

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: September 1, 2020
To: Honorable Mayor and City Councilmembers
From: Ana Kwong – Administrative Services Director
Subject: Authorize the City Manager to establish the new classification and salary range of Accountant/Analyst (Confidential), effective September 1, 2020

Recommendation Establish and approve the new classification, classification specification, and salary range of Accountant/Analyst (Confidential) with a salary of \$6,765 monthly at the low step and \$8,224 monthly at the high step, effective September 1, 2020, and authorize City Manager to reclassify the incumbent and to make non-substantive changes to job classification specifications.

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

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

INTRODUCTION:

This item is to request that the City Council approve the new classification, classification specification, and salary range of Accountant/Analyst (Confidential) with a salary of \$6,765 monthly at the low step and \$8,224 monthly at the high step, effective September 1, 2020, and authorize City Manager to reclassify the incumbent and to make non-substantive changes to job classification specifications.

BACKGROUND:

On September 9, 2019, the City filled the classification of Accounting Supervisor through an open recruitment. During the first few months of the initial six-month probationary period, it became clear to the City and the incumbent that the supervisory role of the position was not a good fit for the incumbent. Both the City and the incumbent worked together on alternative options to reconcile the differences between the classification's duties and the role and abilities of the incumbent. The incumbent's probationary period was extended through September 9, of 2020 to allow additional time for the process.

DISCUSSION:

In March 2020, the Coronavirus pandemic and state and local emergency declarations were put in place. Social distancing began and the need for official supervision below the department head waned further within the Administrative Services Department.

The incumbent holding the position of Accounting Supervisor has key skills and competencies related to accounting and analysis that are vital to the City and the City no longer requires an Accounting Supervisor. The City and the incumbent have spoken on several occasions and both are desirable of a mutually beneficial solution.

In reviewing the City's class plan structure for a suitable position, staff looked at Junior Accountant. A Junior Accountant aids higher level accounting staff in a variety of accounting areas including the completion of reconciliations, preparation of schedules, and customer account and fund review and maintenance. The duties required by the Department and currently performed by the incumbent are higher-level analysis, fund and account management and maintenance, research, reconciliation, and reporting. Staff did not find a current classification that clearly and accurately describes these duties without the supervisory element. Therefore, staff developed the new classification specification for an Accountant/Analyst (Confidential) for consideration of approval.

When recommending a new classification, it is customary to make a pay range 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 Accountants and Accountant/Analysts to be \$7,869 per month. Only one of these comparable positions is designated as Confidential as is the Sebastopol classification, the Accountant/Administrative Analyst from the City of Novato, top monthly step \$8,736. Confidential designations garner approximately 4-5% more than classifications that are not designated as confidential due to the consequences of error, authority, and autonomy of the duties involved in support for labor relations and management proposals to labor organizations. Based on external market survey information and industry best practice, staff set a salary range of \$6,765 - \$8,224, 4.5% higher than the market average of \$7,869.

Staff then reviewed internal parity for the position. Setting the top monthly step of the Accountant/Analyst (Confidential) position at \$8,224 placed it 14.2% below the Accounting Supervisor and 10.4% above the Junior Accountant. This is an appropriate placement as industry best practice is to allow for range in differential of 10-15% between supervisory classes and those they supervise and 10-15% between class levels.

Periodically, staff finds typographical, formatting, grammatical, or punctuation errors in job classifications. When this occurs, City Code is not clear about the authority to make these changes. Therefore, staff recommends the City Council consider approving authority for the City Manager to make minor changes to job classification specifications that are non-substantive and will not affect the scope, complexity, type of work or duties performed, wages, working conditions, or job level.

Approval of the job description attached to this staff report will amend the City's Position Allocation List and Publicly Available Pay Rates and Ranges Schedule to accurately reflect the titles and salary ranges of all positions.

Based on the above, staff recommends the following:

- 1) Establish the New Classification of Accountant/Analyst (Confidential), effective September 1, 2020.
- 2) Approve the classification specification and salary range at \$6,765 monthly low step and \$8,224 monthly high step, for the new classification of Accountant/Analyst (Confidential), effective September 1, 2020.
- 3) Approve of the amended Salary Pay Rates and Ranges for FY 2020—21, effective September 1, 2020.
- 4) Authorize the City Manager to make non-substantive changes to Job Classifications that do not affect scope, complexity, discipline, wages, or job level.
- 5) Authorize the City Manager to reclassify the affected incumbent, effective September 1, 2020.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public hearing.

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:

Staff recommends the City Council based on the above, staff recommends the following:

- 1) Establish the New Classification of Accountant/Analyst (Confidential), effective September 1, 2020.
- 2) Approve the classification specification and salary range at \$6,765 monthly low step and \$8,224 monthly high step, for the new classification of Accountant/Analyst (Confidential), effective September 1, 2020.
- 3) Approve of the amended Salary Pay Rates and Ranges for FY 2020—21, effective September 1, 2020.
- 4) Authorize the City Manager to make non-substantive changes to Job Classifications that do not affect scope, complexity, discipline, wages, or job level.
- 5) Authorize the City Manager to reclassify the affected incumbent, effective September 1, 2020.

Attachment(s):

Accountant/Analyst (Confidential) Job Description
Revised Pay Rates and Ranges Schedule and Resolution

**City of Sebastopol
Job Description**

Job Title: Accountant Analyst (CONFIDENTIAL)
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: xx/XX/2020
FLSA Status: Non-Exempt - Confidential

GENERAL POSITION SUMMARY

Under general direction of the Administrative Services Director (ASD), this position performs a variety of complex professional financial and accounting duties, including preparing monthly financial statements, performing financial analysis, cost analysis related to labor contract negotiations, payroll, bank reconciliation, account and fund reconciliation, journal entries, cash receipts, utility billing, business license, grant administration, and other related finance and administrative duties as assigned; may be asked to oversee or administer finance programs and services. This position also provides highly responsible staff assistance to the Administrative Services Director in a variety of fiscal and administrative assignments and is privy to matters within the scope of bargaining.

DISTINGUISHING CHARACTERISTICS

This position is a confidential, journey level professional classification in which incumbents are expected to perform the full scope of professional accounting duties with minimal supervision and possess a thorough knowledge of governmental accounting procedures and the ability to exercise sound independent judgement. This classification is distinguished from the Administrative Services Director in that the latter has overall responsibility for the divisions within the Administrative Services Department, including the Finance Division. This class is distinguished from lower level Accounting positions by its responsibility to provide complex high level analysis and prepare recommendations and reports based on that analysis for use in management decisions and program administration, as well as to participate in activities and analysis directly related to matters within the scope of bargaining. This classification is subject to a probationary period of twelve (12) months.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the Administrative Services Director and may provide functional and technical direction to other accounting and general office administration staff.

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

- Perform professional level financial accounting duties, including general accounting, cashiering, accounts payable, and accounts receivable functions.
- Prepare financial and statistical statements, fiscal reports, fiscal and financial forecasts and projections, and financial reviews in accordance with Generally Accepted Accounting Principles (GAAP) and General Accounting Standards Board (GASB).
- Prepare journal entries and reconcile general ledger, journal, subsidiary accounts, and bank statements.

Accountant Analyst (Confidential)

- Review a variety of accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries.
- Assist in preparing a wide variety of financial and statistical reports, including year-end reporting and budgetary reports; assist in the preparation of the Comprehensive Annual Finance Report (CAFR).
- Assist the ASD in providing cost analyses required by management involved in labor negotiations.
- Implement changes in pay and benefits formulas after due consideration through a meet and confer and governing body approval processes.
- Perform the City's cash management and reconcile bank transactions and investments.
- Oversee, direct, and participate in grant administration, compliance, reporting, and reimbursement.
- Develop and implement accounting policies, procedures, and standards; recommend changes to accounting procedures as needed.
- Oversee, assess, report on (to the ASD and other City leadership as appropriate), and participate in the maintenance of the fiscal integrity of the computerized financial system.
- Respond to special requests for financial data and analysis, provide information to other local, state, and federal agencies as requested.
- Prepare financial analyses, cost studies, and monthly, quarterly, and annual financial reports, and other special financial projects related to City funds or in support of City departments; may oversee the work of consultants.
- Develop and recommend policy, procedures, and internal controls for customer service related to utility accounts and collection.
- Assist in the resolution of utility billing discrepancies, clarification of fee structures, or other customer service issues.
- Oversee contracted services for the City's Information Technology (IT) infrastructure; assist consultant with troubleshooting.
- Interpret existing City ordinances to provide staff with guidance to issue licenses and permits as required; work with the ASD to establish and interpret new City ordinances, as necessary.
- Oversee, direct, and as necessary, participate in the payroll and employee benefit payment activities, including paying benefit premiums and maintaining associated wage, salary, payroll tax, pension, and benefit payment records.
- Oversee and participate in the preparation of quarterly tax returns, W-2's, and various mandated reports in compliance with Federal and State requirements.
- Collaborate with the ASD to develop and implement department goals, objectives, policies, procedures, and short/long range plans.
- As assigned, coordinate the audit process with external auditors and other auditing agencies; provide or arrange for the provision of necessary schedules, reports, data, and information.
- May act as liaison with other City staff for audit purposes; assign and establish deadlines for contributions from other department staff.
- Provide technical assistance, lead direction, training, and work review to assigned staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Attend, provide reports, agenda materials, or support for City Council meetings, as necessary.
- Assist in preparing annual budget, budget reports and budget procedures.
- Conduct comprehensive studies for the City's utilities and other rate and fee structures.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), General Accounting Standards Board (GASB), financial analysis, and research techniques.

- Municipal accounting and budgetary principles, practices, operations, and procedures.
- Financial analysis, financial reporting, and report preparation.
- Principles and practices of fund accounting.
- Project management principles and practices.
- Effective time management principles and practices.
- Principles of payroll processing, management, and reporting.
- Principles of cost and budgetary preparation, tracking, accounting, and analysis.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Current computer systems and application programs such as Microsoft Office Suite and Springbrook.
- Basic principles of contract and grant administration and compliance and management of vendor services.
- English grammar, vocabulary, syntax, spelling, and punctuation at a level sufficient to perform the duties of the position and communicate and write in a clear, concise, and understandable manner for staff and visitors at the public counter or on the phone.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and fire district staff.

Ability to:

- Perform a wide variety of complex professional 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.
- 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.
- Review the work of other accounting and administrative personnel in specified work areas.
- 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.
- Convey oneself to and from multiple geographical locations in a timely manner during workdays and times.

Language Skills:

- Ability to read, analyze, interpret, and explain in understandable terms, governmental regulations.
- Ability to write clear, logical, and concise reports, business correspondence, and procedural manuals.
- Ability to present information in a clear and understandable manner and respond to questions from internal and external customers with compassion and respect for a diverse population.

Mathematical Skills:

- Ability to calculate figures and amounts such as but not limited to discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to use critical thinking and sound logical principals to solve practical problems.
- Ability to interpret and successfully carry out instructions in a timely manner furnished in written, oral, diagram, or schedule form.
- Ability to prioritize work, communicate changes and exceptions, consider and as appropriate accept viable suggestions and ideas, and diffuse conflict within the assigned work team or at the public counter.

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 a Bachelor’s Degree in accounting, finance, or closely related field, with three (3) years of progressively responsible financial accounting work experience. Experience in a municipal or other governmental environment is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Position requires the ability to travel to multiple geographical locations at various times of the day and periodically in the evening. One way to accomplish this is to possess a valid California driver's license and maintain an acceptable driving record for the position.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

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.

At times, the incumbent may be required to work more than ten hours per day or forty hours per week.

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 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
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, Ordinance No. 563 and amendments thereto provide, among other things, that the City Council shall fix and determine the salary pay rates and ranges for each classified position and shall by resolution set salary ranges as said Council may from time to time determine; and

WHEREAS, the City filled the classification of Accounting Supervisor through an open recruitment on September 9, 2019; and

WHEREAS, first few months of the initial six-month probationary period, it became clear to the City and the incumbent that the supervisory role of the position was not a good fit for the incumbent; and

WHEREAS, both the City and the incumbent worked together on alternative options to reconcile the differences between the classification's duties and the role and abilities of the incumbent; and

WHEREAS, the incumbent holding the position of Accounting Supervisor has key skills and competencies related to accounting and analysis that are vital to the City and the City no longer requires an Accounting Supervisor; and

WHEREAS, an Accountant | Analyst (Confidential) position was created to continue and aid the essential duties and responsibilities of the higher level accounting staff in a variety of accounting and finance areas; 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 June 16, 2020 pursuant to Resolution No. 6303, and

WHEREAS, staff recommends that the City Council adopt the updated City Pay Rates and Ranges document.

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 September 1, 2020;

IN COUNCIL DULY PASSED this 1st day of September, 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