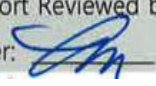


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: October 3, 2023
To: Honorable Mayor and City Councilmembers
From: City Manager and Human Resources Consultant
Subject: Approve Reclassification of Police Technican to Police Community Service and Evidence Technician and the Related Specification and Pay Ranges
Recommendation: It is recommended that the Council: Approve Reclassification of Police Technician to Police Community Service and Evidence Technician and the Related Specification and Pay Range and Authorize the City Manager to make the required personnel change and future non-substantive changes.
Funding: Currently Budgeted: Yes No Not Applicable

Account Code: 100-32-02-4010

Costs authorized in City Approved Budget: Yes (Finance Initialed AK) No (Finance Exempt)

INTRODUCTION/PURPOSE:

This item requests the City Council approve reclassification of Police Technician to Police Community Services and Evidence Technician and the related specification and pay range and authorizing the City Manager to make the related personnel change. This item offers a cost-effective solution to an immediate and ongoing need for duties related to property and evidence management in the Police Department. There is no FY 2024 cost impact for approval of this item.

BACKGROUND:

In January 2022 following the retirement of the Records/ Dispatch Supervisor for the Police Department, the Records/Dispatch Supervisor position was reviewed. The review determined that the role was too large for one individual and included responsibility to supervise and oversee employees and operations for both dispatch and police administrative programs such as records management, property and evidence, reporting, communications, livescan, animal control, and parking.

At the time, a City-wide staffing assessment was being conducted, however, the results were not available before the need to recruit for the Records/Dispatch Supervisor. A class study recommended reducing the scope of the position, removing the supervision of dispatch personnel, and shifting day-to-day duties for property and evidence and LiveScan to a technician. Staff developed a classification for Community Services and Evidence Technician and surveyed comparable entities for salary. The Sebastopol Police Association and City Staff met and conferred over working conditions and salary for the positions.

Due to the proximity of the staffing study, staff recommended and City Council approved changes to the Records / Dispatch Supervisor classification and not the Police Technician. On February 15, 2022, the new administrative

supervisor classification of Police Records and Support Services Manager was approved to supervise records and administrative programs in the Police Department such as Records Management, Administrative Reporting, LiveScan, Property and Evidence, Parking, and Animal Control. At the same time the Police Technician position was upgraded from ¾ time to full-time.

Almost concurrently, the Police Technician who was then and remains trained in Property and Evidence Management, continued to work closely with the administrative supervisor, now “Police Records and Support Services Manager”, and took on the additional duties of the Property and Evidence Program, including the Evidence Room at the Police Department and, in accordance with Personnel Rules V.F., was paid a 5% premium for the additional duties from February 22, 2023 through June 30, 2023.

On July 1, 2023, the Department sought other methods for procuring or managing the property and evidence room duties. Property and evidence management is a significant compliance responsibility for the City to maintain the chain of custody and preserve the integrity of evidence collected related to a crime, injury, or investigation. Options explored by the Department to cover the responsibility included using officers and sergeants, engaging the shared services of another local municipality, seeking per diem or retired annuitant assistance. In each case, the solutions were either more costly than using the reclassified Police Technician classification, did not meet the need and volume of work or, as in the case of officers and sergeants performing the work, were ill advised due to conflict of interest concerns.

DISCUSSION:

The Police Department has an immediate need to meet the compliance needs of the collection, cataloging, and storage of evidence to follow proper chain of custody and preserve property and evidence integrity. By approving this item and expanding the scope of the Police Technician position to provide adequate coverage for mandated evidence room work is a cost-effective solution.

Staff researched options related to sharing a position with another department which would result in the cost of .5 FTE Property and Evidence Technician. Staff also engaged the personnel of another local municipality for one day of service inside the property and evidence room which, in short order, would become more costly than the total annual cost (<\$10,000 a year) to reclassify the Police Technician position. Staff explored the use of officers and sergeants for the work and found based on recent examples in the City of Rampart and Rohnert Park was unwise due to conflict-of-interest issues. Additionally, staff attempted to use per diem or retired annuitant individuals for the work but were unable to engage the assistance which would also be more costly over an annual period.

Staff conducted a salary survey for the newly revised classification of Police Community Services and Evidence Technician based on the expansion in scope of work as shown in the table below.

Agency	Class Title	Max Monthly Salary	Effective Date
Sebastopol	Police Services and Records Manager	\$5,236	02/21/23
City of Santa Rosa	Police Field and Evidence Technician / Police Property and Evidence Technician/ Community Services Officer	\$6,685	04/03/23
City of Cloverdale	Police Records Technician / Community Services Officer	\$6,652	7/1/2022
City of Novato	Community Services Officer/Evidence Technician/ Police Records Specialist	\$6,129	3/20/2023
City of Rohnert Park	Community Services Officer / Public Safety Records Clerk	\$5,909	12/13/22
City of Petaluma	Police Records Technician II/Evidence Technician/Police Property Technician	\$5,853	1/23/2023
City of Healdsburg	Police Records Technician / Police Technician	\$5,667	8/1/2022
City of Corte Madera	No Comparable Class		
City of Cotati	No Comparable Class		
City of Sonoma	No Comparable Class		
Town of Windsor	No Comparable Class		
City of Larkspur	No Comparable Class		

The Town of Corte Madera and City of Larkspur contract with Central Marin Police and the City of Sonoma and Town of Windsor contract with the Sonoma County Sheriff for police services. A Lieutenant at the City of Cotati performs the work.

The average of comparators is \$6,149 and the median of comparators is \$6,020. In this case staff recommends setting the top step salary at the median or \$6,020 monthly. Based on the totality of the above, staff recommends Council approve the reclassification of Police Technician to Police Community Services and Evidence Technician at the following pay range:

	PAY RANGES				
	A	B	C	D	E
Hourly	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.07	\$ 34.73
Monthly	\$ 4,952	\$ 5,200	\$ 5,460	\$ 5,732	\$ 6,020

Additionally, California Public Employee’s Retirement Law at Section 570.5 of the California Code of Regulations Title 2 requires the City Pay Rates and Ranges document published on the City’s internet site to be approved, in its entirety, by the City Council each time a modification is made.

ENVIRONMENTAL REVIEW:

The proposed action is exempt (Yes No Not a project under CEQA) from the requirements of the California Environmental Quality Act (CEQA)

GOALS:

This action supports the following City Council Goals and General Plan Actions:

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

6.1 Enhance the Mayor, City Council, and manager-employee communication by the continuation of clear communications and direction and enhance positive relations between the City Council, staff, public so that all groups work together to provide stability and consistency.

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 comment portion of the agenda 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 result of approval of this item will increase the pay range for the Police Technician 11% resulting in a less than \$10,000 increase in cost over 12 months and less than \$6,000 for the remainder of FY 2024. The current Police Department approved budget is sufficient to absorb the cost of this item.

RECOMMENDATION:

Approve Reclassification of Police Technician to Police Community Service and Evidence Technician and the Related Specification and Pay Range and Authorize the City Manager to make the required personnel change and future non-substantive changes.

Attachments:

Resolution

Exhibit A Job Description

Current Pay Rates and Ranges

RESOLUTION NUMBER: XXXX-2023

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING THE REVISED AND RECLASSIFIED THE CLASSIFICATION OF POLICE TECHNICIAN TO POLICE COMMUNITY SERVICES AND EVIDENCE TECHNICIAN JOB DESCRIPTION AND APPROVED RELATED CLASSIFICATION SPECIFICATION PAY RATES AND RANGES

WHEREAS, the City of Sebastopol maintains a classification plan that includes classification specifications for all positions within the City; and

WHEREAS, the City Council of the City of Sebastopol authorizes allocations for each position within the City as part of the annual budget process; and

WHEREAS, any substantive change to a classification specification or position allocation must be approved by the City Council; and

WHEREAS, the Police Department and the City desire to revise and reclassify the classification of Police Technician to Police Community Services and Evidence Technician and approve the related classification specification and pay range as listed in the attached public pay schedule; and

WHEREAS, the Council desires to authorize the City Manager to make the necessary personnel change and any non-substantive changes to the classification and related lists and schedules to affect the reclassification; and

WHEREAS, The Council approves an updated Publicly Available Pay Schedule to include the revised title and pay range; and

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

WHEREAS, the City of Sebastopol and the Sebastopol Police Officers Association have discussed and concur with the proposed changes.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Sebastopol hereby:

1. Approves the retitled and revised classification of Police Community Services and Evidence Technician and the related classification specification and pay range as show in Exhibits A & B, attached hereto
2. Authorized the City Manager to make the necessary staff change and non-substantive changes to classifications, effective October 1, 2023.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 3rd day of October 2023.

Exhibits:

A: Classification Specification – Police Community Services and Evidence Technician

B: Publicly Available Pay Rates and Ranges Schedule

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Neysa Hinton, Mayor

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

Larry McLaughlin, City Attorney

**City of Sebastopol
Job Description**

Job Title: Police Community Services and Evidence Technician
Division: SPOA
Department: Police
Location: Sebastopol Police Services
Shift: As Assigned
Reports To: Police Services and Records Program Manager
Prepared By: Ronald Nelson
Approved By: Council
Approved Date: 02/05/2008
Revised: 5/3/2023
Approved Date: 10/3/2023
FLSA Status: Nonexempt

PURPOSE

At the direction of the Police Services and Records Program Manager, this position performs non-sworn law enforcement duties, including acceptance, recording, storage, control, release and disposal of police evidence and property; maintains and protects the physical integrity and complete chain of custody of evidentiary items throughout the judicial process; administration of the property and evidence room, overflow bike barn, and audio/video files and information; ensures compliance with all State and local laws regarding the storage and disposition of property and evidence; serves as the City’s primary administrator of the City’s parking and RV ordinances, and sole parking enforcement officer, supports patrol officers by assisting with traffic control, supports the questioning of female witnesses, provides victim support for sexual assault calls, assists in the preservation of crime scenes, administers contract animal control services and serves as animal control officer until contract services arrive, and may serve as temporary (same day, break, etc.) “relief” Police Dispatch-Clerk; and performs related work as required. The position requires unusual working hours and assignments on short notice. This position serves a twelve (12) month probationary period.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Services and Records Manager or another supervisor or manager as assigned.

TYPICAL JOB DUTIES include but are limited to the following. Other duties may be assigned.

- Accept, record, classify, store, control, protect, dispose, slate for destruction or release property/evidence to its rightful owner, or for court presentation
- Receive, maintain, transport, make copies (paper, film, tape, video), label, verify and safeguard evidence and property
- Maintain and oversee the property and evidence room; overflow bike barn; and storage of other media including digital, paper, film, tape, and video
- Testify in court on matters pertaining to property and evidence
- Assists individuals at the Department’s front counter requesting the return of personal property
- Reviews records and court documents to ensure the proper release of property, gathers and returns to individuals, and maintains all associated records
- Participates in the retention and purging of police records, with greater responsibility for the purging of property and evidence related records within the mandates of the law and established City retention schedule

- Maintain current knowledge of legislation and other activities that impact records, property, and evidence functions
- Assists sworn officers, conducting enforcement activities as required, which may include taking incident reports, conducting traffic control, preserving crime scenes, and assisting in child abuse and sexual assault cases
- Performs all aspects of parking enforcement within boundaries of the City of Sebastopol including serving as the primary position marking vehicles for potential violations, issuing citations, and conducting enforcement of vehicle related municipal code ordinances and vehicle code violations relating to parking control or storage/impound of vehicles
- Identifies vehicles that are subject to towing; facilitates the towing of said vehicles and completes all related state required paperwork for vehicle impounds and storage or disposition
- Primary position responsible for the monitoring and enforcement aspects of the City of Sebastopol's recreational vehicle parking ordinance citywide
- Primary point of contact for the Sonoma County abandoned vehicle abatement program and any other external parking or parking enforcement related services or programs
- Coordinates with the City's animal control vendor for animal control services; communicates as necessary with the animal control vendor regarding the care of animals from the City of Sebastopol, serves as Animal Control Officer until contract animal control vendor arrives.
- Performs all aspects of animal control pursuant to State statutes and City ordinances, including issuance of warnings and/or citations to animal owners who violate applicable statutes and ordinances
- Serves the public at the Police Services Department front counter; provides information and assistance in person and via phone to the public, City staff, and department personnel as assigned, responds to requests for the return of property and evidence
- Accepts subpoenas as necessary
- Serves as the Department's Live Scan Fingerprint Coordinator
- Completes and maintains the Live Scan system fingerprinting; arranges for maintenance services as needed for the Live Scan equipment; processes ink prints when necessary, and processes prints for identification, Verified International Stay Approval (VISA), and out of state license applications
- May serve as replacement or relief Dispatcher-Clerk in absence of same
- Operates police communications equipment
- Is required to operate a marked police department motorized vehicle for parking enforcement and other job duties
- Manually authors citations or may be required to operate a handheld citation computer should the department implement that technology
- Prepares accurate reports as directed or required by policy and/or law and maintains detailed records and filing. May be required to prepare staff reports, memorandums, official letters, conduct research, or compile data relating to various job functions
- Operates standard office equipment, including computer terminals, police communications equipment, copiers, and other equipment applicable to the position
- Serves as liaison and courier to the District Attorney's Office and courts
- Provides miscellaneous housecleaning of physical plant when directed
- Required to be in uniform while on duty
- May be required to participate in trainings that provide techniques, tools, tactics or equipment relating to personal safety while in uniform
- May be required to participate in emergency vehicle operations and/or defensive driving techniques
- Attends and participates in quarterly meetings related to various specialized job functions or as

directed by the Chief of Police

- Performs other duties as determined and assigned from time to time by the Chief of Police and/or the immediate supervisor

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic operations, functions, principles, and practices of law enforcement agencies.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and techniques of developing and conducting public information presentations
- Principles and practices of evidence, and property collection, protection, chain of custody, recording, and storage, purge and release, and report preparation.
- Terminology and procedures used in public safety dispatching.
- City geography, maps, streets, landmarks, and driving directions.
- Basic principles of record keeping.
- Principles and practices of data collection and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment, and communication tools used for business functions and program, project, and task coordination.
- Effective practices, methods, and techniques for storing and recording criminal evidence and personal property.
- General law enforcement practices and procedures regarding evidence and personal property storage, retention, and disposition.
- Records management and maintenance techniques and practices.
- Computers and software programs (e.g., Microsoft software packages and state and federal programs and systems for transporting evidence, property, files, film, and other media.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Interpret, apply and explain policies, procedures, regulations, ordinances, codes, and regulations.
- Assess situations while remaining calm and using sound, independent judgment.
- Maintain accurate records and files.
- Understand and follow oral and written instructions.
- Develop and deliver public information presentations related to the assigned areas of responsibility.
- Learn modern methods of criminal investigation and evidence identification.
- Learn court procedures and rules of evidence in criminal law.
- Operate, extract, and input data from and into computer systems with a high level of keyboarding accuracy.
- Demonstrate high levels of proficiency with Law Enforcement and Criminal Justice computer programs.
- Speak effectively before public groups and respond to questions.
- Prepare clear concise reports, correspondence and other written materials.

- Research, compile, and summarize a variety of informational and statistical data and materials.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Safely and effectively use and operate specialized equipment required for the work.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM 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

High school diploma or general education degree (GED); and two years related experience and/or training; or equivalent combination of education and experience. A typical related experience would be one involving public contact and making independent decisions. Experience in a law enforcement agency including experience with a law enforcement records management system 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. Ability to issue legible, handwritten citations. Ability to respond to parking complaints and inquiries regarding enforcement and control activities. Ability to learn, understand, interpret, and enforce appropriate City and State parking and vehicle codes, laws, and regulations; identify and report parking and traffic problems encountered in course of work, and effectively communicate orally using good listening skills.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of U.S. currency and weight measurements, volumes, and distances.

REASONING ABILITY

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

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California driver's license or the ability to obtain a valid California driver's license by the time of appointment is required.

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

OTHER QUALIFICATIONS

Ability to think clearly and act quickly in emergency situations; perform clerical work of average difficulty in a timely and accurate manner; ability to take, understand and carry out verbal and written directions; ability to remain calm and exercise sound independent judgment and decision-making in daily work activities; deal courteously and effectively with all segments of the public; possess outstanding neatness in appearance and personal hygiene at all times; ability to express thoughts clearly and concisely in written form, with grammatically correct written composition and correct spelling abilities; knowledge of MS Office software, including Word, Outlook, and Excel, and other software programs and applications specific to law enforcement.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in various outside weather conditions and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, and extreme heat. The noise level in the work environment is usually loud.

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

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	\$ 76.95	\$ 6,156	\$ 13,338	\$ 160,058
		B	\$ 80.79	\$ 6,463	\$ 14,004	\$ 168,045
		C	\$ 84.83	\$ 6,786	\$ 14,704	\$ 176,444
		D	\$ 89.07	\$ 7,126	\$ 15,439	\$ 185,270
		E	\$ 93.52	\$ 7,482	\$ 16,210	\$ 194,524
Assistant City Manager City Clerk	Appointed	A	\$ 71.58	\$ 5,727	\$ 12,408	\$ 148,891
		B	\$ 75.16	\$ 6,013	\$ 13,028	\$ 156,340
		C	\$ 78.92	\$ 6,313	\$ 13,679	\$ 164,148
		D	\$ 82.86	\$ 6,629	\$ 14,363	\$ 172,354
		E	\$ 87.01	\$ 6,961	\$ 15,081	\$ 180,974
Administrative Services Director	Unrepresented	A	\$ 69.60	\$ 5,568	\$ 12,064	\$ 144,774
		B	\$ 73.08	\$ 5,847	\$ 12,668	\$ 152,017
		C	\$ 76.74	\$ 6,139	\$ 13,301	\$ 159,618
		D	\$ 80.57	\$ 6,446	\$ 13,966	\$ 167,590
		E	\$ 84.60	\$ 6,768	\$ 14,665	\$ 175,976
City Clerk	Appointed	A	\$ 65.05	\$ 5,204	\$ 11,275	\$ 135,300
Finance Director	Unrepresented	B	\$ 68.29	\$ 5,463	\$ 11,837	\$ 142,048
		C	\$ 71.72	\$ 5,738	\$ 12,432	\$ 149,180
		D	\$ 75.31	\$ 6,025	\$ 13,054	\$ 156,643
		E	\$ 79.07	\$ 6,326	\$ 13,705	\$ 164,464
Building Official	Unrepresented	A	\$ 58.25	\$ 4,660	\$ 10,097	\$ 121,159
		B	\$ 61.16	\$ 4,892	\$ 10,600	\$ 127,204
		C	\$ 64.22	\$ 5,138	\$ 11,132	\$ 133,579
		D	\$ 67.43	\$ 5,395	\$ 11,688	\$ 140,257
		E	\$ 70.79	\$ 5,664	\$ 12,271	\$ 147,252
Engineering Director Planning Director	Unrepresented	A	\$ 65.39	\$ 5,231	\$ 11,335	\$ 136,016
		B	\$ 68.66	\$ 5,492	\$ 11,900	\$ 142,805
		C	\$ 72.09	\$ 5,767	\$ 12,496	\$ 149,951
		D	\$ 75.70	\$ 6,056	\$ 13,121	\$ 157,456
		E	\$ 79.48	\$ 6,358	\$ 13,777	\$ 165,318
Fire Chief	Unrepresented	A	\$ 66.05	\$ 5,284	\$ 11,449	\$ 137,393
		B	\$ 69.34	\$ 5,548	\$ 12,020	\$ 144,237
		C	\$ 72.82	\$ 5,826	\$ 12,622	\$ 151,466
		D	\$ 76.45	\$ 6,116	\$ 13,252	\$ 159,025
		E	\$ 80.28	\$ 6,422	\$ 13,915	\$ 166,984

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MANAGEMENT						
Police Chief	Unrepresented	A	\$ 67.20	\$ 5,376	\$ 11,648	\$ 139,776
		B	\$ 70.56	\$ 5,644	\$ 12,230	\$ 146,757
		C	\$ 74.08	\$ 5,927	\$ 12,841	\$ 154,096
		D	\$ 77.79	\$ 6,223	\$ 13,484	\$ 161,807
		E	\$ 81.68	\$ 6,535	\$ 14,159	\$ 169,904
Public Works Superintendent	Unrepresented	A	\$ 63.74	\$ 5,099	\$ 11,048	\$ 132,574
		B	\$ 66.92	\$ 5,353	\$ 11,599	\$ 139,183
		C	\$ 70.26	\$ 5,621	\$ 12,179	\$ 146,151
		D	\$ 73.78	\$ 5,902	\$ 12,789	\$ 153,463
		E	\$ 77.47	\$ 6,197	\$ 13,428	\$ 161,132

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
MID-MANAGEMENT						
Assistant Public Works Superintendent Engineering Manager	Unrepresented	A	\$ 50.68	\$ 4,054	\$ 8,784	\$ 105,407
		B	\$ 53.21	\$ 4,256	\$ 9,222	\$ 110,667
		C	\$ 55.87	\$ 4,469	\$ 9,683	\$ 116,202
		D	\$ 58.65	\$ 4,692	\$ 10,167	\$ 121,999
		E	\$ 61.59	\$ 4,927	\$ 10,676	\$ 128,113
Fire Engineer	Unrepresented	A	\$ 35.77	\$ 2,862	\$ 6,201	\$ 74,411
		B	\$ 37.56	\$ 3,005	\$ 6,511	\$ 78,129
		C	\$ 39.44	\$ 3,155	\$ 6,835	\$ 82,026
		D	\$ 41.41	\$ 3,313	\$ 7,177	\$ 86,129
		E	\$ 43.48	\$ 3,478	\$ 7,537	\$ 90,439
Principal Civil Engineer	Unrepresented	A	\$ 59.12	\$ 4,730	\$ 10,248	\$ 122,976
		B	\$ 69.16	\$ 5,533	\$ 11,988	\$ 143,851
		C	\$ 72.61	\$ 5,809	\$ 12,587	\$ 151,039
		D	\$ 76.25	\$ 6,100	\$ 13,217	\$ 158,599
		E	\$ 80.06	\$ 6,405	\$ 13,877	\$ 166,530
Senior Civil Engineer	Unrepresented	A	\$ 52.44	\$ 4,195	\$ 9,089	\$ 109,068
		B	\$ 61.34	\$ 4,907	\$ 10,632	\$ 127,589
		C	\$ 64.41	\$ 5,152	\$ 11,164	\$ 133,965
		D	\$ 67.62	\$ 5,410	\$ 11,721	\$ 140,657
		E	\$ 71.01	\$ 5,681	\$ 12,308	\$ 147,693
Police Captain	Unrepresented	A	\$ 61.22	\$ 4,898	\$ 10,612	\$ 127,342
		B	\$ 64.28	\$ 5,143	\$ 11,142	\$ 133,709
		C	\$ 67.50	\$ 5,400	\$ 11,700	\$ 140,394
		D	\$ 70.87	\$ 5,670	\$ 12,284	\$ 147,414
		E	\$ 74.42	\$ 5,953	\$ 12,899	\$ 154,784
Police Lieutenant	Unrepresented	A	\$ 56.24	\$ 4,499	\$ 9,748	\$ 116,973
		B	\$ 59.06	\$ 4,725	\$ 10,237	\$ 122,839
		C	\$ 62.01	\$ 4,961	\$ 10,748	\$ 128,980
		D	\$ 65.10	\$ 5,208	\$ 11,284	\$ 135,411
		E	\$ 68.36	\$ 5,469	\$ 11,850	\$ 142,199

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MISCELLANEOUS						
Accountant Analyst (Confidential)	Unrepresented	A	\$ 43.48	\$ 3,478	\$ 7,537	\$ 90,439
		B	\$ 45.66	\$ 3,653	\$ 7,914	\$ 94,969
		C	\$ 47.94	\$ 3,835	\$ 8,310	\$ 99,720
		D	\$ 50.34	\$ 4,027	\$ 8,725	\$ 104,704
		E	\$ 52.85	\$ 4,228	\$ 9,161	\$ 109,937
Accountant	SEIU	A	\$ 39.54	\$ 3,163	\$ 6,854	\$ 82,243
		B	\$ 41.51	\$ 3,321	\$ 7,196	\$ 86,349
		C	\$ 43.59	\$ 3,487	\$ 7,556	\$ 90,667
		D	\$ 45.77	\$ 3,661	\$ 7,933	\$ 95,197
		E	\$ 48.06	\$ 3,845	\$ 8,330	\$ 99,965
Associate Planner	SEIU	A	\$ 42.63	\$ 3,410	\$ 7,389	\$ 88,663
		B	\$ 44.87	\$ 3,590	\$ 7,778	\$ 93,331
		C	\$ 47.23	\$ 3,779	\$ 8,187	\$ 98,246
		D	\$ 49.72	\$ 3,978	\$ 8,619	\$ 103,424
		E	\$ 52.34	\$ 4,187	\$ 9,072	\$ 108,863
Assistant Planner	SEIU	A	\$ 38.95	\$ 3,116	\$ 6,751	\$ 81,007
Junior Accountant		B	\$ 40.90	\$ 3,272	\$ 7,089	\$ 85,069
Management Analyst		C	\$ 42.94	\$ 3,435	\$ 7,442	\$ 89,310
Administrative Technician		D	\$ 45.08	\$ 3,607	\$ 7,814	\$ 93,771
		E	\$ 47.34	\$ 3,787	\$ 8,206	\$ 98,467
Administrative Assistant	SEIU	A	\$ 29.46	\$ 2,357	\$ 5,106	\$ 61,275
		B	\$ 30.93	\$ 2,474	\$ 5,361	\$ 64,332
		C	\$ 32.48	\$ 2,598	\$ 5,629	\$ 67,554
		D	\$ 34.10	\$ 2,728	\$ 5,911	\$ 70,927
		E	\$ 35.81	\$ 2,865	\$ 6,208	\$ 74,494
Account Clerk I	SEIU	A	\$ 25.22	\$ 2,017	\$ 4,371	\$ 52,449
		B	\$ 26.47	\$ 2,118	\$ 4,589	\$ 55,065
		C	\$ 27.80	\$ 2,224	\$ 4,819	\$ 57,832
		D	\$ 29.19	\$ 2,335	\$ 5,059	\$ 60,710
		E	\$ 30.65	\$ 2,452	\$ 5,313	\$ 63,753
Account Clerk II	SEIU	A	\$ 31.43	\$ 2,515	\$ 5,448	\$ 65,378
		B	\$ 33.01	\$ 2,641	\$ 5,722	\$ 68,669
		C	\$ 34.67	\$ 2,774	\$ 6,009	\$ 72,112
		D	\$ 36.39	\$ 2,911	\$ 6,308	\$ 75,692
		E	\$ 38.22	\$ 3,058	\$ 6,625	\$ 79,506
Office Assistant	SEIU	A	\$ 22.53	\$ 1,803	\$ 3,906	\$ 46,872
		B	\$ 23.65	\$ 1,892	\$ 4,100	\$ 49,199
		C	\$ 24.84	\$ 1,987	\$ 4,305	\$ 51,664
		D	\$ 26.09	\$ 2,087	\$ 4,522	\$ 54,266
		E	\$ 27.40	\$ 2,192	\$ 4,749	\$ 56,993

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Permit Technician	SEIU	A	\$ 35.41	\$ 2,832	\$ 6,137	\$ 73,644
Planning Technician		B	\$ 37.18	\$ 2,974	\$ 6,444	\$ 77,326
		C	\$ 39.04	\$ 3,123	\$ 6,766	\$ 81,195
		D	\$ 40.99	\$ 3,279	\$ 7,104	\$ 85,251
		E	\$ 43.04	\$ 3,443	\$ 7,460	\$ 89,519
		Senior Administrative Assistant	SEIU	A	\$ 34.27	\$ 2,741
		B	\$ 35.97	\$ 2,878	\$ 6,235	\$ 74,824
		C	\$ 37.77	\$ 3,021	\$ 6,546	\$ 78,556
		D	\$ 39.65	\$ 3,172	\$ 6,873	\$ 82,480
		E	\$ 41.65	\$ 3,332	\$ 7,219	\$ 86,625

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
POLICE PERSONNEL						
Police Technician	SPOA	A	\$ 25.85	\$ 2,068	\$ 4,481	\$ 53,770
		B	\$ 27.14	\$ 2,171	\$ 4,703	\$ 56,442
		C	\$ 28.49	\$ 2,279	\$ 4,939	\$ 59,265
		D	\$ 29.93	\$ 2,394	\$ 5,188	\$ 62,253
		E	\$ 31.42	\$ 2,513	\$ 5,446	\$ 65,351
Police Community Services and Evidence Technician	SPOA	A	\$ 28.57	\$ 2,286	\$ 4,952	\$ 59,426
		B	\$ 30.00	\$ 2,400	\$ 5,200	\$ 62,400
		C	\$ 31.50	\$ 2,520	\$ 5,460	\$ 65,520
		D	\$ 33.07	\$ 2,646	\$ 5,732	\$ 68,786
		E	\$ 34.73	\$ 2,778	\$ 6,020	\$ 72,238
Police Dispatcher	SPOA	A	\$ 31.04	\$ 2,483	\$ 5,380	\$ 64,566
		B	\$ 32.60	\$ 2,608	\$ 5,651	\$ 67,815
		C	\$ 34.23	\$ 2,739	\$ 5,934	\$ 71,203
		D	\$ 35.94	\$ 2,875	\$ 6,230	\$ 74,755
		E	\$ 37.74	\$ 3,019	\$ 6,542	\$ 78,501
Police Records & Support Services Manager	SPOA	A	\$ 37.11	\$ 2,968	\$ 6,432	\$ 77,179
		B	\$ 38.96	\$ 3,117	\$ 6,753	\$ 81,034
		C	\$ 40.91	\$ 3,272	\$ 7,090	\$ 85,083
		D	\$ 42.95	\$ 3,436	\$ 7,445	\$ 89,337
		E	\$ 45.10	\$ 3,608	\$ 7,817	\$ 93,799
Police Officer	SPOA	A	\$ 40.63	\$ 3,251	\$ 7,043	\$ 84,518
		B	\$ 42.67	\$ 3,413	\$ 7,395	\$ 88,745
		C	\$ 44.79	\$ 3,583	\$ 7,764	\$ 93,165
		D	\$ 47.04	\$ 3,763	\$ 8,154	\$ 97,847
		E	\$ 49.39	\$ 3,951	\$ 8,561	\$ 102,735
Police Sergeant	SPOA	A	\$ 47.48	\$ 3,798	\$ 8,230	\$ 98,756
		B	\$ 49.85	\$ 3,988	\$ 8,640	\$ 103,685
		C	\$ 52.34	\$ 4,187	\$ 9,072	\$ 108,863
		D	\$ 54.96	\$ 4,397	\$ 9,526	\$ 114,315
		E	\$ 57.71	\$ 4,617	\$ 10,002	\$ 120,030

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
SEIU PHYSICAL FIELD PERSONNEL						
Laborer	SEIU	A	\$ 21.33	\$ 1,706	\$ 3,697	\$ 44,366
		B	\$ 22.40	\$ 1,792	\$ 3,882	\$ 46,583
		C	\$ 23.51	\$ 1,881	\$ 4,076	\$ 48,910
		D	\$ 24.69	\$ 1,975	\$ 4,280	\$ 51,361
		E	\$ 25.92	\$ 2,074	\$ 4,493	\$ 53,922
Maintenance Worker I	SEIU	A	\$ 26.08	\$ 2,086	\$ 4,520	\$ 54,239
		B	\$ 27.37	\$ 2,190	\$ 4,745	\$ 56,937
		C	\$ 28.74	\$ 2,300	\$ 4,982	\$ 59,788
		D	\$ 30.18	\$ 2,414	\$ 5,231	\$ 62,776
		E	\$ 31.69	\$ 2,535	\$ 5,493	\$ 65,915
Maintenance Worker II	SEIU	A	\$ 33.27	\$ 2,661	\$ 5,766	\$ 69,192
		B	\$ 34.93	\$ 2,795	\$ 6,055	\$ 72,662
		C	\$ 36.67	\$ 2,934	\$ 6,357	\$ 76,284
		D	\$ 38.51	\$ 3,081	\$ 6,675	\$ 80,098
		E	\$ 40.44	\$ 3,235	\$ 7,009	\$ 84,105
Maintenance Worker III	SEIU	A	\$ 38.87	\$ 3,110	\$ 6,738	\$ 80,855
Senior Parks & Facilities Maintenance Worker III		B	\$ 40.81	\$ 3,265	\$ 7,074	\$ 84,890
C		\$ 42.86	\$ 3,429	\$ 7,429	\$ 89,145	
D		\$ 45.00	\$ 3,600	\$ 7,799	\$ 93,592	
E		\$ 47.24	\$ 3,779	\$ 8,188	\$ 98,260	
Senior Maintenance Worker	SEIU	A	\$ 39.85	\$ 3,188	\$ 6,908	\$ 82,893
		B	\$ 41.85	\$ 3,348	\$ 7,253	\$ 87,038
		C	\$ 43.94	\$ 3,515	\$ 7,616	\$ 91,389
		D	\$ 46.13	\$ 3,690	\$ 7,996	\$ 95,947
		E	\$ 48.44	\$ 3,875	\$ 8,396	\$ 100,752
Senior Maintenance Worker-Water System Treatment Operator	SEIU	A	\$ 40.65	\$ 3,252	\$ 7,045	\$ 84,546
Senior Maintenance Worker-Sanitary Sewer System Operator		B	\$ 42.68	\$ 3,414	\$ 7,398	\$ 88,773
C		\$ 44.82	\$ 3,585	\$ 7,768	\$ 93,220	
D		\$ 47.05	\$ 3,764	\$ 8,155	\$ 97,861	
E		\$ 49.41	\$ 3,952	\$ 8,564	\$ 102,763	