

**RESOLUTION NO. 6469-2022**

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 staff has determined that it is in the best interest of efficient, effective, and economical conduct of the City's business, the City establishes one new temporary classification; and

WHEREAS the recommendation includes the new temporary classification of interim professional temporary staff and wage ranges approved as provided in the pay rates and ranges schedule attached to this resolution; and

WHEREAS staff is requested that City Manager be authorized to make non-substantive changes to all City job classification specifications that do not affect scope, complexity, discipline, wages, or job level; 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 5, 2022 pursuant to Resolution No. 6451-2022.

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 August 2, 2022.

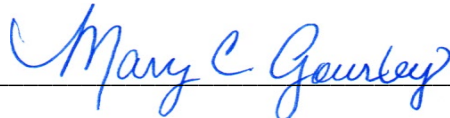
The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 2<sup>nd</sup> day of August, 2022.

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

**VOTE:**

Ayes: Councilmembers Glass, Gurney, Rich, Vice Mayor Hinton and Mayor Slayter  
Noes: None  
Absent: None  
Abstain: None

APPROVED:   
Mayor Patrick Slayter

ATTEST:  \_\_\_\_\_

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:



Larry McLaughlin, City Attorney

**City of Sebastopol  
Job Description**

**Job Title:** Interim Professional - Temporary Staff  
**Division:** As Assigned  
**Department:** As Assigned  
**Location:** As Assigned  
**Shift:** As Assigned  
**Reports To:** As Assigned  
**Prepared By:** City Staff  
**Approved By:** City Council  
**Approved Date:**  
**FLSA Status:** Exempt

**PURPOSE**

Interim Professional is a temporary employee hired to meet a specific, short term need to perform complex professional level and/or advanced technical responsibilities, which may require the application of technical skills and/or knowledge of detailed or specialized activities related to the functions of the assigned Department.

**SUPERVISION**

Incumbents in this classification work under direction provided by a Department Director or higher-level manager, and work cooperatively with other department and City staff and committees/boards.

**TYPICAL JOB DUTIES:**

Specific duties will vary depending on assigned Department and as approved by the City Manager.

**QUALIFICATIONS**

Experience: Sufficient years of experience to demonstrate possession of the required knowledge and abilities to perform the specific activities related to the assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties of the position.

Education: Possession of a four-year degree or completion of college-level course work related to the specific assignment is highly desirable.

**LICENSE**

The position may require the use of a vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicles safely and must possess a valid, Class C, California driver's license.

**WORKING CONDITIONS**

Work is primarily performed in an indoor office setting. When working in the office, incumbents typically work at a desk, sitting for extended periods of time with the ability to move about at will. Standard office

equipment, a computer and a variety of office software is used to enter and retrieve data and produce reports and presentation materials and requires continuous or repetitive arm-hand movements. Incumbents learn job-related material through oral and/or written instruction in an on-the-job setting and by reading and comprehending written material and making inferences from the contents. Verbal communication includes giving instructions, providing information, and responding to questions and may be conducted face to face, on the telephone, via email and in meetings.

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## 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
<b>MANAGEMENT</b>						
City Manager   City Attorney	Appointed	A	\$ 73.99	\$ 5,919	\$ 12,825	\$ 153,902
		B	\$ 77.68	\$ 6,215	\$ 13,465	\$ 161,581
		C	\$ 81.57	\$ 6,525	\$ 14,138	\$ 169,658
		D	\$ 85.65	\$ 6,852	\$ 14,845	\$ 178,145
		E	\$ 89.92	\$ 7,194	\$ 15,587	\$ 187,042
Assistant City Manager   City Clerk	Appointed	A	\$ 68.83	\$ 5,506	\$ 11,930	\$ 143,164
		B	\$ 72.27	\$ 5,782	\$ 12,527	\$ 150,327
		C	\$ 75.88	\$ 6,071	\$ 13,153	\$ 157,834
		D	\$ 79.68	\$ 6,374	\$ 13,810	\$ 165,725
		E	\$ 83.66	\$ 6,693	\$ 14,501	\$ 174,014
Administrative Services Director	Unrepresented	A	\$ 66.93	\$ 5,354	\$ 11,600	\$ 139,206
		B	\$ 70.27	\$ 5,622	\$ 12,181	\$ 146,170
		C	\$ 73.79	\$ 5,903	\$ 12,790	\$ 153,478
		D	\$ 77.47	\$ 6,198	\$ 13,429	\$ 161,144
		E	\$ 81.35	\$ 6,508	\$ 14,101	\$ 169,208
City Clerk	Appointed	A	\$ 62.55	\$ 5,004	\$ 10,841	\$ 130,097
Finance Director	Unrepresented	B	\$ 65.67	\$ 5,253	\$ 11,382	\$ 136,584
		C	\$ 68.96	\$ 5,517	\$ 11,954	\$ 143,443
		D	\$ 72.41	\$ 5,793	\$ 12,552	\$ 150,619
		E	\$ 76.03	\$ 6,082	\$ 13,178	\$ 158,139
Building Official	Unrepresented	A	\$ 56.01	\$ 4,481	\$ 9,708	\$ 116,499
		B	\$ 58.80	\$ 4,704	\$ 10,193	\$ 122,311
		C	\$ 61.75	\$ 4,940	\$ 10,703	\$ 128,442
		D	\$ 64.84	\$ 5,187	\$ 11,239	\$ 134,863
		E	\$ 68.07	\$ 5,446	\$ 11,799	\$ 141,589
Engineering Director Planning Director	Unrepresented	A	\$ 62.88	\$ 5,030	\$ 10,899	\$ 130,785
		B	\$ 66.02	\$ 5,281	\$ 11,443	\$ 137,312
		C	\$ 69.32	\$ 5,546	\$ 12,015	\$ 144,184
		D	\$ 72.79	\$ 5,823	\$ 12,617	\$ 151,400
		E	\$ 76.42	\$ 6,114	\$ 13,247	\$ 158,960
Fire Chief	Unrepresented	A	\$ 63.51	\$ 5,081	\$ 11,009	\$ 132,109
		B	\$ 66.68	\$ 5,334	\$ 11,557	\$ 138,689
		C	\$ 70.02	\$ 5,602	\$ 12,137	\$ 145,640
		D	\$ 73.51	\$ 5,881	\$ 12,742	\$ 152,909
		E	\$ 77.19	\$ 6,175	\$ 13,380	\$ 160,562

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
<b>MANAGEMENT</b>						
Police Chief	Unrepresented	A	\$ 64.62	\$ 5,169	\$ 11,200	\$ 134,400
		B	\$ 67.84	\$ 5,427	\$ 11,759	\$ 141,112
		C	\$ 71.24	\$ 5,699	\$ 12,347	\$ 148,169
		D	\$ 74.80	\$ 5,984	\$ 12,965	\$ 155,584
		E	\$ 78.54	\$ 6,283	\$ 13,614	\$ 163,369
Public Works Superintendent	Unrepresented	A	\$ 61.29	\$ 4,903	\$ 10,623	\$ 127,475
		B	\$ 64.34	\$ 5,147	\$ 11,153	\$ 133,830
		C	\$ 67.56	\$ 5,405	\$ 11,711	\$ 140,530
		D	\$ 70.94	\$ 5,675	\$ 12,297	\$ 147,560
		E	\$ 74.49	\$ 5,959	\$ 12,911	\$ 154,935

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>MID-MANAGEMENT</b>						
Assistant Public Works Superintendent Engineering Manager	Unrepresented	A	\$ 48.73	\$ 3,898	\$ 8,446	\$ 101,352
		B	\$ 51.16	\$ 4,093	\$ 8,868	\$ 106,410
		C	\$ 53.72	\$ 4,297	\$ 9,311	\$ 111,733
		D	\$ 56.40	\$ 4,512	\$ 9,776	\$ 117,307
		E	\$ 59.22	\$ 4,738	\$ 10,265	\$ 123,185
Fire Engineer	Unrepresented	A	\$ 34.40	\$ 2,752	\$ 5,962	\$ 71,549
		B	\$ 36.12	\$ 2,889	\$ 6,260	\$ 75,124
		C	\$ 37.92	\$ 3,033	\$ 6,573	\$ 78,871
		D	\$ 39.82	\$ 3,185	\$ 6,901	\$ 82,816
		E	\$ 41.81	\$ 3,345	\$ 7,247	\$ 86,961
Principal Civil Engineer	Unrepresented	A	\$ 59.12	\$ 4,730	\$ 10,248	\$ 122,976
		B	\$ 66.50	\$ 5,320	\$ 11,527	\$ 138,319
		C	\$ 69.82	\$ 5,586	\$ 12,102	\$ 145,230
		D	\$ 73.32	\$ 5,865	\$ 12,708	\$ 152,499
		E	\$ 76.98	\$ 6,159	\$ 13,344	\$ 160,125
Senior Civil Engineer	Unrepresented	A	\$ 52.44	\$ 4,195	\$ 9,089	\$ 109,068
		B	\$ 58.98	\$ 4,719	\$ 10,224	\$ 122,682
		C	\$ 61.93	\$ 4,954	\$ 10,734	\$ 128,812
		D	\$ 65.02	\$ 5,202	\$ 11,271	\$ 135,247
		E	\$ 68.28	\$ 5,462	\$ 11,834	\$ 142,013
Police Captain	Unrepresented	A	\$ 58.87	\$ 4,709	\$ 10,204	\$ 122,444
		B	\$ 61.81	\$ 4,945	\$ 10,714	\$ 128,566
		C	\$ 64.90	\$ 5,192	\$ 11,250	\$ 134,994
		D	\$ 68.15	\$ 5,452	\$ 11,812	\$ 141,744
		E	\$ 71.55	\$ 5,724	\$ 12,403	\$ 148,831
Police Lieutenant	Unrepresented	A	\$ 54.07	\$ 4,326	\$ 9,373	\$ 112,474
		B	\$ 56.79	\$ 4,543	\$ 9,843	\$ 118,114
		C	\$ 59.62	\$ 4,770	\$ 10,335	\$ 124,019
		D	\$ 62.60	\$ 5,008	\$ 10,850	\$ 130,202
		E	\$ 65.74	\$ 5,259	\$ 11,394	\$ 136,730

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

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>MISCELLANEOUS</b>						
Accountant   Analyst (Confidential)	Unrepresented	A	\$ 41.81	\$ 3,345	\$ 7,247	\$ 86,961
		B	\$ 43.90	\$ 3,512	\$ 7,610	\$ 91,317
		C	\$ 46.10	\$ 3,688	\$ 7,990	\$ 95,884
		D	\$ 48.40	\$ 3,872	\$ 8,390	\$ 100,677
		E	\$ 50.82	\$ 4,066	\$ 8,809	\$ 105,708
Associate Planner	SEIU	A	\$ 40.99	\$ 3,279	\$ 7,104	\$ 85,253
		B	\$ 43.14	\$ 3,452	\$ 7,478	\$ 89,741
		C	\$ 45.42	\$ 3,633	\$ 7,872	\$ 94,468
		D	\$ 47.81	\$ 3,825	\$ 8,287	\$ 99,446
		E	\$ 50.32	\$ 4,026	\$ 8,723	\$ 104,676
Assistant Planner	SEIU	A	\$ 37.45	\$ 2,996	\$ 6,491	\$ 77,891
Junior Accountant		B	\$ 39.33	\$ 3,146	\$ 6,816	\$ 81,797
Management Analyst		C	\$ 41.29	\$ 3,303	\$ 7,156	\$ 85,875
Administrative Technician		D	\$ 43.35	\$ 3,468	\$ 7,514	\$ 90,165
		E	\$ 45.52	\$ 3,642	\$ 7,890	\$ 94,679
Administrative Assistant	SEIU	A	\$ 28.33	\$ 2,266	\$ 4,910	\$ 58,918
		B	\$ 29.74	\$ 2,379	\$ 5,155	\$ 61,857
		C	\$ 31.23	\$ 2,498	\$ 5,413	\$ 64,956
		D	\$ 32.79	\$ 2,623	\$ 5,683	\$ 68,199
		E	\$ 34.44	\$ 2,755	\$ 5,969	\$ 71,629
Account Clerk I	SEIU	A	\$ 24.25	\$ 1,940	\$ 4,203	\$ 50,431
		B	\$ 25.46	\$ 2,036	\$ 4,412	\$ 52,947
		C	\$ 26.73	\$ 2,139	\$ 4,634	\$ 55,608
		D	\$ 28.07	\$ 2,245	\$ 4,865	\$ 58,375
		E	\$ 29.47	\$ 2,358	\$ 5,108	\$ 61,301
Account Clerk II	SEIU	A	\$ 30.22	\$ 2,418	\$ 5,239	\$ 62,864
		B	\$ 31.74	\$ 2,540	\$ 5,502	\$ 66,028
		C	\$ 33.34	\$ 2,667	\$ 5,778	\$ 69,338
		D	\$ 34.99	\$ 2,799	\$ 6,065	\$ 72,780
		E	\$ 36.75	\$ 2,940	\$ 6,371	\$ 76,448
Office Assistant	SEIU	A	\$ 21.67	\$ 1,733	\$ 3,756	\$ 45,069
		B	\$ 22.74	\$ 1,819	\$ 3,942	\$ 47,307
		C	\$ 23.88	\$ 1,911	\$ 4,140	\$ 49,677
		D	\$ 25.09	\$ 2,007	\$ 4,348	\$ 52,179
		E	\$ 26.35	\$ 2,108	\$ 4,567	\$ 54,800
Senior Administrative Assistant	SEIU	A	\$ 32.95	\$ 2,636	\$ 5,711	\$ 68,530
		B	\$ 34.59	\$ 2,767	\$ 5,996	\$ 71,946
		C	\$ 36.31	\$ 2,905	\$ 6,295	\$ 75,534
		D	\$ 38.13	\$ 3,050	\$ 6,609	\$ 79,308
		E	\$ 40.04	\$ 3,204	\$ 6,941	\$ 83,293



## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>POLICE PERSONNEL</b>						
Police Technician	SPOA	A	\$ 24.86	\$ 1,989	\$ 4,309	\$ 51,702
		B	\$ 26.09	\$ 2,087	\$ 4,523	\$ 54,271
		C	\$ 27.40	\$ 2,192	\$ 4,749	\$ 56,985
		D	\$ 28.78	\$ 2,302	\$ 4,988	\$ 59,858
		E	\$ 30.21	\$ 2,417	\$ 5,236	\$ 62,837
Police Dispatcher	SPOA	A	\$ 29.85	\$ 2,388	\$ 5,174	\$ 62,083
		B	\$ 31.35	\$ 2,508	\$ 5,434	\$ 65,207
		C	\$ 32.92	\$ 2,633	\$ 5,705	\$ 68,464
		D	\$ 34.56	\$ 2,765	\$ 5,990	\$ 71,880
		E	\$ 36.29	\$ 2,903	\$ 6,290	\$ 75,481
Police Records & Support Services Manager	SPOA	A	\$ 35.68	\$ 2,854	\$ 6,184	\$ 74,210
		B	\$ 37.46	\$ 2,997	\$ 6,493	\$ 77,918
		C	\$ 39.33	\$ 3,147	\$ 6,818	\$ 81,810
		D	\$ 41.30	\$ 3,304	\$ 7,158	\$ 85,901
		E	\$ 43.36	\$ 3,469	\$ 7,516	\$ 90,191
Police Officer	SPOA	A	\$ 39.07	\$ 3,126	\$ 6,772	\$ 81,267
		B	\$ 41.03	\$ 3,282	\$ 7,111	\$ 85,332
		C	\$ 43.07	\$ 3,445	\$ 7,465	\$ 89,582
		D	\$ 45.23	\$ 3,619	\$ 7,840	\$ 94,084
		E	\$ 47.49	\$ 3,799	\$ 8,232	\$ 98,784
Police Sergeant	SPOA	A	\$ 45.65	\$ 3,652	\$ 7,913	\$ 94,958
		B	\$ 47.93	\$ 3,835	\$ 8,308	\$ 99,697
		C	\$ 50.32	\$ 4,026	\$ 8,723	\$ 104,676
		D	\$ 52.85	\$ 4,228	\$ 9,160	\$ 109,919
		E	\$ 55.49	\$ 4,439	\$ 9,618	\$ 115,413

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

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>SEIU PHYSICAL   FIELD PERSONNEL</b>						
Laborer	SEIU	A	\$ 20.51	\$ 1,641	\$ 3,555	\$ 42,659
		B	\$ 21.53	\$ 1,723	\$ 3,733	\$ 44,791
		C	\$ 22.61	\$ 1,809	\$ 3,919	\$ 47,029
		D	\$ 23.74	\$ 1,899	\$ 4,115	\$ 49,385
		E	\$ 24.93	\$ 1,994	\$ 4,321	\$ 51,848
Maintenance Worker I	SEIU	A	\$ 25.07	\$ 2,006	\$ 4,346	\$ 52,152
		B	\$ 26.32	\$ 2,106	\$ 4,562	\$ 54,748
		C	\$ 27.64	\$ 2,211	\$ 4,791	\$ 57,488
		D	\$ 29.02	\$ 2,322	\$ 5,030	\$ 60,361
		E	\$ 30.47	\$ 2,438	\$ 5,282	\$ 63,380
Maintenance Worker II	SEIU	A	\$ 31.99	\$ 2,559	\$ 5,544	\$ 66,531
		B	\$ 33.59	\$ 2,687	\$ 5,822	\$ 69,868
		C	\$ 35.26	\$ 2,821	\$ 6,112	\$ 73,350
		D	\$ 37.03	\$ 2,962	\$ 6,418	\$ 77,017
		E	\$ 38.88	\$ 3,110	\$ 6,739	\$ 80,870
Maintenance Worker III	SEIU	A	\$ 37.38	\$ 2,990	\$ 6,479	\$ 77,745
Senior Parks & Facilities Maintenance Worker III		B	\$ 39.24	\$ 3,139	\$ 6,802	\$ 81,625
C		\$ 41.21	\$ 3,297	\$ 7,143	\$ 85,716	
D		\$ 43.27	\$ 3,461	\$ 7,499	\$ 89,992	
E		\$ 45.42	\$ 3,634	\$ 7,873	\$ 94,481	
Senior Maintenance Worker	SEIU	A	\$ 38.32	\$ 3,066	\$ 6,642	\$ 79,705
		B	\$ 40.24	\$ 3,219	\$ 6,974	\$ 83,690
		C	\$ 42.25	\$ 3,380	\$ 7,323	\$ 87,874
		D	\$ 44.35	\$ 3,548	\$ 7,688	\$ 92,257
		E	\$ 46.58	\$ 3,726	\$ 8,073	\$ 96,877
Senior Maintenance Worker-Water System Treatment Operator	SEIU	A	\$ 39.08	\$ 3,127	\$ 6,774	\$ 81,294
Senior Maintenance Worker-Sanitary Sewer System Operator		B	\$ 41.04	\$ 3,283	\$ 7,113	\$ 85,358
C		\$ 43.09	\$ 3,448	\$ 7,470	\$ 89,635	
D		\$ 45.24	\$ 3,619	\$ 7,841	\$ 94,097	
E		\$ 47.50	\$ 3,800	\$ 8,234	\$ 98,810	

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Amount	Hourly	Monthly
<b>VOLUNTEER FIREFIGHTER STIPEND</b>			
Emergency Call-Out	\$ 15.00		
Extended On Scene (Overtime)	\$ 20.00		
Firefighter Drill	\$ 15.00		
Captain Drill	\$ 18.00		
Volunteer Assistant Chief Drill	\$ 20.00		
Captain Weekend Standby	\$ 500.00		
Shift Pay	\$ 200.00		

### TEMPORARY/SEASONAL UNCLASSIFIED POSITIONS

Living Wage - Per Ordinance		\$ 20.43	
Laborer		\$ 20.43	
Maintenance Assistant		\$ 20.43	
Office Assistant		\$ 20.43	
Per Diem Police Dispatcher Trainee		\$ 20.43	
Police Aide Trainee		\$ 20.43	
Video Recording Operator		\$ 20.43	
City Attorney			\$ 7,790
Part-time City Engineer		\$ 50.00	
Account Clerk (Temporary)		\$ 29.47	
Interim Professional - Temporary Staff	\$30 - \$60		
Per Diem Police Dispatcher <sup>1</sup>		\$ 34.56	
Police Reserve Officer <sup>2</sup>		\$ 39.07	
Police Officer Trainee <sup>3</sup>		\$ 31.26	

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

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

<sup>3</sup> Based on Police Officer Step A hourly rate less 20% with benefits