138
	10,940	11,488	12,062	12,665	13,298
	131,286	137,850	144,743	151,980	159,579
270	63	67	70	73	77
	5,075	5,328	5,595	5,875	6,168
	10,995	11,545	12,122	12,728	13,365
	131,942	138,539	145,466	152,740	160,377
271	64	67	70	74	77
	5,100	5,355	5,623	5,904	6,199
	11,050	11,603	12,183	12,792	13,432
	132,602	139,232	146,194	153,503	161,179
272	64	67	71	74	78
	5,126	5,382	5,651	5,933	6,230
	11,105	11,661	12,244	12,856	13,499
	133,265	139,928	146,925	154,271	161,984

Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
273	64	68	71	75	78
	5,151	5,409	5,679	5,963	6,261
	11,161	11,719	12,305	12,920	13,566
	133,931	140,628	147,659	155,042	162,794
274	65	68	71	75	79
	5,177	5,436	5,708	5,993	6,293
	11,217	11,778	12,366	12,985	13,634
	134,601	141,331	148,398	155,817	163,608
275	65	68	72	75	79
	5,203	5,463	5,736	6,023	6,324
	11,273	11,836	12,428	13,050	13,702
	135,274	142,038	149,140	156,597	164,426
276	65	69	72	76	79
	5,229	5,490	5,765	6,053	6,356
	11,329	11,896	12,490	13,115	13,771
	135,950	142,748	149,885	157,380	165,248
277	66	69	72	76	80
	5,255	5,518	5,794	6,083	6,387
	11,386	11,955	12,553	13,181	13,840
	136,630	143,462	150,635	158,166	166,075
278	66	69	73	76	80
	5,281	5,545	5,823	6,114	6,419
	11,443	12,015	12,616	13,246	13,909
	137,313	144,179	151,388	158,957	166,905
279	66	70	73	77	81
	5,308	5,573	5,852	6,144	6,452
	11,500	12,075	12,679	13,313	13,978
	138,000	144,900	152,145	159,752	167,740
280	67	70	74	77	81
	5,334	5,601	5,881	6,175	6,484
	11,557	12,135	12,742	13,379	14,048
	138,690	145,624	152,906	160,551	168,578
281	67	70	74	78	81
	5,361	5,629	5,910	6,206	6,516
	11,615	12,196	12,806	13,446	14,118
	139,383	146,352	153,670	161,354	169,421
282	67	71	74	78	82
	5,388	5,657	5,940	6,237	6,549
	11,673	12,257	12,870	13,513	14,189

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	140,080	147,084	154,438	162,160	170,268
283	68	71	75	78	82
	5,415	5,685	5,970	6,268	6,582
	11,732	12,318	12,934	13,581	14,260
	140,781	147,820	155,211	162,971	171,120
284	68	71	75	79	83
	5,442	5,714	5,999	6,299	6,614
	11,790	12,380	12,999	13,649	14,331
	141,484	148,559	155,987	163,786	171,975
285	68	72	75	79	83
	5,469	5,742	6,029	6,331	6,648
	11,849	12,442	13,064	13,717	14,403
	142,192	149,302	156,767	164,605	172,835
286	69	72	76	80	84
	5,496	5,771	6,060	6,363	6,681
	11,909	12,504	13,129	13,786	14,475
	142,903	150,048	157,550	165,428	173,699
287	69	72	76	80	84
	5,524	5,800	6,090	6,394	6,714
	11,968	12,567	13,195	13,855	14,547
	143,617	150,798	158,338	166,255	174,568
288	69	73	77	80	84
	5,551	5,829	6,120	6,426	6,748
	12,028	12,629	13,261	13,924	14,620
	144,335	151,552	159,130	167,086	175,441
289	70	73	77	81	85
	5,579	5,858	6,151	6,459	6,781
	12,088	12,693	13,327	13,993	14,693
	145,057	152,310	159,926	167,922	176,318
290	70	74	77	81	85
	5,607	5,887	6,182	6,491	6,815
	12,149	12,756	13,394	14,063	14,767
	145,782	153,072	160,725	168,761	177,199
291	70	74	78	82	86
	5,635	5,917	6,213	6,523	6,849
	12,209	12,820	13,461	14,134	14,840
	146,511	153,837	161,529	169,605	178,085
292	71	74	78	82	86
	5,663	5,946	6,244	6,556	6,884

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	12,270	12,884	13,528	14,204	14,915
	147,244	154,606	162,336	170,453	178,976
293	71	75	78	82	86
	5,692	5,976	6,275	6,589	6,918
	12,332	12,948	13,596	14,275	14,989
	147,980	155,379	163,148	171,305	179,871
294	72	75	79	83	87
	5,720	6,006	6,306	6,622	6,953
	12,393	13,013	13,664	14,347	15,064
	148,720	156,156	163,964	172,162	180,770
295	72	75	79	83	87
	5,749	6,036	6,338	6,655	6,987
	12,455	13,078	13,732	14,419	15,139
	149,464	156,937	164,784	173,023	181,674
296	72	76	80	84	88
	5,777	6,066	6,370	6,688	7,022
	12,518	13,143	13,801	14,491	15,215
	150,211	157,721	165,608	173,888	182,582
297	73	76	80	84	88
	5,806	6,097	6,401	6,721	7,058
	12,580	13,209	13,870	14,563	15,291
	150,962	158,510	166,436	174,757	183,495
298	73	77	80	84	89
	5,835	6,127	6,433	6,755	7,093
	12,643	13,275	13,939	14,636	15,368
	151,717	159,303	167,268	175,631	184,413
299	73	77	81	85	89
	5,864	6,158	6,466	6,789	7,128
	12,706	13,342	14,009	14,709	15,445
	152,475	160,099	168,104	176,509	185,335
300	74	77	81	85	90
	5,894	6,188	6,498	6,823	7,164
	12,770	13,408	14,079	14,783	15,522
	153,238	160,900	168,945	177,392	186,261
301	74	78	82	86	90
	5,923	6,219	6,530	6,857	7,200
	12,834	13,475	14,149	14,857	15,599
	154,004	161,704	169,789	178,279	187,193
302	74	78	82	86	90

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	5,953	6,250	6,563	6,891	7,236
	12,898	13,543	14,220	14,931	15,677
	154,774	162,513	170,638	179,170	188,129
303	75	79	82	87	91
	5,983	6,282	6,596	6,926	7,272
	12,962	13,610	14,291	15,006	15,756
	155,548	163,325	171,491	180,066	189,069
304	75	79	83	87	91
	6,013	6,313	6,629	6,960	7,308
	13,027	13,678	14,362	15,081	15,835
	156,326	164,142	172,349	180,966	190,015
305	76	79	83	87	92
	6,043	6,345	6,662	6,995	7,345
	13,092	13,747	14,434	15,156	15,914
	157,107	164,963	173,211	181,871	190,965
306	76	80	84	88	92
	6,073	6,376	6,695	7,030	7,382
	13,158	13,816	14,506	15,232	15,993
	157,893	165,787	174,077	182,781	191,920
307	76	80	84	88	93
	6,103	6,408	6,729	7,065	7,418
	13,224	13,885	14,579	15,308	16,073
	158,682	166,616	174,947	183,694	192,879
308	77	81	85	89	93
	6,134	6,440	6,762	7,100	7,456
	13,290	13,954	14,652	15,384	16,154
	159,476	167,449	175,822	184,613	193,844
309	77	81	85	89	94
	6,164	6,473	6,796	7,136	7,493
	13,356	14,024	14,725	15,461	16,234
	160,273	168,287	176,701	185,536	194,813
310	77	81	85	90	94
	6,195	6,505	6,830	7,172	7,530
	13,423	14,094	14,799	15,539	16,316
	161,074	169,128	177,584	186,464	195,787
311	78	82	86	90	95
	6,226	6,537	6,864	7,208	7,568
	13,490	14,164	14,873	15,616	16,397
	161,880	169,974	178,472	187,396	196,766

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
312	78	82	86	91	95
	6,257	6,570	6,899	7,244	7,606
	13,557	14,235	14,947	15,694	16,479
	162,689	170,824	179,365	188,333	197,750
313	79	83	87	91	96
	6,289	6,603	6,933	7,280	7,644
	13,625	14,306	15,022	15,773	16,562
	163,503	171,678	180,262	189,275	198,738
314	79	83	87	91	96
	6,320	6,636	6,968	7,316	7,682
	13,693	14,378	15,097	15,852	16,644
	164,320	172,536	181,163	190,221	199,732
315	79	83	88	92	97
	6,352	6,669	7,003	7,353	7,720
	13,762	14,450	15,172	15,931	16,728
	165,142	173,399	182,069	191,172	200,731
316	80	84	88	92	97
	6,383	6,703	7,038	7,390	7,759
	13,831	14,522	15,248	16,011	16,811
	165,967	174,266	182,979	192,128	201,734
317	80	84	88	93	97
	6,415	6,736	7,073	7,426	7,798
	13,900	14,595	15,324	16,091	16,895
	166,797	175,137	183,894	193,089	202,743
318	81	85	89	93	98
	6,447	6,770	7,108	7,464	7,837
	13,969	14,668	15,401	16,171	16,980
	167,631	176,013	184,813	194,054	203,757
319	81	85	89	94	98
	6,480	6,804	7,144	7,501	7,876
	14,039	14,741	15,478	16,252	17,065
	168,469	176,893	185,737	195,024	204,776
320	81	85	90	94	99
	6,512	6,838	7,179	7,538	7,915
	14,109	14,815	15,556	16,333	17,150
	169,312	177,777	186,666	195,999	205,799
321	82	86	90	95	99
	6,545	6,872	7,215	7,576	7,955
	14,180	14,889	15,633	16,415	17,236

City of Sebastopol
Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	170,158	178,666	187,600	196,979	206,828
322	82	86	91	95	100
	6,577	6,906	7,251	7,614	7,995
	14,251	14,963	15,711	16,497	17,322
	171,009	179,560	188,538	197,964	207,863
323	83	87	91	96	100
	6,610	6,941	7,288	7,652	8,035
	14,322	15,038	15,790	16,580	17,408
	171,864	180,457	189,480	198,954	208,902
324	83	87	92	96	101
	6,643	6,975	7,324	7,690	8,075
	14,394	15,113	15,869	16,662	17,496
	172,723	181,360	190,428	199,949	209,946
325	83	88	92	97	101
	6,676	7,010	7,361	7,729	8,115
	14,466	15,189	15,948	16,746	17,583
	173,587	182,266	191,380	200,949	210,996
326	84	88	92	97	102
	6,710	7,045	7,398	7,767	8,156
	14,538	15,265	16,028	16,829	17,671
	174,455	183,178	192,337	201,953	212,051
327	84	89	93	98	102
	6,743	7,081	7,435	7,806	8,197
	14,611	15,341	16,108	16,914	17,759
	175,327	184,094	193,298	202,963	213,111
328	85	89	93	98	103
	6,777	7,116	7,472	7,845	8,238
	14,684	15,418	16,189	16,998	17,848
	176,204	185,014	194,265	203,978	214,177
329	85	89	94	99	103
	6,811	7,152	7,509	7,885	8,279
	14,757	15,495	16,270	17,083	17,937
	177,085	185,939	195,236	204,998	215,248
330	86	90	94	99	104
	6,845	7,187	7,547	7,924	8,320
	14,831	15,572	16,351	17,169	18,027
	177,970	186,869	196,212	206,023	216,324
331	86	90	95	100	105
	6,879	7,223	7,584	7,964	8,362

City of Sebastopol
Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
	14,905	15,650	16,433	17,254	18,117
	178,860	187,803	197,193	207,053	217,406
332	86	91	95	100	105
	6,914	7,259	7,622	8,003	8,404
	14,980	15,729	16,515	17,341	18,208
	179,755	188,742	198,179	208,088	218,493
333	87	91	96	101	106
	6,948	7,296	7,660	8,043	8,446
	15,054	15,807	16,598	17,427	18,299
	180,653	189,686	199,170	209,129	219,585
334	87	92	96	101	106
	6,983	7,332	7,699	8,084	8,488
	15,130	15,886	16,681	17,515	18,390
	181,557	190,634	200,166	210,174	220,683
335	88	92	97	102	107
	7,018	7,369	7,737	8,124	8,530
	15,205	15,966	16,764	17,602	18,482
	182,464	191,588	201,167	211,225	221,787
336	88	93	97	102	107
	7,053	7,406	7,776	8,165	8,573
	15,281	16,045	16,848	17,690	18,575
	183,377	192,545	202,173	212,281	222,895
337	89	93	98	103	108
	7,088	7,443	7,815	8,205	8,616
	15,358	16,126	16,932	17,779	18,667
	184,294	193,508	203,184	213,343	224,010
338	89	93	98	103	108
	7,124	7,480	7,854	8,247	8,659
	15,435	16,206	17,017	17,867	18,761
	185,215	194,476	204,200	214,410	225,130
339	89	94	99	104	109
	7,159	7,517	7,893	8,288	8,702
	15,512	16,287	17,102	17,957	18,855
	186,141	195,448	205,221	215,482	226,256
340	90	94	99	104	109
	7,195	7,555	7,933	8,329	8,746
	15,589	16,369	17,187	18,047	18,949
	187,072	196,425	206,247	216,559	227,387
341	90	95	100	105	110

City of Sebastopol
Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
	7,231	7,593	7,972	8,371	8,789
	15,667	16,451	17,273	18,137	19,044
	188,007	197,407	207,278	217,642	228,524
342	91	95	100	105	110
	7,267	7,631	8,012	8,413	8,833
	15,746	16,533	17,360	18,227	19,139
	188,947	198,395	208,314	218,730	229,666
343	91	96	101	106	111
	7,304	7,669	8,052	8,455	8,877
	15,824	16,616	17,446	18,319	19,235
	189,892	199,387	209,356	219,824	230,815
344	92	96	101	106	112
	7,340	7,707	8,092	8,497	8,922
	15,903	16,699	17,534	18,410	19,331
	190,841	200,383	210,403	220,923	231,969
345	92	97	102	107	112
	7,377	7,746	8,133	8,540	8,966
	15,983	16,782	17,621	18,502	19,427
	191,796	201,385	211,455	222,027	233,129
346	93	97	102	107	113
	7,414	7,784	8,174	8,582	9,011
	16,063	16,866	17,709	18,595	19,525
	192,755	202,392	212,512	223,137	234,294
347	93	98	103	108	113
	7,451	7,823	8,214	8,625	9,056
	16,143	16,950	17,798	18,688	19,622
	193,718	203,404	213,574	224,253	235,466
348	94	98	103	108	114
	7,488	7,862	8,255	8,668	9,102
	16,224	17,035	17,887	18,781	19,720
	194,687	204,421	214,642	225,374	236,643
349	94	99	104	109	114
	7,525	7,902	8,297	8,712	9,147
	16,305	17,120	17,976	18,875	19,819
	195,660	205,443	215,716	226,501	237,826
350	95	99	104	109	115
	7,563	7,941	8,338	8,755	9,193
	16,387	17,206	18,066	18,969	19,918
	196,639	206,471	216,794	227,634	239,016

Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
351	95	100	105	110	115
	7,601	7,981	8,380	8,799	9,239
	16,468	17,292	18,157	19,064	20,018
	197,622	207,503	217,878	228,772	240,211
352	95	100	105	111	116
	7,639	8,021	8,422	8,843	9,285
	16,551	17,378	18,247	19,160	20,118
	198,610	208,540	218,967	229,916	241,412
353	96	101	106	111	117
	7,677	8,061	8,464	8,887	9,331
	16,634	17,465	18,339	19,255	20,218
	199,603	209,583	220,062	231,065	242,619
354	96	101	106	112	117
	7,715	8,101	8,506	8,932	9,378
	16,717	17,553	18,430	19,352	20,319
	200,601	210,631	221,163	232,221	243,832
355	97	102	107	112	118
	7,754	8,142	8,549	8,976	9,425
	16,800	17,640	18,522	19,448	20,421
	201,604	211,684	222,268	233,382	245,051
356	97	102	107	113	118
	7,793	8,182	8,592	9,021	9,472
	16,884	17,729	18,615	19,546	20,523
	202,612	212,743	223,380	234,549	246,276
357	98	103	108	113	119
	7,832	8,223	8,634	9,066	9,520
	16,969	17,817	18,708	19,643	20,626
	203,625	213,806	224,497	235,722	247,508
358	98	103	108	114	120
	7,871	8,264	8,678	9,112	9,567
	17,054	17,906	18,802	19,742	20,729
	204,643	214,875	225,619	236,900	248,745
359	99	104	109	114	120
	7,910	8,306	8,721	9,157	9,615
	17,139	17,996	18,896	19,840	20,832
	205,666	215,950	226,747	238,085	249,989
360	99	104	110	115	121
	7,950	8,347	8,765	9,203	9,663
	17,225	18,086	18,990	19,940	20,937

City of Sebastopol
Salary Matrix

Range	1/2% between ranges and 5% between steps				
	A	B	C	D	E
	206,695	217,030	227,881	239,275	251,239
361	100	105	110	116	121
	7,990	8,389	8,808	9,249	9,711
	17,311	18,176	19,085	20,039	21,041
	207,728	218,115	229,020	240,471	252,495
362	100	105	111	116	122
	8,029	8,431	8,853	9,295	9,760
	17,397	18,267	19,180	20,139	21,146
	208,767	219,205	230,166	241,674	253,757
363	101	106	111	117	123
	8,070	8,473	8,897	9,342	9,809
	17,484	18,358	19,276	20,240	21,252
	209,811	220,301	231,316	242,882	255,026
364	101	106	112	117	123
	8,110	8,515	8,941	9,388	9,858
	17,572	18,450	19,373	20,341	21,358
	210,860	221,403	232,473	244,097	256,301
365	102	107	112	118	124
	8,151	8,558	8,986	9,435	9,907
	17,660	18,542	19,470	20,443	21,465
	211,914	222,510	233,635	245,317	257,583
366	102	108	113	119	124
	8,191	8,601	9,031	9,482	9,957
	17,748	18,635	19,567	20,545	21,573
	212,974	223,622	234,803	246,544	258,871
367	103	108	113	119	125
	8,232	8,644	9,076	9,530	10,006
	17,837	18,728	19,665	20,648	21,680
	214,039	224,740	235,977	247,776	260,165
368	103	109	114	120	126
	8,273	8,687	9,121	9,578	10,056
	17,926	18,822	19,763	20,751	21,789
	215,109	225,864	237,157	249,015	261,466
369	104	109	115	120	126
	8,315	8,731	9,167	9,625	10,107
	18,015	18,916	19,862	20,855	21,898
	216,184	226,993	238,343	250,260	262,773
370	104	110	115	121	127
	8,356	8,774	9,213	9,674	10,157

Salary Matrix

1/2% between ranges and 5% between steps					
Range	A	B	C	D	E
	18,105	19,011	19,961	20,959	22,007
	217,265	228,128	239,535	251,512	264,087
371	105	110	116	122	128
	8,398	8,818	9,259	9,722	10,208
	18,196	19,106	20,061	21,064	22,117
	218,352	229,269	240,733	252,769	265,408
372	106	111	116	122	128
	8,440	8,862	9,305	9,771	10,259
	18,287	19,201	20,161	21,169	22,228
	219,443	230,415	241,936	254,033	266,735
373	106	111	117	123	129
	8,482	8,906	9,352	9,819	10,310
	18,378	19,297	20,262	21,275	22,339
	220,540	231,568	243,146	255,303	268,068
374	107	112	117	123	130
	8,525	8,951	9,399	9,868	10,362
	18,470	19,394	20,363	21,382	22,451
	221,643	232,725	244,362	256,580	269,409
375	107	112	118	124	130
	8,567	8,996	9,446	9,918	10,414
	18,563	19,491	20,465	21,489	22,563
	222,751	233,889	245,583	257,863	270,756
376	108	113	119	125	131
	8,610	9,041	9,493	9,967	10,466
	18,655	19,588	20,568	21,596	22,676
	223,865	235,058	246,811	259,152	272,109
377	108	114	119	125	131
	8,653	9,086	9,540	10,017	10,518
	18,749	19,686	20,670	21,704	22,789
	224,984	236,234	248,045	260,448	273,470
378	109	114	120	126	132
	8,697	9,131	9,588	10,067	10,571
	18,842	19,785	20,774	21,812	22,903
	226,109	237,415	249,286	261,750	274,837
379	109	115	120	126	133
	8,740	9,177	9,636	10,118	10,624
	18,937	19,883	20,878	21,922	23,018
	227,240	238,602	250,532	263,059	276,212

APPENDIX E
SALARY RECOMMENDATIONS

Classification	Current Maximum	Market Total Compensation (Median)	% Above or Below Market	Raw Recommended Salary	Proposed Range	Proposed Maximum	Difference	Rationale
City Manager	\$20,417	\$26,119	-4.97%	\$21,586	367	\$21,680	\$1,263	Set to market
Assistant City Manager	\$15,081	\$23,613	-12.99%	\$17,406	323	\$17,408	\$2,327	Set to market
City Clerk	\$13,705	\$14,877	14.67%	\$11,286	237	\$11,337	-\$2,368	Set to market
Deputy City Clerk II	New	\$10,794	---	\$7,425	153	\$7,456	NA	Set to market
Deputy City Clerk I	New	---	---	---	133	\$6,749	NA	10% below Deputy City Clerk II
Administrative Services Director	\$14,665	\$20,946	-13.53%	\$17,026	319	\$17,065	\$2,400	Set to market
Accountant/Analyst	\$9,161	ID	---	---	205	\$9,664	\$503	10% above Accountant II
Accountant II	\$8,747	\$11,942	2.04%	---	185	\$8,747	\$0	No change; within 5% of market
Accountant I	New	---	---	---	165	\$7,916	NA	10% below Accountant II
Community Development Director	\$15,878	\$21,068	-6.77%	\$17,141	320	\$17,150	\$1,272	Set to market
Chief Building Official	\$12,271	\$16,825	-5.69%	\$13,128	267	\$13,166	\$895	Set to market
Associate Planner	\$9,526	\$12,835	1.38%	\$9,526	203	\$9,568	\$42	No market adjustment; within 5% of market; slight change is due to rolling into new salary matrix
Assistant Planner	\$8,616	---	---	---	183	\$8,660	\$44	10% below Associate Planner
Police Chief	\$16,872	\$22,560	-8.55%	\$18,551	336	\$18,575	\$1,703	Set to market
Police Captain	\$12,889	\$20,483	-21.02%	\$16,168	309	\$16,234	\$3,345	Set to market
Police Lieutenant	\$11,850	---	---	---	389	\$14,693	\$2,843	10% below Police Captain
Police Sergeant	\$10,503	\$12,259	-22.56%	\$11,891	247	\$11,916	\$1,413	Set to market
Police Officer	\$8,989	\$9,822	14.73%	\$9,670	206	\$9,713	\$724	Set to market
Police Officer Trainee	\$5,916	---	---	---	NA	\$6,659	\$743	20% below Step A of Police Officer
Police Records and Support Services Manager	\$8,207	In Huff Data	---	---	182	\$8,617	\$410	20% above Dispatcher II
Public Safety Dispatcher II	\$6,869	\$7,284	-11.33%	\$7,116	144	\$7,129	\$260	Set to market
Public Safety Dispatcher I	New	New	New	---	124	\$6,452	NA	10% below Public Safety Dispatcher I
Police Community Services and Evidence Technician	\$6,321	\$6,675	10.88%	\$6,889	138	\$6,919	\$598	Set to market

Classification	Current Maximum	Market Total Compensation (Median)	% Above or Below Market	Raw Recommended Salary	Proposed Range	Proposed Maximum	Difference	Rationale
Public Works Director/City Engineer	\$16,872	\$21,603	-3.94%	\$16,872	317	\$16,895	\$23	No market adjustment; within 5% of market; slight change is due to rolling into new salary matrix
Public Works Operations Supervisor	\$10,676	\$13,252	8.76%	\$9,503	202	\$9,521	-\$1,155	Set to market
Engineering Technician II	\$7,833	\$11,055	1.51%	\$7,833	163	\$7,838	\$5	No market adjustment; within 5% of market; slight change is due to rolling into new salary matrix
Engineering Technician I	\$7,050	---	---	---	143	\$7,094	\$44	10% below Engineering Technician II
Senior Public Works Maintenance Worker	\$8,992	\$11,020	17.45%	\$6,979	141	\$7,023	-\$1,969	10% above II
Public Works Maintenance Worker II	\$7,539	\$10,265	10.43%	\$6,327	121	\$6,356	-\$1,183	Set to market
Public Works Maintenance Worker I	\$5,768	---	---	---	101	\$5,753	-\$15	10% below II
Public Works Maintenance Assistant	\$4,718	ID	---	---	65	\$4,807	\$89	20% below I
Management Analyst II	\$8,616	\$12,990	-7.77%	\$9,502	202	\$9,521	\$905	Set to market
Management Analyst I	New	---	---	---	182	\$8,617	New	10% below Management Analyst II
Administrative Technician	\$8,616	\$10,750	10.81%	\$7,549	156	\$7,569	-\$1,047	Set to market



City of Sebastopol

2024

Classification and Compensation Study

Scope of Project

- Research and recommend survey agencies
- Select benchmark classifications
- Collect and analyze salary and benefit data
- Develop recommendations based on data
 - Any implementation is based on Council direction, what the City can afford and negotiations

Classification Recommendations

Survey Agencies

Data Elements

- Calculated labor market median for:
 - Maximum base salary (no incentives included)
 - Total cash
 - Maximum base salary
 - Employee's share of retirement paid by employer
 - Deferred compensation
 - Longevity pay at year 10
 - Education/certification pay
 - Total compensation
 - Elements of total cash plus
 - Paid insurances (cafeteria, health, dental, vision, life, long term disability)
 - Retiree Health Savings
 - Employer's cost to Social Security
 - Minus the employee's share of employer obligated cost to retirement

Data Elements

- Miscellaneous benefits (summarized)
 - Cost of living increase
 - Retirement practices
 - Retiree health benefits
 - Paid leave
 - Leave cash out
 - Short term disability and EAP polices

Findings

On average, the City is:

- 6.91% below market for base salary
- 3.30% below market for total cash
- 2.81% below the market for total compensation

Above market

- 0% - 5% - 3 classes
- 5% - 10% - 1 class
- 10% + = 4 classes

Below Market

- 0% - 5% - 2 classes
- 5% - 10% - 7 classes
- 10% + - 4 classes

Q & A