

Agenda Report Reviewed by:

City Manager: 

CITY OF SEBASTOPOLE  
CITY COUNCIL  
AGENDA ITEM

Meeting Date: December 1, 2020

To: Honorable Mayor and City Councilmembers

From: Ana Kwong – Administrative Services Director  
Human Resources Advisor (Regional Government Services)

Subject: Authorize the City Manager to Establish and Approve The New Classification, Classification Specification, And Amendment to the Pay Rates and Ranges for Administrative Technician, And the Revised Classification Specification for Junior Accountant And Authorize City Manager to sign an amendment to the Memorandum of Understanding between the Service Employee’s International Union (SEIU) and the City to add the classification of Administrative Technician, Effective December 1, 2020

Recommendation Establish and approve the new classifications, approve the revise classification specifications, and amend salary ranges effective December 1, 2020, for

- Administrative Technician, at a monthly salary range of \$6,060 at the low step and \$7,365 at the high step.
- Approve the revised classification specification of Junior Accountant.
- Approve the addition of 1.0 full time equivalent (FTE) of Administrative Technician and 1.0 FTE of Junior Accountant and the deletion of 1.0 FTE of Office Assistant and 1.0 FTE of Account Clerk I allocation.
- Authorize City Manager to sign an amendment to the Memorandum of Understanding between the Service Employee’s International Union (SEIU) and the City to add the classification of Administrative Technician.
- Authorize City Manager to make non-substantive changes to all City job classification specifications that do not affect scope, complexity, discipline, wages, or job level.

Funding: Currently Budgeted: XX Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  
Net General Fund Cost:  
If Cost to Other Fund(s),  
Fund:

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

**INTRODUCTION:**

This item is to request that the City Council establish and approve the new classifications, revise classification specifications, and amend salary ranges effective December 1, 2020, for

1. Administrative Technician, at a monthly salary range of \$6,060 at the low step and \$7,365 at the high step.
2. Approve the revised classification specification of Junior Accountant.

3. Approve the addition of 1.0 full time equivalent (FTE) of Administrative Technician and 1.0 FTE of Junior Accountant and the deletion of 1.0 FTE of Office Assistant and 1.0 FTE of Account Clerk I allocation.
4. Authorize City Manager to sign an amendment to the Memorandum of Understanding between the Service Employee's International Union (SEIU) and the City to add the classification of Administrative Technician.
5. Authorize City Manager to make non-substantive changes to all City job classification specifications that do not affect scope, complexity, discipline, wages, or job level.

**BACKGROUND:**

Staff has reviewed the work of the Administrative Services Department. To meet current and future needs, the Department must develop staff with a greater ability to administer programs and meet the increased compliance, security, safety, and reporting requirements now expected of a municipality. Today municipal services are offered through multiple channels and materials must be available in multiple formats.

The work of the two positions studied within the department has evolved to require independent thought and action to administer business programs and deliver services. Currently, the studied work is being performed by temporary services agency employees. Staff looked at several options, including filling the positions as they are currently classified.

Staff found that the bodies of work performed by the temporary employees are of a higher level than clerical and require a level of independence and discretion not within the current classifications include assessing, issuing, and revoking business licenses, utility billing and account reconciliation

Staff recommends deleting the two existing classifications and using the existing classification of Junior Accountant and establishing one new para-professional and technical classification, Administrative Technician, and approval of the new related classification specification and salary range.

Justification for the positions and a salary recommendation, review of labor alignment, and overtime compliance with the FLSA for the Administrative Technician follows.

**DISCUSSION:**

Our world has changed dramatically over the last nine months and gradually for years before that. Regulatory requirements, legislation, reporting, and compliance requirements continue to become more challenging and numerous. How the Administrative Services Department's and the offices of the City Manager and City Clerk deliver services has dramatically changed. Where there are significant changes to service delivery, reporting, and compliance requirements, an organization needs to review the assigned classifications to determine if the specifications wholly and accurately define the work to be completed.

The Administrative Services Department is co-located in City Hall and shares a public counter with the Office of the City Manager and the Planning Department. The nature of the Administrative Services Department's work and the method of how services are delivered has changed, markedly so in the last nine months. Services are offered through multiple channels and materials must be made available in a number of formats. Legislative, regulatory, and reporting requirements applicable to financial reporting, accounting, public meeting processes, human resources management, and employee training needs and requirements have increased significantly. More recently, safety measures and protocols necessary to keep employees and City Hall visitors safe from infectious diseases have materially changed the nature in which we work now and in the future.

The Administrative Services Department consists of the following allocations and positions:

- Administrative Services Director
- Accountant/Analyst (was Accounting Supervisor)
- Account Clerk I – (VACANT)
- Office Assistant (VACANT)

Each vacancy in City service provides an opportunity to take a renewed look at the City's mission, vision, and needs related to the work of the vacant position and the historical use of the position. As the City looks toward reopening to the public and returning City employees to on-site work, staff is taking a renewed look at the current vacancies and needs of the Department.

Current reporting, training, and procedural requirements related to workers' compensation, prevention of harassment, and financial reporting, along with the additional governing and public body staffing and support activities related to transparency and virtual access to services, necessitate a review of the City's administrative staffing profile and body of work.

Staff reviewed the department workload considering the City's Strategic Plan, the current budgetary, accounting, reporting, and future capital needs. To meet current and future needs, the City looked at several options, including filling the positions as they are currently classified.

To accomplish the current work, the City has utilized two temporary service employees to perform Utility Billing, Records Retention, and Business Licenses. The Administrative Services Director in addition to the normal strategic responsibilities of finance, human resources, information systems, budget, internal and external audit administration, and revenue and investment management, has been providing Livestream and meeting support to the City Council for public meetings adding and unsustainable number of hours additional hours to an already challenging work schedule.

The currently allocated and vacant classifications in the department, Account Clerk I and Office Assistant are designed to perform routine transactional work under direct supervision based upon clearly developed policies, protocols, and procedures that require little independent thought, development, or analysis. The work being performed by the two temporary staff workers and the public meeting support provided by the Administrative Services Director includes administration of the Business License and Utility Billing programs and payroll and benefits data entry and processing. This work requires independent thought and action. Staff has determined that Account Clerk I and Office Assistant are not the most appropriate classifications for the body of work within the department.

The duties and responsibilities associated with the current bodies of work and the increase in reporting and compliance requirements from legislative and regulatory bodies are not well suited for general clerical and office assistant classifications. They are better aligned with journey-level paraprofessional and technical positions.

To find appropriate classifications, staff first looked within the City's existing classification plan. Staff reviewed the following classifications:

**Accountant/Analyst (Confidential)**

The Accountant/Analyst is a high-level professional accounting classification, designated as confidential under the Myers-Milius Brown Act, responsible for administering and performing professional accounting duties. The work of the positions reviewed is at a lower level than this position and does not include being privy to bargaining matters. Therefore, staff has determined this is not the most appropriate classification for the duties and responsibilities required.

**Senior Administrative Assistant**

This is a journey-level administrative and technical classification that performs difficult, complex administrative and technical support duties for an assigned department or departments. Duties of this position include:

- receiving requests for information and providing assistance to individuals who contact the assigned department or departments

- performing a full range of administrative and technical support duties, which may include customer service, organization and coordination of workload, preparation of reports and agenda items, public hearing notices, official record-keeping and reporting to other agencies
- explanation of City ordinances and procedures to the public, applicants, or persons doing business with the City
- preparation of a variety of documents, correspondence, notes, or minutes, all requiring considerable department/program knowledge.

The primary focus of the duties of this position are on assigned department customers, records, and information. This position is not responsible for accounting or financial records and information. It does not administer City-wide programs, serve as staff support for a team of City managers or supervisors, and is not assigned as staff support the City Council or City Clerk. Therefore, staff has determined that this is not the most appropriate classifications for the duties and responsibilities required.

### **Junior Accountant**

This is a journey-level paraprofessional accounting classification performing the full range of technical accounting duties requiring knowledge of basic principles and methods of one or more designated accounting fields. Junior Accountants use discretion and exercise independent judgment to interpret and process financial data, records, and transactions, and resolve technical accounting problems. Work may include a wide variety of processes and accounts with varying degrees of complexity and responsibility.

This classification provides the discretion and independent action and judgment required to perform the fiscal and accounting duties necessary for the department. Staff found that the Junior Accountant is a position as an appropriate classification for a subset of the reviewed duties of the Department.

Staff further recommends revision of the classification specification to align it with current terminology and duties and the City's current specification template and classification best practices

### Recommendations

The work of the Department includes program management for utility billing, payroll and benefits administration, records management and retention, and the City's business license program. This work is of a paraprofessional and technical nature and requires classifications with specialized skills and abilities. Paraprofessional and technical classifications are designed to performed detailed analysis; reconciliations; form, procedure, system, and process development; data manipulation; and other complex tasks under general supervision. Staff found a technical fiscal and accounting classification but did not find a suitably technical administrative classification for program management and the technical aspects of Livestreaming for public meeting support.

Therefore, staff recommends using the existing Junior Accountant classification for the duties most aligned with finance, accounting, and analysis of payroll data and the establishment and approval of one new classification: Administrative Technician. Staff further recommends assigning duties from the temporary employees performing Department work to the two positions in accordance with their classification specifications and suspension of the use of the temporary employees, once these positions are filled and trained.

### **Administrative Technician**

This is an advanced level administrative support classification performing various detailed and responsible technical, administrative, and confidential duties in support of an executive management or department team for assigned programs and projects. Duties include support for budget preparation and monitoring; accounting, financial, and human resources activities and processes; City Clerk activities, staff the City Council in the City Clerk's absence, and perform general program administration and research activities as required. This position may serve as the administrator of small programs and services.

Both recommended classifications may administer programs and provide training and expert advice to the public and other employees in their technical area. Due to the size of the City's workforce and budget, it is not possible to add positions to the team to cover the workload without removing other positions.

Therefore, based on the above, staff recommends deletion of the currently allocated positions and establishment and approval of an Administrative Technician classification and the related specification and the addition of 1.0 FTE of Junior Accountant and the approval of the revised classification specification. The classifications of Office Assistant and Account Clerk I will remain in the class plan for flexibility in the future but will not be allocated or budgeted in this fiscal year.

Staff reviewed the new classification of Administrative Technician in relation to the Fair Labor Standards Act (FLSA) and found it to be non-exempt and subject to FLSA overtime regulations.

Staff also conducted a labor universe review for the classification. In considering whether classifications share an identifiable community of interest, the following factors must be considered:

- The similarity of the work performed, required qualifications, levels of responsibility, and the general working conditions.
- History of representation in the City, except that no unit shall be deemed inappropriate solely based on the extent to which employees in the proposed unit have organized.
- Consistency with the organizational patterns and structure of the City.
- The number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
- Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single, or related classifications among two or more bargaining units.

The nature of the Administrative Technician classification is like classifications within the Service Employees' International Union (SEIU) and will not be privy to matters within the scope of bargaining. Therefore, based on the nature of the classifications and the similarity with classifications and units within the SEIU membership, staff finds the new classification of Administrative Technician is most ideally aligned with the Service Employees' International Union group.

Staff has met and conferred in good faith with representatives from SEIU, Local 1021 and they concur with these recommendations.

When recommending a new classification, it is customary to make a compensation recommendation as well. Staff first conducted an external salary survey of similar entities and classifications to determine an appropriate salary within the marketplace for Administrative Technicians to be \$6,721 per month at the top step of the range.

Staff then reviewed internal parity for the classifications with similar classifications in City service, related by type of work, complexity of work, classification family (administrative, accounting) autonomy, and authority. Based on both the external market survey information and internal review, staff set the following salary ranges, which are also in line with industry best practices.

Setting the top monthly step of the Administrative Technician at the closest City range to the market and aligned with Junior Accountant and Management Analyst at \$7,366 monthly. This placement is competitive in the market and is 13.67% above Senior Administrative Assistant, a class focused on customer service, administrative support, and recordkeeping and not program administration and support for a team or unit.

Approval of the resolution attached to this staff report will amend the City's Pay Rates and Ranges to reflect all approved positions, titles, and salary ranges accurately. Furthermore, authorize the City Manager to sign an

amendment to the Memorandum of Understanding between the Service Employee's International Union (SEIU) and the City to add the classification of Administrative Technician.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, public comment from interested parties following the publication and distribution of this staff report will be provided to the City Council as supplemental materials before or at the meeting.

**PUBLIC NOTICE:**

This item was 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:**

The funding for this action has already been approved as part of the approved FY 2020-21 budget. No additional funding is required.

**RECOMMENDATION:**

Based on the above, staff recommends the following actions, effective December 1, 2020:

- Establish and approve the new classifications, classification specifications, and salary ranges for
- Administrative Technician, at a monthly salary range of \$6,059 at the low step and \$7,366 at the high step.
- Approve the revised classification specification of Junior Accountant.
- Approve the addition of 1.0 full time equivalent (FTE) of Administrative Technician and 1.0 FTE of Junior Accountant and the deletion of 1.0 FTE of Office Assistant and 1.0 FTE of Account Clerk I allocation.
- Authorize City Manager to sign an amendment to the Memorandum of Understanding between the Service Employee's International Union (SEIU) and the City to add the classification of Administrative Technician.
- Authorize City Manager to make non-substantive changes to all City job classification specifications that do not affect scope, complexity, discipline, wages, or job level.

**Attachment(s):**

Attachment 1 – Junior Accountant Revised Job Description

Attachment 2 – Administrative Technician Job Description

Attachment 3 – Pay Rates and Ranges & Resolution

**City of Sebastopol  
Job Description**

**Job Title:** Administrative Technician  
**Labor Unit:** SEIU  
**Division:** Finance  
**Department:** Administrative Services  
**Location:** City Hall  
**Shift:** Day  
**Reports To:** Administrative Services Director  
**Prepared By:** Ana Kwong  
**Approved By:** City Council  
**Approved Date:** \_\_\_\_\_, 2020  
**Revisions:** None  
**FLSA Status:** Nonexempt

**SUMMARY**

Under general supervision, this position performs a variety of detailed and responsible technical, administrative, and confidential duties in support of an executive management or division team for assigned programs and projects. Duties include support for budget preparation and monitoring; accounting, financial, and human resources activities and processes; City Clerk activities, staff the City Council in the City Clerk's absence, and perform general program administration and research activities as required. This position may serve as the administrator of small programs and services.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced-level administrative support classification. Incumbents exercise a high level of tact, discretion, diplomacy, and independent judgment in performing a wide variety of specialized and confidential technical and administrative work in support of various City departments. The work requires interpretation and application of policies, procedures, and regulations; involves frequent interaction with the public and others, in which the purpose and nature of the contacts vary; as well as performing various research and budgetary support functions.

This classification is distinguished from Accounting Technician in that the latter is primarily responsible for performing a variety of general accounting duties whereas the Administrative Technician performs technical and administrative duties in support of a variety of City and department programs and processes. It is distinguished from the Administrative Assistant series by the Administrative Technician's primary responsibility to provide services to the managers in the City Manager's Office, City Clerk, and Finance division and to administer small programs and services for the human resource, finance, and City executive offices.

**SUPERVISION RECEIVED AND EXERCISED**

This position reports to and receives general and official supervision from the Administrative Services Director and may receive functional direction and training from other executive managers or professional staff when assigned by the Administrative Services Director to work on intra-departmental or intra-divisional projects.

This position may be assigned limited supervisory responsibility over functional and technical tasks for programs or projects they administer, and may direct, provide training on, and review work of support staff assigned by the supervisor.

**TYPICAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Perform a variety of responsible technical, administrative, and confidential support tasks for the Administrative Services Department, City Manager's Office, and City Clerk's Office.
- Assist in budget preparation by compiling data, monitoring, and tracking expenditures and monitoring budget allocations.
- Assist professional and management staff with the performance of studies, special projects, administrative and technical functions; provide project oversight for the less complex projects.
- Set the pay and benefit rates in the payroll system and process approved Personnel Action Forms.
- Process and review payroll data.
- Administer and participate in delivering assigned programs and services such as employee benefit, service awards and recognition, new employee orientation, and engagement programs and the resident utility billing program.
- Provide staff assistance for the City Council in support of the City Clerk's Office for regular and special meetings as required.
- Prepare, copy, collate, and distribute a variety of documents, including City Council, board, and committee agendas, summaries, minutes, packets, closed session memos, and post meeting documents.
- Assist in the preparation of and City Council reports, resolutions, and ordinances.
- Perform research to track and analyze administrative, fiscal, personnel and operational performance and issues.
- Interpret and make recommendations for the development and/or revision of departmental procedures and policies, rules, regulations, and labor agreements.
- Assist with the preparation of and administration of grants to ensure compliance with established regulations.
- Compose letters and memos using information provided by management staff.
- Schedule department employees for training programs.
- Assist in recruitment and examination activities.
- Coordinate and monitor pre-employment background investigations, medical examinations and start dates.
- Review a variety of documents for accuracy and completeness.
- Track and record cash receipts and expenditures and perform other statistical and accounting duties as assigned.
- Respond to questions and requests for assistance and information from employees, departments, and the general public.
- Assist City staff and the public at the front counter.
- Participate in special projects as assigned.
- Develop control and reporting procedures and forms.
- Perform other technical administrative tasks and administrative support duties as required.

Additional Duties:

In addition to the duties listed in the Essential Duties above, employees in this classification may perform the following duties.

- Represent the City in interdepartmental, community, and professional meetings as required.
- Prepare recommendations on a variety of municipally related subjects.
- Track and monitor completion of administrative procedures relating to industrial injuries.

**KNOWLEDGE, SKILLS and ABILITIES**

Knowledge of:

- Budgeting and data processing systems; personnel management, and administrative methods and techniques.
- Research and reporting methods, including sources of information, compilation, computation, and presentation of statistical, financial, and other information.
- Methods of report preparation and presentation.
- Organization, procedures, and operating details of the section(s) of assignment.
- General principles and practices of accounting and bookkeeping procedures.
- Methods and techniques to monitor and evaluate programs and projects.
- Modern office procedures, practices, and equipment, including standard automated information hardware and software, spreadsheet, and other accounting and business software.
- Basic principles of mathematics
- Principles and practices of record keeping and filing
- Methods and techniques of prioritizing work assignments
- Effective time management principles and practices.
- Principles of payroll processing, management, and reporting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Correct English grammar, vocabulary, spelling, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Independently perform a wide variety of complex administrative, technical, and confidential duties.
- Effectively plan and coordinate the administrative work of an assigned section(s).
- Understand the organization and operation of the City and of outside agencies.
- Understand, interpret, and apply a body of technical information beyond assigned department policies and procedures.
- Identify problems or issues and develop solutions.
- Take initiative, use sound judgment, and work independently.
- Prepare and input statistical data into tables, spreadsheets, and charts.
- Review and verify the accuracy of financial data.
- Communicate clearly and accurately, both orally and in writing.
- Create and maintain complex spreadsheets used for tracking and analysis.
- Maintain confidentiality as required.
- Research, compile data, and prepare accurate financial reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Build and maintain effective working relationships with internal staff and external customers and contacts.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Attend training opportunities as deemed necessary.
- Operate common office machines including telephone, computer, fax, and copier.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

**EDUCATION and EXPERIENCE**

Any combination of education, experience and training that would provide the required knowledge and abilities required for this position will qualify. A typical pattern of qualifications may include: Possession of an Associate Degree with major coursework in business or public administration, finance, accounting, human resources, or closely related field, with two (2) years of progressively responsible administrative and technical program support experience, or the equivalent combination of education and experience. Experience in a municipal or other governmental environment is highly desirable.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Position requires possession of, or the ability to obtain, a valid California Driver's license.

**OTHER QUALIFICATIONS, REQUIREMENTS**

Ability to establish and maintain cooperative working relationships with those contacted in the course of work. May be required to work evenings and/or weekends.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment, and the incumbent is frequently required to sit for an extended period of time. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment where the noise level is usually moderate.

## City of Sebastopol Job Description

**Job Title:** Junior Accountant  
**Division:** Miscellaneous  
**Department:** Administrative Services  
**Location:** City Hall  
**Shift:** Daytime  
**Reports To:** Administrative Services Director  
**Prepared By:** Ana Kwong  
**Approved By:** City Council  
**Approved Date:** 6/16/2015  
Revisions Dates: \_\_\_\_\_, 2020  
**FLSA Status:** Nonexempt

### SUMMARY

Under general supervision, this position performs routine and a variety of complex and technical financial accounting and program support duties in the areas of payroll, accounts payable, accounts receivable, purchasing, project accounting, fixed assets, and general ledger, business license, and utility billing depending on assignment. May be assigned to perform all functions related to and serve as a District resource for one or more accounting related systems such as payroll, accounts payable, accounts receivable, project/asset management, revenue and cash receipts, utility billing, or business license program administration.

### DISTINGUISHING CHARACTERISTICS

This is a journey-level paraprofessional accounting classification. Incumbents perform the full range of technical accounting duties requiring knowledge of basic principles and methods of one or more designated accounting fields. Incumbents are expected to use discretion and exercise independent judgement to interpret and process financial data, records, and transactions, and resolve technical accounting problems. Work may include a wide variety of processes and accounts with varying degrees of complexity and responsibility. This class is distinguished from the higher-level class of Accountant Analyst in that the latter performs professional accounting duties requiring full knowledge of professional accounting theory and practice, including public sector auditing, reporting and fiscal analysis.

### SUPERVISION RECEIVED AND EXERCISED

The Junior Accountant works under general supervision from the Administrative Services Director and may receive technical and functional direction from a higher-level accountant. Junior Accountant do not exercise any operational or functional supervision over other employees.

**TYPICAL DUTIES AND RESPONSIBILITIES** include but are not limit to the following:

- Receive, stamp, enter, record, prepare, reconcile, code, route for approval, and process for payment, deposit, or transmittal a variety of documents, transactions, and invoices related to payroll, payables, receivables, cash receipts, and fixed assets.
- Enter, update, and verify a variety of statistical, financial, vendor, fixed asset, project, and employee data.
- Update a variety of tables, documents, inventory and asset control systems, and charts as necessary throughout the fiscal and calendar years.

- Administer, reconcile, and produce reports for assigned funds or accounts in accordance with accepted internal controls, policies, and procedures.
- 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.
- Organize and maintain various files; forms and other financial documents; assist in the maintenance and security of cash and financial records.
- Participate in month-end and year-end close review and in assigned functional area, reconcile schedules, transactions, and accounts, review and balance general ledger accounts, and prepare and review appropriate correction and adjusting journal entries.
- Administer assigned City finance program, (e.g. Business License, Utility Billing, Cash Management).
- Answer municipal water and sewer billing 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.
- Interprets City ordinances to issue licenses and permits; operates calculating, adding, billing and data processing equipment as required.
- Respond to Public Record Requests.
- Perform assigned payroll, payables, receivables, cash receipts, and fixed asset processing and administration, including auditing and verifying the accuracy of submitted documents (e.g., timesheets, purchase orders, reimbursement receipts, receipt logs), through contacting supervisors and employees for clarification where needed, input information into the system and reconcile against original corrected copies.
- Track a variety of information based on assigned systems or programs (e.g., leave usage or allocation, contract encumbrance, salary integration, asset useful life), respond to verification inquiries.
- Provide courteous, accurate, and helpful customer service to internal and external customers in assigned functional area; make effective and timely referrals to appropriate personnel for questions outside your functional area.
- Be a resource to employees for assigned finance system: payroll, payables, receivables, fee calculation; provide technical assistance and guidance to City staff and public customers.
- Maintain a variety of lists, data, and systems (e.g., parcel, customer, employee, fee, vendor) interface with employees, supervisors, vendors, customers, property owners and respond to inquiries from same; research and follow up on inaccurate data, submit reports to appropriate Department, supervisor, or agency; prepare and mail necessary courtesy change notices.
- Assist in the implementation and upgrades of accounting related software and development of related procedures.
- Provide back-up for other assignments within the Finance division as needed, (e.g., backup for the Utility Billing Program or public phones and counter.
- Assist with periodic updates and upgrades to the City's financial software.
- Understand and conform with the City's Policies and Procedures.
- Understand and conform with the City's Safety Program.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Any combination of education, experience and training that would provide the required knowledge and abilities required for this position will qualify. A typical pattern of qualifications may include:

Possession of an Associate's degree (A. A.) or equivalent from two-year college or technical school; and two years of related experience and/or training; or equivalent combination of education and experience. Experience and a working skill level in modern office and accounting software and equipment MS Office suite (Word, Excel, PowerPoint, Outlook).

**KNOWLEDGE, SKILLS and ABILITIES**

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and their application, particularly those pertaining to governmental accounting.
- Principles and practices of bookkeeping.
- Modern office procedures, practices, and equipment, including standard automated information hardware and software, spreadsheet, and other accounting and business software.
- Financial research and reporting methods, including compilation, computation, and presentation of statistical information.
- Principles of payroll processing, management, and reporting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles of mathematics and problem-solving processes.
- Principles and practices of record keeping and filing.
- Methods and techniques of prioritizing work assignments.
- Correct English grammar, vocabulary, spelling, and punctuation.
- Effective time management principles and practices.
- Correct English grammar, vocabulary, spelling, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform a wide variety of complex paraprofessional accounting work.
- 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.
- Communicate clearly and accurately, both orally and in writing.
- Create and maintain complex spreadsheets used for tracking and analysis.
- Maintain confidentiality as required.
- Make difficult computations applying varied formulas and percentage tables Prepare accurate financial reports.
- Exercise good judgment in applying general guides
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Review the work of other accounting and administrative personnel in specified work areas.
- Communicate effectively orally and in writing in English sufficient to perform the duties of the position.
- Attend state, regional, or local meetings and training opportunities as deemed necessary.
- Operate common office machines including telephone, computer, fax, and copier.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

The ability to transport oneself from one work location to another in a timely manner as required for meetings, duties, and responsibilities.

### **OTHER QUALIFICATIONS**

Knowledge of methods, practices and terminology used in financial and statistical work, to include some knowledge of cost and budgetary accounting principles. Ability to setup and revise account or statistical record keeping procedures and records; to review, code, post, adjust and summarize fiscal transactions or statistical data; maintain and reconcile control records and prepare final reports and statements. Ability to operate typewriter, calculator, and computer based word processing, spreadsheet and financial programs.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment, and the incumbent is frequently required to sit for an extended period of time. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment where the noise level is usually moderate.

**CITY OF SEBASTOPOL - PAY RATES AND RANGES**

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
City Council	N/A			N/A	\$ 300	\$ 3,600
<b>MANAGEMENT</b>						
City Manager   City Attorney	Appointed	A	\$ 69.07	\$ 5,526	\$ 11,973	\$ 143,673
		B	\$ 72.52	\$ 5,802	\$ 12,570	\$ 150,841
		C	\$ 76.14	\$ 6,092	\$ 13,198	\$ 158,381
		D	\$ 79.95	\$ 6,396	\$ 13,859	\$ 166,304
		E	\$ 83.95	\$ 6,716	\$ 14,551	\$ 174,610
Assistant City Manager   City Clerk	Appointed	A	\$ 64.25	\$ 5,140	\$ 11,137	\$ 133,649
		B	\$ 67.47	\$ 5,398	\$ 11,695	\$ 140,335
		C	\$ 70.84	\$ 5,667	\$ 12,279	\$ 147,344
		D	\$ 74.38	\$ 5,950	\$ 12,893	\$ 154,710
		E	\$ 78.10	\$ 6,248	\$ 13,537	\$ 162,447
Administrative Services Director	Unrepresented	A	\$ 62.48	\$ 4,998	\$ 10,829	\$ 129,953
		B	\$ 65.60	\$ 5,248	\$ 11,371	\$ 136,454
		C	\$ 68.88	\$ 5,511	\$ 11,940	\$ 143,277
		D	\$ 72.32	\$ 5,786	\$ 12,536	\$ 150,434
		E	\$ 75.94	\$ 6,075	\$ 13,163	\$ 157,961
City Clerk	Appointed	A	\$ 58.39	\$ 4,671	\$ 10,121	\$ 121,449
Finance Director	Unrepresented	B	\$ 61.30	\$ 4,904	\$ 10,625	\$ 127,506
		C	\$ 64.38	\$ 5,150	\$ 11,159	\$ 133,908
		D	\$ 67.60	\$ 5,408	\$ 11,717	\$ 140,607
		E	\$ 70.97	\$ 5,678	\$ 12,302	\$ 147,628
Building Official	Unrepresented	A	\$ 52.29	\$ 4,183	\$ 9,063	\$ 108,756
		B	\$ 54.90	\$ 4,392	\$ 9,515	\$ 114,182
		C	\$ 57.65	\$ 4,612	\$ 9,992	\$ 119,904
		D	\$ 60.53	\$ 4,842	\$ 10,492	\$ 125,899
		E	\$ 63.55	\$ 5,084	\$ 11,015	\$ 132,178
Engineering Director Planning Director	Unrepresented	A	\$ 58.70	\$ 4,696	\$ 10,174	\$ 122,092
		B	\$ 61.63	\$ 4,930	\$ 10,682	\$ 128,186
		C	\$ 64.71	\$ 5,177	\$ 11,217	\$ 134,600
		D	\$ 67.95	\$ 5,436	\$ 11,778	\$ 141,337
		E	\$ 71.34	\$ 5,707	\$ 12,366	\$ 148,394
Fire Chief	Unrepresented	A	\$ 59.29	\$ 4,743	\$ 10,277	\$ 123,328
		B	\$ 62.25	\$ 4,980	\$ 10,789	\$ 129,471
		C	\$ 65.37	\$ 5,229	\$ 11,330	\$ 135,960
		D	\$ 68.63	\$ 5,490	\$ 11,895	\$ 142,746
		E	\$ 72.06	\$ 5,765	\$ 12,491	\$ 149,890

**CITY OF SEBASTOPOL - PAY RATES AND RANGES**

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>MANAGEMENT</b>						
Police Chief	Unrepresented	A	\$ 60.32	\$ 4,826	\$ 10,456	\$ 125,466
		B	\$ 63.33	\$ 5,067	\$ 10,978	\$ 131,733
		C	\$ 66.50	\$ 5,320	\$ 11,527	\$ 138,321
		D	\$ 69.83	\$ 5,586	\$ 12,104	\$ 145,242
		E	\$ 73.32	\$ 5,866	\$ 12,709	\$ 152,510
Public Works Superintendent	Unrepresented	A	\$ 57.21	\$ 4,577	\$ 9,917	\$ 119,002
		B	\$ 60.06	\$ 4,805	\$ 10,411	\$ 124,935
		C	\$ 63.07	\$ 5,046	\$ 10,932	\$ 131,189
		D	\$ 66.23	\$ 5,298	\$ 11,479	\$ 137,752
		E	\$ 69.54	\$ 5,563	\$ 12,053	\$ 144,637

**CITY OF SEBASTOPOL - PAY RATES AND RANGES**

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>MID-MANAGEMENT</b>						
Assistant Public Works Superintendent Engineering Manager	Unrepresented	A	\$ 45.49	\$ 3,639	\$ 7,885	\$ 94,616
		B	\$ 47.76	\$ 3,821	\$ 8,278	\$ 99,337
		C	\$ 50.15	\$ 4,012	\$ 8,692	\$ 104,306
		D	\$ 52.65	\$ 4,212	\$ 9,126	\$ 109,510
		E	\$ 55.29	\$ 4,423	\$ 9,583	\$ 114,997
Fire Engineer	Unrepresented	A	\$ 32.11	\$ 2,569	\$ 5,566	\$ 66,793
		B	\$ 33.72	\$ 2,697	\$ 5,844	\$ 70,131
		C	\$ 35.40	\$ 2,832	\$ 6,136	\$ 73,629
		D	\$ 37.17	\$ 2,974	\$ 6,443	\$ 77,312
		E	\$ 39.03	\$ 3,122	\$ 6,765	\$ 81,180
Principal Civil Engineer	Unrepresented	A	\$ 59.12	\$ 4,730	\$ 10,248	\$ 122,976
		B	\$ 62.08	\$ 4,966	\$ 10,760	\$ 129,125
		C	\$ 65.18	\$ 5,214	\$ 11,298	\$ 135,577
		D	\$ 68.44	\$ 5,475	\$ 11,864	\$ 142,362
		E	\$ 71.87	\$ 5,749	\$ 12,457	\$ 149,482
Senior Civil Engineer	Unrepresented	A	\$ 52.44	\$ 4,195	\$ 9,089	\$ 109,068
		B	\$ 55.06	\$ 4,405	\$ 9,544	\$ 114,528
		C	\$ 57.81	\$ 4,625	\$ 10,021	\$ 120,250
		D	\$ 60.70	\$ 4,856	\$ 10,521	\$ 126,257
		E	\$ 63.74	\$ 5,099	\$ 11,048	\$ 132,573
Police Captain	Unrepresented	A	\$ 54.95	\$ 4,396	\$ 9,525	\$ 114,305
		B	\$ 57.70	\$ 4,616	\$ 10,002	\$ 120,021
		C	\$ 60.59	\$ 4,847	\$ 10,502	\$ 126,022
		D	\$ 63.62	\$ 5,089	\$ 11,027	\$ 132,323
		E	\$ 66.80	\$ 5,344	\$ 11,578	\$ 138,939
Police Lieutenant	Unrepresented	A	\$ 50.48	\$ 4,038	\$ 8,750	\$ 104,998
		B	\$ 53.01	\$ 4,241	\$ 9,189	\$ 110,264
		C	\$ 55.66	\$ 4,453	\$ 9,648	\$ 115,776
		D	\$ 58.44	\$ 4,675	\$ 10,129	\$ 121,548
		E	\$ 61.37	\$ 4,909	\$ 10,637	\$ 127,642

**CITY OF SEBASTOPOL - PAY RATES AND RANGES**

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>MISCELLANEOUS</b>						
Accountant   Analyst (Confidential)	Unrepresented	A	\$ 39.03	\$ 3,122	\$ 6,765	\$ 81,180
		B	\$ 40.98	\$ 3,279	\$ 7,104	\$ 85,247
		C	\$ 43.03	\$ 3,443	\$ 7,459	\$ 89,511
		D	\$ 45.19	\$ 3,615	\$ 7,832	\$ 93,985
		E	\$ 47.44	\$ 3,795	\$ 8,224	\$ 98,682
Account Clerk I	SEIU	A	\$ 22.63	\$ 1,811	\$ 3,923	\$ 47,079
		B	\$ 23.76	\$ 1,901	\$ 4,119	\$ 49,428
		C	\$ 24.96	\$ 1,997	\$ 4,326	\$ 51,912
		D	\$ 26.20	\$ 2,096	\$ 4,541	\$ 54,495
		E	\$ 27.51	\$ 2,201	\$ 4,769	\$ 57,227
Account Clerk II	SEIU	A	\$ 28.21	\$ 2,257	\$ 4,890	\$ 58,685
		B	\$ 29.63	\$ 2,371	\$ 5,137	\$ 61,639
		C	\$ 31.12	\$ 2,490	\$ 5,394	\$ 64,729
		D	\$ 32.66	\$ 2,613	\$ 5,662	\$ 67,943
		E	\$ 34.31	\$ 2,745	\$ 5,947	\$ 71,367
Administrative Technician	SEIU	A	\$ 34.96	\$ 2,797	\$ 6,059	\$ 72,714
Assistant Planner		B	\$ 36.71	\$ 2,937	\$ 6,363	\$ 76,360
Junior Accountant		C	\$ 38.54	\$ 3,083	\$ 6,681	\$ 80,167
Management Analyst		D	\$ 40.47	\$ 3,237	\$ 7,014	\$ 84,172
		E	\$ 42.49	\$ 3,399	\$ 7,366	\$ 88,386
Administrative Assistant	SEIU	A	\$ 26.44	\$ 2,115	\$ 4,584	\$ 55,002
		B	\$ 27.76	\$ 2,221	\$ 4,812	\$ 57,746
		C	\$ 29.15	\$ 2,332	\$ 5,053	\$ 60,638
		D	\$ 30.61	\$ 2,449	\$ 5,306	\$ 63,666
		E	\$ 32.15	\$ 2,572	\$ 5,572	\$ 66,868
Associate Planner	SEIU	A	\$ 38.26	\$ 3,061	\$ 6,632	\$ 79,586
		B	\$ 40.28	\$ 3,222	\$ 6,981	\$ 83,776
		C	\$ 42.40	\$ 3,392	\$ 7,349	\$ 88,189
		D	\$ 44.63	\$ 3,571	\$ 7,736	\$ 92,836
		E	\$ 46.98	\$ 3,758	\$ 8,143	\$ 97,718
Office Assistant	SEIU	A	\$ 20.23	\$ 1,618	\$ 3,506	\$ 42,073
		B	\$ 21.23	\$ 1,699	\$ 3,680	\$ 44,162
		C	\$ 22.30	\$ 1,784	\$ 3,865	\$ 46,375
		D	\$ 23.42	\$ 1,873	\$ 4,059	\$ 48,711
		E	\$ 24.60	\$ 1,968	\$ 4,263	\$ 51,158
Senior Administrative Assistant	SEIU	A	\$ 30.76	\$ 2,461	\$ 5,331	\$ 63,975
		B	\$ 32.29	\$ 2,583	\$ 5,597	\$ 67,164
		C	\$ 33.90	\$ 2,712	\$ 5,876	\$ 70,514
		D	\$ 35.59	\$ 2,848	\$ 6,170	\$ 74,036
		E	\$ 37.38	\$ 2,991	\$ 6,480	\$ 77,757

**CITY OF SEBASTOPOL - PAY RATES AND RANGES**

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>POLICE PERSONNEL</b>						
Police Technician	SPOA	A	\$ 23.20	\$ 1,856	\$ 4,022	\$ 48,266
		B	\$ 24.36	\$ 1,949	\$ 4,222	\$ 50,664
		C	\$ 25.58	\$ 2,046	\$ 4,433	\$ 53,197
		D	\$ 26.87	\$ 2,149	\$ 4,657	\$ 55,880
		E	\$ 28.20	\$ 2,256	\$ 4,888	\$ 58,661
Police Dispatcher	SPOA	A	\$ 27.86	\$ 2,229	\$ 4,830	\$ 57,956
		B	\$ 29.27	\$ 2,341	\$ 5,073	\$ 60,873
		C	\$ 30.73	\$ 2,458	\$ 5,326	\$ 63,914
		D	\$ 32.26	\$ 2,581	\$ 5,592	\$ 67,102
		E	\$ 33.88	\$ 2,710	\$ 5,872	\$ 70,464
Records Dispatcher Supervisor	SPOA	A	\$ 33.31	\$ 2,665	\$ 5,773	\$ 69,278
		B	\$ 34.97	\$ 2,798	\$ 6,062	\$ 72,739
		C	\$ 36.72	\$ 2,937	\$ 6,364	\$ 76,372
		D	\$ 38.55	\$ 3,084	\$ 6,683	\$ 80,192
		E	\$ 40.48	\$ 3,238	\$ 7,016	\$ 84,196
Police Officer	SPOA	A	\$ 36.47	\$ 2,918	\$ 6,322	\$ 75,866
		B	\$ 38.30	\$ 3,064	\$ 6,638	\$ 79,660
		C	\$ 40.21	\$ 3,216	\$ 6,969	\$ 83,628
		D	\$ 42.23	\$ 3,378	\$ 7,319	\$ 87,830
		E	\$ 44.34	\$ 3,547	\$ 7,685	\$ 92,218
Police Sergeant	SPOA	A	\$ 42.62	\$ 3,409	\$ 7,387	\$ 88,646
		B	\$ 44.75	\$ 3,580	\$ 7,756	\$ 93,071
		C	\$ 46.98	\$ 3,758	\$ 8,143	\$ 97,718
		D	\$ 49.33	\$ 3,947	\$ 8,551	\$ 102,613
		E	\$ 51.80	\$ 4,144	\$ 8,979	\$ 107,742

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>SEIU PHYSICAL   FIELD PERSONNEL</b>						
Laborer	SEIU	A	\$ 19.15	\$ 1,532	\$ 3,319	\$ 39,824
		B	\$ 20.10	\$ 1,608	\$ 3,484	\$ 41,814
		C	\$ 21.11	\$ 1,689	\$ 3,659	\$ 43,903
		D	\$ 22.16	\$ 1,773	\$ 3,842	\$ 46,103
		E	\$ 23.27	\$ 1,862	\$ 4,033	\$ 48,402
Maintenance Worker I	SEIU	A	\$ 23.41	\$ 1,873	\$ 4,057	\$ 48,686
		B	\$ 24.57	\$ 1,966	\$ 4,259	\$ 51,109
		C	\$ 25.80	\$ 2,064	\$ 4,472	\$ 53,667
		D	\$ 27.09	\$ 2,167	\$ 4,696	\$ 56,349
		E	\$ 28.45	\$ 2,276	\$ 4,931	\$ 59,167
Maintenance Worker II	SEIU	A	\$ 29.86	\$ 2,389	\$ 5,176	\$ 62,109
		B	\$ 31.36	\$ 2,509	\$ 5,435	\$ 65,224
		C	\$ 32.92	\$ 2,634	\$ 5,706	\$ 68,474
		D	\$ 34.57	\$ 2,765	\$ 5,992	\$ 71,898
		E	\$ 36.30	\$ 2,904	\$ 6,291	\$ 75,495
Maintenance Worker III Senior Parks & Facilities Maintenance Worker III	SEIU	A	\$ 34.89	\$ 2,791	\$ 6,048	\$ 72,578
		B	\$ 36.63	\$ 2,931	\$ 6,350	\$ 76,199
		C	\$ 38.47	\$ 3,078	\$ 6,668	\$ 80,019
		D	\$ 40.39	\$ 3,231	\$ 7,001	\$ 84,011
		E	\$ 42.40	\$ 3,392	\$ 7,350	\$ 88,201
Senior Maintenance Worker	SEIU	A	\$ 35.77	\$ 2,862	\$ 6,201	\$ 74,407
		B	\$ 37.56	\$ 3,005	\$ 6,511	\$ 78,128
		C	\$ 39.44	\$ 3,155	\$ 6,836	\$ 82,033
		D	\$ 41.41	\$ 3,312	\$ 7,177	\$ 86,124
		E	\$ 43.48	\$ 3,478	\$ 7,537	\$ 90,438
Water Treatment Plant Operator/Maintenance Worker III	SEIU	A	\$ 36.49	\$ 2,919	\$ 6,324	\$ 75,890
		B	\$ 38.31	\$ 3,065	\$ 6,640	\$ 79,685
		C	\$ 40.23	\$ 3,218	\$ 6,973	\$ 83,677
		D	\$ 42.23	\$ 3,379	\$ 7,320	\$ 87,843
		E	\$ 44.35	\$ 3,548	\$ 7,687	\$ 92,243

**CITY OF SEBASTOPOL - PAY RATES AND RANGES**

<b>Job Classification</b>	<b>Amount</b>	<b>Hourly</b>	<b>Monthly</b>
<b>VOLUNTEER FIREFIGHTER STIPEND</b>			
Emergency Call-Out	\$ 15.00		
Extended On Scene (Overtime)	\$ 20.00		
Firefighter Drill	\$ 15.00		
Captain Drill	\$ 18.00		
Volunteer Assistant Chief Drill	\$ 20.00		
Captain Weekend Standby	\$ 500.00		
Shift Pay	\$ 200.00		
<b>TEMPORARY/SEASONAL UNCLASSIFIED POSITIONS</b>			
Living Wage - Per Ordinance		\$ 19.07	
Laborer		\$ 19.07	
Maintenance Assistant		\$ 19.07	
Office Assistant		\$ 19.07	
Per Diem Police Dispatcher Trainee		\$ 19.07	
Police Aide Trainee		\$ 19.07	
Video Recording Operator		\$ 19.07	
City Attorney			\$ 7,790
Part-time City Engineer		\$ 50.00	
Account Clerk (Temporary)		\$ 27.51	
Per Diem Police Dispatcher <sup>1</sup>		\$ 32.26	
Police Reserve Officer <sup>2</sup>		\$ 36.47	

<sup>1</sup> Based on Dispatcher Step D hourly rate without benefits or pay incentives

<sup>2</sup> Based on Police Officer Step A hourly rate without benefits or pay incentives

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL AMENDING THE SALARY PLAN IN ACCORDANCE WITH ORDINANCE NO. 563

WHEREAS the City of Sebastopol Municipal Code Section 2.60.040 provides that the City Council may by resolution adopt a classification plan for all the positions in City employment; and

WHEREAS the City of Sebastopol Municipal Code Section 2.12.110 authorizes the City Manager to recommend reorganizations of offices, positions, departments or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the City’s business; and

WHEREAS the City Manager has determined that it is in the best interest of efficient, effective, and economical conduct of the City’s business, the Administrative Service Department should be reorganized and recommends the addition of one new classifications; and and one revision of an existing classification; and

WHEREAS the recommendation includes a new classification of Administrative Technician and a revision of Junior Accountant classification be established and the classification specifications and pay rates and ranges be approved; and

WHEREAS staff has determined that both positions are non exempt under the Federal Labor Standards Act and that the positions are best aligned with the Service Employee’s International Union (SEIU); and

WHEREAS, the California Public Employee’s Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish Pay Rates and Ranges on the City’s internet site and the City Council to approve the Pay Rates and Range in its entirety each time a modification is made; and

WHEREAS, the City Council previously approved the City Pay Rates and Ranges document dated October 6, 2020 pursuant to Resolution No. 6314, and

NOW, THEREFORE, BE IT RESOLVED that the salary range and steps contained in this resolution be amended and/or established and shall become effective on December 1, 2020;

IN COUNCIL DULY PASSED this 1<sup>st</sup> day of December, 2020.

VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: \_\_\_\_\_

Mayor Patrick Slayter

ATTEST: \_\_\_\_\_  
Mary Gourley, MMC, Assistant City Manager / City Clerk

Approved as to Form:

\_\_\_\_\_  
Larry McLaughlin, City Attorney