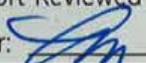


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: October 6, 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 the new classifications and salary range of Principal Civil Engineer and Senior Civil Engineer, effective October 6, 2020

Recommendation Establish and approve the new classifications, classification specifications, and salary ranges effective October 6, 2020, for
1. Principal Civil Engineer, at a bi-weekly salary range of \$4,730 at the Step A rate and \$5,749 at the Step E rate.
2. Senior Civil Engineer at a bi-weekly salary range of \$4,195 at the Step A rate to \$5,099 at the Step E rate.
3. Approve an amended Pay Rates and Ranges Schedule to make publicly available the wage schedule effective October 6, 2020
4. 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 _____ (verified by Administrative Services Department)

INTRODUCTION:

This item is to request that the City Council Establish and approve the new classifications, classification specifications, and salary ranges effective October 6, 2020, for

1. Principal Civil Engineer, at a bi-weekly salary range of \$4,730 at the low step and \$5,749 at the high step.
2. Senior Civil Engineer at a bi-weekly salary range of \$4,195 at the low step to \$5,099 at the high step.
3. Approve an amended Pay Rates and Ranges to publicly available wage schedule on the City website.
4. 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:

The Engineering Manager position will soon be vacated due to retirement. Staff desires to fill the vacant position to perform the work in anticipation of the vacancy. Staff has reviewed the work of the Engineering Division which

is made up of the Engineering Manager and one administrative and one technical staff. This position is responsible for Water, Sewer and Storm Water Utilities Administration and Regulatory Compliance; Capital Improvement Program - Planning, Design, Funding and Construction; Private Development - Engineering Review and Construction Inspection; Grading and Encroachment Permits; Mapping and Engineering Records Management; Pavement Management, and attendance at various regional meetings. It has been determined that the Engineering Manager position be reclassified to provide an appropriate level of service to the City and the community and will serve the City's current needs better and more effectively.

DISCUSSION:

The City's Engineering Manager has announced his retirement. The position is anticipated to be vacated in the month of January 2021. As each vacancy occurs in the city, it provides an opportunity to take a renewed look at the City's mission, vision, and needs as they relate to the work of the vacant or soon to be vacant position and the historical use of the position. In the case of the Engineering Manager position, this is a single class position overseeing the work of the Engineering Division, which consists of the Engineering Manager, one administrative and one technical position. In recent years, the City has relied heavily on contractors to provide much of the Engineering Division's work including civil engineering plan review, review of encroachment and grading permits, capital improvement program and contracts for City projects, surveying, traffic studies, flow and infrastructure integrity studies, value engineering, and other key engineering activities. Upon review of City needs, City staff and City Human Resources Consultant have reviewed the position and duties and determined that the duties could be performed at a level commiserate with a civil or principal engineer with contracting services for outside specialty engineering services utilized. This would allow a civil engineer with a stamp to be on staff and would allow for greater oversight of engineering services for the future.

Staff reviewed the Engineering Division's work considering the City's Strategic Plan, the current Capital Improvement Plan and Budget, future capital needs, and the City's Mission and Vision. To meet current and future needs, the City looked at several options, including filling the position as it is currently classified, outsourcing all engineering work and leaving the position vacant or reclassifying the position.

Staff first looked at outsourcing all engineering work. This would require the development and administration of one or more RFP processes, a determination of where the permitting process would occur and who would supervise it, and administration of the consultant contracts. There would need to be a position with engineering knowledge to manage this body of work even if all work is done externally. Additionally, that may leave the City at the mercy of the market for engineering costs and consultant timelines that may or may not coincide with City program and project needs. This solution may be more costly for some lower level, less complex projects, and activities like plan review and issuing permits for stormwater and building compliance. Staff determined this was not the most appropriate solution.

Staff then looked at recruiting for the Engineering Manager position as it stands. The engineering work performed at the City over the last several years has relied heavily on outside contractors and has been largely centered around developing capital plans, reviewing engineering project plans, managing capital plan projects and attending various meetings. This work is and may be better suited for a keen Management Analyst under the direction of a seasoned Senior Civil Engineer or other Department Head and does not necessarily need to be done at the level of a division manager.

Finally, staff looked at three professional engineering classifications to determine the position(s) that most closely fit the duties and responsibilities for the Division's work.

Principal Civil Engineer: A Principal Engineer is a management-level professional civil engineering classification requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs, plans, studies, and related projects. The Principal Civil Engineer plans, organizes, coordinates, and directs the work of an Engineering Division with a broad range of Engineering programs and plans, and oversight of staff and consultant-led projects and studies.

Senior Civil Engineer: A Senior Civil Engineer is an advanced journey-level, professional civil engineering classification in the department's Engineering Division. The incumbent organizes and oversees the day-to-day activities and operations of various engineering projects, including short- and long-term Capital Improvement Program (CIP) planning and development; administration of Federal, State, and local funds for capital improvements, permitting and development, and other projects and studies. Successful performance of the work requires an extensive professional background and skill in coordinating work with that of other City departments, public agencies, and consultants.

Associate Civil Engineer: An Associate Civil Engineer is an advanced-journey level professional engineering classification that performs professional engineering project work in conformance with procedures, policies, approved civil engineering methods and professional techniques, applicable standards, legal, and technical requirements. This position does not typically administer programs or projects but often serves as technical and professional support to the project or program manager.

Both the Principal and the Senior civil engineer classifications perform diverse, specialized, and complex professional engineering work involving significant accountability and decision-making responsibility work with considerable autonomy and independence. On the other hand, the Associate Civil Engineer is typically not the project or program manager and often works with a Senior or Principal Engineer in administering programs and projects. Therefore, staff considers the Senior civil engineer classification as appropriate for the Division's work.

Over time, the position's work and the needs and structure of the City's departments and divisions may change. Establishing two engineering classifications, Senior Engineer and Principal Engineer, and approving and filling **one position** with a registered engineer at the Senior Engineer level initially will allow for agility and flexibility. As the needs of the City's capital projects and development programs grow or the need or desire to outsource the work changes, having the additional classification continues to allow the Division's work to be done at the appropriate level and creates a career ladder for the incumbent. By having the position report to the City Manager allows for closer direction and oversight.

Depending on the evolution of the Division's work, the City Manager may, in the future, delegate reporting of the position to a Department Head or may return to Council to request a reclassification of the position to Principal Engineer.

Based on the above, staff recommends establishing a Senior Civil Engineer position to perform the work of the Engineering Division. A Senior Civil Engineer may conduct plan review; oversee permitting, administer the City's Engineering programs such as the Storm Water and Capital Projects programs; perform project management and contract administration, manage consultants and funding for capital and City projects; be registered as a City Engineer, and stamp plans when necessary.

Staff also recommends the establishment of a Principal Engineer position, at a slightly higher with greater responsibility, authority, and autonomy for use in the future should there be a need for higher level in-house engineering work or should the Capital Program expand or the decision to use consultants rather than in-house staff subside.

Staff reviewed the classifications in relation to the Fair Labor Standards Act (FLSA). Engineering positions are considered Professional under the FLSA and are therefore exempt from overtime.

Staff also conducted a labor universe review for the classifications. 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.

Both the classifications are registered professional engineering classifications and can be registered to serve as the City Engineer. Both classifications will report directly to the City Manager, and the Principal Civil Engineer is a management classification. Historically, the City Engineer, management classifications, and classifications reporting to the City Manager have been assigned to the Unrepresented Employee groups. Based on the preceding, staff finds both these positions are more ideally aligned with the Unrepresented Employee groups.

When recommending new classifications, 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. The market survey showed the market average for Senior Engineers to be \$11,048 per month at the top step of the ranges and the market average for Principal Engineers to be \$12,456 per month at the top step of the ranges. Based on external market survey information and industry best practice, staff set the following salary ranges:

Position Title	Proposed Low Salary		Proposed High Salary		% Differentials
	Bi-weekly	Monthly	Bi-weekly	Monthly	
Senior Civil Engineer	\$4,195	\$9,089	\$5,099	\$11,048	12.75% below Principal Civil Engineer 9.1% below the Public Works Superintendent
Principal Civil Engineer	\$4,730	\$10,248	\$5,749	\$12,456	12.75% above Senior Civil Engineer 3.34% above PW Superintendent

Staff then reviewed internal parity for the positions across the organization with other positions in different disciplines with similar levels of work. As you can see in the table above, staff compared the position with the Public Works Superintendent and against each other. Setting the top monthly step of the Senior Engineer and Principal Engineer positions at \$5,099 bi-weekly and \$5,749 bi-weekly, respectively, allows for a 12.74% differential between them. A 10% to 15% differential between management and subordinate staff within a series is considered a healthy range. The pay range placement also puts the Principal Civil Engineer near aligned with the Public Works Superintendent at 3.34% above and the Senior Civil Engineer at 9.1% below the Public Works Superintendent, which seems appropriate for the level of responsibility, authority, and autonomy.

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 FY2020-21 budget. No additional funding is required.

RECOMMENDATION:

Based on the above, staff recommends the following:

Establish and approve the new classifications, classification specifications, and salary ranges effective October 6, 2020, for

1. Principal Civil Engineer, at a bi-weekly salary range of \$4,730 at the low step and \$5,749 at the high step.
2. Senior Civil Engineer at a bi-weekly salary range of \$4,195 at the low step to \$5,099 at the high step.
3. Approve an amended Pay Rates and Ranges to publicly available wage schedule effective October 6, 2020.
4. 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):

Principal Civil Engineer Job Description

Senior Civil Engineer Job Description

Pay Rates and Ranges and Resolution

**City of Sebastopol
Job Description**

Job Title: Principal Civil Engineer
Division: Engineering
Department: Engineering
Location: Public Works
Shift: Day
Reports To: City Manager
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: _____
FLSA Status: Exempt

GENERAL POSITION SUMMARY

Under administrative direction, directs, manages, supervises, and coordinates the professional engineering activities and operations of the City’s Engineering Division, reports to the City Manager or designated Department Head. Coordinates activities, projects, and plans closely with the Public Works Superintendent. Responsibilities include flood mitigation, stormwater permit compliance, Right-of-Way access, transportation and traffic assessments and projects, review of private development projects, oversight and management of land development and capital improvement projects, project and permit inspections, engineering support for City departments and projects, and a variety of other engineering-related services and activities. Position coordinates assigned activities with other divisions, departments, intergovernmental and regulatory agencies, and various public and private groups; may serve as the designated City Engineer; provides highly responsible and complex administrative support to the City Manager; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management-level professional civil engineering classification requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs, plans, studies, and related projects. This classification is distinguished from Senior Civil Engineer in that the Principal Civil Engineer plans, organizes, coordinates, and directs the work of an Engineering Division with a broad range of Engineering programs and plans, and oversight of staff and consultant-led projects. In contrast, the Senior Civil Engineer is responsible for organizing and overseeing the day-to-day activities and operations of a variety of engineering projects and studies, administering consultant and contractor contracts, and related permitting activities. The Principal Civil Engineer class typically has greater administrative responsibility for long and short-range planning and budget control and review. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. The performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification is subject to a probationary period of twelve (12) months.

SUPERVISION RECEIVED AND EXERCISED

The position receives administrative direction from the City Manager. May exercise general direction and supervision over consultants, para-professional, technical, and or administrative support staff.

TYPICAL DUTIES AND RESPONSIBILITIES include but are not limited to the following.

- Assume management responsibility for the Engineering Division’s services and activities including flood mitigation, stormwater permit compliance, capital improvement projects, permits for work within the public right-of-way, private development project review, permit inspections, and the full range of other engineering related services and activities.
- Manage and participate in developing and implementing goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.
- Plan, direct, coordinate, and review the work plan for Engineering Division; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; identify and resolve problems.

- Participate in pre-construction meetings and review and evaluate the impact of proposed projects; attend progress meetings, and review work products.
- Negotiate contracts and task orders; review and approve progress payments and change orders.
- Serve as the City's Stormwater Program manager, including Storm Water Permit compliance and reporting; administration of consultant support contracts; researching federal, state, and local regulations and changes including those from the Environmental Protection Agency (EPA); development of and updates to mandated reports; and review of development projects for compliance with City requirements.
- Ensure effective and compliant reporting, permitting, and enforcement activities for all engineering, structural, and capital project related federal, state, and local requirements.
- Select, train, motivate, and evaluate Engineering Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Engineering Division's annual and Capital Improvement(CIP) budgets; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Provide responsible staff assistance to the City Manager, City Council, department heads, boards, commissions, and committees.
- Conduct a variety of organizational studies, investigations, and operational studies; assist with special projects as assigned; prepare complex and sensitive reports for state and federal regulatory agencies; recommend modifications to assigned programs, policies, and procedures as appropriate.
- Ensure the maintenance of detailed records and files related to division activities, findings, and results; ensures the timely and accurate preparation and filing of file deeds, maps, and legal descriptions.
- Prepare requests for proposals and contracts for consulting services; participate in and assure compliant performance of all aspects of a public bidding process, review plans of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards.
- Review and approve final recommendations and requirements for development projects; field check development projects in preliminary, plan check, and construction phases.
- Oversee and ensure conformance of all Division services and activities with appropriate federal, state, and local laws, codes, and regulations.
- Serve as the liaison for the Engineering Division with other divisions, departments, and outside agencies; respond to and resolve difficult and sensitive citizen inquiries and complaints; negotiate and resolve sensitive and controversial issues.
- Participate in meetings of the City Council, Planning Commission, regional committees, homeowners associations, and professional associations; prepare and present staff reports and other necessary correspondence including those to the City Council, Planning Commission, and public groups on engineering related projects and matters.
- Prepare and present concise and well-written staff reports and other necessary correspondence to the City Council, Design Review Board, Planning Commission, other commissions and committees, and public groups on engineering services related projects and matters.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in engineering.
- Respond and work to resolve internal and external customer complaints, questions, and concerns.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive civil engineering program.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a variety of municipal facilities.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and staff training in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.

- Principles and practices of environmental impact assessment and related regulatory processes.
- Contract management practices and management of vendor services in a public agency setting.
- Basic principles of grant administration and compliance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to public works engineering.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English grammar, vocabulary, syntax, spelling, and punctuation at a level sufficient to perform the position's duties and communicate and write in a clear, concise, and understandable manner for staff, consultants, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and fire district staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical engineering programs independently and cooperatively manner.
- Plan, organize, assign, review, and evaluate staff's work and train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare useful technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and meetings with individuals.
- Establish, monitor, and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize various projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those at work.

Language Skills:

- Ability to read, analyze, and interpret governmental regulations, scientific and technical journals, financial reports and legal documents.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to present information and respond to questions from internal and external customers.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, basic algebra, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, proportions, area, circumference, and volume to practical situations.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, draw valid, logical conclusions, and solve practical problems.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, and schedule form and deal with several abstract and concrete variables.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related field and seven (7) years of increasingly responsible professional civil engineering experience. Previous administrative and supervisory experience is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Position may require possession of a valid California driver's license with a clean driving record to meet the standards of City liability insurance requirements.

Registration with the State of California as a Professional Civil Engineer is required.

Registration with the State of California as Land Surveyor is highly desirable if civil engineering license does not cover land surveying. Certification as a Project Management Professional (PMP) is desirable.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

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

Incumbents must possess mobility to work in a standard office setting and use standard office equipment, including a computer; inspect development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; operate a motor vehicle, and visit various City and meeting sites; read printed materials and a computer screen; and communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas while conducting inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; lift, carry, push, and pull materials and objects weighing up to 25 pounds. Incumbents may be required to work extended hours, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings. Mobility and balance to traverse riparian terrain may also be necessary as part of a site inspection and the ability to look up, down, back, and sideways to ascertain site hazards and changed conditions may also be required.

ENVIRONMENTAL ELEMENTS

Incumbents work mostly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and electrical hazards, uneven terrain, and hazardous physical substances and fumes; may interact with upset members of the public and private representatives in interpreting and enforcing departmental and City policies and procedures.

**City of Sebastopol
Job Description**

Job Title: Senior Civil Engineer
Division: Engineering
Department: Engineering
Location: Public Works
Shift: Day
Reports To: City Manager
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: _____
FLSA Status: Exempt

GENERAL POSITION SUMMARY

Under direction, plans, organizes, reviews, and oversees the day-to-day operations of the City’s Engineering Division, reports to the City Manager or designated Department Head. Coordinates activities, projects, studies, and plans closely with the Public Works Superintendent; provides administrative direction for public works engineering projects, land development, transportation, capital improvement project activities, design and construction, permitting and development services, and other engineering activities; assists in coordinating assigned activities with other City departments, outside agencies, consultants, and the public; may supervise a technical employee performing permitting work; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; may serve as the designated City Engineer; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level, professional civil engineering classification in the department’s Engineering Division. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees the day-to-day activities and operations of various engineering projects, including short- and long-term Capital Improvement Program (CIP) planning and development; administration of Federal, State, and local funds for capital improvements, permitting and development, and other projects and studies. Successful performance of the work requires an extensive professional background and skill in coordinating work with that of other City departments, public agencies, and consultants. This class is distinguished from Principal Civil Engineer in that the latter is a management-level classification responsible for an Engineering Division with a broad range of engineering programs and plans, and oversight of staff and consultant-led projects and studies, whereas the Senior Civil Engineer is responsible for organizing and overseeing the day-to-day activities and operations of a variety of engineering projects and studies, administering consultant and contractor contracts, and related permitting activities. This classification is subject to a probationary period of twelve (12) months.

SUPERVISION RECEIVED AND EXERCISED

The position receives administrative direction from the City Manager or a designated department head. Exercises technical and functional supervision over technical and administrative support staff as assigned. May supervise a technical employee performing permitting work.

TYPICAL DUTIES AND RESPONSIBILITIES include but are not limited to the following.

- Plan, prioritize, and review a variety of professional and technical engineering tasks, including CIP project planning and administration, public bidding process, traffic engineering, design, and construction of public works infrastructure construction and maintenance projects, permitting and development services, and other engineering projects.
- Coordinate and administer all phases of engineering public works construction projects, including issuing and obtaining permits, easements, and rights of way; coordinating with utilities and transportation agencies; performing historical document research and review; ensuring compliance with all federal, state, and local public contracting laws; and preparing and reviewing plans, permits, sketches, specifications, engineering drawings, and cost estimates.
- Apply engineering principles and practices to specific problems; coordinate construction schedules with other projects and agencies; and inspect construction projects to ensure compliance with construction documents.
- Recommend, administer, and participate in developing and implementing goals, objectives, policies, and priorities for the public works engineering division.
- Oversee compliance with Risk Management procedures established by the Redwood Empire Municipal Insurance Fund (REMIF) for department vendors and contractors, public contracts, and permits issued by the department.
- Participate in pre-construction meetings, review and evaluate the impact of proposed projects, attend progress meetings, review work products, and assist in developing CIP project scope and schedule.
- Coordinate and assist in procuring professional services; assist in negotiating contracts and task orders; review and approve progress payments and change orders.
- Participate in the review and update of Design and Construction standards; review industry and operational practices and implement updates as necessary.
- Serve as the City's Stormwater Program manager, including Storm Water Permit compliance and reporting; administration of consultant support contracts; researching federal, state, and local regulations and changes including those from the Environmental Protection Agency (EPA); development of and updates to mandated reports; and review of development projects for compliance with City requirements.
- Investigate field problems affecting property owners, contractors, and maintenance operations; respond to and resolve various issues with residents, other department representatives, and outside agencies in a professional manner; identify and report findings and take necessary corrective action.
- Attend sub-regional and other meetings, conferences, workshops, and training sessions and review publications and audiovisual materials to remain current on principles, practices, and new developments in assigned work areas.
- Participate in developing and administering the annual budget and capital improvement budgets for the division; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend and implement adjustments.
- Review and approve private development plans and other projects requiring the issuance of City permits or enforcement of applicable City codes and ordinances.
- Participate in the selecting, training, motivating, and evaluating assigned personnel; provide or coordinate staff training; respond to staff questions and concerns; may deliver performance evaluations and discipline, as assigned, for a technical employee performing permitting work.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the City Manager; oversee the implementation of improvements.

- Oversee the development of consultant requests for proposals for professional and construction services and the advertising and public bid processes.
- Evaluate proposals and recommend project award; negotiate and administer contracts after award; ensure contractor compliance with City standards and specifications and time and budget estimates; analyze and resolve complex problems that may arise; and recommend and approve field changes as required.
- Conduct CIP planning activities; provide oversight and input into the conceptual design of engineering projects; secure adequate funding from Federal and State grant programs and other funding sources.
- Investigate and resolve problems with the scope of work or cost issues of major facility upgrade and replacement projects.
- Prepare resolutions, ordinances, written reports, and specifications for public works construction projects.
- Analyze civil engineering plan design, specifications, and consultant and staff comments for alignment with design requirements and municipal and intergovernmental standards and regulations; recommend approval or additional engineering conditions and changes.
- Review subdivision maps, planning projects, building permits, legal reviews, controversial encroachment permits, and other engineering and design documents.
- Administer encroachment and grading permit application review, processing, approval, and issuance.
- Meet and confer with contractors, engineers, developers, architects, various outside agencies, and the public in acquiring information and coordinating engineering matters; provide information regarding City development requirements.
- Serve as a liaison for the department to other City departments, divisions, elected officials, outside agencies, and the public; attend meetings in various locations; provide staff support to the Design Review Board and other commissions, committees, and task forces.
- Participate in community events and workshops that provide public information regarding departmental programs, projects, and services; explains and interprets departmental programs, policies, and activities.
- Ensure effective and compliant reporting, permitting, and enforcement activities for all engineering, structural, and capital project related federal, state, and local requirements.
- Conduct a variety of departmental organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures as appropriate.
- Prepare, review, and present staff reports, various management and information updates, and reports on special projects to the City Council, and various boards, commissions, and committees, as assigned by the City Manager.
- Attend and participate in professional group meetings.
- Stay abreast of new trends and innovations in engineering and other types of public works services as they relate to the area of assignment.
- Maintain and direct the maintenance of working and official departmental files.
- Monitor changes in laws, regulations, and technology that may affect City or departmental operations; implement policy and procedural changes as required.
- Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a variety of construction projects.
- Operational characteristics, services, and activities of a comprehensive civil engineering program.

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and staff training in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Contract management practices and management of vendor services in a public agency setting.
- Basic principles of grant administration and compliance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to public works engineering.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English grammar, vocabulary, syntax, spelling, and punctuation at a level sufficient to perform the position's duties and communicate and write in a clear, concise, and understandable manner for staff, consultants, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and fire district staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical engineering programs independently and cooperatively.
- Plan, organize, assign, review, and evaluate the work of staff, train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional and regulatory organizations, and meetings with individuals.
- Establish, monitor, and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize various projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted at work.

- Ability to read, analyze, and interpret governmental regulations, scientific and technical journals, financial reports and legal documents.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to present information and respond to questions from internal and external customers.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, basic algebra, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, proportions, area, circumference, and volume to practical situations.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, draw valid, logical conclusions, and solve practical problems.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, and schedule form and deal with several abstract and concrete variables.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related field and five (5) years of increasingly responsible professional civil engineering experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Position may require possession of a valid California driver’s license with a clean driving record to meet the standards of City liability insurance requirements.

Registration with the State of California as a Professional Civil Engineer is required.

Registration with the State of California as Land Surveyor is highly desirable if civil engineering license does not cover land surveying. Certification as a Project Management Professional (PMP) is desirable.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

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

Incumbents must possess mobility to work in a standard office setting and use standard office equipment, including a computer; inspect development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; operate a motor vehicle, and to visit various City and meeting sites; read printed materials and a computer screen; and communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas while conducting inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; lift, carry, push, and pull materials and objects weighing up to 25 pounds. Incumbents may be required to work extended hours, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings. Mobility and balance to traverse riparian terrain may also be necessary as part of a site inspection and the ability to look up, down, back, and sideways to ascertain site hazards and changed conditions may also be required.

ENVIRONMENTAL ELEMENTS

Incumbents mostly work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and electrical hazards, uneven terrain, and hazardous physical substances and fumes; may interact with upset members of the public and private representatives in interpreting and enforcing departmental and City policies and procedures.

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
City Council	N/A			N/A	\$ 300	\$ 3,600
MANAGEMENT						
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

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MANAGEMENT						
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

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
MID-MANAGEMENT						
Assistant Public Works Superintendent	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

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MISCELLANEOUS						
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
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
Assistant Planner Junior Accountant Management Analyst	SEIU	A	\$ 34.96	\$ 2,797	\$ 6,059	\$ 72,714
		B	\$ 36.71	\$ 2,937	\$ 6,363	\$ 76,360
		C	\$ 38.54	\$ 3,083	\$ 6,681	\$ 80,167
		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
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
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

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
POLICE PERSONNEL						
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
SEIU PHYSICAL FIELD PERSONNEL						
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

Job Classification	Amount	Hourly	Monthly
VOLUNTEER FIREFIGHTER STIPEND			
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		
TEMPORARY/SEASONAL UNCLASSIFIED POSITIONS			
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 ¹		\$ 32.26	
Police Reserve Officer ²		\$ 36.47	

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

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

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 Engineering Division should be reorganized and recommends the addition of two new classifications; and

WHEREAS the recommendation includes the new classifications of Senior Civil Engineer and Principal Civil Engineer be established and the classification specifications and wage ranges approved provided in the table below and attached to this resolution be approved; and

Position Title	Proposed Low Salary		Proposed High Salary	
	Bi-weekly	Monthly	Bi-weekly	Monthly
Senior Civil Engineer	\$4,195	\$9,089	\$5,099	\$11,048
Principal Civil Engineer	\$4,730	\$10,248	\$5,749	\$12,456

WHEREAS staff has determined that both positions are exempt from overtime under the Federal Labor Standards Act and that the positions are best aligned with the Unrepresented Employee Groups; and

WHEREAS staff has created two new classification specifications and salary ranges for the new positions and requested one new allocation of Senior Civil Engineer; 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 September 1, 2020 pursuant to Resolution No. 6260, 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 October 6, 2020;

IN COUNCIL DULY PASSED this 6th day of October, 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