

RESOLUTION NO. 6513-2023

A RESOLUTION OF THE CITY COUNCIL APPROVING THE REVISED TO 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 of Sebastopol maintains a classification plan that includes classification specifications and job descriptions for all positions within the City; and

WHEREAS the recommendation includes new classifications of Accountant, Permit & Planning Technician be established and the classification specifications and pay rates and ranges be approved; and

WHEREAS staff has determined that three 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 August 2, 2022 pursuant to Resolution No. 6469-2022, and

NOW, THEREFORE, BE IT RESOLVED that the salary range and steps contained in this resolution be revised as stated, established and shall become effective on February 21, 2023.

PASSED AND ADOPTED, by the CITY COUNCIL of THE CITY OF SEBASTOPOL, COUNTY OF SONOMA, of STATE OF CALIFORNIA on this 21st day of February, 2023.

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: Councilmembers Maurer, McLewis, Zollman, Vice Mayor Rich and Mayor Hinton

Noes: None

Absent: None

Abstain: None

APPROVED: Neysa Hinton
Mayor Neysa Hinton

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

APPROVED AS TO FORM: [Signature]
Larry McLaughlin, City Attorney

City of Sebastopol Job Description

Job Title: 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: 8/3/2021
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 utility billing, bank reconciliation, accounts payable, accounts receivable, cash receipts, purchasing, project accounting, fixed assets, and general ledger. May be assigned to perform all functions related to and serve as a City resource for one or more accounting related programs administration.

DISTINGUISHING CHARACTERISTICS

This is a professional level position that requires excellent communication skills and the ability to excel in a dynamic and progressive work environment. While this position may overlap with the Accountant/Analyst, they focus on different areas of money management. The incumbents perform the full range of technical accounting duties requiring knowledge of basic principles and methods of one or more designated accounting fields. The Accountant is expected to work independently and exercise judgment and initiative 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. It is distinguished from administrative positions by the need to understand and apply accounting theories, principles, terms, and practices in the preparation and evaluation of fiscal records, transactions, and reports.

SUPERVISION RECEIVED AND EXERCISED

The Accountant works under general supervision from the Administrative Services Director.

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

- Participate in maintaining the City's General Ledger and verify funds, including setting up accounts and preparing and processing standard monthly and special journal entries; review entries for accuracy of account numbers; answer staff and department questions about appropriate accounts for charges of expenses; analyze, verify, and reconcile accounts and records and processes adjusting entries; perform the reconciliation of City bank accounts and the resolution of discrepancies.
- 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 annual close of the City's financial records; review and analyze relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; provide assistance during the annual audit by the City's outside auditors.
- May assist in the development and preparation of all citywide budgets, providing information, projecting budget expenditures, and performing financial analyses. Publish the approved budget and distribute to City Council, City Manager, Departments, and the general public.
- Prepare monthly and annual financial reports.
- Participate in debt service accounting for the City's bonds, including accruals for payment of principal and interest and the reconciliation of accounts.
- Provide support in maintaining and ensuring citywide adherence to internal control procedures and accounting standards.
- Review cash receipts for various programs ensuring receipts balance; processes Finance receipts (cash, checks, credit cards, and EFT payments; and may prepare bank deposits.)
- Assist in maintaining and updating the inventory on all City fixed assets and the systems and reports connected with fixed assets.
- Assist in processing and maintaining citywide developer deposits on a regular and timely basis. Identify and report any negative balance conditions to the appropriate department for resolution. Follow up and reports on status of resolution efforts.
- Provide information and assistance to departments on accounting and financial reporting issues.
- Assist in the resolution of computer and systems related problems.
- Prepare a variety of special financial reports as needed and perform research studies, account analysis and special projects as assigned by management.
- Evaluate current procedures and provide recommendations to supervisor. Manage municipal water and sewer billing process 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.
- Respond to Public Record Requests.
- 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.

MINIMUM QUALIFICATIONS

To perform the job successfully, an individual must be able to have the following:

Knowledge of:

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting; internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of public agencies.
- City functions, including grant-supported programs, capital improvement projects, and associated financial management and reporting issues.
- Monitors and reports on status of federal, state, and local grants, reviews grant regulations and policies, grant contracts, amendments, and other documents to ensure compliance.
- Principles and practices of information technology particularly related to the processing of accounting and financial information; the operations, requirements, and account codes of the City's general ledger system.
- City personnel rules, policies, and labor contract provisions; principles and practices of effective supervision.
- Familiar with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) Pronouncements.
- Principles and practices of basic City government organization and procedural processes.
- Technical knowledge, computer skills and other expertise needed for the specialized area of assignment.
- Principles and practices of public relations and internal/external customer service techniques.
- Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

- Operate computer and spreadsheet software.
- Analyze and make-sound recommendations on complex financial data and operations.
- Understand, interpret, explain, and apply City, State, and Federal laws regulating City financial accounting, reporting and recordkeeping.
- Understand and accurately use the City's Chart of Accounts, financial accounting system, understanding of fund accounting, and maintenance and reconciliation of general ledger accounts.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise, and comprehensive financial statements, reports, and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Function appropriately in stressful times.
- Complete assignments in an accurate manner on a timely basis.
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement.
- Attend state, regional, or local meetings and training opportunities as deemed necessary.
- Use sound judgment in recognizing scope of authority.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful, and effective manner.

- Communicate clearly and concisely, both orally and in writing.

EDUCATION and EXPERIENCE

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

Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field; and three years of professional accounting experience; municipal accounting experience preferred; or equivalent combination of education and experience.

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 set up 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 a 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 twenty-five (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: Permit Technician
Division: Public Works and Engineering
Department: Public Works
Location: Public Corporation Yard
Shift: Full Time
Reports To: Superintendent of Public Works
Prepared By: Superintendent of Public Works
Approved By: City Council
Approved Date:
FLSA Status: Non-Exempt

PURPOSE

Under general supervision, performs a variety of routine to complex administrative and technical support duties related to the intake and issuance of permits for the Public Works and Engineering Departments and in support of related services and activities; explains requirements, and department procedures to contractors and the general public pertaining to improvement permit requests, and concerns; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully qualified journey-level classification in the Public Works and Engineering Departments. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

TYPICAL JOB DUTIES *include but are not limited to the following. Other duties may be assigned.*

- Serves as primary staff to greet and provide information to the public and City staff at the counter, by telephone and through written correspondence in response to questions regarding any of the various development activity permits, functions, and services offered by the City and, as necessary, direct public inquiries to the appropriate department/person.
- Conducts permit processing for the Public Works and Engineering departments; reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and City requirements; calculates permit fees; prepares bills, collects fees, and issues receipts.
- Assists the public in completing permit applications, explains reasons for routine denial of applications, identifies additional requirements, and explains the process of re-applying.
- Provides appropriate information regarding procedures, and requirements to the public including homeowners, developers, contractors, engineers, and architects, in person and over the counter and telephone; assists the public in the application process for Public Works and Engineering permits and other developmental processes; responds to citizen complaints.
- Proactively works with applicable City staff to improve permit and permit tracking processes, procedures, and systems.
- Applies departmental policies and procedures in determining completeness of applications, records, and reports; provides appropriate forms to the public; processes

- appropriate information.
- Notifies applicants when plans or permits are ready for delivery or issuance; provides status updates.
- Performs detailed, review of insurance requirements and/or permit support work.
- Performs a wide variety of routine to complex administrative duties in support of the Public Works and Engineering Departments; answers phone calls and responds to email inquiries from the public; establishes and maintains filing systems; creates and modifies forms as necessary; prepares and proofreads a wide variety of correspondence, letters, memoranda, reports, statistical charts, and other written materials; distributes reports internally and to various governmental offices; organizes and assembles documents; files and catalogues maps, photos, and other documents; verifies accuracy of information; researches discrepancies and records information.
- Assists with public information, including website content, public access television and social media or flyer content.
- Provides backup for the duties performed by administrative positions within the City as needed, including the Senior Administrative Assistant job classes.
- Provides support for other Public Works and Engineering staff in the performance of various administrative and technical duties.
- Compiles information and data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates statistical data.
- Responds to public requests for records, as needed, through the City Clerk.
- Contacts the public and outside agencies in acquiring and providing information and making referrals.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Assists with the creation, maintenance and management of the Departments' electronic permit management and record storage system.
- Performs related duties as required.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- Basic permit practices, including construction drawings and blueprints, construction types and occupancies.
- Operations and services of a Public Works and/or Engineering Department.
- Encroachment and Special Event application types, methods, and techniques of permit review practices, permit filing, and approval procedures.
- Sources of information for reference purposes as it relates to the City's permit processing.
- Methods and techniques of calculating permit fees.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned areas of responsibility.
- Business letter writing and basic report preparation.
- Business arithmetic techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Standard English usage, spelling, vocabulary, grammar, and punctuation.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand and explain City policies, procedures, fees, and regulations to the general public, permit applicants, and City staff.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Perform detailed, review of insurance requirements and/or permit support work.
- Perform the full range of office and administrative support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, financial, and statistical computations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, and maintain positive and effective working relationships with all those contacted in the course of work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

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

Experience:

Two (2) years of administrative support or customer service experience, including working directly with members of the general public. Experience reviewing basic public works engineering code and encroachment permit insurance requirements in a public agency setting is highly desirable.

Education:

Equivalent to completion of the twelfth (12th) grade. Completion of additional education past high school, equivalent to a two-year associate degree program in construction technology, building inspection, civil engineering, or a related field, can be substituted for years of experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position may require the use of a vehicle while conducting City business. In order to drive,

individuals must be physically capable of operating the vehicle safely and possess a valid, Class C, California driver's license OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations in the City which may or may not be reachable by public transportation.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, square footages, 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.

OTHER QUALIFICATIONS

Ability to communicate clearly to the public on matters related to the permit application process; perform research under minimal direction; write clearly and concisely; read basic construction drawings and maps, such as Zoning Maps, and Assessor's Parcel Maps. Ability to interact in a positive and helpful manner with members of the public, City staff, and other agencies, possession of a strong work ethic and sound organizational skills. Need to be able to type, use PC-based word-processing software, and have basic computer skills. GIS or other permitting software skills a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to 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 sit and talk or hear. The employee is required to stand and/or walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty-five (25) 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. The noise level in the work environment is usually moderate.

WORK ENVIRONMENT

Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel.

City of Sebastopol
Job Description

Job Title: Planning Technician
Division: Planning
Department: Planning
Location: City Hall
Shift: As Assigned
Reports To: Planning Director
Prepared By: Planning Director
Approved By: City Council
Approved Date:
FLSA Status: Non-Exempt

PURPOSE

Under the general direction of the Planning Director, performs a variety of routine to complex administrative and technical duties related to the issuance of planning permits and in support of related services and activities of the Planning Department; explains ordinances, requirements, and City codes and department procedures to architects, engineers, builders, homeowners, and the general public pertaining to land development and improvement, permit requests, and concerns; and performs related technical and administrative work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry-level professional classification in the planning classification series that performs both routine and complex technical and administrative work in processing and reviewing applications related to planning, zoning, land development and building permits. The incumbent is expected to possess knowledge of basic principles, practices, and procedures related to city and regional planning, land development, zoning ordinances, site planning, and architectural design and be able to convey this information to the public and other City personnel. This class is distinguished from office administrative support classifications by the performance of professional level planning work evaluating applications and the performance of difficult, technical, and/or specialized duties that require application of a larger base of technical knowledge and skill.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Planning Director; technical and functional direction may be provided by other Planning Department professional staff.

TYPICAL JOB DUTIES include but are not limited to the following. Other duties may be assigned.

- Serve as first line of contact to internal and external customers on planning and use application related issues, and provide information and direction to the public related to the permit process via phone, email, and counter work
- Receive, review, and process a variety of planning and use applications, including review of applications for completeness and compliance with appropriate regulations and policies
- Review, interpret, and provide information and direction to the public regarding applicable local, State and Federal regulations, codes, ordinances, documents, standards, and guidelines, including the General Plan, Zoning Ordinance, Subdivision Ordinance, and other City regulations
- Review plan or other permit submittals from applicants to ensure compliance with application requirements
- Calculate and collect fees for submittals and process payments by customers
- Perform plan check for building permits for compliance with zoning requirements
- Track submittals through the review process

- Maintain a variety of files and records
- Participate in analyzing and researching land use data and trends
- Read and interpret basic site and architectural plans, maps, architectural drawings, zoning maps, Assessor's Parcel Maps, and similar maps
- Prepare written reports, including staff reports, findings, and determination letters for less complex applications (signs, tree removal, temporary use permits, administrative review permits, adjustments, film permits, vacation rentals, etc.)
- Perform a variety of routine and complex office, administrative, and technical support tasks, and duties, including organization and coordination of work
- Assist with project management and contract administration as required, including setting priorities and meeting deadlines
- May attend meetings of various commissions, committees and other bodies or pertaining to special projects, and may serve as staff liaison to committees
- Perform other research using property ownership, zoning, and other property requirements
- Prepare and distribute public hearing notices, ensuring that required notice requirements are met
- Establish positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and members of the public
- Work collaboratively with other City employees as well as board and commission members
- Perform other duties as assigned

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Basic principles, practices, and procedures related to City and regional planning, development, and zoning administration.
- Concepts and current norms for land use
- Researching and reporting methods, techniques, and procedures
- Basic mathematical and statistical principles
- English usage, spelling, grammar, and punctuation
- Office methods and equipment including filing systems
- Terminology, methods, practices, and techniques of drafting, graphics, and printing

Ability to:

- Read and record planning and building documents (maps, plans, elevations) and related figures, symbols, notations, and map coordinates, accurately
- Understand and follow oral and written instruction and sketches.
- Operate a variety of common and specialized office machines
- Graphically convey data and planning proposals in the form of maps, charts, and graphs.
- Make, understand, and record mathematical and statistical computations accurately.
- Establish and maintain effective working relationships with a broad cross section of people
- Convey ideas in a persuasive and understandable manner
- Communicate orally and in writing clearly, concisely, and effectively in English
- Deal tactfully and courteously with City visitors, planning department customers, other stakeholders, and City and County staff

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Qualified candidates for the position of Planning Technician will have knowledge of basic principles, practices, and procedures related to city and regional planning, development, zoning administration, site planning, environmental sustainability, and architectural design. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

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

Experience:

Two (2) years of responsible administrative experience involving extensive public contact and document processing of which one (1) year involves reading and interpreting plans, preparing permit application files for review, or other permitting activities, preferably with a public agency.

Education:

High School Diploma or equivalent and post high-school coursework, training, or experience in city or environmental planning, geography, public policy, public administration, or similar area.

An Associate's or Bachelor's degree, or completion of two years of college-level coursework or training in city planning, geography, architecture, landscape architecture, public policy or public administration is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid California Driver's license.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, square footages; 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.

OTHER QUALIFICATIONS

Ability to communicate clearly to the public on matters related to planning; perform research under minimal direction; write clearly and concisely; read basic site and building plans and maps, such as Zoning Maps, Assessor's Parcel Maps, and similar planning-related maps. Ability to interact in a positive and helpful manner with members of the public, City staff, and other agencies; possession of a strong work ethic and sound organizational skills. Need to be able to type, use PC-based word-processing software, and have basic computer skills. GIS or other permitting or planning software skills a plus.

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 sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move up to 10 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, 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 occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

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	\$ 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, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MANAGEMENT						
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, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MID-MANAGEMENT						
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, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MISCELLANEOUS						
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
Accountant	SEIU	A	\$ 38.02	\$ 3,042	\$ 6,590	\$ 79,080
		B	\$ 39.92	\$ 3,193	\$ 6,919	\$ 83,028
		C	\$ 41.91	\$ 3,353	\$ 7,265	\$ 87,180
		D	\$ 44.01	\$ 3,521	\$ 7,628	\$ 91,536
		E	\$ 46.21	\$ 3,697	\$ 8,010	\$ 96,120
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

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Permit Technician Planning Technician	SEIU	A	\$ 34.04	\$ 2,724	\$ 5,901	\$ 70,812
		B	\$ 35.75	\$ 2,860	\$ 6,196	\$ 74,352
		C	\$ 37.53	\$ 3,003	\$ 6,506	\$ 78,072
		D	\$ 39.41	\$ 3,153	\$ 6,831	\$ 81,972
		E	\$ 41.38	\$ 3,311	\$ 7,173	\$ 86,076
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
POLICE PERSONNEL						
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, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
SEIU PHYSICAL FIELD PERSONNEL						
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 Senior Parks & Facilities Maintenance Worker III	SEIU	A	\$ 37.38	\$ 2,990	\$ 6,479	\$ 77,745
		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 Senior Maintenance Worker-Sanitary Sewer System Operator	SEIU	A	\$ 39.08	\$ 3,127	\$ 6,774	\$ 81,294
		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, RANGES

Job Classification	Amount	Hourly	Monthly
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 ¹		\$ 34.56	
Police Reserve Officer ²		\$ 39.07	
Police Officer Trainee ³		\$ 31.26	

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

³ Based on Police Officer Step A hourly rate less 20% with benefits

CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

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