



**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: August 3, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: Ana Kwong – Administrative Services Director
Subject: Authorize the City Manager to Establish and Approve The New Classification, Classification Specification, And Amendment to the Pay Rates and Ranges for Administrative Technician, And the Revised Classification Specification for Junior Accountant And Authorize City Manager to sign an amendment to the Memorandum of Understanding between the Service Employee’s International Union (SEIU) and the City to add the classification of Administrative Technician, Effective September 1, 2021

Recommendation: That the City Council Approve the Following Actions:

1. Establish and approve the new classifications, approve the revise classification specifications, and amend salary ranges effective September 1, 2021, for Administrative Technician, at a monthly salary range of \$6,241 at the low step and \$7,586 at the high step.
2. Approve the revised classification specification of Junior Accountant.
3. Approve the addition of 1.0 full time equivalent (FTE) of Administrative Technician and 1.0 FTE of Junior Accountant and the deletion of 1.0 FTE of Office Assistant and 1.0 FTE of Account Clerk I allocation.
4. Authorize City Manager to sign an amendment to the Memorandum of Understanding between the Service Employee’s International Union (SEIU) and the City to add the classification of Administrative Technician.
5. Authorize City Manager to make non-substantive changes to all City job classification specifications that do not affect scope, complexity, discipline, wages, or job level.

Funding: Currently Budgeted: X Yes _____ No _____ N/A

Account Code 100-14-01-4010 as authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request that the City Council establish and approve the new classifications, revise classification specifications, and amend salary ranges effective September 1, 2021, for

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3. Approve the addition of 1.0 full time equivalent (FTE) of Administrative Technician and 1.0 FTE of Junior Accountant and the deletion of 1.0 FTE of Office Assistant and 1.0 FTE of Account Clerk I allocation.

4. Authorize City Manager to sign an amendment to the Memorandum of Understanding between the Service Employee's International Union (SEIU) and the City to add the classification of Administrative Technician.
5. Authorize City Manager to make non-substantive changes to all City job classification specifications that do not affect scope, complexity, discipline, wages, or job level.

BACKGROUND:

On December 1, 2020, City staff brought an agenda item for position reclassifications for the reorganization of the Administrative Services Department. At that time the item was proposed for postponement until the FY 21-22 Budget process could take place. During the budget process, the Budget Sub-committee reviewed the request and initially deferred filling the positions until mid-year budget review (Jan-Feb 2022). However, City staff recently received the notice of resignation of one of the temporary personnel and believe it would be in the best interest of the City to move forward with the reclassification with hiring of one employee prior to January 2022. Staff is recommending hiring of one of the reclassified positions to have someone brought on board by November 2021 to ensure a smooth transition. The additional cost for the two months has been approved in the recently adopted FY21-22 budget.

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

The work of the two positions studied within the department has evolved to require independent thought and action to administer business programs and deliver services. Currently, the studied work is being performed by temporary services agency employees. Staff looked at several options, including filling the positions as they are currently classified and determined that the bodies of work performed by the temporary employees are of a higher level than clerical and require a level of independence and discretion not within the current classifications include assessing, issuing, and revoking business licenses, utility billing and account reconciliation.

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

DISCUSSION:

Our world has changed dramatically over the last 16 months and gradually for years before that. Regulatory requirements, legislation, reporting, and compliance requirements continue to become more challenging and numerous. How the Administrative Services Department's and the offices of the City Manager and Assistant City Manager/City Clerk deliver services has dramatically changed. Where there are significant changes to service delivery, reporting, and compliance requirements, an organization needs to review the assigned classifications to determine if the specifications wholly and accurately define the work to be completed.

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

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

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

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

Current reporting, training, and procedural requirements related to workers' compensation, prevention of harassment, and financial reporting, along with the additional governing and public body staffing and support activities related to transparency and virtual access to services, necessitate a review of the City's administrative staffing profile and body of work. The duties and responsibilities associated with the current bodies of work and the increase in reporting and compliance requirements from legislative and regulatory bodies are not well suited for general clerical and office assistant classifications. They are better aligned with journey-level paraprofessional and technical positions.

Staff reviewed the department workload considering the City's Strategic Plan, the current budgetary, accounting, reporting, and future capital needs. To accomplish the current work, the City has utilized two temporary service employees to perform Utility Billing, Records Retention, and Business Licenses. The Administrative Services Director is responsible for the normal strategic responsibilities of finance, human resources, information systems (IT), budget, internal and external audit administration, and revenue and investment management. This position has also worked closely with City Administration in launching virtual meeting formats for increased transparency of city meetings. For both the City Administration and Administrative Services Director, this has added unsustainable number of additional hours to an already challenging work schedule.

Again, to meet current and future needs, the City looked at several options, including filling the positions as they are currently classified. The currently allocated and vacant classifications in the department, Account Clerk I and Office Assistant are designed to perform routine transactional work under direct supervision based upon clearly developed policies, protocols, and procedures that require little independent thought, development, or analysis. The work being performed by the two temporary staff workers includes administration of the Business License and Utility Billing programs and payroll and benefits data entry and processing. This work requires independent thought and action. Staff has determined that Account Clerk I and Office Assistant are not the most appropriate classifications for the body of work within the department.

The nature of the Administrative Technician classification is like classifications within the Service Employees' International Union (SEIU) and will not be privy to matters within the scope of bargaining. Therefore, based on the nature of the classifications and the similarity with classifications and units within the SEIU membership, staff finds the new classification of Administrative Technician is most ideally aligned with the Service Employees' International Union group. Staff has met and conferred in good faith with representatives from SEIU, Local 1021 and they concur with these recommendations.

Therefore, staff recommends the establishment and approval of one new classification, Administrative Technician. Duties from the temporary personnel performing Department work would be assigned to this position in accordance with the classification specifications and the use of the temporary employee, once these position is filled, would be suspended.

GOALS:

Goal 5 - Provide Open and Responsive Municipal Government Leadership

Goal 6 - Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community.

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 agenda item report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, a consent calendar item may be requested to be removed from the consent calendar if a member of the Council public requests to provide public comment on this item.

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 21-22 budget. No additional funding is required.

RECOMMENDATION:

Based on the above, staff recommends that the City Council approve the following actions, effective September 1, 2021:

1. Establish and approve the new classifications, approve the revise classification specifications, and amend salary ranges effective September 1, 2021, for Administrative Technician, at a monthly salary range of \$6,241 at the low step and \$7,586 at the high step.
2. Approve the revised classification specification of Junior Accountant.
3. Approve the addition of 1.0 full time equivalent (FTE) of Administrative Technician and 1.0 FTE of Junior Accountant and the deletion of 1.0 FTE of Office Assistant and 1.0 FTE of Account Clerk I allocation.
4. Authorize City Manager to sign an amendment to the Memorandum of Understanding between the Service Employee's International Union (SEIU) and the City to add the classification of Administrative Technician.
5. Authorize City Manager to make non-substantive changes to all City job classification specifications that do not affect scope, complexity, discipline, wages, or job level.

Attachments:

Attachment 1 – Junior Accountant Revised Job Description

Attachment 2 – Administrative Technician Job Description

Attachment 3 – Pay Rates and Ranges & Resolution

City of Sebastopol Job Description

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

SUMMARY

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

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

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

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

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

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

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

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

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

Ability to:

- Perform a wide variety of complex paraprofessional accounting work.
- Apply accounting theory and expertise to work assignments.
- Interpret and explain accounting policies and procedures.
- Identify problems or issues and develop solutions.
- Review and verify the accuracy of financial data.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
- Communicate clearly and accurately, both orally and in writing.
- Create and maintain complex spreadsheets used for tracking and analysis.
- Maintain confidentiality as required.
- Make difficult computations applying varied formulas and percentage tables Prepare accurate financial reports.
- Exercise good judgment in applying general guides
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

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

REASONING ABILITY

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

CERTIFICATES, LICENSES, REGISTRATIONS

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

OTHER QUALIFICATIONS

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

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT

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

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

**City of Sebastopol
Job Description**

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

SUMMARY

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

DISTINGUISHING CHARACTERISTICS

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

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

SUPERVISION RECEIVED AND EXERCISED

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

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

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

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

Additional Duties:

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

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

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

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

Ability to:

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

QUALIFICATIONS

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

functions.

EDUCATION and EXPERIENCE

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

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

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

REASONING ABILITY

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

CERTIFICATES, LICENSES, REGISTRATIONS

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

OTHER QUALIFICATIONS, REQUIREMENTS

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

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT

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

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

CITY OF SEBASTOPOL - 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	\$ 71.15	\$ 5,692	\$ 12,332	\$ 147,983
		B	\$ 74.70	\$ 5,976	\$ 12,947	\$ 155,367
		C	\$ 78.43	\$ 6,274	\$ 13,594	\$ 163,132
		D	\$ 82.35	\$ 6,588	\$ 14,274	\$ 171,293
		E	\$ 86.47	\$ 6,917	\$ 14,987	\$ 179,848
Assistant City Manager City Clerk	Appointed	A	\$ 66.18	\$ 5,295	\$ 11,472	\$ 137,658
		B	\$ 69.49	\$ 5,559	\$ 12,045	\$ 144,546
		C	\$ 72.96	\$ 5,837	\$ 12,647	\$ 151,764
		D	\$ 76.61	\$ 6,129	\$ 13,279	\$ 159,351
		E	\$ 80.44	\$ 6,435	\$ 13,943	\$ 167,321
Administrative Services Director	Unrepresented	A	\$ 64.35	\$ 5,148	\$ 11,154	\$ 133,852
		B	\$ 67.57	\$ 5,406	\$ 11,712	\$ 140,548
		C	\$ 70.95	\$ 5,676	\$ 12,298	\$ 147,575
		D	\$ 74.49	\$ 5,959	\$ 12,912	\$ 154,947
		E	\$ 78.22	\$ 6,258	\$ 13,558	\$ 162,700
City Clerk	Appointed	A	\$ 60.14	\$ 4,811	\$ 10,424	\$ 125,093
Finance Director	Unrepresented	B	\$ 63.14	\$ 5,051	\$ 10,944	\$ 131,331
		C	\$ 66.31	\$ 5,305	\$ 11,494	\$ 137,925
		D	\$ 69.63	\$ 5,570	\$ 12,069	\$ 144,826
		E	\$ 73.10	\$ 5,848	\$ 12,671	\$ 152,057
Building Official	Unrepresented	A	\$ 53.85	\$ 4,308	\$ 9,335	\$ 112,018
		B	\$ 56.54	\$ 4,523	\$ 9,801	\$ 117,607
		C	\$ 59.38	\$ 4,750	\$ 10,292	\$ 123,501
		D	\$ 62.34	\$ 4,988	\$ 10,806	\$ 129,676
		E	\$ 65.45	\$ 5,236	\$ 11,345	\$ 136,143
Engineering Director Planning Director	Unrepresented	A	\$ 60.46	\$ 4,837	\$ 10,480	\$ 125,755
		B	\$ 63.48	\$ 5,078	\$ 11,003	\$ 132,031
		C	\$ 66.65	\$ 5,332	\$ 11,553	\$ 138,638
		D	\$ 69.99	\$ 5,599	\$ 12,131	\$ 145,577
		E	\$ 73.48	\$ 5,879	\$ 12,737	\$ 152,846
Fire Chief	Unrepresented	A	\$ 61.07	\$ 4,886	\$ 10,586	\$ 127,028
		B	\$ 64.11	\$ 5,129	\$ 11,113	\$ 133,355
		C	\$ 67.33	\$ 5,386	\$ 11,670	\$ 140,039
		D	\$ 70.69	\$ 5,655	\$ 12,252	\$ 147,028
		E	\$ 74.22	\$ 5,938	\$ 12,866	\$ 154,386

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
MANAGEMENT						
Police Chief	Unrepresented	A	\$ 62.13	\$ 4,970	\$ 10,769	\$ 129,230
		B	\$ 65.23	\$ 5,219	\$ 11,307	\$ 135,685
		C	\$ 68.50	\$ 5,480	\$ 11,873	\$ 142,470
		D	\$ 71.92	\$ 5,754	\$ 12,467	\$ 149,600
		E	\$ 75.52	\$ 6,042	\$ 13,090	\$ 157,085
Public Works Superintendent	Unrepresented	A	\$ 58.93	\$ 4,714	\$ 10,214	\$ 122,572
		B	\$ 61.87	\$ 4,949	\$ 10,724	\$ 128,683
		C	\$ 64.96	\$ 5,197	\$ 11,260	\$ 135,125
		D	\$ 68.21	\$ 5,457	\$ 11,824	\$ 141,885
		E	\$ 71.62	\$ 5,730	\$ 12,415	\$ 148,976

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	\$ 46.85	\$ 3,748	\$ 8,121	\$ 97,454
		B	\$ 49.19	\$ 3,935	\$ 8,526	\$ 102,317
		C	\$ 51.65	\$ 4,132	\$ 8,953	\$ 107,435
		D	\$ 54.23	\$ 4,338	\$ 9,400	\$ 112,795
		E	\$ 56.95	\$ 4,556	\$ 9,871	\$ 118,447
Fire Engineer	Unrepresented	A	\$ 33.08	\$ 2,646	\$ 5,733	\$ 68,797
		B	\$ 34.73	\$ 2,778	\$ 6,020	\$ 72,235
		C	\$ 36.46	\$ 2,917	\$ 6,320	\$ 75,837
		D	\$ 38.28	\$ 3,063	\$ 6,636	\$ 79,631
		E	\$ 40.20	\$ 3,216	\$ 6,968	\$ 83,616
Principal Civil Engineer	Unrepresented	A	\$ 59.12	\$ 4,730	\$ 10,248	\$ 122,976
		B	\$ 63.94	\$ 5,115	\$ 11,083	\$ 132,999
		C	\$ 67.14	\$ 5,371	\$ 11,637	\$ 139,644
		D	\$ 70.50	\$ 5,640	\$ 12,219	\$ 146,633
		E	\$ 74.02	\$ 5,922	\$ 12,831	\$ 153,966
Senior Civil Engineer	Unrepresented	A	\$ 52.44	\$ 4,195	\$ 9,089	\$ 109,068
		B	\$ 56.71	\$ 4,537	\$ 9,830	\$ 117,964
		C	\$ 59.55	\$ 4,764	\$ 10,321	\$ 123,858
		D	\$ 62.52	\$ 5,002	\$ 10,837	\$ 130,045
		E	\$ 65.65	\$ 5,252	\$ 11,379	\$ 136,551
Police Captain	Unrepresented	A	\$ 56.60	\$ 4,528	\$ 9,811	\$ 117,734
		B	\$ 59.43	\$ 4,755	\$ 10,302	\$ 123,621
		C	\$ 62.40	\$ 4,992	\$ 10,817	\$ 129,802
		D	\$ 65.53	\$ 5,242	\$ 11,358	\$ 136,292
		E	\$ 68.80	\$ 5,504	\$ 11,926	\$ 143,107
Police Lieutenant	Unrepresented	A	\$ 51.99	\$ 4,160	\$ 9,012	\$ 108,148
		B	\$ 54.60	\$ 4,368	\$ 9,464	\$ 113,571
		C	\$ 57.33	\$ 4,587	\$ 9,937	\$ 119,249
		D	\$ 60.19	\$ 4,815	\$ 10,433	\$ 125,195
		E	\$ 63.21	\$ 5,057	\$ 10,956	\$ 131,471

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MISCELLANEOUS						
Accountant Analyst (Confidential)	Unrepresented	A	\$ 40.20	\$ 3,216	\$ 6,968	\$ 83,616
		B	\$ 42.21	\$ 3,377	\$ 7,317	\$ 87,804
		C	\$ 44.33	\$ 3,546	\$ 7,683	\$ 92,196
		D	\$ 46.54	\$ 3,723	\$ 8,067	\$ 96,805
		E	\$ 48.87	\$ 3,909	\$ 8,470	\$ 101,643
Associate Planner	SEIU	A	\$ 39.41	\$ 3,153	\$ 6,831	\$ 81,974
		B	\$ 41.49	\$ 3,319	\$ 7,191	\$ 86,289
		C	\$ 43.67	\$ 3,494	\$ 7,570	\$ 90,834
		D	\$ 45.97	\$ 3,678	\$ 7,968	\$ 95,621
		E	\$ 48.39	\$ 3,871	\$ 8,387	\$ 100,650
Assistant Planner	SEIU	A	\$ 36.01	\$ 2,881	\$ 6,241	\$ 74,895
Junior Accountant		B	\$ 37.81	\$ 3,025	\$ 6,554	\$ 78,651
Management Analyst		C	\$ 39.70	\$ 3,176	\$ 6,881	\$ 82,572
Administrative Technician		D	\$ 41.68	\$ 3,334	\$ 7,225	\$ 86,697
		E	\$ 43.77	\$ 3,501	\$ 7,586	\$ 91,038
Administrative Assistant	SEIU	A	\$ 27.24	\$ 2,179	\$ 4,721	\$ 56,652
		B	\$ 28.60	\$ 2,288	\$ 4,957	\$ 59,478
		C	\$ 30.03	\$ 2,402	\$ 5,205	\$ 62,457
		D	\$ 31.53	\$ 2,522	\$ 5,465	\$ 65,576
		E	\$ 33.11	\$ 2,649	\$ 5,739	\$ 68,874
Account Clerk I	SEIU	A	\$ 23.31	\$ 1,865	\$ 4,041	\$ 48,492
		B	\$ 24.48	\$ 1,958	\$ 4,243	\$ 50,910
		C	\$ 25.71	\$ 2,057	\$ 4,456	\$ 53,469
		D	\$ 26.99	\$ 2,159	\$ 4,678	\$ 56,130
		E	\$ 28.34	\$ 2,267	\$ 4,912	\$ 58,944
Account Clerk II	SEIU	A	\$ 29.06	\$ 2,325	\$ 5,037	\$ 60,446
		B	\$ 30.52	\$ 2,442	\$ 5,291	\$ 63,488
		C	\$ 32.05	\$ 2,564	\$ 5,556	\$ 66,671
		D	\$ 33.64	\$ 2,692	\$ 5,832	\$ 69,981
		E	\$ 35.34	\$ 2,827	\$ 6,126	\$ 73,508
Office Assistant	SEIU	A	\$ 20.83	\$ 1,667	\$ 3,611	\$ 43,336
		B	\$ 21.87	\$ 1,750	\$ 3,791	\$ 45,487
		C	\$ 22.96	\$ 1,837	\$ 3,980	\$ 47,766
		D	\$ 24.12	\$ 1,930	\$ 4,181	\$ 50,172
		E	\$ 25.33	\$ 2,027	\$ 4,391	\$ 52,693
Senior Administrative Assistant	SEIU	A	\$ 31.68	\$ 2,534	\$ 5,491	\$ 65,895
		B	\$ 33.26	\$ 2,661	\$ 5,765	\$ 69,179
		C	\$ 34.92	\$ 2,793	\$ 6,052	\$ 72,629
		D	\$ 36.66	\$ 2,933	\$ 6,355	\$ 76,257
		E	\$ 38.50	\$ 3,080	\$ 6,674	\$ 80,089

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
POLICE PERSONNEL						
Police Technician	SPOA	A	\$ 23.90	\$ 1,912	\$ 4,143	\$ 49,714
		B	\$ 25.09	\$ 2,007	\$ 4,349	\$ 52,184
		C	\$ 26.34	\$ 2,107	\$ 4,566	\$ 54,793
		D	\$ 27.67	\$ 2,214	\$ 4,796	\$ 57,556
		E	\$ 29.05	\$ 2,324	\$ 5,035	\$ 60,420
Police Dispatcher	SPOA	A	\$ 28.70	\$ 2,296	\$ 4,975	\$ 59,695
		B	\$ 30.14	\$ 2,412	\$ 5,225	\$ 62,699
		C	\$ 31.65	\$ 2,532	\$ 5,486	\$ 65,831
		D	\$ 33.23	\$ 2,658	\$ 5,760	\$ 69,116
		E	\$ 34.89	\$ 2,791	\$ 6,048	\$ 72,578
Records Dispatcher Supervisor	SPOA	A	\$ 34.31	\$ 2,744	\$ 5,946	\$ 71,356
		B	\$ 36.02	\$ 2,882	\$ 6,243	\$ 74,921
		C	\$ 37.82	\$ 3,026	\$ 6,555	\$ 78,664
		D	\$ 39.71	\$ 3,177	\$ 6,883	\$ 82,597
		E	\$ 41.69	\$ 3,335	\$ 7,227	\$ 86,722
Police Officer	SPOA	A	\$ 37.57	\$ 3,005	\$ 6,512	\$ 78,142
		B	\$ 39.45	\$ 3,156	\$ 6,838	\$ 82,050
		C	\$ 41.41	\$ 3,313	\$ 7,178	\$ 86,137
		D	\$ 43.49	\$ 3,479	\$ 7,539	\$ 90,465
		E	\$ 45.67	\$ 3,653	\$ 7,915	\$ 94,984
Police Sergeant	SPOA	A	\$ 43.90	\$ 3,512	\$ 7,609	\$ 91,305
		B	\$ 46.09	\$ 3,687	\$ 7,989	\$ 95,863
		C	\$ 48.39	\$ 3,871	\$ 8,387	\$ 100,650
		D	\$ 50.81	\$ 4,065	\$ 8,808	\$ 105,691
		E	\$ 53.35	\$ 4,268	\$ 9,248	\$ 110,974

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
SEIU PHYSICAL FIELD PERSONNEL						
Laborer	SEIU	A	\$ 19.72	\$ 1,578	\$ 3,418	\$ 41,019
		B	\$ 20.71	\$ 1,656	\$ 3,589	\$ 43,068
		C	\$ 21.74	\$ 1,739	\$ 3,768	\$ 45,220
		D	\$ 22.83	\$ 1,826	\$ 3,957	\$ 47,486
		E	\$ 23.97	\$ 1,917	\$ 4,154	\$ 49,854
Maintenance Worker I	SEIU	A	\$ 24.11	\$ 1,929	\$ 4,179	\$ 50,147
		B	\$ 25.31	\$ 2,025	\$ 4,387	\$ 52,642
		C	\$ 26.58	\$ 2,126	\$ 4,606	\$ 55,277
		D	\$ 27.90	\$ 2,232	\$ 4,837	\$ 58,040
		E	\$ 29.30	\$ 2,344	\$ 5,079	\$ 60,942
Maintenance Worker II	SEIU	A	\$ 30.76	\$ 2,460	\$ 5,331	\$ 63,972
		B	\$ 32.30	\$ 2,584	\$ 5,598	\$ 67,180
		C	\$ 33.91	\$ 2,713	\$ 5,877	\$ 70,529
		D	\$ 35.60	\$ 2,848	\$ 6,171	\$ 74,055
		E	\$ 37.38	\$ 2,991	\$ 6,480	\$ 77,760
Maintenance Worker III Senior Parks & Facilities Maintenance Worker III	SEIU	A	\$ 35.94	\$ 2,875	\$ 6,230	\$ 74,755
		B	\$ 37.73	\$ 3,019	\$ 6,540	\$ 78,485
		C	\$ 39.62	\$ 3,170	\$ 6,868	\$ 82,419
		D	\$ 41.60	\$ 3,328	\$ 7,211	\$ 86,531
		E	\$ 43.68	\$ 3,494	\$ 7,571	\$ 90,847
Senior Maintenance Worker	SEIU	A	\$ 36.85	\$ 2,948	\$ 6,387	\$ 76,639
		B	\$ 38.69	\$ 3,095	\$ 6,706	\$ 80,471
		C	\$ 40.62	\$ 3,250	\$ 7,041	\$ 84,494
		D	\$ 42.65	\$ 3,412	\$ 7,392	\$ 88,708
		E	\$ 44.78	\$ 3,583	\$ 7,763	\$ 93,151
Senior Maintenance Worker-Water System Treatment Operator Senior Maintenance Worker-Sanitary Sewer System Operator	SEIU	A	\$ 37.58	\$ 3,006	\$ 6,514	\$ 78,167
		B	\$ 39.46	\$ 3,157	\$ 6,840	\$ 82,075
		C	\$ 41.44	\$ 3,315	\$ 7,182	\$ 86,188
		D	\$ 43.50	\$ 3,480	\$ 7,540	\$ 90,478
		E	\$ 45.68	\$ 3,654	\$ 7,917	\$ 95,010

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		\$ 19.65	
Laborer		\$ 19.65	
Maintenance Assistant		\$ 19.65	
Office Assistant		\$ 19.65	
Per Diem Police Dispatcher Trainee		\$ 19.65	
Police Aide Trainee		\$ 19.65	
Video Recording Operator		\$ 19.65	
City Attorney			\$ 7,790
Part-time City Engineer		\$ 50.00	
Account Clerk (Temporary)		\$ 28.34	
Per Diem Police Dispatcher ¹		\$ 33.23	
Police Reserve Officer ²		\$ 37.57	

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 Administrative Service Department should be reorganized and recommends the addition of one new classifications; and and one revision of an existing classification; and

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

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

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

WHEREAS, the City Council previously approved the City Pay Rates and Ranges document dated July 6, 2021 pursuant to Resolution No. 6358-2021, 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 September 1, 2021;

IN COUNCIL DULY PASSED this 3rd day of August, 2021.

VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____

Mayor Una Glass

ATTEST: _____
Mary Gourley, MMC, Assistant City Manager / City Clerk

Approved as to Form:

Larry McLaughlin, City Attorney