
File ID: 2024-01607

9/10/2024

Discussion Item 17.

Approval of an Assistant Director in the Department of Community Response, Approval of the Salary Range for Council Representative and Director of Community Response, Adjustment to the Salary Schedule, and Approval of the Personnel Resolution Covering Unrepresented Officers and Employees

File ID: 2024-01607

Location: Citywide

Recommendation: Adopt a **Resolution:** 1) approving the addition of an Assistant Director (1.00 full-time equivalent) to the Department of Community Response; 2) revising the salary ranges for the classifications of Council Representative and Director of Community Response; 3) approving the revised Citywide salary schedule; 4) approving the Personnel Resolution Covering Unrepresented Officers and Employees (Unrepresented Resolution); and 5) authorizing the City Manager or the City Manager's designee to make minor changes or adjustments to the exhibits in order to correct omissions and errors.

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Presenter: Armando Herrera, Administrative Analyst, (916) 808-5753
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Attachments:

- 1-Description/Analysis
- 2-Salary Schedule Redline
- 3-Unrepresented Resolution Redline
- 4-Resolution
- 5-Exhibit A - Salary Schedule Final
- 6-Exhibit B - Unrepresented Resolution Final

Description/Analysis

Issue Detail:

Position Request of Assistant Director for the Department of Community Response

The Department of Community Response (DCR) requires an Assistant Director (1.00 full-time equivalent [FTE]) to ensure effective and efficient operations of a highly complex organization. DCR was originally envisioned as the City’s Alternative 911 department but has necessarily become the lead department in coordinating the City’s efforts to address homelessness through the Incident Management Team. The department currently has three key offices: community outreach, homeless services, and administration.

An Assistant Director is necessary to help re-focus the department’s efforts to develop and implement a more robust Alternative 911 program. High level tasks that an Assistant Director would lead and assist with may include: developing and refining operational strategy and vision; working with partners to develop and implement dispatch protocols and train staff; seeking external funding to support capacity building; identifying and procuring equipment; collecting data for program evaluation; conducting stakeholder engagements and developing communications plan; developing sustainability plan and budget. An Assistant Director would also assist in overseeing day-to-day operations, administrative functions, and serve as acting Department Director in Director’s absence. The annual cost of an Assistant Director in FY2024/25 is \$220,731.

Salary Range Changes

The City needs to make two salary range changes. The first salary change is to the classification of Council Representative to comply with the Department of Labor’s final rule raising the minimum salary thresholds to qualify for certain overtime exemptions under the Fair Labor Standards Act (FLSA). Based on the final rule, for those City employees to maintain an FLSA-exempt status, the employees must be paid a minimum hourly rate of \$21.10 For employees working full-time this equates to \$884 per week or \$43,888 per year. There are currently no employees below this minimum required hourly rate, so there is no cost resulting from this federally required change.

Effective January 1, 2025, the FLSA minimum salary threshold increases to a minimum hourly rate of \$28.02. For employees working full-time, this equates to \$1,128 per week or \$58,656 per year. Many changes could occur nationwide prior to the 2025 effective date. When this rate is confirmed, a report will be brought back to Council at that time to raise the minimum rate for 2025.

The second salary change being recommended is the Director of Community Response to be consistent with all other non-public safety department directors, which is: \$73.838908/hour to \$116.296538/hour OR \$153,584.93 to \$241,896.25. With the additional management of the Incident Management Team, the position is substantially more complex than originally envisioned.

Range Changes:

Class Title	Old Minimum	Old Maximum	New Minimum	New Maximum
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Council Representative	\$18.360000	\$34.720586	\$21.100000	No Change
Director of Community Response	\$70.370168	\$110.833009	\$73.838908	\$116.296538

The California Code of Regulations requires that the City Council adopt the City’s Salary Schedule at a public meeting (2 CCR § 570.5). This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available. These publicly adopted rates are used by California Public Employees’ Retirement System (CalPERS) to determine the appropriate compensation earnable for each City employee when calculating their pension benefit.

The specific changes to the City’s Salary Schedule are presented in two versions, a red-lined version of changes to the Salary Schedule as Attachment 2, and a clean copy of the City’s Salary Schedule is included as Exhibit A to the Resolution.

Personnel Resolution Covering Unrepresented Officers and Employees (Unrepresented Resolution)

Each year, the City brings the Unrepresented Resolution to Council to ensure consistent language and benefits Citywide. The redline language provided in the Unrepresented Resolution is largely minor language updates, with the exception of Article 3.1(d). The change to Article 3.1(d) ensures that all employees in the City, represented and unrepresented, receive the same level of health and welfare benefits, as the City is unable to administer different levels of health and welfare benefits for different job classifications. The cost of including consistent benefits for the unrepresented staff is included in the FY2024/25 Approved Budget.

The specific changes to the Unrepresented Resolution are presented in two versions, a red-lined version of changes to the Unrepresented Resolution as Attachment 3, and a clean copy of the Unrepresented Resolution is included as Exhibit B to the Resolution.

Policy Considerations: Approval of this action by the City Council is consistent with the City’s legal obligation under the CalPERS law.

Economic Impacts: None.

Environmental Considerations: This report concerns administrative activities that will not have a significant effect on the environment and that do not constitute a “project” as defined by the California Environmental Quality Act (CEQA) Guidelines Sections 15061(b)(3) and 15378(b)(2).

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: Approval of this action will establish compliance with the California Code of Regulations §570.5.

Financial Considerations: The additional cost for the Department of Community Response is \$127,799, which includes \$110,366 for an Assistant Director (1.00 FTE) in FY2024/25 (prorated for six months) and \$17,433 for the salary range adjustment for the Director of Community Response (top step to top step). The department currently has sufficient salary savings to cover the additional costs.

No additional costs are required for the salary range adjustment for Council Representatives. The Approved FY2024/25 Budget already includes the unrepresented health and welfare benefit costs. Therefore, no additional funding is required for the approval of the proposed resolution.

Local Business Enterprise (LBE): Not applicable.



Salary Schedule/Classification Listing (RED LINE REPORT)

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step 2	Step3	Step4	Step5	Step6	Step7	Step8
Council Representative	021015	MCSU	7/1/2023	U	MCSA	048	10.360000	34.720586	38,188.80	72,218.82								
			9/10/2024	U	MCSA	048	21.100000	34.720586	43,888.00	72,218.82								
Director of Community Response	020045	EXMG	7/1/2023	U	EXMG	218	70.370168	110.833009	146,369.95	230,532.66								
			9/10/2024	U	EXMG	218	73.838908	116.296538	153,584.93	241,896.80								

City of
SACRAMENTO

**Personnel Resolution Covering
Unrepresented Officers and Employees**

~~January 9~~ September 10, 2024

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ARTICLE 1 – GENERAL ADMINISTRATIVE PROVISIONS

1.1 APPOINTING AUTHORITY

- a. For the City of Sacramento, appointing authority is vested with the Mayor, City Council members, and Charter Officers. Subject to applicable Rules and Regulations of the Civil Service Board, Council-adopted resolutions, and administrative policy instructions, appointing authority provides for the ability to hire City employees.
- b. The Appointing Authority has the authority, subject to the approved Budget Resolution and administrative policy, to:
 - (1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications;
 - (2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase;
 - (3) Adjust the salary of individual exempt positions, so long as the total exempt salary budget for each department does not increase; and
 - (4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures. Salary adjustments shall not apply to non-career employees.

1.2 APPLICABILITY

The terms of this Resolution apply to unrepresented employees of the City unless superseded by an employment contract approved by the City Council. This Resolution does not apply to any employee appointed as a retired annuitant.

1.3 TYPE OF APPOINTMENTS

- a. Nothing in this Resolution shall create an express or implied covenant or contract or create a property right or tenure for any person appointed to unrepresented classifications covered by this Resolution. All unrepresented employees serve at the pleasure of the Appointing Authority. Consequently, just cause need not be established to impose discipline, and employees covered by this resolution have no rights to appeal the imposition of discipline.
- b. This Personnel Resolution covers all unrepresented officers and employees of the City of Sacramento appointed or incumbent to any

position in the Executive Management, Executive Management Support, Mayor/Council Support, and Non-Career units as defined by the [Employer-Employee Relations Policy](#). This Personnel Resolution applies to these positions whether the employee is considered full-time, part-time, seasonal, or appointed on a limited-term basis.

1.4 STAFF AIDE POSITIONS

The Director of Human Resources must approve the use of the title of Staff Aide. Staff Aide may be used only in very limited situations, such as when a classification is needed either pending establishment of a new classification or a position is funded for a limited time and no appropriate classification exists. An employee may be appointed to the Staff Aide classification for a maximum of twelve (12) months. The salary for any Staff Aide position shall be established by the Director of Human Resources.

1.5 CITY SERVICE

City service for purposes of calculating benefits shall be calculated using each employee's cumulative career employment with the City. For career part-time employees, City service shall be prorated. The use of prior employment for calculating the City service for rehired employees shall not create a right to retroactive benefits. This provision shall not apply to non-career employees. Non-career employees do not accrue Classification or City Service.

ARTICLE 2 – HOURS OF EMPLOYMENT AND OVERTIME

2.1 HOURS OF EMPLOYMENT

- a. The normal work period for employees shall begin at 12:01 a.m. Saturday and end at 12:00 midnight the following Friday.
- b. The normal work week for full-time employees, who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA), shall consist of forty (40) hours of work during the normal work period.
- c. The normal work week shall not apply to employees exempt from the overtime provisions of FLSA. These employees are expected to work any amount of time required to perform the duties of their positions.
- d. The normal work week for part-time employees shall be determined by the Appointing Authority.

2.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

The City's [Voluntary Work Furlough/Reduced Workweek Program](#) shall be available to unrepresented full-time employees on the same terms as apply to

represented employees. The benefit plan for eligible employees shall not be reduced or prorated by participation in such work reductions.

2.3 OVERTIME FOR ELIGIBLE CAREER EMPLOYEES

- a. All overtime shall be calculated and paid consistent with FLSA requirements. Overtime compensation shall be paid by cash payment or compensating time off (CTO) as determined by the Appointing Authority.
- b. Employees may accrue up to one hundred and twenty (120) hours of CTO.
- c. An employee's request to~~The~~ use ~~of~~ accrued CTO must be made in advance and shall be at the discretion of the Appointing Authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.
- d. Upon termination from City service, employees shall be paid for any unused CTO hours at the rate of pay at the time of separation.

2.4 OVERTIME FOR ELIGIBLE NON-CAREER EMPLOYEES

- a. All overtime for non-career employees shall be calculated and paid consistent with FLSA requirements. Non-career employees shall be compensated for overtime with pay at one and one-half (1-1/2) times the regular rate of pay in cash payment.
- b. The Appointing Authority may establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour work week.

2.5 ~~TELECOMMUTING~~ REMOTE WORK PROGRAM

~~Executive Management Support e~~Employees may work remotely~~participate~~, at the discretion of the Appointing Authority, in a manner consistent with the City's ~~Telecommuting Program~~Remote Work Policy.

2.6 ALTERNATIVE WORK SCHEDULE PROGRAM

Employees may participate, at the sole discretion of the Appointing Authority, in Alternative Work Schedule Program such as 9/80 or 4/10 schedules. Employee participation in Alternative Work Schedule Program shall be dependent on employee performance and shall not disrupt department operations.

ARTICLE 3 – FRINGE BENEFIT PLAN/HEALTH AND WELFARE

The fringe benefit plan described in this Article shall be available to full-time Executive Management, Mayor/Council Support, and Executive Management Support employees.

The City shall administer a Cafeteria Plan (Plan) for employees consistent with Internal Revenue Code Section 125. The details of Plan eligibility and operational requirements are set forth in Plan documents. The City shall make contributions as defined in Section 3.1, Health and Welfare Contribution (City Contribution). For employees that elect to participate in a City-sponsored health plan, one-half (1/2) of the City contribution will be made to eligible employees on each of the first two (2) paychecks (Eligible Paycheck) in each month.

Eligible employees shall receive a City contribution for each Eligible Paycheck on which the employee is paid for forty (40) or more hours. Employees who are paid less than forty (40) hours on an Eligible Paycheck may continue elected coverage limited to the City's medical, dental, and vision plans for up to six (6) months or the period of time permitted by Consolidated Omnibus Budget Reconciliation Act (COBRA), whichever is greater, by personal remittance or other arrangement for payment of the full premiums of any insurance elected to be continued.

The City shall make the contributions provided in Section 3.1 on either a 100% or 50% basis for full-time, part-time, and non-career (+1,040) employees. Except as provided herein, the City contribution shall be applied toward the premiums for City-sponsored medical, dental, and vision insurance plans for eligible employees and qualified dependents, if any. The amount of the City contribution for each of the first two (2) paychecks of each month shall be based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% contribution; 40-63.9 hours paid = 50% contribution.

3.1 HEALTH AND WELFARE CONTRIBUTION (CITY CONTRIBUTION)

a. Employee Only

The City contribution for a full-time employee enrolled in a City-sponsored medical plan for employee only shall be up to a maximum of ~~\$838~~955.00 per month.

~~Effective the pay period beginning December 30, 2023, for full-time employees enrolled in a City-sponsored medical plan for employee only, the City contribution shall be \$955.00 per month.~~

b. Employee Plus One (1) Dependent

The City contribution for a full-time employee enrolled in a City-sponsored medical plan for employee plus one (1) dependent shall be ~~\$1,333~~1,520.00 per month.

~~Effective the pay period beginning December 30, 2023, for full-time employees enrolled in a City-sponsored medical plan for employee plus one (1) dependent, the City contribution shall be \$1,520.00 per month.~~

c. Employee Plus Two (2) or More Dependents

The City contribution for a full-time employee enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents shall be ~~\$1,777~~2,026.00 per month.

~~Effective the pay period beginning December 30, 2023, for full-time employees enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents, the City contribution shall be \$2,026.00 per month.~~

d. Effective the first paycheck of 2025, for plan year 2025, the City shall contribute fifty percent (50%) of the first fifty dollars (\$50) of premium increases, up to a total City dollar maximum contribution of twenty-five dollars (\$25) per month, rounded up to the nearest whole dollar, toward the cumulative total increase in premiums, from plan year 2024 to plan year 2025, of the benchmarked plans ((twenty-five dollar) (\$25) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans). The employee shall be responsible for any premium increase(s) which exceed this amount.

d.e. For employees enrolled in an Account-Based Health Plan (ABHP), as defined by the City, the contributions shall be as specified above. To the extent that the premium for the ABHP is less than the monthly City contribution, any excess City contribution shall be credited to the employee's Health Savings Account (HSA), to the extent allowed by law.

e.f. Full-time employees not enrolled in a City-sponsored medical plan shall receive up to ~~\$747.00~~ per month to purchase City-sponsored dental and vision coverage.

f.g. Employees who are eligible to receive the City contribution who do not provide proof of other group medical coverage or do not enroll in City medical coverage within thirty (30) days of being eligible for the City's contribution shall be enrolled in the lowest cost ~~traditional HMO~~ ABHP medical plan for employee only coverage.

g.h. Employees shall not receive any unused portion of the City contribution as cash.

h.i. In addition to the City contribution received above, the City Manager, City Attorney, City Auditor, City Clerk, and City Treasurer shall receive three percent (3%) of base salary to apply to optional benefits.

3.2 COVERED DEPENDENTS

a. Funds used to pay the health insurance premium cost for a domestic partner and/or a domestic partner's dependent children shall be in accordance with Federal and State tax laws.

- b. An employee who has a domestic partner and is registered with the Secretary of State of the State of California may cover the domestic partner and/or the domestic partner's children, under the employee's City-sponsored medical, dental, or vision plan. Employees with registered State of California domestic partners shall receive the City contributions as specified in Section 3.1.
- c. The following eligible dependents qualify to be enrolled on a City medical, dental, or vision plan: lawfully married spouse or registered domestic partner; children up to age twenty-six (26) who are an employee's natural child, stepchild, adopted child, or the natural or adopted child of an employee's spouse or registered domestic partner; children up to age twenty-six (26) who are placed under the legal guardianship of an employee, the employee's spouse, or employee's registered domestic partner; children up to the age of twenty-six (26) in which the City has received notice of a Qualified Domestic Relations Order of required coverage; and disabled unmarried children over the age of twenty-six (26) who reside with the employee. The definition of dependent child for purposes of medical insurance shall also be in accordance with the Patient Protection and Affordable Care Act.
- d. An employee covered as a dependent of another City employee may not enroll in a City medical plan but may enroll in a City dental or vision plan.

3.3 LIFE INSURANCE

- a. City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Executive Management, Executive Management Support and Mayor Council Support	\$50,000
City Attorney, City Auditor, City Clerk and City Treasurer	\$100,000
City Manager	\$150,000

- b. Optional Employee-Paid Insurance:

Executive Management, Mayor/Council Support, and Executive Management Support employees may purchase, at their expense, City-sponsored supplemental life insurance subject to limitations specified by the insurance carrier.

3.4 LONG TERM DISABILITY

Executive Management and Mayor/Council Support employees shall receive City-paid long-term disability insurance.

3.5 FLEXIBLE SPENDING ACCOUNTS

The City offers a Flexible Spending Account program to employees as permitted by Internal Revenue Code and associated Regulations.

3.6 DEFERRED COMPENSATION PLAN

Executive Management, Mayor/Council Support, and Executive Management Support career employees may participate in the City's Deferred Compensation 457(b) Plan (Plan) to the extent allowed by law and the Plan documents.

Each participant in the Plan shall contribute one dollar and fifty cents (\$1.50) per month from their Plan balance to the Plan's administrative allowance account.

3.7 SECTION 401(A) MONEY PURCHASE PLAN

The City's established Internal Revenue Code (IRC) Section 401(a) Plan shall be made available to eligible career employees and participation for eligible employees shall be mandatory. The Plan shall conform to all IRC requirements. Contributions to the Plan shall be as follows:

- a. For Executive Management and Mayor/Council Support regular employees the City shall contribute four percent (4%) of salary and the employee shall contribute five percent (5%) of salary.
- b. For Executive Management Support regular employees, the City shall contribute two percent (2%) of salary and the employee shall contribute two percent (2%) of salary.
- c. The 401(a) Plan shall conform to all IRC requirements. Vesting of City funds occurs with enrollment consistent with the Internal Revenue Code, and the 401(a) plan documents.

3.8 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay shall be determined as provided under [Section 108 of the City Charter](#). The amount to be paid annually on the second check in July after twenty (20) years of City service shall be one hundred dollars (\$100), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200), for a total of three hundred dollars (\$300). Longevity pay is provided for in the City Charter and not through this Resolution. In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution.

Longevity Pay as provided in this Section shall be reported to CalPERS in a manner consistent with CalPERS rules for reporting special compensation.

ARTICLE 4 – RETIREMENT

4.1 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or eligible survivor dependents shall receive City retiree insurance contributions for medical, dental, and vision insurance benefits from the City as follows:

- a. The maximum City contribution towards the purchase of medical, dental, or vision insurance for retirees is up to three hundred dollars (\$300) per month for the retiree. A retiree with one (1) or more dependent(s) enrolled on the retiree's medical plan shall receive up to an additional sixty-five dollars (\$65) per month, for a total maximum monthly City contribution up to three hundred and sixty-five dollars (\$365). Retirees shall not receive any unused portion of the City contribution as cash.
- b. Retiree Insurance Contributions for Employees Retiring on or after July 1, 1992
 - (1) Employees retiring with thirty (30) or more years of City service shall be eligible for up to the City's maximum retiree health insurance contribution identified in subsection 4.1(a) above on the date of retirement without regard to age.
 - (2) Employees retiring with a minimum of twenty (20) full years of City service but less than thirty (30) full years of City service who are at least fifty (50) years of age shall receive up to one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection 4.1(a) above.
 - (3) Employees retiring with a minimum of fifteen (15) full years of City service but less than twenty (20) full years of City service who are at least fifty (50) years of age shall receive up to seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection 4.1(a) above.
 - (4) Employees retiring with a minimum of ten (10) full years of City service but less than fifteen (15) full years of City service who are at least fifty (50) years of age shall receive up to fifty percent (50%) of the City's maximum retiree insurance contribution identified in subsection 4.1(a) above.
 - (5) There shall be no City retiree insurance contribution for retirees with less than ten (10) full years of City service.
 - (6) An employee who does not retire from the Sacramento City Employee Retirement System or CalPERS within one-hundred twenty (120) days from the date of separation from City service shall

not be eligible for the City's retiree insurance contribution and may not enroll in a City medical, dental, or vision plan.

c. Pre-Medicare Retirees

Pre-Medicare retirees who are not eligible for Medicare benefits may elect to participate in a City-sponsored medical plan or purchase a non-City medical plan. A retiree who elects to purchase a medical plan not sponsored by the City shall only be eligible to enroll in a City medical plan if the retiree enrolls with an effective date of coverage which is within two (2) years from the date their prior City medical coverage terminated.

d. Medicare Retirees

In order for Medicare eligible retirees to maintain eligibility for the City retiree health insurance contribution, each eligible retiree and eligible dependents must enroll in Medicare Parts A and B upon being eligible for such benefits. Medicare retirees may elect to participate in a City-sponsored Medicare medical plan or purchase an individual Medicare plan.

Medicare retirees who have enrolled in Parts A and B after becoming eligible for such benefits may elect to participate in a City-sponsored Medicare plan without restriction to the amount of time that the retiree has waived a City-sponsored medical plan. Medicare retirees may only enroll eligible dependents on their City-sponsored Medicare medical plan, if the eligible dependents have enrolled in Parts A and B. Non-Medicare dependents may be enrolled as long as the retiree has been enrolled on a City non-Medicare plan within two (2) years of the effective date of coverage for enrollment of the non-Medicare dependent.

Medicare retirees who are eligible for Medicare Parts A and B who elect to purchase an individual medical plan shall only be reimbursed the cost of the individual premium associated with a Medicare Advantage, Medicare Supplemental, and/or Medicare Prescription Drug plan up to the City contribution identified in subsection 4.1(a), above.

e. Retiree Insurance Contribution Exclusion

Retirees who participate in another group medical plan as an employee or dependent spouse shall not be eligible for the City contribution identified in [sub](#)Section 4.1(a) above.

f. Industrial Disability or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivor benefits will be eligible for up to one hundred percent (100%) of the City's applicable maximum retiree insurance contribution regardless of

years of service.

g. Survivor Dependents Benefits

Survivor dependents of eligible retirees shall be entitled to continue receiving the retiree insurance contribution. The benefit to survivor dependents shall be calculated as provided in Article subsection 4.1(b).

h. Limitation Clause

No employee or retiree shall have any rights provided by this Section 4.1 after ~~June 28, 2024~~ June 27, 2025.

i. Elimination of Retirees or Survivor Dependents Benefits

No employee hired, reemployed, or rehired on or after July 20, 2012, shall be eligible for any benefits provided by this Section 4.1. Employees being recalled from layoff or transferring to unrepresented classifications after July 20, 2012, shall be ineligible for any benefits by this Section, unless the ~~transferring~~ employee was eligible for retiree or survivor dependent benefits at the time of layoff or transfer.

4.2 PERS RETIREMENT PLAN AND CONTRIBUTION

a. Member Contribution to PERS Retirement Plan – Classic Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers shall pay eight percent (8%) of salary to the PERS retirement plan. The City will seek to amend the PERS contract to reflect a new cost-share agreement in which miscellaneous classic members shall, from the date of the amendment, pay the seven percent (7%) employee contribution and one percentage point (1%) of the employer contribution through PERS cost-share. If this PERS cost-share is not approved by a vote of the unrepresented unit miscellaneous employees, the one percent (1%) cost-share will remain in the City's account. Classic members in miscellaneous classifications shall qualify for the 2% at 55 benefit formula based upon the highest twelve (12) consecutive months of compensation.

(2) Police Safety

Executive Management Police Safety employees shall pay twelve percent (12%) of salary to the PERS retirement plan. The City will seek to amend the PERS contract to reflect a new cost-share agreement in which Executive Management Police Safety classic

members shall, from the date of the amendment, pay the nine percent (9%) employee contribution and three percentage points (3%) of the employer contribution through PERS cost-share. If this PERS cost-share is not approved by a vote of the unrepresented Executive Management Police Safety unit employees, the three percent (3%) cost-share will remain in the City's account. Classic members in Executive Management Police Safety classifications shall qualify for the 3% at 50 benefit formula based upon the highest twelve (12) consecutive months of compensation.

(3) Fire Safety

Executive Management Fire Safety employees shall pay twelve percent (12%) of the employer's contribution to the PERS retirement plan. The City shall pay up to nine percent (9%) of the member contribution to the PERS retirement plan on behalf of fire safety employees. The City's payments to the member contribution shall be reported to PERS as additional compensation for the purpose of retirement benefit calculations to the extent allowed by law (pay and report). If necessary, the contract with PERS shall be amended to reflect the proper allocation of funds. Classic members of Executive Management Fire Safety classifications shall qualify for the 3% at 55 benefit formula based upon the highest twelve (12) consecutive months of compensation.

b. Member Contribution to PERS Retirement Plan – New Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers hired after December 31, 2012, shall be members in the PERS on terms consistent with Public Employees' Pension Reform Act (PEPRA). New members in miscellaneous classifications shall qualify for the 2% at 62 benefit formula, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

(2) Safety

Executive Management Safety employees hired after December 31, 2012, shall be members in the PERS on terms consistent with PEPRA. New members in safety classifications shall qualify for the 2.7% at 57 benefit formula, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

ARTICLE 5 – CHARTER OFFICERS

5.1 CHARTER OFFICER SALARIES

The salaries for the City Attorney, City Auditor, City Clerk, City Manager, and City Treasurer shall be modified only by City Council action and approval.

5.2 EXPENSE ALLOWANCE

The City will pay to the City Manager a sum of four hundred dollars (\$400) per month for City expenses for which no vouchers need be furnished. The City will pay to the City Attorney, City Auditor, City Clerk, and City Treasurer a sum of three hundred and fifty dollars (\$350) per month for City expenses for which no vouchers need be furnished.

ARTICLE 6 – NON-CAREER EMPLOYEES

6.1 NON-CAREER BENEFITS

Except as provided herein, unrepresented non-career (+1,040) employees do not accrue benefits.

6.2 CITY HEALTH AND WELFARE CONTRIBUTION

- a. Employees in the classification of Fire Recruit shall receive the same City monthly health and welfare contribution amount as provided for the classification of Firefighter in the applicable Memorandum of Understanding.
- b. Employees in the classification of Police Officer Recruit and Community Service Officer (Limited-Term) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer in the applicable Memorandum of Understanding.
- c. Employees in the classification of Dispatcher Recruit shall receive the same City health and welfare contribution amount as provided for the non-supervisory Dispatcher classification in the applicable Memorandum of Understanding.
- d. Non-Career employees under this Section are not eligible to receive any unused portion of the City contribution as cash.

6.3 POOL SAFETY CLASSIFICATIONS

Employees holding classifications designated as pool safety positions may be eligible for additional compensation for qualifying work associated with the summer aquatics program. Such compensation is authorized solely for the

purpose of recruiting and retaining qualified employees at City-operated swimming pools. Said employees shall be paid additional compensation as follows:

a. Certification Fee Reimbursements

Upon submittal of documents showing successful completion of the required water safety courses and receipts showing fees paid, the City shall reimburse eligible employees up to two hundred (\$200) for completing their certification course work.

b. Recruitment Incentive

Upon successful completion of eighty (80) hours of work in a designated pool safety classification, the City shall pay eligible employees a lump sum amount of two hundred dollars (\$200).

c. Retention Incentive

Upon successful completion of work during the entire summer aquatics season, the City shall pay eligible employees a lump sum amount of four hundred dollars (\$400).

6.4 GENERAL INTERN CLASSIFICATION

Individuals holding the classification of General Intern may be eligible for additional compensation for qualifying work. Additional compensation in the amounts described below is authorized solely for the purpose of recruiting and retaining qualified interns. General Interns may be paid additional compensation as follows:

a. General Interns

(1) Recruitment Incentive

Upon successful completion of eighty (80) hours of work, the City may pay eligible General Interns a lump sum amount of two hundred and fifty dollars (\$250).

(2) Retention Incentive

Upon successful completion of three hundred and twenty (320) hours of work, the City may pay eligible General Interns a lump sum amount of five hundred dollars (\$500).

b. General Interns in the City Attorney's Office

(1) Recruitment Incentive

Upon successful completion of eighty (80) hours of work, the City

may pay eligible General Interns working in the City Attorney’s Office a lump sum amount of five hundred dollars (\$500).

(2) Retention Incentive

Upon successful completion of four hundred (400) hours of work, the City may pay eligible General Interns working in the City Attorney’s Office a lump sum amount of one thousand and five hundred dollars (\$1,500).

6.5 TUITION REIMBURSEMENT – STUDENT TRAINEE

Employees in the classification of Student Trainee, who are in the Police Officer hiring pipeline, may be eligible for tuition reimbursement pursuant to Section 8.3.

ARTICLE 7 – LEAVES

7.1 ACCRUAL OF LEAVE HOURS OVER 24 PAY PERIODS

Unless provided otherwise in this Article, leave hours shall accrue over twenty-four (24) pay periods per year, during the first two (2) pay periods of each month.

7.2 VACATION

a. Employees shall be entitled to vacation allowances pursuant to the provisions of Section 107 of the City Charter. Based on length of City service, the accrual of annual vacation allowances shall be as follows:

<u>Length of Service</u>	<u>Annual Vacation Allowance</u>
1 to 5 years	10 days/80 hours
5 years and 1 day to 15 years	15 days/120 hours
more than 15 years	20 days/160 hours

b. Vacation allowance administration shall be in accordance with the Rules and Regulations of the Civil Service Board, unless an exception is authorized by the City Manager under appropriate circumstances. For Charter Officers, exceptions to the rules for vacation allowance administration shall be authorized by the Mayor or the Mayor’s designee. Employees may accumulate a maximum of four hundred and eighty (480) vacation hours. Once the maximum is reached, there shall be no further vacation accrual until the balance falls below four hundred and eighty (480) hours.

c. Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided for in Article 8 Section 107(d) of the Sacramento City

Charter, may make an irrevocable election to receive such payment by foregoing the same number of vacation hours in the calendar year following election. Notification of the election must be made to the Payroll Division, Department of Finance, in writing by November 30. The in-lieu payment will be made to the employee on the last paycheck in March of the calendar year following the election. If the employee electing the in-lieu payment separates from City employment for any purpose before receiving the in-lieu payment, the employee forfeits any right to receive the payment, but will instead have their vacation leave balances credited with the amount of hours that would have accrued from January 1 to the last day of employment.

7.3 HOLIDAYS

a. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez's Birthday	March 31
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

b. Eligibility

- (1) To be eligible for holiday pay, the employee must be in a paid work status the scheduled workday before and after the recognized holiday. Any payable leave time, such as vacation, and sick shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time employee, including an employee in a work-sharing program, and non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

Number of	Minimum Number of Paid
-----------	------------------------

<u>Recognized Holidays in the Workweek</u>	<u>Hours in the Workweek</u>	
	<u>50% Benefit</u>	<u>100% Benefit</u>
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

- (3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

c. Holiday Observance

- (1) If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:
 - i. If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
 - ii. If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.
- (2) If an employee's schedule differs from the traditional Monday-Friday workweek in which a recognized holiday falls, the following shall apply:
 - i. The actual dates as listed above shall be considered as the employee's holiday.
 - ii. If the recognized holiday falls on the employee's scheduled day off, the employee shall receive holiday earned for the hours of the holiday benefit.

d. Floating Holidays

(1) Accrual

- i. In addition to the recognized holidays specified above, except as provided below, employees shall receive the equivalent of two (2) floating holidays per fiscal year on an accrual basis as follows:
 - 1. Each full-time Executive Management, Mayor/Council Support, and Executive Management Support

employee shall accrue sixteen (16) hours of floating holiday per calendar year at the rate of forty (40) minutes on each of the first two (2) paychecks each month, as long as the employee is in paid status forty (40) or more hours of salary on the paycheck that the accrual would occur.

2. A part-time Executive Management, Mayor/Council Support, or Executive Management Support employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% accrual [forty (40) minutes per each eligible paycheck]; 40-63.9 hours paid = 50% accrual [twenty (20) minutes per each eligible paycheck].

- ii. Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

- i. The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.
- ii. An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. There shall be no cash out of floating holiday hours, either annually or upon separation.

e. Holiday Earned Accumulation

Employees may accumulate a maximum of eighty (80) hours of holiday earned hours. Once the maximum is reached, there shall be no further holiday earned until the balance falls below eighty (80) hours. Holiday earned may be taken by the employee at the discretion of the department head.

f. Closure of Operations on Half Holidays

The City may opt to close operations on Christmas Eve or New Year's Eve. If operations are closed on a designated half holiday, employees are expected to account for their time by using an appropriate form of paid leave or unpaid time off consistent with City policy.

7.4 MANAGEMENT LEAVE TIME

- a. Executive Management and Mayor/Council Support employees exempt from the overtime provisions of FLSA shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.
- b. Executive Management and Mayor/Council Support employees determined by the City to be exempt from the overtime provisions of the FLSA shall be credited with eighty (80) hours of management leave time each calendar year, with the time posted to each employee's leave balances the first pay period in January. Executive Management and Mayor/Council Support employees appointed after January 1 of a calendar year shall be entitled to a pro rata share of eighty (80) hours of management leave time based upon the number of full months remaining in that calendar year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.

Full-time career Executive Management and Mayor/Council Support employees who receive management leave time pursuant to this subparagraph shall have the option to receive a cash payment for up to forty (40) hours in lieu of the equivalent management leave accruals in the calendar year following the date the employee makes the election. The following rules shall govern this optional payment:

- (1) Any employee exercising such option shall be required to sign an appropriate form requesting payment in lieu of up to forty (40) hours of management leave time which shall be submitted to Payroll no later than November 30.
 - (2) Any employee exercising the option to receive cash in lieu of management leave time shall have the commensurate leave value debited from their leave balances when the payout is processed.
 - (3) The employee shall receive the in-lieu payment on the first paycheck in February of the year following the date of the election.
 - (4) Payment for up to forty (40) hours shall be calculated using the employee's hourly rate of pay on the date that the in-lieu payment is made.
- c. Management leave time shall not accumulate from year to year, and any management leave time not used or cashed out pursuant to the terms of this Section shall be forfeited on December 31 of the calendar year in which it was credited.
 - d. There shall be no cash out of management leave time upon separation.

- e. Part-time Executive Management and Mayor/Council Support employees shall be credited with a prorated amount of management leave.

7.5 ADMINISTRATIVE LEAVE TIME

- a. Executive Management Support employees shall be credited with twenty-four (24) hours of administrative leave time each fiscal year. Such time will be posted in the first pay period in July. Executive Management Support employees hired after July 1 of a fiscal year shall be entitled to a prorated share of administrative leave time based upon the number of full months remaining in that fiscal year. Administrative leave time shall be useable upon being credited, subject to the approval of the employee's immediate supervisor.
- b. Administrative leave time shall not accumulate from fiscal year to fiscal year, and any administrative leave time not used in the fiscal year in which it was awarded shall be forfeited. There shall be no cash out of administrative leave time.
- c. Part-time Executive Management Support employees shall be credited with a prorated amount of administrative leave.

7.6 SICK LEAVE

a. Accrual and Usage

- (1) A full-time employee shall accrue sick leave credits at the rate of four (4) hours on each of the first two (2) paychecks each month, which may be used by the employee in the event of illness or injury which is not job-related. Part-time career and non-career employees earn sick leave on a pro-rata basis per the [Rules and Regulations of the Civil Service Board](#) and/or [California's Healthy Workplaces, Healthy Families Act of 2014](#).
- (2) Employees who have at least four hundred and eighty (480) hours of sick leave on the last day of the pay period ending on or before November 1 in any calendar year may make an irrevocable election to forego the accrual of not more than twenty-four (24) hours of sick leave during the following calendar year and receive instead a cash payment for the number of sick leave hours designated in the election.
- (3) Notification of the irrevocable election must be made in writing to the Payroll Division, Department of Finance, between November 1 and November 30. The payment will be made on the last paycheck in May of the calendar year following the irrevocable election. Payment shall be made at the hourly rate of pay the employee is receiving at the time the payment is made.

- (4) If the employee electing the payment is separated from City employment before receiving the payment, the employee forfeits any right to the payment, but will instead have their sick leave balances credited with the sick leave hours the employee would have accrued from the January 1 following the date of election to the last day of employment.

b. Sick Leave Cash Out

(1) PERS

- i. PERS members hired, reemployed, or rehired prior to January 1, 2005, with more than twenty (20) years of continuous City service, are eligible to cash out sick leave upon separation for reasons of retirement, resignation, layoff or death as follows:

1. Eligible employees, ~~or persons entitled by law to the possession of their estate,~~ may receive a cash payment equal to thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of their retirement, resignation, ~~or layoff,~~ ~~or death at their current base rate of pay;~~
2. Eligible employees with an effective retirement date from PERS within one hundred twenty (120) calendar days of their separation from City service may also convert any or all of their total sick leave credits accrued, less any payment received pursuant to subparagraph 1, above, to PERS service credit as of the date of their retirement consistent with and pursuant to the PERS contract with the City, as amended.
3. Individuals identified pursuant to California Government Code Section 53245 as being the person designated on the employee's "Designation of Person Authorized to Receive Warrants," or in the absence of an identified person pursuant to California Government Code Section 53245, persons entitled by law to the possession of the estate of a deceased employee who was eligible to cash out sick leave credits pursuant to subparagraph 1, above, may receive payment for thirty-three and one-third (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of

the employee's death.

- ii. ~~PERS members~~Employees hired, reemployed, or rehired on or after January 1, 2005, shall not be eligible for cash out payment of any portion of accumulated sick leave credits.
- iii. PERS members may convert their sick leave balance to service credit pursuant to the PERS contract with the City upon separation of employment from the City for retirement, without regard to date of hire, reemployment, or rehire.
- iv. No employee whose services are terminated by reason of discharge for cause shall be eligible for payment of any portion of accumulated sick leave credits.

(2) SCERS

Upon retirement, SCERS members eligible to accumulate sick leave credits shall receive a cash payment representing the value of thirty-three and one-third percent (33-1/3%) of the sick leave credits (rounded to the nearest full day) accumulated to the date of retirement.

- c. Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.
- d. The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits shall apply to all covered employees.

7.7 PARENTAL PAY

Pursuant to the City's Leave Administration Policy, full-time employees who have completed at least three (3) years of full-time career City service from the most recent date of hire are eligible for parental pay of up to one hundred and sixty (160) hours of continuous time off. Part-time employees who have completed at least three (3) years of career City service from the most recent date of hire are eligible for parental pay of up to eighty (80) hours of continuous time off. Required career service must be completed preceding either:

- a. The birth of a child who resides with the employee and for whom the employee has physical and legal custody; or
- b. The adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody.

7.8 INJURY-ON-DUTY

- a. Full-time career employees shall receive benefits for injuries suffered in the performance of their duties consistent with [Section 253 of the City Charter](#). In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution. To the extent permitted by law, the City shall receive a credit for the benefits provided pursuant to Charter Section 253 against future workers' compensation benefits.
- b. If the employee qualifies for temporary disability benefits after exhausting the one-year leave of absence for workplace injuries described in Charter Section 253, the employee may use accrued leave balances to replace any loss of income. The employee may use full or partial days of leave pursuant to policy for this purpose, but in no event shall the cumulative amount received from temporary disability payments and the use of leave balances exceed the hourly rate of pay of the employee as of the date of injury.

7.9 COURT LEAVE

- a. When an employee is absent from work to testify in response to a properly served subpoena issued by a court of competent jurisdiction in a non-work-related matter to which the employee is not a party, to serve on a jury, or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert for jury duty and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence.
- b. If a swing shift or graveyard shift employee has served an amount of time that exceeds one-half of the employee's next scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so they will be excused from the shift. If the employee is in court or on jury duty less than one-half the shift, the employee will be required to work.
- c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, they will be required to use vacation or other leave accruals to cover the shift.
- d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the

compensation paid exclusive of any transportation and subsistence allowance.

- e. The City reserves the right to require the employee to reimburse the City for all witness fees or jury remuneration received, less transportation and subsistence allowance.
- f. When a non-career employee is regularly scheduled to work and is ordered to appear in court or report for jury duty, such employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

7.10 CATASTROPHIC LEAVE

Employees are entitled to catastrophic leave pursuant to, and consistent with, the City's [Leave Administration Policy](#).

~~7.11 SACRAMENTO HOUSING & REDEVELOPMENT AGENCY (SHRA) TRANSITION~~

~~Employees who are transferred from employment at SHRA to the City as a result of restructuring, reorganizing or removal of services to the City shall be allowed to transfer the following accrued benefits from SHRA to the City:~~

- ~~a. Eighty percent (80%) of sick leave balances after cash-out pursuant to Agency policy.~~
- ~~b. Vacation balances up to one year of accrual at the employee's current rate on transition to the City.~~

7.1~~2~~3 BEREAVEMENT PAY

An employee may receive up to twenty-four (24) working hours of City bereavement pay for time taken off for the death of the employee's spouse, registered domestic partner, parent, sibling, child, grandchild, or grandparent. The employee may use sick leave as outlined in the [Rules and Regulations of the Civil Service Board](#) for additional time off or to attend to other death, bereavement, or funeral needs.

7.1~~2~~3 FAMILY AND MEDICAL LEAVE

Employees may be entitled to leave pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and/or Pregnancy Disability leave (PDL) consistent with the City's [Leave Administration Policy](#).

7.1~~3~~4 PERSONAL TIME OFF

- a. Full-time career employees who have completed ten (10) full years of City

service shall be credited with twenty-four (24) hours of personal leave at the beginning of the first pay period in January of each year. Part-time career employees who have completed ten (10) full years of City service shall be credited with a prorated amount of time based on their regular schedule.

- b. Personal leave shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.
- c. Non-career employees are not eligible for personal leave benefits.

7.145 PAID CITY LEAVE (PCL)

~~a. Employees who are employed in an unrepresented classification in Units 20, 21, or 22 and who are on payroll on April 9, 2022, shall receive a one-time leave bank contribution of thirty-five (35) hours of Paid City Leave. This Paid City Leave (PCL) shall not expire, and shall have no cash value except as follows:~~

~~(1)a. Employees receiving the paid city leave contribution described in Section 7.15(a) may make an irrevocable election to receive a cash payment in lieu of using the leave. Notification of the election to receive this cash payment must be made to the Payroll Division, Department of Finance, in writing by November 30, 2022. Employees making the irrevocable election shall receive the payment on the paycheck representing the first pay period following their election at the straight time rate of pay they are receiving at the time of payment, less ordinary payroll deductions.~~

~~(2) Upon separation from City service, employees with a balance of the paid city leave PCL described in Section 7.15(a) shall receive a payment for the paid city leave PCL balance at the straight time rate of pay they are receiving at the time of the payment, less ordinary payroll deductions.~~

~~b. Employees who are employed in an unrepresented classification in Units 20, 21, or 22 and who are on payroll on October 31, 2022, shall receive a one-time leave bank contribution of thirty-five (35) hours of paid city leave that will become available for use on the first paycheck in January 2023. This leave shall not expire and shall have no cash value except as follows:~~

~~(1) Employees receiving the paid city leave described in Section 7.15(b) may make an irrevocable election to receive a one-time cash payment by foregoing the thirty-five (35) hours of paid city leave in 2023. Notification of the election must be made to the Payroll Division, Department of Finance, in writing by November 30,~~

~~2022. This cash payment will be made to the employee on the last paycheck in March 2023. Payment shall be made at the straight time rate of pay the employee is receiving at the time payment is made, less ordinary payroll deductions. If the employee making the irrevocable election separates from City employment for any reason prior to December 31, 2022, the employee forfeits both the right to receive the cash payment and the thirty five (35) hours of leave.~~

~~(2) Upon separation from City service, employees with a balance of the paid city leave described in Section 7.15(b) shall receive a payment for the paid city leave balance at the straight time rate of pay they are receiving at the time of the payment, less ordinary payroll deductions.~~

e.b. The total maximum number of PCL an employee may receive is seventy (70) hours. Employees who promote or transfer to a classification covered by the Unrepresented Resolution and who previously received PCL hours while employed in a represented classification covered by a memorandum of understanding (MOU) that provided PCL, may carry over the balance of their remaining PCL hours, if any. However, under no circumstance will any employee be provided more than a total of seventy (70) PCL hours.

ARTICLE 8 – REIMBURSEMENTS AND ALLOWANCES

8.1 TRANSPORTATION AND PARKING ALLOWANCES

a. Reimbursement for Use of Privately-Owned Vehicles

(1) Charter Officers or their designees may offer reimbursement for the use of privately-owned vehicles on City business or as compensation in lieu of the use of City vehicles on City business subject to the limits identified in this article. Employees receiving a vehicle allowance prior to August 8, 2013, may continue to receive the amount of that reimbursement, even if in excess of the limits set below:

Executive Team Members	\$500/month
Division Managers	\$250/month
Professional Level	\$0 - \$175/month
Support/Miscellaneous Staff	\$0 - \$100/month

(2) Executive Management and Mayor/Council Support employees shall receive City-provided parking. Executive Management

Support employees are eligible for City-provided parking.

(3) Employees receiving less than two hundred and fifty dollars (\$250) in monthly vehicle allowance may receive out-of-town mileage reimbursement. Reimbursement for out-of-town mileage shall be at the general mileage reimbursement rate (minus twenty-five (25) miles for individuals receiving a monthly vehicle allowance) or comparable coach airfare, whichever is lower.

b. Any automobile operated on City business by any employee receiving a monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount at least equal to \$100,000 per person, \$300,000 per accident, and property damage limits at least equal to \$50,000 (100/300/50).

c. Monthly Bus Transportation Reimbursement

(1) Sacramento Regional Transit District (SRTD)

Full-time Executive Management, Mayor/Council Support, and Executive Management Support employees who utilize SRTD for home-to-work transportation are eligible to receive an eighty percent (80%) City-paid SRTD monthly non-zone sticker pass in lieu of the City-paid parking and vehicle allowance. Part-time employees shall be eligible for a fifty percent (50%) price discount on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue Division, prior to the first day of the month to obtain the monthly pass discount for that next month. Non-career employees shall not be eligible for the allowance. An employee who receives a reimbursement for use of a privately-owned vehicle shall not be eligible for benefits under this Section.

(2) Other Public Transportation

Eligible full-time employees, as described in Section 8.1(c)(1), who regularly utilize other public transportation regulated by the Public Utilities Commission or the equivalent for home-to-work commuting, are eligible for monthly transit pass reimbursement up to eighty percent (80%) of the cost in lieu of City-paid parking and vehicle allowance. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Department of Finance, Revenue Division, prior to the first day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed one hundred and twenty dollars (\$120.00). An employee who receives a reimbursement for use of

a privately-owned vehicle shall not be eligible for benefits under this Section.

(3) Downtown Parking Subsidy

i. Eligible full-time Executive Management Support employees, as described above, who work in the downtown area, shall receive a ninety dollar (\$90.00) per month transportation allowance. Part-time Executive Management Support employees who work in the downtown area shall receive a sixty dollar (\$60.00) per month transportation allowance. Non-career employees shall not be eligible for the allowance.

ii. Employees who receive City-paid parking as described in Section 8.1 shall not be eligible for the downtown parking subsidy.

d. Discounted Parking Rates

Discounted parking will be available to Executive Management Support employees, on a first-come, first-serve basis, for parking spaces in the Memorial Garage at a cost of seventy percent (70%) of the regular Memorial Garage monthly rate. This means that the employee discounted rate is thirty percent (30%) off the full monthly rate.

e. City Vehicle Retention

The City Manager/Charter Officers may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

8.2 FIRE UNIFORM ALLOWANCE

Safety management personnel employed in the Fire Department shall receive a uniform allowance of thirty-five dollars (\$35.00) bi-weekly for the purchase of regulation items of uniform that the Fire Department requires to be worn as a condition of employment.

8.3 TUITION REIMBURSEMENT

Employees will be reimbursed for the cost of tuition up to a maximum of one thousand and five hundred dollars (\$1,500) per calendar year, pursuant to the City's Employee Educational Assistance Program, as amended. -In addition, the employee's department may authorize tuition reimbursement for training through other approved sources. Except as provided in Section 6.5, Tuition Reimbursement, non-career employees are not eligible for tuition reimbursement.

8.4 STATE OF CALIFORNIA BAR DUES

The actual cost of mandatory State Bar dues shall be paid for employees in attorney classifications in the City Attorney's Office. In the sole discretion of the City Attorney, the City Attorney may approve reimbursement, from the budget of the employing department, for other licensed City employee attorneys whose legal skills and abilities represent a significant benefit to the City. The City Attorney may authorize such reimbursement after being provided documentation establishing payment was made by the employee requesting the reimbursement.

8.5 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that an employee maintain a license and/or certification, the Department Head or designee may, on a case-by-case basis, reimburse the employee for costs associated with the renewal of such license. This Section shall not apply to driver's licenses.

8.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate which mandates continuing education units (CEUs) to maintain the license or certificate, the employee is responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

8.7 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be operationally necessary. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for bilingual pay the employee must be determined to be verbally proficient and, if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process necessary to authorize the bilingual pay.
- b. Bilingual pay shall be paid at the rate of forty dollars (\$40) per month for any month in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

8.8 TECHNOLOGY ALLOWANCE

- a. If the City requires an employee in the Executive Management, Executive Management Support, or Mayor/Council Support unit to be generally accessible via technology device for the conduct of City-related business, the City shall provide a technology allowance in accordance with the provisions of this Section.
- b. Employees in the Executive Management, Executive Management

Support, or Mayor/Council Support units may be authorized a monthly technology allowance of up to one hundred dollars (\$100).

- c. Upon approval of the technology allowance, the employee shall provide and maintain a personal cellular phone and service that is available to conduct City-related business. The employee shall provide, and the City may publish, the cellular phone number to designated individuals and organizations with whom the employee normally conducts City-related business.

8.9 NOTARY PAY

An Executive Management Support employee who is required to maintain, or who obtains for City benefit, a notary registration shall receive a monthly certification pay of thirty dollars (\$30).

ARTICLE 9 – MISCELLANEOUS

9.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

- a. Employees shall not engage in any other employment, work, profession, business, or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is contrary to the most effective performance of the mission of City management or the best interests of the City.
- b. Employees shall not accept any off-duty employment without the express consent, in advance, of the Appointing Authority or designated representative.
- c. Employees shall submit annual requests for approval for off-duty employment at the beginning of each fiscal year.
- d. An employee shall not work:
 - (1) In any employment, which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.
 - (2) In any employment requiring an affiliation, membership, or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.
 - (3) In any employment for any other municipality or political subdivision of the state or federal government (except with the express written authorization of the Appointing Authority).

- (4) In any off-duty position while on sick leave or injured-on-duty status.
- e. An employee may request authorization for off-duty employment by forwarding a letter of request to the Appointing Authority. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name.
- f. The Appointing Authority will notify in writing to the employee of action taken on the request for off-duty employment. A copy of the letter will be retained in the employee's personnel file.
- g. Authorization for off-duty employment may be revoked at the discretion of the Appointing Authority at any time.
- h. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

9.2 PAYROLL ERRORS

- a. In the event an error has been made, including but not limited to the payment of an employee's salary, overtime payment or leave accruals, balances or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, and give written notice to the employee.
- b. In the event an employee received an overpayment, reimbursement to the City shall be mutually agreed to between the parties and shall be accomplished by:
 - (1) Lump sum payment by the employee;
 - (2) A one-time deduction from useable vacation, compensating time off (CTO), or holiday credit balances equivalent to the overpayment at the employee's current hourly rate;
 - (3) A repayment schedule through payroll deduction; and/or
 - (4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, which leads to collection efforts or other legal remedies, the overpayment collection shall not exceed twenty-six (26) pay periods.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee

in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

9.3 RETIREE COURT APPEARANCE FEES

A retired City employee who is subpoenaed to appear in court on behalf of the City in their capacity as a former City employee shall receive a court appearance fee if the employee reports at the time specified for their particular testimony regardless of whether the employee is ultimately required to testify. The court appearance fee shall be one hundred twenty-five dollars (\$125) for a full day or seventy-five dollars (\$75) for a half day, which is defined as four hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

9.4 OUT-OF-CLASSIFICATION PAY

a. Unit 09

Temporary assignments to higher classifications shall be permitted only in those classifications where, in the judgment of the Department Head or designee, it is necessary to maintain proper and efficient departmental operations. An employee temporarily assigned to perform the duties of a higher classification shall be compensated for the duration of the out-of-classification assignment by the payment of five percent (5.0%) of the base rate of pay the employee received prior to the out-of-classification assignment, or the salary provided for in Step 1, as applicable, of the higher classification, whichever is greater, but not to exceed top step of the higher classification. Departments shall establish internal tracking and approval systems for out-of-classification pay administration.

b. Units 20, 21, and 22

If a supervisor assigns an employee to perform the full range of duties of a higher classification, the employee shall receive out-of-classification pay up to a maximum of ten percent (10.0%) the employee's base rate of pay, but not more than the maximum salary of the higher classification. A department head may approve out-of-classification pay greater than ten percent (10.0%) with written justification and approval by the appropriate Charter Officer. Employees shall not receive out-of-classification pay in a department head's absence, unless the department head is on a leave of absence of at least ten (10) consecutive calendar days for a reason identified in the City's [Leave Administration Policy](#), and the full range of responsibilities and decision-making authority of the department head has been delegated to the employee. Additionally, employees are not eligible for out-of-classification pay when their job specification states they may act in the absence of the department head.

Adopted by the Sacramento City Council
September 10, 2024

**Approval of an Assistant Director in the Department of
Community Response, Approval of the Salary Range for
Council Representative and Director of Community Response,
Adjustment to the Salary Schedule, and Approval of the
Personnel Resolution Covering Unrepresented Officers and
Employees**

BACKGROUND

- A. The Department of Community Response requires an Assistant Director to aid in the coordination of the City's efforts to address homelessness through the Incident Management Team and assist in overseeing day-to-day operations, administrative functions, and serve as acting Department Director in Director's absence.
- B. The Salary Schedule attached to this Resolution as Exhibit A has been amended to reflect the salary range adjustment to the Council Representative and the Director of Community Response classifications and includes all City classifications to ensure that salary ranges are transparent and publicly available.
- C. The California Code of Regulations requires that the City Council adopt the City's salary schedules at a public meeting (2 CCR § 570.5). This obligation arises whenever salary ranges are changed.
- D. These publicly adopted rates are used by California Public Employees' Retirement System (CalPERS) to determine the appropriate compensation earnable for each City employee when calculating their pension benefit.
- E. The additional cost for the new Assistant Director and salary range adjustments for the Director of Community Response will be covered by the existing salary savings in the Department of Community Response. No additional costs are required for the salary range adjustment for Council Representatives.
- F. The Personnel Resolution Coving Unrepresented Officers and Employees (Unrepresented Resolution) attached to this Resolution as Exhibit B sets forth general administrative provisions, hours of work, and other terms and conditions of employment affecting unrepresented job classifications.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager or the City Manager's designee is authorized to add an Assistant Director (1.00 FTE) in the Department of Community Response.
- Section 2. The salary schedule attached to this Resolution as Exhibit A is adopted.
- Section 3. The Unrepresented Resolution attached to this Resolution as Exhibit B is approved.
- Section 4. The City Manager is authorized to make minor changes or adjustments to Exhibits A and B to correct omissions and errors.
- Section 5. Exhibits A and B are part of this Resolution.

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Exhibit A – Salary Schedule

Exhibit B – Unrepresented Resolution

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
311 Customer Service Agent	016872	L39A	7/13/2024	A	OFFT	140	22.845014	32.145229	47,517.63	66,862.08	22.845014	23.987265	25.186628	26.445959	27.768257	29.156670	30.614504	32.145229
311 Customer Svc Specialist	016873	L39A	7/13/2024	A	OFFT	141	25.827038	36.341236	53,720.24	75,589.77	25.827038	27.118390	28.474310	29.898025	31.392926	32.962572	34.610701	36.341236
311 Customer Svc Supervisor	015108	L39C	7/13/2024	A	SUPV	068	29.436017	41.419431	61,226.92	86,152.42	29.436017	30.907818	32.453209	34.075869	35.779662	37.568645	39.447077	41.419431
311 Manager	001914	MGMT	7/27/2024	A	MGTE	181	46.725533	65.747517	97,189.11	136,754.84	46.725533	49.061810	51.514900	54.090645	56.795177	59.634936	62.616683	65.747517
Account Clerk I	016001	L39A	7/13/2024	A	OFFT	001	18.946110	26.659081	39,407.91	55,450.89	18.946110	19.893416	20.888087	21.932491	23.029116	24.180572	25.389601	26.659081
Account Clerk II	016002	L39A	7/13/2024	A	OFFT	002	21.850815	30.746292	45,449.70	63,952.29	21.850815	22.943356	24.090524	25.295050	26.559803	27.887793	29.282183	30.746292
Accountant Auditor	010821	CONF	7/27/2024	A	CONF	040	35.471475	49.911926	73,780.67	103,816.81	35.471475	37.245049	39.107301	41.062666	43.115799	45.271589	47.535168	49.911926
Accountant Auditor	014010	MSUP	7/27/2024	A	MSUP	010	35.471475	49.911926	73,780.67	103,816.81	35.471475	37.245049	39.107301	41.062666	43.115799	45.271589	47.535168	49.911926
Accounting Technician	016003	L39A	7/13/2024	A	OFFT	003	23.205113	32.651925	48,266.64	67,916.00	23.205113	24.365369	25.583637	26.862819	28.205960	29.616258	31.097071	32.651925
Admin. of Government Relations	021026	MCSU	7/1/2023	U	MCSA	136	41.761052	65.773658	86,862.99	136,809.21								
Administrative Analyst	010700	CONF	7/27/2024	A	CONF	041	36.071000	50.755521	75,027.68	105,571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Administrative Analyst	014000	MSUP	7/27/2024	A	MSUP	001	36.071000	50.755521	75,027.68	105,571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Administrative Assistant	010701	CONF	7/27/2024	A	CONF	003	27.731002	39.020305	57,680.48	81,162.23	27.731002	29.117552	30.573430	32.102102	33.707207	35.392567	37.162195	39.020305
Administrative Asst (Conf/Ex)	010800	CONF	7/27/2024	A	CONF	018	27.731002	39.020305	57,680.48	81,162.23	27.731002	29.117552	30.573430	32.102102	33.707207	35.392567	37.162195	39.020305
Administrative Officer	001702	MGMT	7/27/2024	A	MGTE	006	43.260471	60.871829	89,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Administrative Tech (Conf/Ex)	010807	CONF	7/27/2024	A	CONF	024	27.641467	38.894321	57,494.25	80,900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Administrative Technician	010702	CONF	7/27/2024	A	CONF	004	27.641467	38.894321	57,494.25	80,900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Animal Care Services Manager	001845	MGMT	7/27/2024	A	MGTE	122	62.760187	88.309885	130,541.19	183,684.56	62.760187	65.898196	69.193106	72.652761	76.285399	80.099669	84.104652	88.309885
Animal Care Technician	003647	L39A	7/13/2024	A	OPMT	029	21.640010	30.449666	45,011.22	63,335.31	21.640010	22.722010	23.858110	25.051016	26.303567	27.618745	28.999682	30.449666
Animal Control Officer I	003600	L39A	7/13/2024	A	OPMT	073	25.084022	35.295738	52,174.77	73,415.14	25.084022	26.338223	27.655134	29.037891	30.489786	32.014275	33.614989	35.295738
Animal Control Officer II	003601	L39A	7/13/2024	A	OPMT	001	26.338223	37.060525	54,783.50	77,085.89	26.338223	27.655134	29.037891	30.489786	32.014275	33.614989	35.295738	37.060525
Animal Services Coordinator	010820	CONF	7/27/2024	A	CONF	039	27.641467	38.894321	57,494.25	80,900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Applications Developer	010703	CONF	7/27/2024	A	CONF	005	41.393690	58.245079	86,098.88	121,149.76	41.393690	43.463375	45.636544	47.918371	50.314290	52.830004	55.471504	58.245079
Aquatic Specialist	016031	L39A	7/13/2024	A	TEMP	073	19.629356	25.758801	40,829.06	53,578.31								
Aquatics Recreation Coord	016980	L39A	7/13/2024	A	OFFT	143	25.722141	36.193635	53,502.05	75,282.76	25.722141	27.008248	28.358660	29.776593	31.265423	32.828694	34.470129	36.193635
Aquatics Recreation Supervisor	015110	L39C	7/13/2024	A	SUPV	070	33.501051	47.139344	69,682.19	98,049.84	33.501051	35.176104	36.934909	38.781654	40.720737	42.756774	44.894613	47.139344
Arborist/Urban Forester	017001	L39A	7/13/2024	A	PROF	001	33.596909	47.274226	69,881.57	98,330.39	33.596909	35.276754	37.040592	38.892622	40.837253	42.879116	45.023072	47.274226
Architectural Technician I	016214	L39A	7/13/2024	A	OFFT	081	26.868909	37.807253	55,887.33	78,639.09	26.868909	28.212354	29.622972	31.104121	32.659327	34.292293	36.006908	37.807253
Architectural Technician II	016215	L39A	7/13/2024	A	OFFT	082	28.212336	39.697590	58,681.66	82,570.99	28.212336	29.622953	31.104101	32.659306	34.292271	36.006885	37.807229	39.697590
Architectural Technician III	016216	L39A	7/13/2024	A	OFFT	083	31.033649	43.667461	64,549.99	90,828.32	31.033649	32.585331	34.214598	35.925328	37.721594	39.607674	41.588058	43.667461
Archivist	017018	L39A	7/13/2024	A	PROF	010	29.538106	41.563081	61,439.26	86,451.21	29.538106	31.015011	32.565762	34.194050	35.903752	37.698940	39.583887	41.563081
Art Museum Registrar	017010	L39A	7/13/2024	A	PROF	006	26.922875	37.883188	55,999.58	78,797.03	26.922875	28.269019	29.682470	31.166593	32.724923	34.361169	36.079227	37.883188
Arts Administrator	001703	MGMT	7/27/2024	A	MGTE	007	39.678102	55.831073	82,530.45	116,128.63	39.678102	41.662007	43.745107	45.932362	48.228980	50.640429	53.172450	55.831073
Arts Program Assistant	016108	L39A	7/13/2024	A	OFFT	059	23.617476	33.232162	49,124.35	69,122.90	23.617476	24.798350	26.038268	27.340181	28.707190	30.142550	31.649678	33.232162
Arts Program Coordinator	016109	L39A	7/13/2024	A	OFFT	060	32.262562	45.396665	67,106.13	94,425.06	32.262562	33.875690	35.569475	37.347949	39.215346	41.176113	43.234919	45.396665
Arts Program Specialist	001859	MGMT	7/27/2024	A	MGTE	130	36.071000	50.755521	75,027.68	105,571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Assistant Architect	011014	WCOE	6/29/2024	A	WCOE	005	38.380897	54.005777	79,832.27	112,332.02	38.380897	40.299942	42.314939	44.430686	46.652220	48.984831	51.434073	54.005777
Assistant Box Office Supv	015010	L39C	7/13/2024	A	SUPV	001	25.622041	36.052785	53,293.85	74,989.79	25.622041	26.903143	28.248300	29.660715	31.143751	32.700939	34.335986	36.052785
Assistant Camp Caretaker	009018	TEMP	10/4/2014	D	DALY	001	52.240000	63.200000	19,067.60	23,068.00	52.240000	57.460000	63.200000					
Assistant Camp Chef	009019	TEMP	8/17/2019	D	DALY	002	52.240000	63.200000	19,067.60	23,068.00	52.240000	57.460000	63.200000					
Assistant Camp Sacramento Supv	001922	MGMT	7/27/2024	A	MGTE	188	34.973993	49.211920	72,745.91	102,360.79	34.973993	36.722693	38.558828	40.486769	42.511107	44.636662	46.868495	49.211920
Assistant City Attorney	020001	EXMG	7/1/2023	U	EXMG	110	71.766846	145.812288	149,275.04	303,289.56								
Assistant City Auditor	020044	EXMG	7/1/2023	U	EXMG	217	48.054519	75.685865	99,953.40	157,426.60								
Assistant City Clerk	020002	EXMG	7/1/2023	U	EXMG	010	43.572081	92.599500	90,629.93	192,606.96								
Assistant City Manager	020003	EXMG	8/29/2023	U	EXMG	210	75.386341	163.852212	156,803.59	340,812.60								
Assistant Civil Engineer	011011	WCOE	6/29/2024	A	WCOE	002	38.380897	54.005777	79,832.27	112,332.02	38.380897	40.299942	42.314939	44.430686	46.652220	48.984831	51.434073	54.005777
Assistant Code Enforcmnt Ofcr	003912	L39A	7/13/2024	A	OPMT	062	22.331507	31.422672	46,449.54	65,359.16	22.331507	23.448082	24.620486	25.851510	27.144086	28.501290	29.926354	31.422672
Assistant Director	001896	MGMT	7/27/2024	A	MGTE	158	63.157335	88.868713	131,367.26	184,846.92	63.157335	66.315202	69.630962	73.112510	76.768136	80.606543	84.636870	88.868713

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Assistant Electrical Engineer	011019	WCOE	6/29/2024	A	WCOE	010	38.380897	54.005777	79,832.27	112,332.02	38.380897	40.299942	42.314939	44.430686	46.652220	48.984831	51.434073	54.005777
Assistant Mechanical Engineer	011021	WCOE	6/29/2024	A	WCOE	012	38.380897	54.005777	79,832.27	112,332.02	38.380897	40.299942	42.314939	44.430686	46.652220	48.984831	51.434073	54.005777
Assistant Planner	017002	L39A	7/13/2024	A	PROF	002	31.555837	44.402232	65,636.14	92,356.64	31.555837	33.133629	34.790310	36.529826	38.356317	40.274133	42.287840	44.402232
Assistant Pool Manager	009119	TEMP	4/20/2024	A	TEMP	053	22.000000	22.000000	45,760.00	45,760.00	22.000000							
Assistant WtrCrsConCtrlSpclst	007903	L447	7/1/2023	A	WATR	005	34.463445	48.493528	71,683.97	100,866.54	34.463445	36.186617	37.995948	39.895745	41.890532	43.985059	46.184312	48.493528
Assistant to the City Manager	020040	EXMG	7/1/2023	U	EXMG	081	63.640769	100.234211	132,372.80	208,487.16								
Associate Architect	011015	WCOE	6/29/2024	A	WCOE	006	46.583920	65.548254	96,894.55	136,340.37	46.583920	48.913116	51.358772	53.926711	56.623047	59.454199	62.426909	65.548254
Associate Civil Engineer	011012	WCOE	6/29/2024	A	WCOE	003	46.583920	65.548254	96,894.55	136,340.37	46.583920	48.913116	51.358772	53.926711	56.623047	59.454199	62.426909	65.548254
Associate Curator of Art	017023	L39A	7/13/2024	A	PROF	012	29.538106	41.563081	61,439.26	86,451.21	29.538106	31.015011	32.565762	34.194050	35.903752	37.698940	39.583887	41.563081
Associate Electrical Engineer	011020	WCOE	6/29/2024	A	WCOE	011	46.583920	65.548254	96,894.55	136,340.37	46.583920	48.913116	51.358772	53.926711	56.623047	59.454199	62.426909	65.548254
Associate Landscape Architect	011016	WCOE	6/29/2024	A	WCOE	007	45.177376	63.569105	93,968.94	132,223.74	45.177376	47.436245	49.808057	52.298460	54.913383	57.659052	60.542005	63.569105
Associate Mechanical Engineer	011022	WCOE	6/29/2024	A	WCOE	013	46.583920	65.548254	96,894.55	136,340.37	46.583920	48.913116	51.358772	53.926711	56.623047	59.454199	62.426909	65.548254
Associate Planner	017003	L39A	7/13/2024	A	PROF	003	38.792561	54.585028	80,688.53	113,536.86	38.792561	40.732189	42.768798	44.907238	47.152600	49.510230	51.985741	54.585028
Auditor	001934	MGMT	7/27/2024	A	MGTE	207	30.896280	43.474169	64,264.26	90,426.27	30.896280	32.441094	34.063149	35.766306	37.554621	39.432352	41.403970	43.474169
Banking Operations Manager	001837	MGMT	7/27/2024	A	MGTE	012	43.142916	60.706415	89,737.27	126,269.34	43.142916	45.300062	47.565065	49.943318	52.440484	55.062508	57.815633	60.706415
Blacksmith Welder	006001	BULT	7/1/2023	A	BLDG	001	29.784028	49.413166	61,950.78	102,779.39	29.784028	32.017830	34.419167	37.000605	39.775650	42.758824	45.965736	49.413166
Booking Coordinator	016903	L39A	7/13/2024	A	OFFT	103	25.789422	36.288307	53,642.00	75,479.68	25.789422	27.078893	28.432838	29.854480	31.347204	32.914564	34.560292	36.288307
Budget Analyst	010822	CONF	7/27/2024	A	CONF	042	36.071000	50.755521	75,027.68	105,571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Budget Analyst	014011	MSUP	7/27/2024	A	MSUP	011	36.071000	50.755521	75,027.68	105,571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Budget Manager	020005	EXMG	7/1/2023	U	EXMG	040	59.101129	93.084274	122,930.35	193,615.29								
Building Inspector I	016011	L39A	7/13/2024	A	OFFT	010	33.912020	47.717618	70,537.00	99,252.65	33.912020	35.607621	37.388002	39.257402	41.220272	43.281286	45.445350	47.717618
Building Inspector II	016012	L39A	7/13/2024	A	OFFT	011	35.607660	50.103553	74,063.93	104,215.39	35.607660	37.388043	39.257445	41.220317	43.281333	45.445400	47.717670	50.103553
Building Inspector III	016229	L39A	7/13/2024	A	OFFT	095	37.388289	52.609076	77,767.64	109,426.88	37.388289	39.257703	41.220588	43.281617	45.445698	47.717983	50.103882	52.609076
Building Inspector IV	016230	L39A	7/13/2024	A	OFFT	096	39.257592	55.239375	81,655.79	114,897.90	39.257592	41.220472	43.281496	45.445571	47.717850	50.103742	52.608929	55.239375
Building Maintenance Worker	003603	L39A	7/13/2024	A	OPMT	002	24.622652	34.646544	51,215.12	72,064.81	24.622652	25.853785	27.146474	28.503798	29.928988	31.425437	32.996709	34.646544
Building Monitor	016032	L39A	7/13/2024	A	TEMP	069	16.000000	19.779075	33,280.00	41,140.48								
Building Services Manager	001886	MGMT	7/27/2024	A	MGTE	149	43.260471	60.871829	89,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Business Services Manager	001709	MGMT	7/27/2024	A	MGTE	013	54.724500	77.002866	113,826.96	160,165.96	54.724500	57.460725	60.333761	63.350449	66.517971	69.843870	73.336063	77.002866
Cache Logistics Coordinator	016237	L39A	7/13/2024	A	OFFT	155	22.913087	32.241013	47,659.22	67,061.31	22.913087	24.058741	25.261678	26.524762	27.851000	29.243550	30.705727	32.241013
Camp Aide	009045	TEMP	10/4/2014	D	DALY	007	38.150000	46.160000	13,924.75	16,848.40	38.150000	41.960000	46.160000					
Camp Caretaker	009046	TEMP	10/4/2014	D	DALY	008	84.680000	124.032000	30,908.20	45,271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
Camp Chef	009024	TEMP	8/17/2019	D	DALY	004	84.680000	124.032000	30,908.20	45,271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
Camp Host	009025	TEMP	10/4/2014	D	DALY	005	52.240000	63.200000	19,067.60	23,068.00	52.240000	57.460000	63.200000					
Camp Program Director	009048	TEMP	10/4/2014	D	DALY	009	84.680000	124.032000	30,908.20	45,271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
Camp Recreation Leader	009022	TEMP	10/4/2014	D	DALY	003	43.870000	53.080000	16,012.55	19,374.20	43.870000	48.250000	53.080000					
Camp Sacramento Supervisor	001912	MGMT	7/27/2024	A	MGTE	178	38.471393	54.133113	80,020.50	112,596.88	38.471393	40.394963	42.414711	44.535447	46.762219	49.100330	51.555346	54.133113
Cannabis Manager	001924	MGMT	7/27/2024	A	MGTE	192	56.974697	80.169121	118,507.37	166,751.77	56.974697	59.823432	62.814604	65.955334	69.253101	72.715756	76.351544	80.169121
Carpenter	006002	BULT	7/1/2023	A	BLDG	002	27.663161	45.894542	57,539.38	95,460.65	27.663161	29.737898	31.968240	34.365858	36.943297	39.714044	42.692597	45.894542
Cashier	016018	L39A	7/13/2024	A	OFFT	017	18.394598	25.883045	38,260.76	53,836.73	18.394598	19.314328	20.280044	21.294046	22.358748	23.476685	24.650519	25.883045
Cashier - Aquatics	009012	TEMP	12/16/2023	A	TEMP	012	16.000000	16.000000	33,280.00	33,280.00	16.000000							
Chief Animal Control Officer	001827	MGMT	7/27/2024	A	MGTE	108	46.615324	65.592442	96,959.87	136,432.28	46.615324	48.946090	51.393394	53.963064	56.661217	59.494278	62.468992	65.592442
Chief Assistant City Attorney	020046	EXMG	7/1/2023	U	EXMG	219	75.355187	153.102899	156,738.79	318,454.03								
Chief Building Official	001712	MGMT	7/27/2024	A	MGTE	015	63.170413	88.887116	131,394.46	184,885.20	63.170413	66.328934	69.645381	73.127650	76.784032	80.623234	84.654396	88.887116
Chief Information Officer	020030	EXMG	7/1/2023	U	EXMG	085	73.838908	116.296274	153,584.93	241,896.25								
Chief Investment Officer	001714	MGMT	7/27/2024	A	MGTE	017	72.480097	101.986776	150,758.60	212,132.49	72.480097	76.104102	79.909307	83.904772	88.100011	92.505012	97.130263	101.986776
Chief of Staff to the Mayor	021006	MCSU	7/1/2023	U	MCSA	070	42.451322	66.860826	88,298.75	139,070.52								
City Attorney	020006	EXMG	3/26/2022	U	COFF	001	85.721240	168.773168	178,300.18	351,048.19								
City Auditor	020007	EXMG	6/3/2023	U	COFF	005	58.948716	112.128861	122,613.33	233,228.03								

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
City Clerk	020008	EXMG	6/24/2017	U	COFF	002	77.176878	115.764802	160,527.91	240,790.79								
City Council	023001	MCNL	6/17/2023	U	MCNL	002	49.419712	49.419712	102,793.00	102,793.00								
City Historian	001905	MGMT	7/27/2024	A	MGTE	172	56.918750	80.090395	118,391.00	166,588.02	56.918750	59.764687	62.752921	65.890567	69.185095	72.644350	76.276567	80.090395
City Housing Manager	001933	MGMT	7/27/2024	A	MGTE	205	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
City Manager	020009	EXMG	2/12/2022	U	COFF	003	119.454543	192.621394	248,465.45	400,652.50								
City Treasurer	020010	EXMG	9/21/2022	U	COFF	004	77.176878	131.291885	160,527.91	273,087.12								
Claims Collector	016104	L39A	7/13/2024	A	OFFT	058	23.950704	33.701047	49,817.46	70,098.18	23.950704	25.148239	26.405651	27.725934	29.112231	30.567843	32.096235	33.701047
Code Enforcement Manager	001861	MGMT	7/27/2024	A	MGTE	131	51.795179	72.881019	107,733.97	151,592.52	51.795179	54.384938	57.104185	59.959394	62.957364	66.105232	69.410494	72.881019
Code Enforcement Officer	016114	L39A	7/13/2024	A	OFFT	065	29.121152	40.976388	60,572.00	85,230.89	29.121152	30.577210	32.106071	33.711375	35.396944	37.166791	39.025131	40.976388
Code&Housing Enforcement Chief	001917	MGMT	7/27/2024	A	MGTE	183	56.974697	80.169121	118,507.37	166,751.77	56.974697	59.823432	62.814604	65.955334	69.253101	72.715756	76.351544	80.169121
Community Center Attendant I	003656	L39A	7/13/2024	A	OPMT	038	20.430583	28.747883	42,495.61	59,795.60	20.430583	21.452112	22.524718	23.650954	24.833502	26.075177	27.378936	28.747883
Community Center Attendant II	003657	L39A	7/13/2024	A	OPMT	039	22.987458	32.345664	47,813.91	67,278.98	22.987458	24.136831	25.343673	26.610857	27.941400	29.338470	30.805394	32.345664
Community Engagement Manager	020049	EXMG	4/20/2024	U	EXMG	220	59.750947	78.398423	124,281.97	163,068.72								
Community Service Officer I	002037	SPOA	6/29/2024	A	POAM	010	29.079000	29.079000	60,484.32	60,484.32	29.079000							
Community Service Officer II	002038	SPOA	6/29/2024	A	POAM	053	29.079000	35.345707	60,484.32	73,519.07	29.079000	30.532950	32.059598	33.662578	35.345707			
Community Service Officer III	002036	SPOA	6/29/2024	A	POAM	015	29.079000	35.345707	60,484.32	73,519.07	29.079000	30.532950	32.059598	33.662578	35.345707			
Community Service Rep I	016023	L39A	7/13/2024	A	OFFT	021	22.669914	31.898847	47,153.42	66,349.60	22.669914	23.803410	24.993581	26.243260	27.555423	28.933194	30.379854	31.898847
Community Service Rep II	016125	L39A	7/13/2024	A	OFFT	067	25.119533	35.345707	52,248.63	73,519.07	25.119533	26.375510	27.694286	29.079000	30.532950	32.059598	33.662578	35.345707
Concrete Construction Leadwrkr	015104	L39C	7/13/2024	A	SUPV	060	33.618356	47.304404	69,926.18	98,393.16	33.618356	35.299274	37.064238	38.917450	40.863323	42.906489	45.051813	47.304404
Construction Inspector I	016025	L39A	7/13/2024	A	OFFT	023	29.875559	42.037911	62,141.16	87,438.86	29.875559	31.369337	32.937804	34.584694	36.313929	38.129625	40.036106	42.037911
Construction Inspector II	016026	L39A	7/13/2024	A	OFFT	024	33.582848	47.254437	69,852.32	98,289.23	33.582848	35.261990	37.025089	38.876343	40.820160	42.861168	45.004226	47.254437
Construction Inspector III	016027	L39A	7/13/2024	A	OFFT	025	35.261929	49.617074	73,344.81	103,203.51	35.261929	37.025025	38.876276	40.820090	42.861094	45.004149	47.254356	49.617074
Contract and Compliance Spclst	001280	MGMT	7/27/2024	A	MGTE	173	37.874551	53.293298	78,779.07	110,850.06	37.874551	39.768279	41.756693	43.844528	46.036754	48.338592	50.755522	53.293298
Convention Center General Mgr	001723	MGMT	7/27/2024	A	MGTE	020	63.243055	88.989328	131,545.55	185,097.80	63.243055	66.405208	69.725468	73.211741	76.872328	80.715944	84.751741	88.989328
Council Representative	021015	MCSU	9/10/2024	U	MCSA	048	21.100000	34.720586	43,888.00	72,218.82								
Council/Clerk Operations Mngr	021007	MCSU	7/1/2023	U	MCSA	080	43.040000	67.798500	89,523.20	141,020.88								
Crew Leader (Landscp&Learning)	016033	L39A	7/13/2024	A	TEMP	070	16.000000	23.337659	33,280.00	48,542.33								
Cultural&Creative Economy Mgr	001921	MGMT	7/27/2024	A	MGTE	187	63.243055	88.989328	131,545.55	185,097.80	63.243055	66.405208	69.725468	73.211741	76.872328	80.715944	84.751741	88.989328
Curator of Art	001727	MGMT	7/27/2024	A	MGTE	023	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Curator of Education	001728	MGMT	7/27/2024	A	MGTE	024	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Curator of History	001899	MGMT	7/27/2024	A	MGTE	161	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Custodial Supervisor	015018	L39C	7/13/2024	A	SUPV	006	23.072247	32.464968	47,990.27	67,527.13	23.072247	24.225859	25.437152	26.709010	28.044460	29.446683	30.919017	32.464968
Custodian I	003606	L39A	7/13/2024	A	OPMT	003	18.394598	25.883045	38,260.76	53,836.73	18.394598	19.314328	20.280044	21.294046	22.358748	23.476685	24.650519	25.883045
Custodian II	003922	L39A	7/13/2024	A	OPMT	067	19.314087	27.176860	40,173.30	56,527.87	19.314087	20.279791	21.293781	22.358470	23.476393	24.650213	25.882724	27.176860
Customer Service Assistant	016971	L39A	7/13/2024	A	OFFT	131	21.210124	29.844776	44,117.06	62,077.13	21.210124	22.270630	23.384162	24.553370	25.781039	27.070091	28.423596	29.844776
Customer Service Rep	016972	L39A	7/13/2024	A	OFFT	132	22.287819	31.361199	46,358.66	65,231.29	22.287819	23.402210	24.572320	25.800936	27.090983	28.445532	29.867809	31.361199
Customer Service Specialist	016973	L39A	7/13/2024	A	OFFT	133	25.197110	35.454863	52,409.99	73,746.12	25.197110	26.456965	27.779813	29.168804	30.627244	32.158606	33.766536	35.454863
Customer Service Supervisor	015098	L39C	7/13/2024	A	SUPV	055	28.718066	40.409202	59,733.58	84,051.14	28.718066	30.153969	31.661667	33.244750	34.906988	36.652337	38.484954	40.409202
Customer Service Trainee	016914	L39A	7/13/2024	A	OFFT	106	19.182919	26.992292	39,900.47	56,143.97	19.182919	20.142065	21.149168	22.206626	23.316957	24.482805	25.706945	26.992292
Debt Analyst	001729	MGMT	7/27/2024	A	MGTE	025	39.412750	55.457696	81,978.52	115,352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Department Systems Spclst I	016217	L39A	7/13/2024	A	OFFT	084	35.458156	49.893186	73,752.96	103,777.83	35.458156	37.231064	39.092617	41.047248	43.099610	45.254590	47.517320	49.893186
Department Systems Spclst II	016218	L39A	7/13/2024	A	OFFT	085	39.008146	54.888378	81,136.94	114,167.83	39.008146	40.958553	43.006481	45.156805	47.414645	49.785377	52.274646	54.888378
Deputy Chief Building Official	001900	MGMT	7/27/2024	A	MGTE	162	52.800157	74.295123	109,824.33	154,533.86	52.800157	55.440165	58.212173	61.122782	64.178921	67.387867	70.757260	74.295123
Deputy City Attorney I	001730	MGMT	7/27/2024	A	MGTE	026	47.784982	67.238269	99,392.76	139,855.60	47.784982	50.174231	52.682943	55.317090	58.082945	60.987092	64.036447	67.238269
Deputy City Attorney II	001731	MGMT	7/27/2024	A	MGTE	027	55.575847	78.200796	115,597.76	162,657.66	55.575847	58.354639	61.272371	64.335990	67.552789	70.930428	74.476949	78.200796
Deputy City Clerk	010705	CONF	7/27/2024	A	CONF	007	27.677110	38.944473	57,568.39	81,004.50	27.677110	29.060965	30.514013	32.039714	33.641700	35.323785	37.089974	38.944473
Deputy Convntn Ctr General Mgr	001889	MGMT	7/27/2024	A	MGTE	152	53.756595	75.640928	111,813.72	157,333.13	53.756595	56.444425	59.266646	62.229978	65.341477	68.608551	72.038979	75.640928
Deputy Fire Chief	020025	EXMG	7/1/2023	A	FM40	002	67.164937	113.914500	139,703.07	236,942.16								

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Deputy Police Chief	020011	EXMG	7/1/2023	U	PEXM	010	73.303807	124.330500	152,471.92	258,607.44								
Development Project Manager	001744	MGMT	7/27/2024	A	MGTE	038	43.475426	61.174290	90,428.89	127,242.52	43.475426	45.649197	47.931657	50.328240	52.844652	55.486885	58.261229	61.174290
Development Services Tech I	016004	L39A	7/13/2024	A	OFFT	004	28.152588	39.613517	58,557.38	82,396.12	28.152588	29.560217	31.038228	32.590139	34.219646	35.930628	37.727159	39.613517
Development Services Tech II	016005	L39A	7/13/2024	A	OFFT	005	29.560151	41.594101	61,485.11	86,515.73	29.560151	31.038159	32.590067	34.219570	35.930549	37.727076	39.613430	41.594101
Development Services Tech III	016006	L39A	7/13/2024	A	OFFT	006	31.038139	43.673778	64,559.33	90,841.46	31.038139	32.590046	34.219548	35.930525	37.727051	39.613404	41.594074	43.673778
Director of Community Developmt	020012	EXMG	7/1/2023	U	EXMG	180	73.838908	116.296538	153,584.93	241,896.80								
Director of Community Response	020045	EXMG	7/1/2023	U	EXMG	218	73.838908	116.296538	153,584.93	241,896.80								
Director of Convntion&Culture	020013	EXMG	7/1/2023	U	EXMG	120	73.838908	116.296538	153,584.93	241,896.80								
Director of Economic Develpmnt	020014	EXMG	7/1/2023	U	EXMG	070	67.691509	106.614129	140,798.34	221,757.39								
Director of Emergency Mgmt	020043	EXMG	7/1/2023	U	EXMG	216	59.100908	93.083927	122,929.89	193,614.57								
Director of Finance	020015	EXMG	7/1/2023	U	EXMG	100	73.838908	116.296274	153,584.93	241,896.25								
Director of Govtal Affairs	020017	EXMG	7/1/2023	U	EXMG	080	57.040548	89.838860	118,644.34	186,864.83								
Director of Human Resources	020018	EXMG	7/1/2023	U	EXMG	160	73.838908	116.296538	153,584.93	241,896.80								
Director of PubSafety Acctblty	020020	EXMG	6/27/2023	U	EXMG	060	60.127692	114.345000	125,065.60	237,837.60								
Director of Public Works	020021	EXMG	7/1/2023	U	EXMG	150	73.838908	116.296538	153,584.93	241,896.80								
Director of Utilities	020022	EXMG	7/1/2023	U	EXMG	190	73.838908	116.296538	153,584.93	241,896.80								
Director of Yth Parks&Comm Enr	020019	EXMG	7/1/2023	U	EXMG	130	73.838908	116.296538	153,584.93	241,896.80								
Dispatcher I	002049	SPOA	6/29/2024	A	POAM	020	29.087817	35.356423	60,502.66	73,541.36	29.087817	30.542208	32.069318	33.672784	35.356423			
Dispatcher II	002050	SPOA	6/29/2024	A	POAM	021	35.567890	43.232993	73,981.21	89,924.63	35.567890	37.346285	39.213599	41.174279	43.232993			
Dispatcher III	002051	SPOA	6/29/2024	A	POAM	022	41.614431	50.582602	86,558.02	105,211.81	41.614431	43.695153	45.879911	48.173907	50.582602			
Dispatcher Recruit	009113	TEMP	6/29/2024	A	TEMP	048	27.702683	27.702683	57,621.58	57,621.58	27.702683							
Diversity and Equity Manager	001923	MGMT	7/27/2024	A	MGTE	197	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
EMS Coordinator	001913	MGMT	7/27/2024	A	MGTE	180	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Economic Development Manager	001745	MGMT	7/27/2024	A	MGTE	039	56.830622	79.966392	118,207.69	166,330.10	56.830622	59.672153	62.655761	65.788549	69.077976	72.531875	76.158469	79.966392
Electrical Constructn Insp I	016039	L39A	7/13/2024	A	OFFT	026	28.428691	40.002024	59,131.68	83,204.21	28.428691	29.850126	31.342632	32.909764	34.555252	36.283015	38.097166	40.002024
Electrical Constructn Insp II	016040	L39A	7/13/2024	A	OFFT	027	31.278533	44.012038	65,059.35	91,545.04	31.278533	32.842460	34.484583	36.208812	38.019253	39.920216	41.916227	44.012038
Electrical Constructn Insp III	016041	L39A	7/13/2024	A	OFFT	028	33.261952	46.802908	69,184.86	97,350.05	33.261952	34.925050	36.671303	38.504868	40.430111	42.451617	44.574198	46.802908
Electrical Design Technician	006268	BULT	7/1/2023	A	BLDG	026	34.695533	57.561593	72,166.71	119,728.11	34.695533	37.297698	40.095025	43.102152	46.334813	49.809924	53.545668	57.561593
Electrician	006004	BULT	7/1/2023	A	BLDG	003	31.939676	52.989492	66,434.53	110,218.14	31.939676	34.335152	36.910288	39.678560	42.654452	45.853536	49.292551	52.989492
Electrician Supervisor	006006	BULT	7/1/2023	A	BLDG	004	37.059478	61.483495	77,083.71	127,885.67	37.059478	39.838939	42.826859	46.038873	49.491789	53.203673	57.193949	61.483495
Electronic Maint Tech I	003615	L39A	7/13/2024	A	OPMT	007	32.636524	45.922866	67,883.97	95,519.56	32.636524	34.268350	35.981767	37.780855	39.669898	41.653393	43.736063	45.922866
Electronic Maint Tech II	003616	L39A	7/13/2024	A	OPMT	008	34.268425	48.219114	71,278.32	100,295.76	34.268425	35.981846	37.780938	39.669985	41.653484	43.736158	45.922966	48.219114
Electronic Maint Tech Trnee	003614	L39A	7/13/2024	A	OPMT	006	29.669576	41.748073	61,712.72	86,835.99	29.669576	31.153055	32.710708	34.346243	36.063555	37.866733	39.760070	41.748073
Emergency Communications Mgr	001746	MGMT	7/27/2024	A	MGTE	164	49.317362	69.394481	102,580.11	144,340.52	49.317362	51.783230	54.372391	57.091011	59.945562	62.942840	66.089982	69.394481
Emergency Medical Service Trnee	009146	TEMP	2/11/2023	A	TEMP	078	18.254436	20.125516	37,969.23	41,861.07	18.254436	19.167158	20.125516					
Enforcement & Collections Supv	015044	L39C	7/13/2024	A	SUPV	021	31.283277	44.018713	65,069.22	91,558.92	31.283277	32.847441	34.489813	36.214304	38.025019	39.926270	41.922584	44.018713
Engineering Manager	001884	MGMT	7/27/2024	A	MGTE	147	67.123194	94.449075	139,616.24	196,454.08	67.123194	70.479354	74.003322	77.703488	81.588662	85.668095	89.951500	94.449075
Engineering Technician I	016930	L39A	7/13/2024	A	OFFT	110	26.868812	37.807116	55,887.13	78,638.80	26.868812	28.212253	29.622866	31.104009	32.659209	34.292169	36.006777	37.807116
Engineering Technician II	016931	L39A	7/13/2024	A	OFFT	111	28.212236	39.697449	58,681.45	82,570.69	28.212236	29.622848	31.103990	32.659190	34.292149	36.006756	37.807094	39.697449
Engineering Technician III	016939	L39A	7/13/2024	A	OFFT	116	31.033649	43.667461	64,549.99	90,828.32	31.033649	32.585331	34.214598	35.925328	37.721594	39.607674	41.588058	43.667461
Environmental Hlth & Sfty Mngr	001928	MGMT	7/27/2024	A	MGTE	200	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Environmental Hlth & Sfty Offr	001809	MGMT	7/27/2024	A	MGTE	091	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Environmental Hlth & Sfty Spec	001810	MGMT	7/27/2024	A	MGTE	092	43.260471	60.871829	99,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Equal Employment Manager	001139	MGMT	7/27/2024	A	MGTE	189	50.209710	70.650105	104,436.20	146,952.22	50.209710	52.720196	55.356206	58.124016	61.030217	64.081728	67.285814	70.650105
Equal Employment Specialist	001748	MGMT	7/27/2024	A	MGTE	040	39.028590	54.917146	81,179.47	114,227.66	39.028590	40.980019	43.029020	45.180471	47.439495	49.811470	52.302044	54.917146
Equipment Maint Supv	015053	L39C	7/13/2024	A	SUPV	026	35.721274	50.263420	74,300.25	104,547.91	35.721274	37.507338	39.382705	41.351840	43.419432	45.590404	47.869924	50.263420
Equipment Mechanic I	012009	IAMA	7/1/2023	A	IAMA	006	28.102298	39.542755	58,452.78	82,248.93	28.102298	29.507413	30.982784	32.531923	34.158519	35.866445	37.659767	39.542755
Equipment Mechanic II	012003	IAMA	7/1/2023	A	IAMA	002	30.754596	43.274804	63,969.56	90,011.59	30.754596	32.292326	33.906942	35.602289	37.382403	39.251523	41.214099	43.274804

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Equipment Mechanic III	012004	IAMA	7/1/2023	A	IAMA	003	32.486287	45.711468	67,571.48	95,079.85	32.486287	34.110601	35.816131	37.606938	39.487285	41.461649	43.534731	45.711468
Equipment Serviceworker	012006	IAMA	7/1/2023	A	IAMA	005	21.387674	30.094607	44,486.36	62,596.78	21.387674	22.457058	23.579911	24.758907	25.996852	27.296695	28.661530	30.094607
Ethics Program Compliance Ofc	001930	MGMT	7/27/2024	A	MGTE	201	49.144867	69.151762	102,221.32	143,835.67	49.144867	51.602110	54.182215	56.891326	59.735892	62.722687	65.858821	69.151762
Events Associate	009093	TEMP	12/16/2023	A	TEMP	042	16.000000	16.000000	33,280.00	33,280.00	16.000000							
Events Coordinator	016043	L39A	7/13/2024	A	OFFT	029	25.622041	36.052785	53,293.85	74,989.79	25.622041	26.903143	28.248300	29.660715	31.143751	32.700939	34.335986	36.052785
Events Duty Person	009067	TEMP	3/22/2022	A	TEMP	036	22.028399	22.028400	45,819.07	45,819.07								
Events Services Manager	001749	MGMT	7/27/2024	A	MGTE	041	43.765495	61.582447	91,032.23	128,091.49	43.765495	45.953770	48.251458	50.664031	53.197233	55.857095	58.649950	61.582447
Events Services Supervisor	001750	MGMT	7/27/2024	A	MGTE	042	37.200671	52.345079	77,377.40	108,877.76	37.200671	39.060705	41.013740	43.064427	45.217648	47.478530	49.852456	52.345079
Evidence & Property Technician	016071	L39A	7/13/2024	A	OFFT	041	26.264909	36.957364	54,631.01	76,871.32	26.264909	27.578154	28.957062	30.404915	31.925161	33.521419	35.197490	36.957364
Executive Assistant (CMO)	022000	EMSU	7/1/2023	U	EXMB	010	25.500000	40.173000	53,040.00	83,559.84								
Executive Assistant (MC)	022001	EMSU	7/1/2023	U	MCSB	030	25.500000	40.173000	53,040.00	83,559.84								
Executive Director SAC CCOMWP	020023	EXMG	7/1/2023	U	EXMG	050	59.666264	93.974360	124,105.83	195,466.67								
Facilities & Real Prop Supt	001751	MGMT	7/27/2024	A	MGTE	043	48.421959	68.134561	100,717.68	141,719.89	48.421959	50.843057	53.385210	56.054471	58.857195	61.800055	64.890058	68.134561
Facilities Manager	001880	MGMT	7/27/2024	A	MGTE	143	62.760187	88.309885	130,541.19	183,684.56	62.760187	65.898196	69.193106	72.652761	76.285399	80.099669	84.104652	88.309885
Finance Manager	001925	MGMT	7/27/2024	A	MGTE	193	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Financial Services Supervisor	015092	L39C	7/13/2024	A	SUPV	049	27.334939	38.463004	56,856.67	80,003.05	27.334939	28.701686	30.136770	31.643609	33.225789	34.887078	36.631432	38.463004
Fingerprint Clerk	016974	L39A	7/13/2024	A	OFFT	134	23.899967	33.629653	49,711.93	69,949.68	23.899967	25.094965	26.349713	27.667199	29.050559	30.503087	32.028241	33.629653
Fire Assistant Chief	001753	MGMT	7/27/2024	A	FM40	003	77.004690	108.353330	160,169.76	225,374.93	77.004690	80.854924	84.897670	89.142553	93.599681	98.279665	103.193648	108.353330
Fire Battalion Chief	005170	L522	3/25/2023	A	FR56	007	45.311654	60.721950	131,947.54	176,822.32	45.311654	47.577237	49.956099	52.453904	55.076599	57.830429	60.721950	
Fire Battalion Chief (Admin)	FA7	L522	3/25/2023	A	FR40	FA7	63.436315	85.010730	131,947.54	176,822.32	63.436315	66.608131	69.938538	73.435465	77.107238	80.962600	85.010730	
Fire Captain	005020	L522	3/25/2023	A	FR56	002	36.169629	48.470760	105,325.96	141,146.85	36.169629	37.978110	39.877015	41.870866	43.964409	46.162629	48.470760	
Fire Captain (Admin)	FA5	L522	3/25/2023	A	FR40	FA5	51.355903	68.821822	106,820.28	143,149.39	51.355903	53.923698	56.619883	59.450877	62.423421	65.544592	68.821822	
Fire Chief	020024	EXMG	7/1/2023	A	FM40	001	77.196447	137.812500	160,568.61	286,650.00								
Fire Engineer	005050	L522	3/25/2023	A	FR56	003	31.993061	42.873762	93,163.79	124,848.40	31.993061	33.592714	35.272350	37.035968	38.887766	40.832154	42.873762	
Fire Engineer (Admin)	FA3	L522	3/25/2023	A	FR40	FA3	45.458186	60.918317	94,553.03	126,710.10	45.458186	47.731095	50.117650	52.623533	55.254710	58.017445	60.918317	
Fire Investigator I	005067	L522	3/25/2023	A	FR40	004	45.689607	61.228443	95,034.38	127,355.16	45.689607	47.974087	50.372791	52.891431	55.536003	58.312803	61.228443	
Fire Investigator II	005068	L522	3/25/2023	A	FR40	005	51.626262	69.184129	107,382.63	143,902.99	51.626262	54.207575	56.917954	59.763852	62.752045	65.889647	69.184129	
Fire Marshal	001926	MGMT	7/27/2024	A	FM40	004	77.004690	108.353330	160,169.76	225,374.93	77.004690	80.854924	84.897670	89.142553	93.599681	98.279665	103.193648	108.353330
Fire Prevention Officer I	005065	L522	3/25/2023	A	FR40	002	36.974841	49.549823	76,907.67	103,063.63	36.974841	38.823583	40.764762	42.803000	44.943150	47.190308	49.549823	
Fire Prevention Officer II	005066	L522	3/25/2023	A	FR40	003	39.906787	53.478911	83,006.12	111,236.14	39.906787	41.902126	43.997232	46.197094	48.506949	50.932296	53.478911	
Fire Prevention Officer Trnee	005064	L522	3/25/2023	A	FR40	001	28.986487	30.435811	60,291.89	63,306.49	28.986487	30.435811						
Fire Recruit	009017	TEMP	7/1/2021	A	TEMP	076	25.134000	25.134000	52,278.72	52,278.72								
Fire Service Worker	012014	IAMA	7/1/2023	A	IAMA	009	24.222627	34.083669	50,383.06	70,894.03	24.222627	25.433758	26.705446	28.040718	29.442754	30.914892	32.460637	34.083669
Firefighter	005010	L522	12/2/2023	A	FR56	001	28.943480	38.787032	84,283.41	112,947.84	28.943480	30.390654	31.910187	33.505696	35.180981	36.940030	38.787032	
Firefighter (Admin)	FA1	L522	12/2/2023	A	FR40	FA1	41.086159	55.059382	85,459.21	114,523.52	41.086159	43.140467	45.297490	47.562365	49.940483	52.437507	55.059382	
Fiscal Policy Analyst	001936	MGMT	7/27/2024	A	MGTE	208	37.131911	52.248328	77,234.38	108,676.52	37.131911	38.988507	40.937932	42.984829	45.134070	47.390773	49.760312	52.248328
Fleet Management Technician	016045	L39A	7/13/2024	A	OFFT	031	32.657370	45.952200	67,927.33	95,580.58	32.657370	34.290239	36.004751	37.804989	39.695238	41.680000	43.764000	45.952200
Fleet Manager	001881	MGMT	7/27/2024	A	MGTE	144	54.240906	76.322401	112,821.08	158,750.59	54.240906	56.952951	59.800599	62.790629	65.930160	69.226668	72.688001	76.322401
Fleet Service Coordinator	016976	L39A	7/13/2024	A	OFFT	136	23.431644	32.970675	48,737.82	68,579.00	23.431644	24.603226	25.833387	27.125056	28.481309	29.905374	31.400643	32.970675
Forensic Investigator I	016047	L39A	7/13/2024	A	OFFT	032	29.299405	41.227204	60,942.76	85,752.58	29.299405	30.764375	32.302594	33.917724	35.613610	37.394290	39.264004	41.227204
Forensic Investigator II	016048	L39A	7/13/2024	A	OFFT	033	32.229346	45.349927	67,037.04	94,327.85	32.229346	33.840813	35.532854	37.309497	39.174972	41.133721	43.190407	45.349927
GIS Specialist I	017026	L39A	7/13/2024	A	PROF	014	38.739870	54.510888	80,578.93	113,382.65	38.739870	40.676864	42.710707	44.846242	47.088554	49.442982	51.915131	54.510888
GIS Specialist II	017027	L39A	7/13/2024	A	PROF	015	42.615563	59.964376	88,640.37	124,725.90	42.615563	44.746341	46.983658	49.332841	51.799483	54.389457	57.108930	59.964376
GIS Specialist III	017028	L39A	7/13/2024	A	PROF	016	48.527648	68.283275	100,937.51	142,029.21	48.527648	50.954030	53.501732	56.176819	58.985660	61.934943	65.031690	68.283275
General Intern	009147	TEMP	12/16/2023	A	TEMP	079	16.000000	20.000000	33,280.00	41,600.00								
General Repair Worker	012010	IAMA	7/1/2023	A	IAMA	007	24.022051	33.801439	49,965.87	70,306.99	24.022051	25.223154	26.484312	27.808528	29.198954	30.658902	32.191847	33.801439
Generator Technician	006061	BULT	7/1/2023	A	BLDG	023	34.404714	48.410888	71,561.81	100,694.65	34.404714	36.124950	37.931198	39.827758	41.819146	43.910103	46.105608	48.410888
Government Affairs Manager	020050	EXMG	12/30/2023	U	EXMG	221	57.040548	89.838861	118,644.34	186,864.83								

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Graduate Student Trainee	009144	TEMP	12/16/2023	A	TEMP	075	16.000000	16.000000	33,280.00	33,280.00								
Graphic Designer	001929	MGMT	7/27/2024	A	MGTE	199	27.590440	38.822520	57,388.12	80,750.84	27.590440	28.969962	30.418460	31.939383	33.536352	35.213170	36.973829	38.822520
Graphics Assistant	016957	L39A	7/13/2024	A	OFFT	127	20.430583	28.747883	42,495.61	59,795.60	20.430583	21.452112	22.524718	23.650954	24.833502	26.075177	27.378936	28.747883
HVAC Supervisor	006269	BULT	7/1/2023	A	BLDG	027	37.266903	61.827623	77,515.16	128,601.46	37.266903	40.061921	43.066565	46.296557	49.768799	53.501459	57.514068	61.827623
HVAC Systems Mechanic	004010	L39B	7/13/2024	A	PLNT	006	36.120871	50.825693	75,131.41	105,717.44	36.120871	37.926915	39.823261	41.814424	43.905145	46.100402	48.405422	50.825693
Homeless Services Manager	001939	MGMT	7/27/2024	A	MGTE	212	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Human Resources Manager	001851	MGMT	7/27/2024	A	MGTE	124	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Human Resources Manager-Rep20	020038	EXMG	7/1/2023	U	EXMG	042	53.213038	83.810533	110,683.12	174,325.91								
IT Manager	001761	MGMT	7/27/2024	A	MGTE	052	61.054172	85.909351	126,992.68	178,691.45	61.054172	64.106881	67.312225	70.677836	74.211728	77.922314	81.818430	85.909351
IT Supervisor	001762	MGMT	7/27/2024	A	MGTE	053	53.552160	75.353267	111,388.49	156,734.80	53.552160	56.229768	59.041256	61.993319	65.092985	68.347634	71.765016	75.353267
IT Support Specialist I	016219	L39A	7/13/2024	A	OFFT	086	36.009306	50.668711	74,899.36	105,390.92	36.009306	37.809771	39.700260	41.685273	43.769537	45.958014	48.255915	50.668711
IT Support Specialist II	016220	L39A	7/13/2024	A	OFFT	087	39.611823	55.737814	82,392.59	115,934.65	39.611823	41.592414	43.672035	45.855637	48.148419	50.555840	53.083632	55.737814
IT Trainee	016221	L39A	7/13/2024	A	OFFT	088	28.334025	39.868818	58,934.77	82,927.14	28.334025	29.750726	31.238262	32.800175	34.440184	36.162193	37.970303	39.868818
Instrument Technician I	003648	L39A	7/13/2024	A	OPMT	030	31.348824	44.110943	65,205.55	91,750.76	31.348824	32.916265	34.562078	36.290182	38.104691	40.009926	42.010422	44.110943
Instrument Technician II	003649	L39A	7/13/2024	A	OPMT	031	35.296479	49.665689	73,416.68	103,304.63	35.296479	37.061303	38.914368	40.860086	42.903090	45.048244	47.300656	49.665689
Instrument Technician Trainee	003646	L39A	7/13/2024	A	OPMT	028	28.489517	40.087612	59,258.20	83,382.23	28.489517	29.913993	31.409693	32.980178	34.629187	36.360646	38.178678	40.087612
Instrumentation Supervisor	015087	L39C	7/13/2024	A	SUPV	046	40.558978	57.070556	84,362.67	118,706.76	40.558978	42.586927	44.716273	46.952087	49.299691	51.764676	54.352910	57.070556
Integrated Waste Collctns Supt	001763	MGMT	7/27/2024	A	MGTE	054	50.371744	70.878102	104,773.23	147,426.45	50.371744	52.890331	55.534848	58.311590	61.227170	64.288528	67.502954	70.878102
Integrated Waste Equip Operatr	003663	L39A	7/13/2024	A	OPMT	044	25.916543	36.467178	53,906.41	75,851.73	25.916543	27.212370	28.572989	30.001638	31.501720	33.076806	34.730646	36.467178
Integrated Waste General Mgr	001764	MGMT	7/27/2024	A	MGTE	055	59.999470	84.425278	124,798.90	175,604.58	59.999470	62.999443	66.149415	69.456886	72.929730	76.576216	80.405027	84.425278
Integrated Waste General Supv	001765	MGMT	7/27/2024	A	MGTE	056	45.334568	63.790290	94,295.90	132,683.80	45.334568	47.601296	49.981361	52.480429	55.104450	57.859673	60.752657	63.790290
Integrated Waste Planning Supt	001766	MGMT	7/27/2024	A	MGTE	057	50.371744	70.878102	104,773.23	147,426.45	50.371744	52.890331	55.534848	58.311590	61.227170	64.288528	67.502954	70.878102
Integrated Waste Supervisor	015032	L39C	7/13/2024	A	SUPV	014	35.624678	50.127500	74,099.33	104,265.20	35.624678	37.405912	39.276208	41.240018	43.302019	45.467120	47.740476	50.127500
Investigator	001944	MGMT	7/27/2024	A	MGTE	216	32.730223	46.054712	68,078.86	95,793.80	32.730223	34.366734	36.085071	37.889325	39.783791	41.772981	43.861630	46.054712
Investment Officer	001767	MGMT	7/27/2024	A	MGTE	058	51.340069	72.240632	106,787.34	150,260.52	51.340069	53.907072	56.602426	59.432547	62.404174	65.524383	68.800602	72.240632
Investment Operations Analyst	001890	MGMT	7/27/2024	A	MGTE	153	43.142916	60.706415	89,737.27	126,269.34	43.142916	45.300062	47.565065	49.943318	52.440484	55.062508	57.815633	60.706415
Irrigation Technician	003921	L39A	7/13/2024	A	OPMT	066	24.622652	34.646544	51,215.12	72,064.81	24.622652	25.853785	27.146474	28.503798	29.928988	31.425437	32.996709	34.646544
Junior Engineer	011010	WCOE	6/29/2024	A	WCOE	001	31.466198	44.276100	65,449.69	92,094.29	31.466198	33.039508	34.691483	36.426057	38.247360	40.159728	42.167714	44.276100
Junior Landscape Assistant	011024	WCOE	6/29/2024	A	WCOE	015	31.466198	44.276100	65,449.69	92,094.29	31.466198	33.039508	34.691483	36.426057	38.247360	40.159728	42.167714	44.276100
Junior Planner	017004	L39A	7/13/2024	A	PROF	004	28.562357	40.190104	59,409.70	83,595.42	28.562357	29.990475	31.489999	33.064499	34.717724	36.453610	38.276290	40.190104
Junior Plant Operator	004001	L39B	7/13/2024	A	PLNT	001	26.634400	37.477275	55,399.55	77,952.73	26.634400	27.966120	29.364426	30.832647	32.374279	33.992993	35.692643	37.477275
Labor Relations Adm/EEO Invstg	020048	EXMG	7/1/2023	U	EXMG	006	42.900000	62.454000	89,232.00	129,904.32								
Labor Relations Analyst	020034	EXMG	7/1/2023	U	EXMG	005	32.464509	51.131596	67,526.18	106,353.72								
Labor Relations Officer	020036	EXMG	7/1/2023	U	EXMG	015	43.302807	68.201918	90,069.84	141,859.99								
Landscape Assistant	011017	WCOE	6/29/2024	A	WCOE	008	36.792010	51.770051	76,527.38	107,681.71	36.792010	38.631610	40.563190	42.591349	44.720916	46.956962	49.304810	51.770051
Landscape Technician I	016209	L39A	7/13/2024	A	OFFT	077	26.868812	37.807116	55,887.13	78,638.80	26.868812	28.212253	29.622866	31.104009	32.659209	34.292169	36.006777	37.807116
Landscape Technician II	016054	L39A	7/13/2024	A	OFFT	035	28.212236	39.697449	58,681.45	82,570.69	28.212236	29.622848	31.103990	32.659190	34.292149	36.006756	37.807094	39.697449
Law Office Administrator	001853	MGMT	7/27/2024	A	MGTE	126	46.586798	65.552303	96,900.54	136,348.79	46.586798	48.916138	51.361945	53.930042	56.626544	59.457871	62.430765	65.552303
Lead Events Associate	009094	TEMP	12/16/2023	A	TEMP	043	16.000000	16.000000	33,280.00	33,280.00	16.000000							
Lead Forensic Investigator	016926	L39A	7/13/2024	A	OFFT	109	35.452350	49.885016	73,740.89	103,760.83	35.452350	37.224967	39.086215	41.040526	43.092552	45.247180	47.509539	49.885016
Legal Secretary (Ex)	010803	CONF	7/27/2024	A	CONF	021	29.863255	42.020600	62,115.57	87,402.85	29.863255	31.356418	32.924239	34.570451	36.298974	38.113923	40.019619	42.020600
Legal Staff Assistant (Ex)	010809	CONF	7/27/2024	A	CONF	025	21.214216	29.850533	44,125.57	62,089.11	21.214216	22.274927	23.388673	24.558107	25.786012	27.075313	28.429079	29.850533
Licensed Land Surveyor	001770	MGMT	7/27/2024	A	MGTE	165	49.303344	69.374756	102,550.96	144,299.49	49.303344	51.768511	54.356937	57.074784	59.928523	62.924949	66.071196	69.374756
Lifeguard	009013	TEMP	4/20/2024	A	TEMP	013	18.500000	18.500000	38,480.00	38,480.00	18.500000							
Locksmith	003928	L39A	7/13/2024	A	OPMT	074	28.520990	40.131898	59,323.66	83,474.35	28.520990	29.947039	31.444391	33.016611	34.667442	36.400814	38.220855	40.131898
Machinist	006009	BULT	7/1/2023	A	BLDG	006	30.980388	51.397986	64,439.21	106,907.81	30.980388	33.303917	35.801711	38.486839	41.373352	44.476353	47.812080	51.397986
Machinist Helper	006011	BULT	7/1/2023	A	BLDG	008	24.827973	41.190826	51,642.18	85,676.92	24.827973	26.690071	28.691826	30.843713	33.156991	35.643765	38.317047	41.190826
Machinist Supervisor	006010	BULT	7/1/2023	A	BLDG	007	35.978334	59.689824	74,834.94	124,154.83	35.978334	38.676709	41.577462	44.695772	48.047955	51.651552	55.525418	59.689824

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Mail Processor I	016028	L39A	7/13/2024	A	OFFT	154	20.630181	29.028738	42,910.78	60,379.78	20.630181	21.661690	22.744775	23.882014	25.076115	26.329921	27.646417	29.028738
Mail Processor I (Legacy)	016029	L39A	7/13/2024	A	OFFT	153	21.661689	30.480173	45,056.31	63,398.76	21.661689	22.744773	23.882012	25.076113	26.329919	27.646415	29.028736	30.480173
Mail Processor II	016022	L39A	7/13/2024	A	OFFT	152	22.186748	31.218981	46,148.44	64,935.48	22.186748	23.296085	24.460889	25.683933	26.968130	28.316536	29.732363	31.218981
Mail Processor II (Legacy)	016010	L39A	7/13/2024	A	OFFT	151	23.296085	32.779931	48,455.86	68,182.26	23.296085	24.460889	25.683933	26.968130	28.316537	29.732364	31.218982	32.779931
Maintenance Worker	003651	L39A	7/13/2024	A	OPMT	033	20.430281	28.747458	42,494.98	59,794.71	20.430281	21.451795	22.524385	23.650604	24.833134	26.074791	27.378531	28.747458
Marina Aide	009061	TEMP	12/16/2023	A	TEMP	032	16.000000	16.000000	33,280.00	33,280.00			16.000000					
Marina Manager	001773	MGMT	7/27/2024	A	MGTE	062	43.260471	60.871829	89,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Marina&Boating Facilities Attd	003650	L39A	7/13/2024	A	OPMT	032	21.661689	30.480173	45,056.31	63,398.76	21.661689	22.744773	23.882012	25.076113	26.329919	27.646415	29.028736	30.480173
Mayor	023000	MCNL	6/17/2023	U	MCNL	001	78.944712	78.944712	164,205.00	164,205.00								
Mayor Council Intern	009130	TEMP	12/16/2023	A	TEMP	064	16.000000	24.040000	33,280.00	50,003.20								
Mayoral Aide	022003	EMSU	12/16/2023	U	MCSB	010	16.000000	22.443125	33,280.00	46,681.70								
Mechanical Maintenance Supv	006054	BULT	7/1/2023	A	BLDG	016	34.506393	57.247802	71,773.30	119,075.43	34.506393	37.094372	39.876450	42.867184	46.082223	49.538390	53.253769	57.247802
Media & Communications Officer	020027	EXMG	7/1/2023	U	EXMG	020	46.440451	73.149139	96,596.14	152,150.21								
Media & Communications Spclst	001775	MGMT	7/27/2024	A	MGTE	064	37.874551	53.293298	78,779.07	110,850.06	37.874551	39.768279	41.756693	43.844528	46.036754	48.338592	50.755522	53.293298
Media Production Specialist I	017013	L39A	7/13/2024	A	PROF	007	28.941960	40.724246	60,199.28	84,706.43	28.941960	30.389058	31.908511	33.503937	35.179134	36.938091	38.784996	40.724246
Media Production Specialist II	017025	L39A	7/13/2024	A	PROF	013	32.392029	45.578837	67,375.42	94,803.98	32.392029	34.011630	35.712211	37.497822	39.372713	41.341349	43.408416	45.578837
Meter Reader	003621	L39A	7/13/2024	A	OPMT	011	18.950201	26.664836	39,416.42	55,462.86	18.950201	19.897711	20.892597	21.937227	23.034088	24.185792	25.395082	26.664836
Meter Reading Supervisor	015094	L39C	7/13/2024	A	SUPV	051	27.852540	39.191320	57,933.28	81,517.95	27.852540	29.245167	30.707425	32.242796	33.854936	35.547683	37.325067	39.191320
Metropolitan Arts Manager	001776	MGMT	7/27/2024	A	MGTE	065	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Museum Security Supervisor	015086	L39C	7/13/2024	A	SUPV	045	24.703051	34.759675	51,382.35	72,300.12	24.703051	25.938204	27.235114	28.596870	30.026714	31.528050	33.104452	34.759675
Neighborhood Rsrcs Coord I	016968	L39A	7/13/2024	A	OFFT	129	26.232809	36.912197	54,564.24	76,777.37	26.232809	27.544449	28.921671	30.367755	31.886143	33.480450	35.154473	36.912197
Neighborhood Rsrcs Coord II	016969	L39A	7/13/2024	A	OFFT	130	29.562747	41.597752	61,490.51	86,523.32	29.562747	31.040884	32.592928	34.222574	35.933703	37.730388	39.616907	41.597752
Neighborhood Services Area Mgr	001778	MGMT	7/27/2024	A	MGTE	067	50.561339	71.144880	105,167.59	147,981.35	50.561339	53.089406	55.743876	58.531070	61.457623	64.530504	67.750299	71.144880
Neighborhood Services Manager	001901	MGMT	7/27/2024	A	MGTE	167	67.414976	94.859642	140,223.15	197,308.06	67.414976	70.785725	74.325011	78.041262	81.943325	86.040491	90.342516	94.859642
Nurse	009027	TEMP	10/4/2014	D	DALY	006	52.240000	63.200000	19,067.60	23,068.00	52.240000	57.460000	63.200000					
OPS Accountability Analyst	021022	MCSU	7/1/2023	U	MCSA	132	31.593850	49.760312	65,715.21	103,501.45								
OPS Accountability Insp. Gen.	021024	MCSU	7/1/2023	U	MCSA	134	43.580399	68.639129	90,647.23	142,769.39								
OPSA Assistant Director	020051	EXMG	2/13/2024	U	EXMG	222	48.054519	75.685865	99,953.40	157,426.60								
OPSA Community Engmnt Coord	021028	MCSU	2/13/2024	U	MCSA	138	31.593851	49.760313	65,715.21	103,501.45								
OPSA Deputy Inspector General	021027	MCSU	2/13/2024	U	MCSA	137	39.618543	62.399207	82,406.57	129,790.35								
OPSA Investigator	021021	MCSU	7/1/2023	U	MCSA	131	37.890961	59.678264	78,813.20	124,130.79								
OPSA Senior Investigator	021029	MCSU	2/13/2024	U	MCSA	139	39.785510	62.662178	82,753.86	130,337.33								
Office Specialist	016095	L39A	7/13/2024	A	OFFT	054	18.946110	26.659081	39,407.91	55,450.89	18.946110	19.893416	20.888087	21.932491	23.029116	24.180572	25.389601	26.659081
Operations General Supervisor	001802	MGMT	7/27/2024	A	MGTE	086	43.260471	60.871829	89,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Painter	006012	BULT	7/1/2023	A	BLDG	009	27.781540	46.090939	57,785.60	95,869.15	27.781540	29.865155	32.105042	34.512920	37.101389	39.883993	42.875292	46.090939
Paralegal (Ex)	010804	CONF	7/27/2024	A	CONF	022	32.664796	45.926249	67,942.78	95,602.31	32.664796	34.298036	36.012938	37.813585	39.704264	41.689477	43.779351	45.926249
Paralegal Technology Support	010805	CONF	7/27/2024	A	CONF	36	39.066249	54.970134	81,257.80	114,337.88	39.066249	41.019561	43.070539	45.224066	47.485269	49.859532	52.352509	54.970134
Park Equipment Operator	003666	L39A	7/13/2024	A	OPMT	046	24.933571	35.084040	51,861.83	72,974.80	24.933571	26.180250	27.489263	28.863726	30.306912	31.822258	33.413371	35.084040
Park Maintenance Manager	001781	MGMT	7/27/2024	A	MGTE	069	49.158592	69.171076	102,249.87	143,875.84	49.158592	51.616522	54.197348	56.907215	59.752576	62.740205	65.877215	69.171076
Park Maintenance Superintendent	001782	MGMT	7/27/2024	A	MGTE	070	44.242732	62.253968	92,024.88	129,488.25	44.242732	46.454869	48.777612	51.216493	53.777318	56.466184	59.289493	62.253968
Park Maintenance Worker	003927	L39A	7/13/2024	A	OPMT	072	17.739688	21.562701	36,898.55	44,850.42			17.739688		18.626672	19.558006	20.535906	21.562701
Park Maintenance Worker I	003653	L39A	7/13/2024	A	OPMT	035	20.430583	28.747883	42,495.61	59,795.60	20.430583	21.452112	22.524718	23.650954	24.833502	26.075177	27.378936	28.747883
Park Maintenance Worker II	003654	L39A	7/13/2024	A	OPMT	036	23.077435	32.472268	48,001.07	67,542.32	23.077435	24.231307	25.442872	26.715016	28.050767	29.453305	30.925970	32.472268
Park Maintenance Worker III	003655	L39A	7/13/2024	A	OPMT	037	26.947414	37.917717	56,050.62	78,868.85	26.947414	28.294785	29.709524	31.195000	32.754750	34.392487	36.112111	37.917717
Park Plan Design & Dvlpmnt Mgr	001869	MGMT	7/27/2024	A	MGTE	135	55.653786	78.310466	115,759.88	162,885.77	55.653786	58.436475	61.358299	64.426214	67.647525	71.029901	74.581396	78.310466
Park Safety Ranger	002061	SPOA	6/29/2024	A	POAM	051	30.200952	42.495773	62,817.98	88,391.21	30.200952	31.711000	33.296550	34.961378	36.709447	38.544190	40.472165	42.495773
Park Safety Ranger Assistant	002060	SPOA	6/29/2024	A	POAM	050	27.455410	38.632521	57,107.25	80,355.64	27.455410	28.828181	30.269590	31.783070	33.372224	35.040835	36.792877	38.632521
Park Safety Ranger Supervisor	002062	SPOA	6/29/2024	A	POAM	052	34.731095	48.870139	72,240.68	101,649.89	34.731095	36.467650	38.291033	40.205585	42.215864	44.326657	46.542990	48.870139

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Parking Enforcement Officer	003630	L39A	7/13/2024	A	OPMT	016	22.319123	31.405248	46,423.78	65,322.92	22.319123	23.435079	24.606833	25.837175	27.129034	28.485486	29.909760	31.405248
Parking Enforcement Supervisor	015025	L39C	7/13/2024	A	SUPV	010	25.643250	36.082627	53,337.96	75,051.86	25.643250	26.925412	28.271683	29.685267	31.169530	32.728007	34.364407	36.082627
Parking Facilities Maint Supv	015055	L39C	7/13/2024	A	SUPV	027	29.059408	40.889505	60,443.57	85,050.17	29.059408	30.512378	32.037997	33.639897	35.321892	37.087987	38.942386	40.889505
Parking Lot Attendant	003627	L39A	7/13/2024	A	OPMT	013	19.135635	26.925760	39,802.12	56,005.58	19.135635	20.092417	21.097038	22.151890	23.259484	24.422458	25.643581	26.925760
Parking Lot Supervisor	015026	L39C	7/13/2024	A	SUPV	011	22.917037	32.246573	47,667.44	67,072.87	22.917037	24.062889	25.266033	26.529335	27.855802	29.248592	30.711022	32.246573
Parking Manager	001882	MGMT	7/27/2024	A	MGTE	145	55.162698	77.619457	114,738.41	161,448.47	55.162698	57.920833	60.816875	63.857719	67.050605	70.403135	73.923292	77.619457
Parking Meter Coin Collector	003628	L39A	7/13/2024	A	OPMT	014	20.430583	28.747883	42,495.61	59,795.60	20.430583	21.452112	22.524718	23.650954	24.833502	26.075177	27.378936	28.747883
Parking Meter Collection Supv	015085	L39C	7/13/2024	A	SUPV	044	25.174667	35.423283	52,363.31	73,680.43	25.174667	26.433400	27.755070	29.142823	30.599964	32.129962	33.736460	35.423283
Parking Meter Repair Worker	003629	L39A	7/13/2024	A	OPMT	015	22.529211	31.700864	46,860.76	65,937.80	22.529211	23.655672	24.838456	26.080379	27.384398	28.753618	30.191299	31.700864
Parks Supervisor	015028	L39C	7/13/2024	A	SUPV	013	31.934760	44.935415	66,424.30	93,465.66	31.934760	33.531498	35.208073	36.968477	38.816901	40.757746	42.795633	44.935415
Payroll Technician	010707	CONF	7/27/2024	A	CONF	008	27.641467	38.894321	57,494.25	80,900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Permit Services Manager	001784	MGMT	7/27/2024	A	MGTE	071	46.024120	64.760559	95,730.17	134,701.96	46.024120	48.325326	50.741592	53.278672	55.942606	58.739736	61.676723	64.760559
Permit Services Supervisor	015114	L39C	7/13/2024	A	SUPV	075	34.141952	48.041156	71,015.26	99,925.60	34.141952	35.849050	37.641503	39.523578	41.499757	43.574745	45.753482	48.041156
Personnel Analyst	010823	CONF	7/27/2024	A	CONF	043	35.300040	49.670701	73,424.08	103,315.06	35.300040	37.065042	38.918294	40.864209	42.907419	45.052790	47.305430	49.670701
Personnel Analyst	014012	MSUP	7/27/2024	A	MSUP	012	35.300040	49.670701	73,424.08	103,315.06	35.300040	37.065042	38.918294	40.864209	42.907419	45.052790	47.305430	49.670701
Personnel Technician	010708	CONF	7/27/2024	A	CONF	009	27.641467	38.894321	57,494.25	80,900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Personnel Transactions Coord	016065	L39A	7/13/2024	A	OFFT	037	21.214412	29.850809	44,125.98	62,089.68	21.214412	22.275133	23.388890	24.558334	25.786251	27.075564	28.429342	29.850809
Pick Up Driver	016988	L39A	7/13/2024	A	OFFT	150	17.583182	23.563146	36,573.02	49,011.34	17.583182	18.462341	19.385458	20.354731	21.372468	22.441091	23.563146	
Pilot	009126	TEMP	6/21/2008	A	TEMP	059	35.433200	41.338800	73,701.06	85,984.70	35.433200	38.386000	41.338800					
Planning Director	001786	MGMT	7/27/2024	A	MGTE	073	61.301841	86.257848	127,507.83	179,416.32	61.301841	64.366933	67.585280	70.964544	74.512771	78.238410	82.150331	86.257848
Plans Examiner I	016007	L39A	7/13/2024	A	OFFT	007	29.767130	41.885341	61,915.63	87,121.51	29.767130	31.255486	32.818260	34.459173	36.182132	37.991239	39.890801	41.885341
Plans Examiner II	016008	L39A	7/13/2024	A	OFFT	008	31.338783	44.096814	65,184.67	91,721.37	31.338783	32.905722	34.551008	36.278558	38.092486	39.997110	41.996966	44.096814
Plans Examiner III	016009	L39A	7/13/2024	A	OFFT	009	36.655229	51.577588	76,242.88	107,281.38	36.655229	38.487990	40.412390	42.433009	44.554659	46.782392	49.121512	51.577588
Plant Operator	004002	L39B	7/13/2024	A	PLNT	002	31.903836	44.891902	66,359.98	93,375.16	31.903836	33.499028	35.173979	36.932678	38.779312	40.718278	42.754192	44.891902
Plumber	006014	BULT	7/1/2023	A	BLDG	010	29.789657	49.422505	61,962.49	102,798.81	29.789657	32.023881	34.425672	37.007597	39.783167	42.766905	45.974423	49.422505
Plumber Apprentice	006264	BULT	7/1/2023	A	BLDG	021	17.796781	29.525733	37,017.30	61,413.53	17.796781	19.131540	20.566405	22.108885	23.767051	25.549580	27.465798	29.525733
Plumbing Supervisor	006270	BULT	7/1/2023	A	BLDG	028	33.501352	55.580389	69,682.81	115,607.21	33.501352	36.013953	38.714999	41.618624	44.740021	48.095523	51.702687	55.580389
Police Background Investigator	009104	TEMP	9/16/2019	A	TEMP	044	31.025600	31.025600	64,533.25	64,533.25	31.025600							
Police Captain	001789	MGMT	7/27/2024	A	MGTP	076	82.395016	115.938062	171,381.63	241,151.17	82.395016	86.514767	90.840505	95.382530	100.151657	105.159240	110.417202	115.938062
Police Chief	020028	EXMG	7/1/2023	U	PEXM	020	86.581153	149.927884	180,088.80	311,850.00								
Police Clerk I	016066	L39A	7/13/2024	A	OFFT	038	17.148521	22.980658	35,668.92	47,799.77		17.148521	18.005947	18.906244	19.851556	20.844134	21.886341	22.980658
Police Clerk II	016067	L39A	7/13/2024	A	OFFT	039	18.946110	26.659081	39,407.91	55,450.89	18.946110	19.893416	20.888087	21.932491	23.029116	24.180572	25.389601	26.659081
Police Clerk III	016068	L39A	7/13/2024	A	OFFT	040	21.043642	29.610518	43,770.78	61,589.88	21.043642	22.095824	23.200615	24.360646	25.578678	26.857612	28.200493	29.610518
Police Lieutenant	001870	MGMT	7/27/2024	A	MGTP	136	71.647839	100.815705	149,027.51	209,696.67	71.647839	75.230231	78.991743	82.941330	87.088396	91.442816	96.014957	100.815705
Police Officer	002027	SPOA	6/29/2024	A	SPOA	002	40.926177	54.844990	85,126.45	114,077.58	40.926177	42.972486	45.121110	47.377165	49.746023	52.233324	54.844990	
Police Officer Recruit	009123	TEMP	6/29/2024	A	TEMP	056	38.977311	38.977311	81,072.81	81,072.81	38.977311							
Police Records Specialist I	016933	L39A	7/13/2024	A	OFFT	113	21.401245	30.113701	44,514.59	62,636.50	21.401245	22.471307	23.594872	24.774616	26.013347	27.314014	28.679715	30.113701
Police Records Specialist II	016934	L39A	7/13/2024	A	OFFT	114	24.611482	34.630826	51,191.88	72,032.12	24.611482	25.842056	27.134159	28.490867	29.915410	31.411180	32.981739	34.630826
Police Records Specialist III	016935	L39A	7/13/2024	A	OFFT	115	27.072599	38.093866	56,311.01	79,235.24	27.072599	28.426229	29.847540	31.339917	32.906913	34.552259	36.279872	38.093866
Police Records Supervisor	015101	L39C	7/13/2024	A	SUPV	057	29.779898	41.903309	61,942.19	87,158.88	29.779898	31.268893	32.832338	34.473955	36.197653	38.007536	39.907913	41.903309
Police Sergeant	002015	SPOA	6/29/2024	A	SPOA	001	54.596543	66.362438	113,560.81	138,033.87	54.596543	57.326370	60.192688	63.202322	66.362438			
Police Social Services Admnstr	001932	MGMT	7/27/2024	A	MGTE	204	47.585353	66.957372	98,977.53	139,271.33	47.585353	49.964621	52.462852	55.085995	57.840295	60.732310	63.768926	66.957372
Pool Manager	009015	TEMP	4/20/2024	A	TEMP	015	24.500000	24.500000	50,960.00	50,960.00	24.500000							
Principal Accountant	001791	MGMT	7/27/2024	A	MGTE	078	41.273741	58.076299	85,849.38	120,798.70	41.273741	43.337428	45.504299	47.779514	50.168490	52.676915	55.310761	58.076299
Principal Applications Develpr	001828	MGMT	7/27/2024	A	MGTE	109	52.698739	74.152417	109,613.38	154,237.03	52.698739	55.333676	58.100360	61.005378	64.055647	67.258429	70.621350	74.152417
Principal Budget Analyst	020041	EXMG	7/1/2023	U	EXMG	036	44.559769	70.181634	92,684.32	145,977.80								
Principal Building Inspector	001793	MGMT	7/27/2024	A	MGTE	079	47.520140	66.865609	98,841.89	139,080.47	47.520140	49.896147	52.390954	55.010502	57.761027	60.649078	63.681532	66.865609
Principal Engineer	001918	MGMT	7/27/2024	A	MGTE	184	59.907800	84.296290	124,608.22	175,336.28	59.907800	62.903190	66.048350	69.350767	72.818305	76.459220	80.282181	84.296290

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Principal Fiscal Policy Anlyst	001937	MGMT	7/27/2024	A	MGTE	209	49.876780	70.181639	103,743.70	145,977.81	49.876780	52.370619	54.989150	57.738608	60.625538	63.656815	66.839656	70.181639
Principal Planner	001795	MGMT	7/27/2024	A	MGTE	080	52.106566	73.319170	108,381.66	152,503.87	52.106566	54.711894	57.447489	60.319863	63.335856	66.502649	69.827781	73.319170
Principal Systems Engineer	001796	MGMT	7/27/2024	A	MGTE	081	52.698739	74.152417	109,613.38	154,237.03	52.698739	55.333676	58.100360	61.005378	64.055647	67.258429	70.621350	74.152417
Process Control Supervisor	001947	MGMT	7/27/2024	A	MGTE	219	45.710288	64.318966	95,077.40	133,783.45	45.710288	47.995802	50.395592	52.915372	55.561141	58.339198	61.256158	64.318966
Process Control Systems Splst	017037	L39A	7/13/2024	A	PROF	023	42.745630	60.147395	88,910.91	125,106.58	42.745630	44.882911	47.127057	49.483410	51.957581	54.555460	57.283233	60.147395
Procurement Services Manager	001797	MGMT	7/27/2024	A	MGTE	082	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Program Coord. (Adaptive Rec.)	016985	L39A	7/13/2024	A	OFFT	146	23.851438	33.561369	49,610.99	69,807.65	23.851438	25.044010	26.296210	27.611021	28.991572	30.441151	31.963209	33.561369
Program Coord. (Older Adults)	016984	L39A	7/13/2024	A	OFFT	145	23.851438	33.561369	49,610.99	69,807.65	23.851438	25.044010	26.296210	27.611021	28.991572	30.441151	31.963209	33.561369
Program Coordinator	016210	L39A	7/13/2024	A	OFFT	078	23.383764	32.903304	48,638.23	68,438.87	23.383764	24.552952	25.780600	27.069630	28.423111	29.844267	31.336480	32.903304
Program Developer	016211	L39A	7/13/2024	A	OFFT	079	19.908595	28.013392	41,409.88	58,267.86	19.908595	20.904025	21.949226	23.046687	24.199021	25.408972	26.679421	28.013392
Program Develpr (Older Adults)	016986	L39A	7/13/2024	A	OFFT	147	20.306767	28.573660	42,238.08	59,433.21	20.306767	21.322105	22.388210	23.507621	24.683002	25.917152	27.213010	28.573660
Program Leader	016949	L39A	7/13/2024	A	OFFT	121	17.414923	23.337661	36,223.04	48,542.34		17.414923	18.285669	19.199952	20.159950	21.167947	22.226344	23.337661
Program Leader (Older Adults)	016987	L39A	7/13/2024	A	OFFT	148	17.162532	22.999435	35,698.07	47,838.83		17.162532	18.020659	18.921692	19.867777	20.861166	21.904224	22.999435
Program Manager	001798	MGMT	7/27/2024	A	MGTE	083	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Program Specialist	001799	MGMT	7/27/2024	A	MGTE	084	43.260471	60.871829	89,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Program Supervisor	015091	L39C	7/13/2024	A	SUPV	048	30.455501	42.853950	63,347.44	89,136.22	30.455501	31.978276	33.577190	35.256500	37.018853	38.869796	40.813286	42.853950
Program Suprvsr (Older Adults)	015112	L39C	7/13/2024	A	SUPV	073	31.064611	43.711029	64,614.39	90,918.94	31.064611	32.617842	34.248734	35.961171	37.759230	39.647191	41.629551	43.711029
Public Information Coordinator	017022	L39A	7/13/2024	A	PROF	011	27.826904	39.155248	57,879.96	81,442.92	27.826904	29.218249	30.679161	32.213119	33.823775	35.514964	37.290712	39.155248
Public Safety Admin. Manager	001788	MGMT	7/27/2024	A	MGTE	075	49.317362	69.394481	102,580.11	144,340.52	49.317362	51.833230	54.372391	57.091011	59.945562	62.942840	66.089982	69.394481
Public Safety Communicatns Mgr	001931	MGMT	7/27/2024	A	MGTE	203	59.180834	83.273377	123,096.14	173,208.62	59.180834	62.139876	65.246870	68.509213	71.934674	75.531408	79.307978	83.273377
Public Service Aide	009037	TEMP	12/16/2023	A	TEMP	025	16.000000	16.000000	33,280.00	33,280.00	16.000000							
Real Property Agent I	017032	L39A	7/13/2024	A	PROF	019	31.360128	44.126850	65,229.07	91,783.85	31.360128	32.928134	34.574541	36.303268	38.118431	40.024353	42.025571	44.126850
Real Property Agent II	017033	L39A	7/13/2024	A	PROF	020	36.181020	50.910329	75,256.52	105,893.48	36.181020	37.990071	39.889575	41.884054	43.978257	46.177170	48.486028	50.910329
Real Property Agent III	017034	L39A	7/13/2024	A	PROF	021	40.098879	56.423150	83,405.67	117,360.15	40.098879	42.103823	44.209014	46.419465	48.740438	51.177460	53.736333	56.423150
Recreation Aide	016034	L39A	7/13/2024	A	TEMP	027	16.000000	17.120272	33,280.00	35,610.17								
Recreation Aide (Older Adults)	016035	L39A	7/13/2024	A	TEMP	071	16.000000	17.120272	33,280.00	35,610.17								
Recreation General Supervisor	001805	MGMT	7/27/2024	A	MGTE	089	38.471393	54.133113	80,020.50	112,596.88	38.471393	40.394963	42.414711	44.535447	46.762219	49.100330	51.555346	54.133113
Recreation Leader (Adpt Rec)	016036	L39A	7/13/2024	A	TEMP	026	16.000000	17.120272	33,280.00	35,610.17								
Recreation Manager	001803	MGMT	7/27/2024	A	MGTE	087	50.289403	70.762239	104,601.96	147,185.46	50.289403	52.803873	55.444067	58.216270	61.127083	64.183437	67.392609	70.762239
Recreation Superintendent	001804	MGMT	7/27/2024	A	MGTE	088	42.745992	60.147904	88,911.66	125,107.64	42.745992	44.883292	47.127457	49.483830	51.958021	54.555922	57.283718	60.147904
Registered Veterinary Tech	003926	L39A	7/13/2024	A	OPMT	071	27.806854	39.127037	57,838.26	81,384.24	27.806854	29.197197	30.657057	32.189910	33.799406	35.489376	37.263845	39.127037
Registrar	017014	L39A	7/13/2024	A	PROF	008	26.922875	37.883188	55,999.58	78,797.03	26.922875	28.269019	29.682470	31.166593	32.724923	34.361169	36.079227	37.883188
Reserve Community Service Off	002000	SPOA	6/29/2024	A	TEMP	062	29.079000	29.079000	60,484.32	60,484.32	29.079000							
Reserve Dispatcher	002001	SPOA	6/29/2024	A	TEMP	049	43.232993	43.232993	89,924.63	89,924.63	43.232993							
Reserve Evidence & Prop Tech	009021	TEMP	6/21/2008	A	TEMP	060	19.310800	19.310800	40,166.46	40,166.46	19.310800							
Reserve Police Officer I	002002	SPOA	6/29/2024	A	TEMP	006	52.735567	54.844990	109,689.98	114,077.58	54.844990	52.735567	52.735567					
Reserve Police Officer II	002003	SPOA	6/29/2024	A	TEMP	004	40.926177	40.926177	85,126.45	85,126.45	40.926177							
Reserve Police Officer III	002004	SPOA	6/29/2024	A	TEMP	002	32.059598	32.059598	66,683.96	66,683.96	32.059598							
Reserve Police Records Spec	009121	TEMP	6/21/2008	A	TEMP	055	19.460300	19.460300	40,477.42	40,477.42	19.460300							
Reserve Police Sergeant	002005	SPOA	6/29/2024	A	TEMP	019	66.362438	66.362438	138,033.87	138,033.87	66.362438							
Risk Manager	001864	MGMT	7/27/2024	A	MGTE	166	60.753834	85.486745	126,367.98	177,812.43	60.753834	63.791526	66.981102	70.330157	73.846665	77.538998	81.415948	85.486745
Sacramento Fire EMT	005180	L522	3/25/2023	A	FR42	001	24.231752	29.453846	52,922.15	64,327.20	24.231752	25.443340	26.715507	28.051282	29.453846			
Sacramento Fire Paramedic	005181	L522	3/25/2023	A	FR42	002	27.866513	33.871922	60,860.46	73,976.28	27.866513	29.259839	30.722831	32.258973	33.871922			
Security Guard	003641	L39A	7/13/2024	A	OPMT	025	18.394598	25.883045	38,260.76	53,836.73	18.394598	19.314328	20.280044	21.294046	22.358748	23.476685	24.650519	25.883045
Security Officer	002006	SPOA	6/29/2024	A	TEMP	051	28.279744	28.279744	58,821.87	58,821.87	28.279744							
Senior Accountant Auditor	010824	CONF	7/27/2024	A	CONF	045	39.412750	55.457696	81,978.52	115,352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Senior Accountant Auditor	014013	MSUP	7/27/2024	A	MSUP	013	39.412750	55.457696	81,978.52	115,352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Senior Accounting Technician	015064	L39C	7/13/2024	A	SUPV	032	25.531670	35.925623	53,105.87	74,725.30	25.531670	26.808253	28.148666	29.556099	31.033904	32.585599	34.214879	35.925623

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Senior Advisor to the Mayor	021017	MCSU	7/1/2023	U	MCSA	100	41.415923	66.860826	86,145.12	139,070.52								
Senior Animal Care Technician	015097	L39C	7/13/2024	A	SUPV	054	24.331226	34.236478	50,608.95	71,211.87	24.331226	25.547787	26.825176	28.166435	29.574757	31.053495	32.606170	34.236478
Senior Animal Control Officer	015033	L39C	7/13/2024	A	SUPV	015	30.420650	42.804909	63,274.95	89,034.21	30.420650	31.941683	33.538767	35.215705	36.976490	38.825314	40.766580	42.804909
Senior Applications Developer	001812	MGMT	7/27/2024	A	MGTE	094	47.101907	66.277113	97,971.97	137,856.40	47.101907	49.457002	51.929852	54.526345	57.252662	60.115295	63.121060	66.277113
Senior Architect	001813	MGMT	7/27/2024	A	MGTE	095	50.747384	71.406666	105,554.56	148,525.87	50.747384	53.284753	55.948991	58.746441	61.683763	64.767951	68.006349	71.406666
Senior Auditor	001935	MGMT	7/27/2024	A	MGTE	210	36.347764	51.144954	75,603.35	106,381.50	36.347764	38.165152	40.073410	42.077080	44.180934	46.389981	48.709480	51.144954
Senior Budget Analyst	010825	CONF	7/27/2024	A	CONF	046	43.260471	60.871829	89,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Senior Budget Analyst	014014	MSUP	7/27/2024	A	MSUP	014	43.260471	60.871829	89,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Senior Building Maint Worker	003632	L39A	7/13/2024	A	OPMT	017	25.928173	36.483545	53,930.60	75,885.77	25.928173	27.224582	28.585811	30.015102	31.515857	33.091650	34.746233	36.483545
Senior Camp Aquatics Leader	009133	TEMP	3/28/2017	D	DALY	010	66.120000	80.000000	24,133.80	29,200.00	66.120000	72.722000	80.000000					
Senior Carpenter	006256	BULT	7/1/2023	A	BLDG	017	29.044788	48.186730	60,413.16	100,228.40	29.044788	31.223147	33.564883	36.082249	38.788418	41.697549	44.824865	48.186730
Senior Claims Collector	016103	L39A	7/13/2024	A	OFFT	057	27.542102	38.754502	57,287.57	80,609.36	27.542102	28.919207	30.365167	31.883425	33.477596	35.151476	36.909050	38.754502
Senior Code Enforcement Ofcr	015066	L39C	7/13/2024	A	SUPV	034	32.773679	46.115857	68,169.25	95,920.98	32.773679	34.412363	36.132981	37.939630	39.836611	41.828442	43.919864	46.115857
Senior Council Representative	021016	MCSU	7/1/2023	U	MCSA	050	30.370000	63.426177	63,169.60	131,926.45								
Senior Custodian	003678	L39A	7/13/2024	A	OPMT	050	20.430583	28.747883	42,495.61	59,795.60	20.430583	21.452112	22.524718	23.650954	24.833502	26.075177	27.378936	28.747883
Senior Debt Analyst	001814	MGMT	7/27/2024	A	MGTE	096	45.324662	63.776351	94,275.30	132,654.81	45.324662	47.590895	49.970440	52.468962	55.092410	57.847030	60.739382	63.776351
Senior Department Sys Spclst	016222	L39A	7/13/2024	A	OFFT	089	42.908750	60.376920	89,250.20	125,583.99	42.908750	45.054188	47.306897	49.672242	52.155854	54.763647	57.501829	60.376920
Senior Deputy City Attorney	001815	MGMT	7/27/2024	A	MGTE	097	72.516685	102.038257	150,834.71	212,239.58	72.516685	76.142519	79.949645	83.947127	88.144483	92.551707	97.179292	102.038257
Senior Deputy City Clerk	010828	CONF	7/27/2024	A	CONF	049	29.864923	42.022945	62,119.04	87,407.73	29.864923	31.358169	32.926077	34.572381	36.301000	38.116050	40.021852	42.022945
Senior Deputy City Clerk	014004	MSUP	7/27/2024	A	MSUP	005	29.864923	42.022945	62,119.04	87,407.73	29.864923	31.358169	32.926077	34.572381	36.301000	38.116050	40.021852	42.022945
Senior Development Project Mgr	001816	MGMT	7/27/2024	A	MGTE	098	48.306029	67.971434	100,476.54	141,380.58	48.306029	50.721330	53.257397	55.920267	58.716280	61.652094	64.734699	67.971434
Senior Electrician	006266	BULT	7/1/2023	A	BLDG	022	33.536660	55.638966	69,756.25	115,729.05	33.536660	36.051909	38.755802	41.662487	44.787174	48.146212	51.757178	55.638966
Senior Electronic Maint Tech	003633	L39A	7/13/2024	A	OPMT	018	37.095569	52.197191	77,158.78	108,570.16	37.095569	38.950347	40.897864	42.942757	45.089895	47.344390	49.711610	52.197191
Senior Engineer	001817	MGMT	7/27/2024	A	MGTE	099	51.349245	72.253543	106,806.43	150,287.37	51.349245	53.916707	56.612542	59.443169	62.415327	65.536093	68.812898	72.253543
Senior Engineering Technician	015111	L39C	7/13/2024	A	SUPV	071	33.500453	47.138502	69,680.94	98,048.08	33.500453	35.175476	36.934250	38.780962	40.720010	42.756010	44.893811	47.138502
Senior Equipment Service Wrkr	012007	IAMA	7/1/2023	A	IAMA	013	22.015408	30.977889	45,792.05	64,434.01	22.015408	23.116178	24.271987	25.485586	26.759865	28.097858	29.502751	30.977889
Senior Evidence/Property Tech	016072	L39A	7/13/2024	A	OFFT	042	28.447909	40.029064	59,171.65	83,260.45	28.447909	29.870304	31.363819	32.932010	34.578610	36.307541	38.122918	40.029064
Senior Fire Prevention Officer	005159	L522	3/25/2023	A	FR40	007	43.922386	58.860198	91,358.56	122,429.21	43.922386	46.118505	48.424430	50.845651	53.387934	56.057331	58.860198	
Senior Fiscal Policy Analyst	001938	MGMT	7/27/2024	A	MGTE	211	44.532650	62.661910	92,627.91	130,336.77	44.532650	46.759283	49.097247	51.552109	54.129714	56.836200	59.678010	62.661910
Senior Generator Technician	006062	BULT	7/1/2023	A	BLDG	024	36.600713	51.500879	76,129.48	107,121.83	36.600713	38.430749	40.352286	42.369900	44.488395	46.712815	49.048456	51.500879
Senior HVAC Systems Mechanic	004011	L39B	7/13/2024	A	PLNT	007	39.732899	55.908178	82,644.43	116,289.01	39.732899	41.719544	43.805521	45.995797	48.295587	50.710366	53.245884	55.908178
Senior IT Support Spclst	016223	L39A	7/13/2024	A	OFFT	090	43.571631	61.309663	90,628.99	127,524.10	43.571631	45.750213	48.037724	50.439610	52.961591	55.609671	58.390155	61.309663
Senior Intg Was Equip Operator	003664	L39A	7/13/2024	A	OPMT	045	27.631305	38.880020	57,473.11	80,870.44	27.631305	29.012870	30.463513	31.986689	33.586023	35.265324	37.028590	38.880020
Senior Investment Officer	001818	MGMT	7/27/2024	A	MGTE	100	60.400082	84.988979	125,632.17	176,777.08	60.400082	63.420086	66.591090	69.920644	73.416676	77.087510	80.941885	84.988979
Senior Landfill Engn Tech	016208	L39A	7/13/2024	A	OFFT	076	33.500453	47.138502	69,680.94	98,048.08	33.500453	35.175476	36.934250	38.780962	40.720010	42.756010	44.893811	47.138502
Senior Landscape Architect	001819	MGMT	7/27/2024	A	MGTE	101	45.425821	63.918691	94,485.71	132,950.88	45.425821	47.697112	50.081968	52.586066	55.215369	57.976137	60.874944	63.918691
Senior Legal Staff Asst (Ex)	010811	CONF	7/27/2024	A	CONF	032	26.272200	36.967623	54,646.18	76,892.66	26.272200	27.585810	28.965100	30.413355	31.934023	33.530724	35.207260	36.967623
Senior Lifeguard	009016	TEMP	4/20/2024	A	TEMP	016	19.500000	19.500000	40,560.00	40,560.00	19.500000							
Senior Maintenance Worker	003652	L39A	7/13/2024	A	OPMT	034	22.622775	31.832518	47,055.37	66,211.64	22.622775	23.753914	24.941610	26.188691	27.498126	28.873032	30.316684	31.832518
Senior Office Specialist	016096	L39A	7/13/2024	A	OFFT	055	21.043642	29.610518	43,770.78	61,589.88	21.043642	22.095824	23.200615	24.360646	25.578678	26.857612	28.200493	29.610518
Senior Painter	006051	BULT	7/1/2023	A	BLDG	013	29.529226	48.990437	61,420.79	101,900.11	29.529226	31.743918	34.124712	36.684065	39.435370	42.393023	45.572500	48.990437
Senior Parking Lot Attendant	003668	L39A	7/13/2024	A	OPMT	047	21.105289	29.697259	43,899.00	61,770.30	21.105289	22.160553	23.268581	24.432010	25.653610	26.936290	28.283104	29.697259
Senior Parking Lot Supervisor	015067	L39C	7/13/2024	A	SUPV	035	29.059408	40.889505	60,443.57	85,050.17	29.059408	30.512378	32.037997	33.639897	35.321892	37.087987	38.942386	40.889505
Senior Personnel Analyst	001821	MGMT	7/27/2024	A	MGTE	103	40.980019	57.663002	85,238.44	119,939.04	40.980019	43.029020	45.180471	47.439495	49.811470	52.302043	54.917145	57.663002
Senior Personnel Trans Coord	016131	L39A	7/13/2024	A	OFFT	070	23.341570	32.843933	48,550.47	68,315.38	23.341570	24.508649	25.734081	27.020785	28.371824	29.790415	31.279936	32.843933
Senior Planner	001822	MGMT	7/27/2024	A	MGTE	104	44.290581	62.321296	92,124.41	129,628.30	44.290581	46.505110	48.830366	51.271884	53.835478	56.527252	59.353615	62.321296
Senior Plant Operator	004003	L39B	7/13/2024	A	PLNT	003	38.321534	53.922247	79,708.79	112,158.27	38.321534	40.237611	42.249492	44.361967	46.580065	48.909068	51.354521	53.922247
Senior Plumber	006258	BULT	7/1/2023	A	BLDG	018	32.863175	54.521623	68,355.40	113,404.98	32.863175	35.327913	37.977507	40.825820	43.887757	47.179339	50.717789	54.521623

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Senior Police Records Supv	015082	L39C	7/13/2024	A	SUPV	042	32.757816	46.093537	68,136.26	95,874.56	32.757816	34.395707	36.115492	37.921267	39.817330	41.808197	43.898607	46.093537
Senior Policy Advisor	021025	MCSU	7/1/2023	U	MCSA	135	41.415923	65.230076	86,145.12	135,678.56								
Senior Rec Aide (Older Adults)	016037	L39A	7/13/2024	A	TEMP	072	16.000000	19.775174	33,280.00	41,132.36								
Senior Recreation Aide	016038	L39A	7/13/2024	A	TEMP	052	16.000000	19.775174	33,280.00	41,132.36								
Senior Staff Assistant	010712	CONF	7/27/2024	A	CONF	012	23.921445	33.659875	49,756.61	70,012.54	23.921445	25.117517	26.373393	27.692063	29.076666	30.530499	32.057024	33.659875
Senior Stationary Engineer	004004	L39B	7/13/2024	A	PLNT	004	36.990087	52.048767	76,939.38	108,261.44	36.990087	38.839591	40.781571	42.820650	44.961682	47.209766	49.570254	52.048767
Senior Store Keeper	015105	L39C	7/13/2024	A	SUPV	061	23.999622	33.769877	49,919.21	70,241.34	23.999622	25.199603	26.459583	27.782562	29.171690	30.630274	32.161788	33.769877
Senior Systems Engineer	001823	MGMT	7/27/2024	A	MGTE	105	47.272960	66.517801	98,327.76	138,357.03	47.272960	49.636608	52.118438	54.724360	57.460578	60.333607	63.350287	66.517801
Senior Telecommunications Tech	003923	L39A	7/13/2024	A	OPMT	068	37.720176	53.076076	78,457.97	110,398.24	37.720176	39.606185	41.586494	43.665819	45.849110	48.141566	50.548644	53.076076
Senior Tree Maintenance Worker	003661	L39A	7/13/2024	A	OPMT	042	25.777054	36.270903	53,616.27	75,443.48	25.777054	27.065907	28.419202	29.840162	31.332170	32.898778	34.543717	36.270903
Senior Tree Pruner	003680	L39A	7/13/2024	A	OPMT	051	27.211450	38.289243	56,599.82	79,641.63	27.211450	28.572023	30.000624	31.500655	33.075688	34.729472	36.465946	38.289243
Special Assistant to the Mayor	021005	MCSU	7/1/2023	U	MCSA	060	41.761052	65.773658	86,862.99	136,809.21								
Special Asst. to City Attorney	010826	CONF	7/27/2024	A	CONF	047	32.223877	45.342231	67,025.66	94,311.84	32.223877	33.835071	35.526825	37.303166	39.168324	41.126740	43.183077	45.342231
Special Asst. to City Attorney	014015	MSUP	7/27/2024	A	MSUP	015	32.223877	45.342231	67,025.66	94,311.84	32.223877	33.835071	35.526825	37.303166	39.168324	41.126740	43.183077	45.342231
Special Districts Manager	001915	MGMT	7/27/2024	A	MGTE	202	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Special Projects Manager	001855	MGMT	7/27/2024	A	MGTE	127	48.451730	68.176451	100,779.60	141,807.02	48.451730	50.874316	53.418032	56.088934	58.893381	61.838050	64.929953	68.176451
Staff Aide CON (Min/Max)	010721	CONF	7/27/2024	A	CONF	016	19.416528	27.321005	40,386.38	56,827.69								
Staff Aide EMS (Min/Max)	02100B	EMSU	12/16/2023	U	MCSB	001	16.000000	38.052000	33,280.00	79,148.16								
Staff Aide EXM (Min/Max)	02000A	EXMG	12/16/2023	U	EXMG	001	16.000000	151.200000	33,280.00	314,496.00								
Staff Aide MCS (Min/Max)	02100A	MCSU	12/16/2023	U	MCSA	001	16.000000	86.446500	33,280.00	179,808.72								
Staff Aide MGM (Min/Max)	001856	MGMT	7/27/2024	A	MGTE	128	40.378981	56.817280	83,988.28	118,179.94								
Staff Aide OFF (Min/Max)	016236	L39A	12/16/2023	A	OFFT	137	16.000000	53.629981	33,280.00	111,550.36								
Staff Aide SUP (Min/Max)	015005	L39C	7/13/2024	A	SUPV	062	26.166468	36.818848	54,426.25	76,583.20								
Staff Aide TMP (Min/Max)	009116	TEMP	12/16/2023	A	TEMP	050	16.000000	110.862264	33,280.00	230,593.51								
Staff Assistant	010713	CONF	7/27/2024	A	CONF	013	21.214216	29.850533	44,125.57	62,089.11	21.214216	22.274927	23.388673	24.558107	25.786012	27.075313	28.429079	29.850533
Staff Assistant-Mayor Council	022002	EMSU	7/1/2023	U	MCSB	020	18.581096	29.265225	38,648.68	60,871.67								
Stagehand I	006016	BULT	7/1/2023	A	BLDG	011	26.154118	36.801471	54,400.57	76,547.06	26.154118	27.461824	28.834915	30.276661	31.790494	33.380019	35.049020	36.801471
Stagehand II	006017	BULT	7/1/2023	A	BLDG	012	24.405039	40.489159	50,762.48	84,217.45	24.405039	26.235417	28.203073	30.318304	32.592177	35.036590	37.664334	40.489159
Stationary Engineer	004005	L39B	7/13/2024	A	PLNT	005	33.623644	47.311843	69,937.18	98,408.63	33.623644	35.304826	37.070067	38.923570	40.869749	42.913236	45.058898	47.311843
Storekeeper	016087	L39A	7/13/2024	A	OFFT	049	22.315847	31.400637	46,416.96	65,313.33	22.315847	23.431639	24.603221	25.833382	27.125051	28.481304	29.905369	31.400637
Stores Administrator	001945	MGMT	7/27/2024	A	MGTE	217	36.071000	50.755521	75,027.68	105,571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Stores Administrator	014006	MSUP	7/27/2024	A	MSUP	007	36.071000	50.755521	75,027.68	105,571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Stores Clerk I	016088	L39A	7/13/2024	A	OFFT	050	18.394598	25.883045	38,260.76	53,836.73	18.394598	19.314328	20.280044	21.294046	22.358748	23.476685	24.650519	25.883045
Stores Clerk II	016089	L39A	7/13/2024	A	OFFT	051	20.430583	28.747883	42,495.61	59,795.60	20.430583	21.452112	22.524718	23.650954	24.833502	26.075177	27.378936	28.747883
Street Construction Equip Optr	003687	L39A	7/13/2024	A	OPMT	056	33.618356	47.304404	69,926.18	98,393.16	33.618356	35.299274	37.064238	38.917450	40.863323	42.906489	45.051813	47.304404
Street Construction Laborer	003688	L39A	7/13/2024	A	OPMT	057	30.496600	42.911777	63,432.93	89,256.50	30.496600	32.021430	33.622501	35.303626	37.068807	38.922247	40.868359	42.911777
Street Construction Lbr Trnee	003690	L39A	7/13/2024	A	OPMT	058	23.518440	33.518440	48,918.36	68,918.36	23.518440							
Street Maintenance Supv	015099	L39C	7/13/2024	A	SUPV	056	35.304222	49.676586	73,432.78	103,327.30	35.304222	37.069433	38.922905	40.869050	42.912503	45.058128	47.311034	49.676586
Streets Manager	001883	MGMT	7/27/2024	A	MGTE	146	49.418704	69.537078	102,790.90	144,637.12	49.418704	51.889639	54.484121	57.208327	60.068743	63.072180	66.225789	69.537078
Structural Maintenance Supv	006053	BULT	7/1/2023	A	BLDG	015	34.479574	57.203306	71,717.51	118,982.88	34.479574	37.065542	39.845458	42.833867	46.046407	49.499887	53.212378	57.203306
Student Trainee	009009	TEMP	12/16/2023	A	TEMP	009	16.000000	16.000000	33,280.00	33,280.00	16.000000							
Supervising Architect	001829	MGMT	7/27/2024	A	MGTE	110	56.385983	79.340739	117,282.85	165,028.74	56.385983	59.205282	62.165546	65.273823	68.537514	71.964390	75.562609	79.340739
Supervising Building Inspector	015096	L39C	7/13/2024	A	SUPV	053	41.220262	58.001048	85,738.15	120,642.18	41.220262	43.281275	45.445339	47.717606	50.103486	52.608660	55.239093	58.001048
Supervising Code Enforce Ofcr	015006	L39C	7/13/2024	A	SUPV	076	37.689517	53.032936	78,394.20	110,308.51	37.689517	39.573993	41.552693	43.630328	45.811844	48.102436	50.507558	53.032936
Supervising Community Ctr Attd	015058	L39C	7/13/2024	A	SUPV	029	26.214954	36.887072	54,527.10	76,725.11	26.214954	27.525702	28.901987	30.347086	31.864440	33.457662	35.130545	36.887072
Supervising Construction Insp	015074	L39C	7/13/2024	A	SUPV	037	38.931012	54.779844	80,976.51	113,942.08	38.931012	40.877563	42.921441	45.067513	47.320889	49.686933	52.171280	54.779844
Supervising Deputy City Atty	020037	EXMG	7/1/2023	U	EXMG	092	67.356778	128.869091	140,102.10	268,047.71								
Supervising Dispatcher	015039	L39C	7/13/2024	A	SUPV	018	43.432306	61.113616	90,339.20	127,116.32	43.432306	45.603921	47.884117	50.278323	52.792239	55.431851	58.203444	61.113616

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Supervising Engineer	001831	MGMT	7/27/2024	A	MGTE	112	57.054715	80.281714	118,673.81	166,985.97	57.054715	59.907451	62.902824	66.047965	69.350363	72.817881	76.458775	80.281714
Supervising Financial Analyst	001832	MGMT	7/27/2024	A	MGTE	113	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Supervising Fire Svc Worker	012059	IAMA	7/1/2023	A	IAMA	012	27.856044	39.196251	57,940.57	81,528.20	27.856044	29.248846	30.711288	32.246852	33.859195	35.552155	37.329763	39.196251
Supervising Forensic Invstg	015060	L39C	7/13/2024	A	SUPV	030	38.997547	54.873464	81,114.90	114,136.81	38.997547	40.947424	42.994795	45.144535	47.401762	49.771850	52.260442	54.873464
Supervising Generator Tech	006063	BULT	7/1/2023	A	BLDG	025	33.741821	55.979339	70,182.99	116,437.03	33.741821	36.272458	38.992892	41.917359	45.061161	48.440748	52.073804	55.979339
Supervising Landscape Architct	001898	MGMT	7/27/2024	A	MGTE	160	49.968486	70.310678	103,934.45	146,246.21	49.968486	52.666910	55.090256	57.844769	60.737007	63.773857	66.962550	70.310678
Supervising Legal Secretary	010816	CONF	7/27/2024	A	CONF	028	34.342745	48.323691	71,432.91	100,513.28	34.342745	36.059882	37.862876	39.756020	41.743821	43.831012	46.022563	48.323691
Supervising Plant Operator	015040	L39C	7/13/2024	A	SUPV	019	49.902391	70.217676	103,796.97	146,052.77	49.902391	52.397511	55.017387	57.768256	60.656669	63.689502	66.873977	70.217676
Supervising Police Clerk	015041	L39C	7/13/2024	A	SUPV	020	25.444190	35.802530	52,923.92	74,469.26	25.444190	26.716399	28.052219	29.454830	30.927571	32.473950	34.097648	35.802530
Supervising Property Assistant	015062	L39C	7/13/2024	A	SUPV	031	30.845014	43.402031	64,157.63	90,276.22	30.845014	32.387265	34.006628	35.706959	37.492307	39.366922	41.335268	43.402031
Supervising Surveyor	015065	L39C	7/13/2024	A	SUPV	033	42.914654	60.385227	89,262.48	125,601.27	42.914654	45.060387	47.313406	49.679076	52.163030	54.771181	57.509740	60.385227
Supervising Water Quality Chem	015035	L39C	7/13/2024	A	SUPV	016	42.445982	59.725760	88,287.64	124,229.58	42.445982	44.568281	46.796695	49.136530	51.593357	54.173025	56.881676	59.725760
Support Services Manager	001834	MGMT	7/27/2024	A	MGTE	115	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Survey Party Chief	015102	L39C	7/13/2024	A	SUPV	058	35.261929	49.617074	73,344.81	103,203.51	35.261929	37.025025	38.876276	40.820090	42.861094	45.004149	47.254356	49.617074
Survey Technician I	003924	L39A	7/13/2024	A	OPMT	069	23.081923	32.478584	48,010.40	67,555.46	23.081923	24.236019	25.447820	26.720211	28.056222	29.459033	30.931985	32.478584
Survey Technician II	003925	L39A	7/13/2024	A	OPMT	070	26.103631	36.730431	54,295.55	76,399.30	26.103631	27.408813	28.779254	30.218217	31.729128	33.315584	34.981363	36.730431
Systems Engineer	010714	CONF	7/27/2024	A	CONF	014	43.027896	60.544572	89,498.02	125,932.71	43.027896	45.179291	47.438256	49.810169	52.300677	54.915717	57.661497	60.544572
Telecommunications Engineer I	011023	WCOE	6/29/2024	A	WCOE	014	44.754736	62.974408	93,089.85	130,986.77	44.754736	46.992473	49.342097	51.809202	54.399662	57.119645	59.756227	62.974408
Telecommunications Engr II	011025	WCOE	6/29/2024	A	WCOE	016	48.913117	68.825668	101,739.28	143,157.39	48.913117	51.358773	53.926712	56.623048	59.454200	62.426910	65.548255	68.825668
Telecommunications Engr III	011026	WCOE	6/29/2024	A	WCOE	017	52.826048	74.331555	109,878.18	154,609.63	52.826048	55.467350	58.240717	61.152753	64.210391	67.420911	70.791957	74.331555
Telecommunications SysAnls I	017029	L39A	7/13/2024	A	PROF	017	35.326666	49.708167	73,479.47	103,392.99	35.326666	37.092999	38.947649	40.895031	42.939783	45.086772	47.341111	49.708167
Telecommunications SysAnls II	017030	L39A	7/13/2024	A	PROF	018	38.860888	54.681172	80,830.65	113,736.84	38.860888	40.803932	42.844129	44.986335	47.235652	49.597435	52.077307	54.681172
Telecommunications SysAnls III	017035	L39A	7/13/2024	A	PROF	022	42.745630	60.147395	88,910.91	125,106.58	42.745630	44.882911	47.127057	49.483410	51.957581	54.555460	57.283233	60.147395
Telecommunications Tech I	003683	L39A	7/13/2024	A	OPMT	054	34.843825	49.028761	72,475.16	101,979.82	34.843825	36.586016	38.415317	40.336083	42.352887	44.470531	46.694058	49.028761
Telecommunications Tech II	003684	L39A	7/13/2024	A	OPMT	055	36.586095	51.480310	76,099.08	107,079.05	36.586095	38.415400	40.363170	42.352979	44.470628	46.694159	49.028867	51.480310
Telecommunications Tech Trnee	003682	L39A	7/13/2024	A	OPMT	053	29.669576	41.748073	61,712.72	86,835.99	29.669576	31.153055	32.710708	34.346243	36.063555	37.866733	39.760070	41.748073
Ticket Seller (Exempt)	009010	TEMP	12/16/2023	A	TEMP	010	16.000000	16.325500	33,280.00	33,957.04	16.000000				16.000000	16.325500		
Traffic Ctrl&Light Supv	015045	L39C	7/13/2024	A	SUPV	022	40.611891	57.145009	84,472.73	118,861.62	40.611891	42.642486	44.774610	47.013341	49.364008	51.832208	54.423818	57.145009
Traffic Ctrl&Light Tech I	003637	L39A	7/13/2024	A	OPMT	021	30.407023	42.785735	63,246.61	88,994.33	30.407023	31.927374	33.523743	35.199930	36.959927	38.807923	40.748319	42.785735
Traffic Ctrl&Light Tech II	003636	L39A	7/13/2024	A	OPMT	020	33.451575	47.069726	69,579.28	97,905.03	33.451575	35.124154	36.880362	38.724380	40.660599	42.693629	44.828310	47.069726
Traffic Ctrl&Light Tech Trnee	003635	L39A	7/13/2024	A	OPMT	019	27.012150	38.008808	56,185.27	79,058.32	27.012150	28.362758	29.780896	31.269941	32.833438	34.475110	36.198865	38.008808
Traffic Investigator I	016202	L39A	7/13/2024	A	OFFT	072	24.766690	34.849220	51,514.72	72,486.38	24.766690	26.005025	27.305276	28.670540	30.104067	31.609270	33.189733	34.849220
Traffic Investigator II	016203	L39A	7/13/2024	A	OFFT	073	27.894832	39.250831	58,021.25	81,641.73	27.894832	29.289574	30.754053	32.291756	33.906344	35.601661	37.381744	39.250831
Traffic Investigator III	016204	L39A	7/13/2024	A	OFFT	074	30.734600	43.246669	63,927.97	89,953.07	30.734600	32.271330	33.884897	35.579142	37.358099	39.226004	41.187304	43.246669
Traffic Supervisor	015109	L39C	7/13/2024	A	SUPV	069	32.691787	46.000628	67,998.92	95,681.31	32.691787	34.326376	36.042695	37.844830	39.737072	41.723926	43.810122	46.000628
Traffic Worker I	008001	TRAF	7/13/2024	A	TRAF	001	25.063012	35.266176	52,131.07	73,353.65	25.063012	26.316163	27.631971	29.013570	30.464249	31.987461	33.586834	35.266176
Traffic Worker II	008002	TRAF	7/13/2024	A	TRAF	002	27.562000	38.779970	57,325.22	80,662.34	27.562000	28.938210	30.385121	31.904377	33.499596	35.174576	36.933305	38.779970
Traffic Worker III	008003	TRAF	7/13/2024	A	TRAF	003	29.286719	41.209354	60,916.38	85,715.46	29.286719	30.751055	32.288608	33.903038	35.598190	37.378099	39.247004	41.209354
Traffic Worker Trainee	008005	TRAF	7/13/2024	A	TRAF	005	21.986369	30.937029	45,731.65	64,349.02	21.986369	23.085687	24.239971	25.451970	26.724569	28.060797	29.463837	30.937029
Training Specialist	001857	MGMT	7/27/2024	A	MGTE	129	39.028590	54.917146	81,179.47	114,227.66	39.028590	40.980119	43.029020	45.180471	47.439495	49.811470	52.302044	54.917146
Treasury Analyst	010827	CONF	7/27/2024	A	CONF	048	39.412750	55.457696	81,978.52	115,352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Treasury Analyst	014016	MSUP	7/27/2024	A	MSUP	016	39.412750	55.457696	81,978.52	115,352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Treasury Assistant	010715	CONF	7/27/2024	A	CONF	033	28.227322	39.718675	58,712.83	82,614.84	28.227322	29.638688	31.120622	32.676653	34.310486	36.026010	37.827310	39.718675
Treasury Manager	001801	MGMT	7/27/2024	A	MGTE	085	70.535791	99.250941	146,714.45	206,441.96	70.535791	74.062581	77.765710	81.653995	85.736695	90.023530	94.524706	99.250941
Tree Maintenance Supervisor	015046	L39C	7/13/2024	A	SUPV	023	31.683618	44.582032	65,901.93	92,730.63	31.683618	33.267799	34.931189	36.677748	38.511635	40.437217	42.459078	44.582032
Tree Maintenance Worker	003660	L39A	7/13/2024	A	OPMT	041	24.343255	34.253405	50,633.97	71,247.08	24.343255	25.560418	26.838439	28.180361	29.589379	31.068848	32.622290	34.253405
Tree Maintenance Worker Trnee	003917	L39A	7/13/2024	A	OPMT	065	20.854018	29.343699	43,376.36	61,034.89	20.854018	21.896719	22.991555	24.141133	25.348190	26.615600	27.946380	29.343699
Tree Pruner I	003639	L39A	7/13/2024	A	OPMT	023	22.974092	32.326856	47,786.11	67,239.86	22.974092	24.122797	25.328937	26.595384	27.925153	29.321411	30.787482	32.326856

Salary Schedule/Classification Listing

Council Approval Date: 9/10/2024

Classification	Job Code	Barg Unit	Effect Date	Sch	SalPlan	Grade	MinHour	MaxHour	MinAnnual	MaxAnnual	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8
Tree Pruner II	003640	L39A	7/13/2024	A	OPMT	024	25.271522	35.559570	52,564.77	73,963.91	25.271522	26.535098	27.861853	29.254946	30.717693	32.253578	33.866257	35.559570
Tree Pruner Supervisor	015047	L39C	7/13/2024	A	SUPV	024	31.062278	43.707745	64,609.54	90,912.11	31.062278	32.615392	34.246162	35.958470	37.756393	39.644213	41.626424	43.707745
Tree Pruner Trainee	003638	L39A	7/13/2024	A	OPMT	022	20.074576	28.246946	41,755.12	58,753.65	20.074576	21.078305	22.132220	23.238831	24.400773	25.620812	26.901853	28.246946
Urban Design Manager	001894	MGMT	7/27/2024	A	MGTE	156	56.385983	79.340739	117,282.85	165,028.74	56.385983	59.205282	62.165546	65.273823	68.537514	71.964390	75.562609	79.340739
Util Operations & Maint Supt	001841	MGMT	7/27/2024	A	MGTE	120	51.501709	72.468076	107,123.56	150,733.60	51.501709	54.076794	56.780634	59.619666	62.600649	65.730681	69.017215	72.468076
Utilities Locator	007010	L447	7/1/2023	A	WATR	006	32.094120	45.159650	66,755.77	93,932.07	32.094120	33.698826	35.383767	37.152955	39.010603	40.961133	43.009190	45.159650
Utilities O&M Leadworker	007002	L447	7/1/2023	A	WATR	002	34.463445	48.493528	71,683.97	100,866.54	34.463445	36.186617	37.995948	39.895745	41.890532	43.985059	46.184312	48.493528
Utilities O&M Serviceworker	007001	L447	7/1/2023	A	WATR	001	31.311337	44.058194	65,127.58	91,641.04	31.311337	32.876904	34.520749	36.246786	38.059125	39.962081	41.960185	44.058194
Utilities O&M Supervisor	015103	L39C	7/13/2024	A	SUPV	059	39.714458	55.882231	82,606.07	116,235.04	39.714458	41.700181	43.785190	45.974449	48.273171	50.686830	53.221172	55.882231
Utilities O&M SvcWrk App	007901	L447	7/1/2023	A	WATR	003	22.450854	27.227273	46,697.78	56,632.73	22.450854	23.573396	24.752066	26.000000	27.227273			
Utilities Ops and Maint Mgr	001842	MGMT	7/27/2024	A	MGTE	198	59.999470	84.425278	124,798.90	175,604.58	59.999470	62.999443	66.149415	69.456886	72.929730	76.576216	80.405027	84.425278
Utility Construction Coord	001839	MGMT	7/27/2024	A	MGTE	118	46.351537	65.221268	96,411.20	135,660.24	46.351537	48.669114	51.102570	53.657698	56.340583	59.157612	62.115493	65.221268
Utility Services Inspector	016099	L39A	7/13/2024	A	OFFT	056	22.027073	30.994303	45,816.31	64,468.15	22.027073	23.128427	24.284848	25.499090	26.774045	28.112747	29.518384	30.994303
Utility Worker	003602	L39A	7/13/2024	A	TEMP	011	16.000000	17.462016	33,280.00	36,320.99								
Vehicle Service Attendant	012005	IAMA	7/1/2023	A	IAMA	004	18.664168	26.262358	38,821.47	54,625.71	18.664168	19.597376	20.577245	21.606107	22.686412	23.820733	25.011770	26.262358
Veterinarian	001875	MGMT	7/27/2024	A	MGTE	140	45.598946	64.162296	94,845.81	133,457.58	45.598946	47.878893	50.272838	52.786480	55.425804	58.197094	61.106949	64.162296
Water Conservation Rep	016978	L39A	7/13/2024	A	OFFT	139	22.027073	30.994303	45,816.31	64,468.15	22.027073	23.128427	24.284848	25.499090	26.774045	28.112747	29.518384	30.994303
Water Conservation Specialist	016975	L39A	7/13/2024	A	OFFT	135	24.747395	34.822070	51,474.58	72,429.91	24.747395	25.984765	27.284003	28.648203	30.080613	31.584644	33.163876	34.822070
Water Conservation Supervisor	015107	L39C	7/13/2024	A	SUPV	072	27.852540	39.191320	57,933.28	81,517.95	27.852540	29.245167	30.707425	32.242796	33.854936	35.547683	37.325067	39.191320
Water Cross Conn Ctrl Spclst	007902	L447	7/1/2023	A	WATR	004	39.627997	55.760571	82,426.23	115,981.99	39.627997	41.609397	43.689867	45.874360	48.168078	50.576482	53.105306	55.760571
Water Quality Chemist	017008	L39A	7/13/2024	A	PROF	005	37.347990	52.552371	77,683.82	109,308.93	37.347990	39.215389	41.176158	43.234966	45.396714	47.666550	50.049877	52.552371
Water Quality Lab Tech	016080	L39A	7/13/2024	A	OFFT	043	25.041300	35.235625	52,085.90	73,290.10	25.041300	26.293365	27.608033	28.988435	30.437857	31.959750	33.557738	35.235625
Website Administrator	001904	MGMT	7/27/2024	A	MGTE	170	50.561339	71.144880	105,167.59	147,981.35	50.561339	53.089406	55.743876	58.531070	61.457623	64.530504	67.757029	71.144880
Workers Comp Claims Asst I	010818	CONF	7/27/2024	A	CONF	037	27.641467	38.894321	57,494.25	80,900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Workers Comp Claims Asst II	010819	CONF	7/27/2024	A	CONF	038	30.405614	42.783753	63,243.68	88,990.21	30.405614	31.925895	33.522190	35.198299	36.958214	38.806125	40.746431	42.783753
Workers Comp Claims Mgr	001927	MGMT	7/27/2024	A	MGTE	195	55.230683	77.715117	114,879.82	161,647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Workers' Comp Claims Rep	001943	MGMT	7/27/2024	A	MGTE	215	43.260471	60.871829	89,981.78	126,613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Workers' Comp Claims Supervr	001942	MGMT	7/27/2024	A	MGTE	214	47.586522	66.959014	98,979.97	139,274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Youth Aide	009068	TEMP	12/16/2023	A	TEMP	037	16.000000	16.000000	33,280.00	33,280.00	16.000000							
Zoning Investigator	016213	L39A	7/13/2024	A	OFFT	080	35.500728	49.953090	73,841.51	103,902.43	35.500728	37.275764	39.139552	41.096530	43.151357	45.308925	47.574371	49.953090
Zoo Attendant I	003642	L39A	7/13/2024	A	OPMT	026	21.328029	30.010678	44,362.30	62,422.21	21.328029	22.394430	23.514151	24.689859	25.924352	27.220570	28.581598	30.010678
Zoo Attendant II	003643	L39A	7/13/2024	A	OPMT	027	23.059578	32.447142	47,963.92	67,490.06	23.059578	24.212557	25.423185	26.694344	28.029061	29.430514	30.902040	32.447142

City of
SACRAMENTO

**Personnel Resolution Covering
Unrepresented Officers and Employees**

September 10, 2024

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ARTICLE 1 – GENERAL ADMINISTRATIVE PROVISIONS

1.1 APPOINTING AUTHORITY

- a. For the City of Sacramento, appointing authority is vested with the Mayor, City Council members, and Charter Officers. Subject to applicable [Rules and Regulations of the Civil Service Board](#), Council-adopted resolutions, and administrative policy instructions, appointing authority provides for the ability to hire City employees.
- b. The Appointing Authority has the authority, subject to the approved Budget Resolution and administrative policy, to:
 - (1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications;
 - (2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase;
 - (3) Adjust the salary of individual exempt positions, so long as the total exempt salary budget for each department does not increase; and
 - (4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures. Salary adjustments shall not apply to non-career employees.

1.2 APPLICABILITY

The terms of this Resolution apply to unrepresented employees of the City unless superseded by an employment contract approved by the City Council. This Resolution does not apply to any employee appointed as a retired annuitant.

1.3 TYPE OF APPOINTMENTS

- a. Nothing in this Resolution shall create an express or implied covenant or contract or create a property right or tenure for any person appointed to unrepresented classifications covered by this Resolution. All unrepresented employees serve at the pleasure of the Appointing Authority. Consequently, just cause need not be established to impose discipline, and employees covered by this resolution have no rights to appeal the imposition of discipline.
- b. This Personnel Resolution covers all unrepresented officers and employees of the City of Sacramento appointed or incumbent to any

position in the Executive Management, Executive Management Support, Mayor/Council Support, and Non-Career units as defined by the [Employer-Employee Relations Policy](#). This Personnel Resolution applies to these positions whether the employee is considered full-time, part-time, seasonal, or appointed on a limited-term basis.

1.4 STAFF AIDE POSITIONS

The Director of Human Resources must approve the use of the title of Staff Aide. Staff Aide may be used only in very limited situations, such as when a classification is needed either pending establishment of a new classification or a position is funded for a limited time and no appropriate classification exists. An employee may be appointed to the Staff Aide classification for a maximum of twelve (12) months. The salary for any Staff Aide position shall be established by the Director of Human Resources.

1.5 CITY SERVICE

City service for purposes of calculating benefits shall be calculated using each employee's cumulative career employment with the City. For career part-time employees, City service shall be prorated. The use of prior employment for calculating the City service for rehired employees shall not create a right to retroactive benefits. This provision shall not apply to non-career employees. Non-career employees do not accrue Classification or City Service.

ARTICLE 2 – HOURS OF EMPLOYMENT AND OVERTIME

2.1 HOURS OF EMPLOYMENT

- a. The normal work period for employees shall begin at 12:01 a.m. Saturday and end at 12:00 midnight the following Friday.
- b. The normal work week for full-time employees, who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA), shall consist of forty (40) hours of work during the normal work period.
- c. The normal work week shall not apply to employees exempt from the overtime provisions of FLSA. These employees are expected to work any amount of time required to perform the duties of their positions.
- d. The normal work week for part-time employees shall be determined by the Appointing Authority.

2.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

The City's [Voluntary Work Furlough/Reduced Workweek Program](#) shall be available to unrepresented full-time employees on the same terms as apply to

represented employees. The benefit plan for eligible employees shall not be reduced or prorated by participation in such work reductions.

2.3 OVERTIME FOR ELIGIBLE CAREER EMPLOYEES

- a. All overtime shall be calculated and paid consistent with FLSA requirements. Overtime compensation shall be paid by cash payment or compensating time off (CTO) as determined by the Appointing Authority.
- b. Employees may accrue up to one hundred and twenty (120) hours of CTO.
- c. An employee's request to use accrued CTO must be made in advance and shall be at the discretion of the Appointing Authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.
- d. Upon termination from City service, employees shall be paid for any unused CTO hours at the rate of pay at the time of separation.

2.4 OVERTIME FOR ELIGIBLE NON-CAREER EMPLOYEES

- a. All overtime for non-career employees shall be calculated and paid consistent with FLSA requirements. Non-career employees shall be compensated for overtime with pay at one and one-half (1-1/2) times the regular rate of pay in cash payment.
- b. The Appointing Authority may establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour work week.

2.5 REMOTE WORK PROGRAM

Employees may work remotely, at the discretion of the Appointing Authority, in a manner consistent with the City's Remote Work [Policy](#).

2.6 ALTERNATIVE WORK SCHEDULE PROGRAM

Employees may participate, at the sole discretion of the Appointing Authority, in Alternative Work Schedule Program such as 9/80 or 4/10 schedules. Employee participation in Alternative Work Schedule Program shall be dependent on employee performance and shall not disrupt department operations.

ARTICLE 3 – FRINGE BENEFIT PLAN/HEALTH AND WELFARE

The fringe benefit plan described in this Article shall be available to full-time Executive Management, Mayor/Council Support, and Executive Management Support employees. The City shall administer a Cafeteria Plan (Plan) for employees consistent with Internal

Revenue Code Section 125. The details of Plan eligibility and operational requirements are set forth in Plan documents. The City shall make contributions as defined in Section 3.1, Health and Welfare Contribution (City Contribution). For employees that elect to participate in a City-sponsored health plan, one-half (1/2) of the City contribution will be made to eligible employees on each of the first two (2) paychecks (Eligible Paycheck) in each month.

Eligible employees shall receive a City contribution for each Eligible Paycheck on which the employee is paid for forty (40) or more hours. Employees who are paid less than forty (40) hours on an Eligible Paycheck may continue elected coverage limited to the City's medical, dental, and vision plans for up to six (6) months or the period of time permitted by [Consolidated Omnibus Budget Reconciliation Act \(COBRA\)](#), whichever is greater, by personal remittance or other arrangement for payment of the full premiums of any insurance elected to be continued.

The City shall make the contributions provided in Section 3.1 on either a 100% or 50% basis for full-time, part-time, and non-career (+1,040) employees. Except as provided herein, the City contribution shall be applied toward the premiums for City-sponsored medical, dental, and vision insurance plans for eligible employees and qualified dependents, if any. The amount of the City contribution for each of the first two (2) paychecks of each month shall be based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% contribution; 40-63.9 hours paid = 50% contribution.

3.1 HEALTH AND WELFARE CONTRIBUTION (CITY CONTRIBUTION)

a. Employee Only

The City contribution for a full-time employee enrolled in a City-sponsored medical plan for employee only shall be up to a maximum of \$955 per month.

b. Employee Plus One (1) Dependent

The City contribution for a full-time employee enrolled in a City-sponsored medical plan for employee plus one (1) dependent shall be \$1,520 per month.

c. Employee Plus Two (2) or More Dependents

The City contribution for a full-time employee enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents shall be \$2,026 per month.

d. Effective the first paycheck of 2025, for plan year 2025, the City shall contribute fifty percent (50%) of the first fifty dollars (\$50) of premium increases, up to a total City dollar maximum contribution of twenty-five dollars (\$25) per month, rounded up to the nearest whole dollar, toward

the cumulative total increase in premiums, from plan year 2024 to plan year 2025, of the benchmarked plans ((twenty-five dollar) (\$25) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans). The employee shall be responsible for any premium increase(s) which exceed this amount.

- e. For employees enrolled in an Account-Based Health Plan (ABHP), as defined by the City, the contributions shall be as specified above. To the extent that the premium for the ABHP is less than the monthly City contribution, any excess City contribution shall be credited to the employee's Health Savings Account (HSA), to the extent allowed by law.
- f. Full-time employees not enrolled in a City-sponsored medical plan shall receive up to \$747 per month to purchase City-sponsored dental and vision coverage.
- g. Employees who are eligible to receive the City contribution who do not provide proof of other group medical coverage or do not enroll in City medical coverage within thirty (30) days of being eligible for the City's contribution shall be enrolled in the lowest cost ABHP medical plan for employee only coverage.
- h. Employees shall not receive any unused portion of the City contribution as cash.
- i. In addition to the City contribution received above, the City Manager, City Attorney, City Auditor, City Clerk, and City Treasurer shall receive three percent (3%) of base salary to apply to optional benefits.

3.2 COVERED DEPENDENTS

- a. Funds used to pay the health insurance premium cost for a domestic partner and/or a domestic partner's dependent children shall be in accordance with Federal and State tax laws.
- b. An employee who has a domestic partner and is registered with the Secretary of State of the State of California may cover the domestic partner and/or the domestic partner's children, under the employee's City-sponsored medical, dental, or vision plan. Employees with registered State of California domestic partners shall receive the City contributions as specified in Section 3.1.
- c. The following eligible dependents qualify to be enrolled on a City medical, dental, or vision plan: lawfully married spouse or registered domestic partner; children up to age twenty-six (26) who are an employee's natural child, stepchild, adopted child, or the natural or adopted child of an employee's spouse or registered domestic partner; children up to age twenty-six (26) who are placed under the legal guardianship of an employee, the employee's spouse, or employee's registered domestic

partner; children up to the age of twenty-six (26) in which the City has received notice of a Qualified Domestic Relations Order of required coverage; and disabled unmarried children over the age of twenty-six (26) who reside with the employee. The definition of dependent child for purposes of medical insurance shall also be in accordance with the [Patient Protection and Affordable Care Act](#).

- d. An employee covered as a dependent of another City employee may not enroll in a City medical plan but may enroll in a City dental or vision plan.

3.3 LIFE INSURANCE

- a. City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Executive Management, Executive Management Support and Mayor Council Support	\$50,000
City Attorney, City Auditor, City Clerk and City Treasurer	\$100,000
City Manager	\$150,000

- b. Optional Employee-Paid Insurance:

Executive Management, Mayor/Council Support, and Executive Management Support employees may purchase, at their expense, City-sponsored supplemental life insurance subject to limitations specified by the insurance carrier.

3.4 LONG TERM DISABILITY

Executive Management and Mayor/Council Support employees shall receive City-paid long-term disability insurance.

3.5 FLEXIBLE SPENDING ACCOUNTS

The City offers a Flexible Spending Account program to employees as permitted by Internal Revenue Code and associated Regulations.

3.6 DEFERRED COMPENSATION PLAN

Executive Management, Mayor/Council Support, and Executive Management Support career employees may participate in the City's Deferred Compensation 457(b) Plan (Plan) to the extent allowed by law and the Plan documents.

Each participant in the Plan shall contribute one dollar and fifty cents (\$1.50) per month from their Plan balance to the Plan's administrative allowance account.

3.7 SECTION 401(A) MONEY PURCHASE PLAN

The City's established Internal Revenue Code (IRC) Section 401(a) Plan shall be made available to eligible career employees and participation for eligible employees shall be mandatory. The Plan shall conform to all IRC requirements. Contributions to the Plan shall be as follows:

- a. For Executive Management and Mayor/Council Support regular employees the City shall contribute four percent (4%) of salary and the employee shall contribute five percent (5%) of salary.
- b. For Executive Management Support regular employees, the City shall contribute two percent (2%) of salary and the employee shall contribute two percent (2%) of salary.
- c. The 401(a) Plan shall conform to all IRC requirements. Vesting of City funds occurs with enrollment consistent with the Internal Revenue Code, and the 401(a) plan documents.

3.8 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay shall be determined as provided under [Section 108 of the City Charter](#). The amount to be paid annually on the second check in July after twenty (20) years of City service shall be one hundred dollars (\$100), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200), for a total of three hundred dollars (\$300). Longevity pay is provided for in the City Charter and not through this Resolution. In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution.

Longevity Pay as provided in this Section shall be reported to CalPERS in a manner consistent with CalPERS rules for reporting special compensation.

ARTICLE 4 – RETIREMENT

4.1 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or eligible survivor dependents shall receive City retiree insurance contributions for medical, dental, and vision insurance benefits from the City as follows:

- a. The maximum City contribution towards the purchase of medical, dental, or vision insurance for retirees is up to three hundred dollars (\$300) per month for the retiree. A retiree with one (1) or more dependent(s) enrolled on the retiree's medical plan shall receive up to an additional sixty-five dollars (\$65) per month, for a total maximum monthly City contribution up

to three hundred and sixty-five dollars (\$365). Retirees shall not receive any unused portion of the City contribution as cash.

b. Retiree Insurance Contributions for Employees Retiring on or after July 1, 1992

- (1) Employees retiring with thirty (30) or more years of City service shall be eligible for up to the City's maximum retiree health insurance contribution identified in subsection 4.1(a) above on the date of retirement without regard to age.
- (2) Employees retiring with a minimum of twenty (20) full years of City service but less than thirty (30) full years of City service who are at least fifty (50) years of age shall receive up to one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection 4.1(a) above.
- (3) Employees retiring with a minimum of fifteen (15) full years of City service but less than twenty (20) full years of City service who are at least fifty (50) years of age shall receive up to seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection 4.1(a) above.
- (4) Employees retiring with a minimum of ten (10) full years of City service but less than fifteen (15) full years of City service who are at least fifty (50) years of age shall receive up to fifty percent (50%) of the City's maximum retiree insurance contribution identified in subsection 4.1(a) above.
- (5) There shall be no City retiree insurance contribution for retirees with less than ten (10) full years of City service.
- (6) An employee who does not retire from the Sacramento City Employee Retirement System or CalPERS within one-hundred twenty (120) days from the date of separation from City service shall not be eligible for the City's retiree insurance contribution and may not enroll in a City medical, dental, or vision plan.

c. Pre-Medicare Retirees

Pre-Medicare retirees who are not eligible for Medicare benefits may elect to participate in a City-sponsored medical plan or purchase a non-City medical plan. A retiree who elects to purchase a medical plan not sponsored by the City shall only be eligible to enroll in a City medical plan if the retiree enrolls with an effective date of coverage which is within two (2) years from the date their prior City medical coverage terminated.

d. Medicare Retirees

In order for Medicare eligible retirees to maintain eligibility for the City retiree health insurance contribution, each eligible retiree and eligible dependents must enroll in Medicare Parts A and B upon being eligible for such benefits. Medicare retirees may elect to participate in a City-sponsored Medicare medical plan or purchase an individual Medicare plan.

Medicare retirees who have enrolled in Parts A and B after becoming eligible for such benefits may elect to participate in a City-sponsored Medicare plan without restriction to the amount of time that the retiree has waived a City-sponsored medical plan. Medicare retirees may only enroll eligible dependents on their City-sponsored Medicare medical plan, if the eligible dependents have enrolled in Parts A and B. Non-Medicare dependents may be enrolled as long as the retiree has been enrolled on a City non-Medicare plan within two (2) years of the effective date of coverage for enrollment of the non-Medicare dependent.

Medicare retirees who are eligible for Medicare Parts A and B who elect to purchase an individual medical plan shall only be reimbursed the cost of the individual premium associated with a Medicare Advantage, Medicare Supplemental, and/or Medicare Prescription Drug plan up to the City contribution identified in subsection 4.1(a), above.

e. Retiree Insurance Contribution Exclusion

Retirees who participate in another group medical plan as an employee or dependent spouse shall not be eligible for the City contribution identified in subsection 4.1(a) above.

f. Industrial Disability or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivor benefits will be eligible for up to one hundred percent (100%) of the City's applicable maximum retiree insurance contribution regardless of years of service.

g. Survivor Dependents Benefits

Survivor dependents of eligible retirees shall be entitled to continue receiving the retiree insurance contribution. The benefit to survivor dependents shall be calculated as provided in subsection 4.1(b).

h. Limitation Clause

No employee or retiree shall have any rights provided by this Section 4.1 after June 27, 2025.

i. Elimination of Retirees or Survivor Dependents Benefits

No employee hired, reemployed, or rehired on or after July 20, 2012, shall be eligible for any benefits provided by this Section 4.1. Employees being recalled from layoff or transferring to unrepresented classifications after July 20, 2012, shall be ineligible for any benefits by this Section, unless the employee was eligible for retiree or survivor dependent benefits at the time of layoff or transfer.

4.2 PERS RETIREMENT PLAN AND CONTRIBUTION

a. Member Contribution to PERS Retirement Plan – Classic Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers shall pay eight percent (8%) of salary to the PERS retirement plan. The City will seek to amend the PERS contract to reflect a new cost-share agreement in which miscellaneous classic members shall, from the date of the amendment, pay the seven percent (7%) employee contribution and one percentage point (1%) of the employer contribution through PERS cost-share. If this PERS cost-share is not approved by a vote of the unrepresented unit miscellaneous employees, the one percent (1%) cost-share will remain in the City's account. Classic members in miscellaneous classifications shall qualify for the 2% at 55 benefit formula based upon the highest twelve (12) consecutive months of compensation.

(2) Police Safety

Executive Management Police Safety employees shall pay twelve percent (12%) of salary to the PERS retirement plan. The City will seek to amend the PERS contract to reflect a new cost-share agreement in which Executive Management Police Safety classic members shall, from the date of the amendment, pay the nine percent (9%) employee contribution and three percentage points (3%) of the employer contribution through PERS cost-share. If this PERS cost-share is not approved by a vote of the unrepresented Executive Management Police Safety unit employees, the three percent (3%) cost-share will remain in the City's account. Classic members in Executive Management Police Safety classifications shall qualify for the 3% at 50 benefit formula based upon the highest twelve (12) consecutive months of compensation.

(3) Fire Safety

Executive Management Fire Safety employees shall pay twelve

percent (12%) of the employer's contribution to the PERS retirement plan. The City shall pay up to nine percent (9%) of the member contribution to the PERS retirement plan on behalf of fire safety employees. The City's payments to the member contribution shall be reported to PERS as additional compensation for the purpose of retirement benefit calculations to the extent allowed by law (pay and report). If necessary, the contract with PERS shall be amended to reflect the proper allocation of funds. Classic members of Executive Management Fire Safety classifications shall qualify for the 3% at 55 benefit formula based upon the highest twelve (12) consecutive months of compensation.

b. Member Contribution to PERS Retirement Plan – New Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers hired after December 31, 2012, shall be members in the PERS on terms consistent with Public Employees' Pension Reform Act (PEPRA). New members in miscellaneous classifications shall qualify for the 2% at 62 benefit formula, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

(2) Safety

Executive Management Safety employees hired after December 31, 2012, shall be members in the PERS on terms consistent with PEPRA. New members in safety classifications shall qualify for the 2.7% at 57 benefit formula, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

ARTICLE 5 – CHARTER OFFICERS

5.1 CHARTER OFFICER SALARIES

The salaries for the City Attorney, City Auditor, City Clerk, City Manager, and City Treasurer shall be modified only by City Council action and approval.

5.2 EXPENSE ALLOWANCE

The City will pay to the City Manager a sum of four hundred dollars (\$400) per month for City expenses for which no vouchers need be furnished. The City will pay to the City Attorney, City Auditor, City Clerk, and City Treasurer a sum of

three hundred and fifty dollars (\$350) per month for City expenses for which no vouchers need be furnished.

ARTICLE 6 – NON-CAREER EMPLOYEES

6.1 NON-CAREER BENEFITS

Except as provided herein, unrepresented non-career (+1,040) employees do not accrue benefits.

6.2 CITY HEALTH AND WELFARE CONTRIBUTION

- a. Employees in the classification of Fire Recruit shall receive the same City monthly health and welfare contribution amount as provided for the classification of Firefighter in the applicable Memorandum of Understanding.
- b. Employees in the classification of Police Officer Recruit and Community Service Officer (Limited-Term) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer in the applicable Memorandum of Understanding.
- c. Employees in the classification of Dispatcher Recruit shall receive the same City health and welfare contribution amount as provided for the non-supervisory Dispatcher classification in the applicable Memorandum of Understanding.
- d. Non-Career employees under this Section are not eligible to receive any unused portion of the City contribution as cash.

6.3 POOL SAFETY CLASSIFICATIONS

Employees holding classifications designated as pool safety positions may be eligible for additional compensation for qualifying work associated with the summer aquatics program. Such compensation is authorized solely for the purpose of recruiting and retaining qualified employees at City-operated swimming pools. Said employees shall be paid additional compensation as follows:

a. Certification Fee Reimbursements

Upon submittal of documents showing successful completion of the required water safety courses and receipts showing fees paid, the City shall reimburse eligible employees up to two hundred (\$200) for completing their certification course work.

b. Recruitment Incentive

Upon successful completion of eighty (80) hours of work in a designated pool safety classification, the City shall pay eligible employees a lump sum amount of two hundred dollars (\$200).

c. Retention Incentive

Upon successful completion of work during the entire summer aquatics season, the City shall pay eligible employees a lump sum amount of four hundred dollars (\$400).

6.4 GENERAL INTERN CLASSIFICATION

Individuals holding the classification of General Intern may be eligible for additional compensation for qualifying work. Additional compensation in the amounts described below is authorized solely for the purpose of recruiting and retaining qualified interns. General Interns may be paid additional compensation as follows:

a. General Interns

(1) Recruitment Incentive

Upon successful completion of eighty (80) hours of work, the City may pay eligible General Interns a lump sum amount of two hundred and fifty dollars (\$250).

(2) Retention Incentive

Upon successful completion of three hundred and twenty (320) hours of work, the City may pay eligible General Interns a lump sum amount of five hundred dollars (\$500).

b. General Interns in the City Attorney's Office

(1) Recruitment Incentive

Upon successful completion of eighty (80) hours of work, the City may pay eligible General Interns working in the City Attorney's Office a lump sum amount of five hundred dollars (\$500).

(2) Retention Incentive

Upon successful completion of four hundred (400) hours of work, the City may pay eligible General Interns working in the City Attorney's Office a lump sum amount of one thousand and five hundred dollars (\$1,500).

6.5 TUITION REIMBURSEMENT – STUDENT TRAINEE

Employees in the classification of Student Trainee, who are in the Police Officer hiring pipeline, may be eligible for tuition reimbursement pursuant to Section 8.3.

ARTICLE 7 – LEAVES

7.1 ACCRUAL OF LEAVE HOURS OVER 24 PAY PERIODS

Unless provided otherwise in this Article, leave hours shall accrue over twenty-four (24) pay periods per year, during the first two (2) pay periods of each month.

7.2 VACATION

- a. Employees shall be entitled to vacation allowances pursuant to the provisions of [Section 107 of the City Charter](#). Based on length of City service, the accrual of annual vacation allowances shall be as follows:

<u>Length of Service</u>	<u>Annual Vacation Allowance</u>
1 to 5 years	10 days/80 hours
5 years and 1 day to 15 years	15 days/120 hours
more than 15 years	20 days/160 hours

- b. Vacation allowance administration shall be in accordance with the [Rules and Regulations of the Civil Service Board](#), unless an exception is authorized by the City Manager under appropriate circumstances. For Charter Officers, exceptions to the rules for vacation allowance administration shall be authorized by the Mayor or the Mayor’s designee. Employees may accumulate a maximum of four hundred and eighty (480) vacation hours. Once the maximum is reached, there shall be no further vacation accrual until the balance falls below four hundred and eighty (480) hours.
- c. Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided for in [Article 8 Section 107\(d\) of the Sacramento City Charter](#), may make an irrevocable election to receive such payment by foregoing the same number of vacation hours in the calendar year following election. Notification of the election must be made to the Payroll Division, Department of Finance, in writing by November 30. The in-lieu payment will be made to the employee on the last paycheck in March of the calendar year following the election. If the employee electing the in-lieu payment separates from City employment for any purpose before receiving the in-lieu payment, the employee forfeits any right to receive the payment, but will instead have their vacation leave balances credited with the

amount of hours that would have accrued from January 1 to the last day of employment.

7.3 HOLIDAYS

a. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez's Birthday	March 31
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

b. Eligibility

- (1) To be eligible for holiday pay, the employee must be in a paid work status the scheduled workday before and after the recognized holiday. Any payable leave time, such as vacation, and sick shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time employee, including an employee in a work-sharing program, and non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

Number of Recognized Holidays in the Workweek	Minimum Number of Paid Hours in the Workweek	
	<u>50% Benefit</u>	<u>100% Benefit</u>
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours

required for the 50% benefit shall receive no recognized holiday benefit.

- (3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

c. Holiday Observance

- (1) If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

- i. If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- ii. If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

- (2) If an employee's schedule differs from the traditional Monday-Friday workweek in which a recognized holiday falls, the following shall apply:

- i. The actual dates as listed above shall be considered as the employee's holiday.
- ii. If the recognized holiday falls on the employee's scheduled day off, the employee shall receive holiday earned for the hours of the holiday benefit.

d. Floating Holidays

(1) Accrual

- i. In addition to the recognized holidays specified above, except as provided below, employees shall receive the equivalent of two (2) floating holidays per fiscal year on an accrual basis as follows:

1. Each full-time Executive Management, Mayor/Council Support, and Executive Management Support employee shall accrue sixteen (16) hours of floating holiday per calendar year at the rate of forty (40) minutes on each of the first two (2) paychecks each month, as long as the employee is in paid status forty (40) or more hours of salary on the paycheck that the accrual would occur.

2. A part-time Executive Management, Mayor/Council

Support, or Executive Management Support employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% accrual [forty (40) minutes per each eligible paycheck]; 40-63.9 hours paid = 50% accrual [twenty (20) minutes per each eligible paycheck].

- ii. Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

- i. The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.
- ii. An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. There shall be no cash out of floating holiday hours, either annually or upon separation.

e. Holiday Earned Accumulation

Employees may accumulate a maximum of eighty (80) hours of holiday earned hours. Once the maximum is reached, there shall be no further holiday earned until the balance falls below eighty (80) hours. Holiday earned may be taken by the employee at the discretion of the department head.

f. Closure of Operations on Half Holidays

The City may opt to close operations on Christmas Eve or New Year's Eve. If operations are closed on a designated half holiday, employees are expected to account for their time by using an appropriate form of paid leave or unpaid time off consistent with City policy.

7.4 MANAGEMENT LEAVE TIME

- a. Executive Management and Mayor/Council Support employees exempt from the overtime provisions of FLSA shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.

- b. Executive Management and Mayor/Council Support employees determined by the City to be exempt from the overtime provisions of the FLSA shall be credited with eighty (80) hours of management leave time each calendar year, with the time posted to each employee's leave balances the first pay period in January. Executive Management and Mayor/Council Support employees appointed after January 1 of a calendar year shall be entitled to a pro rata share of eighty (80) hours of management leave time based upon the number of full months remaining in that calendar year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.

Full-time career Executive Management and Mayor/Council Support employees who receive management leave time pursuant to this subparagraph shall have the option to receive a cash payment for up to forty (40) hours in lieu of the equivalent management leave accruals in the calendar year following the date the employee makes the election. The following rules shall govern this optional payment:

- (1) Any employee exercising such option shall be required to sign an appropriate form requesting payment in lieu of up to forty (40) hours of management leave time which shall be submitted to Payroll no later than November 30.
 - (2) Any employee exercising the option to receive cash in lieu of management leave time shall have the commensurate leave value debited from their leave balances when the payout is processed.
 - (3) The employee shall receive the in-lieu payment on the first paycheck in February of the year following the date of the election.
 - (4) Payment for up to forty (40) hours shall be calculated using the employee's hourly rate of pay on the date that the in-lieu payment is made.
- c. Management leave time shall not accumulate from year to year, and any management leave time not used or cashed out pursuant to the terms of this Section shall be forfeited on December 31 of the calendar year in which it was credited.
 - d. There shall be no cash out of management leave time upon separation.
 - e. Part-time Executive Management and Mayor/Council Support employees shall be credited with a prorated amount of management leave.

7.5 ADMINISTRATIVE LEAVE TIME

- a. Executive Management Support employees shall be credited with twenty-four (24) hours of administrative leave time each fiscal year. Such time will

be posted in the first pay period in July. Executive Management Support employees hired after July 1 of a fiscal year shall be entitled to a prorated share of administrative leave time based upon the number of full months remaining in that fiscal year. Administrative leave time shall be useable upon being credited, subject to the approval of the employee's immediate supervisor.

- b. Administrative leave time shall not accumulate from fiscal year to fiscal year, and any administrative leave time not used in the fiscal year in which it was awarded shall be forfeited. There shall be no cash out of administrative leave time.
- c. Part-time Executive Management Support employees shall be credited with a prorated amount of administrative leave.

7.6 SICK LEAVE

a. Accrual and Usage

- (1) A full-time employee shall accrue sick leave credits at the rate of four (4) hours on each of the first two (2) paychecks each month, which may be used by the employee in the event of illness or injury which is not job-related. Part-time career and non-career employees earn sick leave on a pro-rata basis per the [Rules and Regulations of the Civil Service Board](#) and/or [California's Healthy Workplaces, Healthy Families Act of 2014](#).
- (2) Employees who have at least four hundred and eighty (480) hours of sick leave on the last day of the pay period ending on or before November 1 in any calendar year may make an irrevocable election to forego the accrual of not more than twenty-four (24) hours of sick leave during the following calendar year and receive instead a cash payment for the number of sick leave hours designated in the election.
- (3) Notification of the irrevocable election must be made in writing to the Payroll Division, Department of Finance, between November 1 and November 30. The payment will be made on the last paycheck in May of the calendar year following the irrevocable election. Payment shall be made at the hourly rate of pay the employee is receiving at the time the payment is made.
- (4) If the employee electing the payment is separated from City employment before receiving the payment, the employee forfeits any right to the payment, but will instead have their sick leave balances credited with the sick leave hours the employee would have accrued from the January 1 following the date of election to the last day of employment.

b. Sick Leave Cash Out

(1) PERS

- i. PERS members hired, reemployed, or rehired prior to January 1, 2005, with more than twenty (20) years of continuous City service, are eligible to cash out sick leave upon separation for reasons of retirement, resignation, layoff or death as follows:
 1. Eligible employees may receive a cash payment equal to thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of their retirement, resignation, or layoff.
 2. Eligible employees with an effective retirement date from PERS within one hundred twenty (120) calendar days of their separation from City service may also convert any or all of their total sick leave credits accrued, less any payment received pursuant to subparagraph 1, above, to PERS service credit as of the date of their retirement consistent with and pursuant to the PERS contract with the City, as amended.
 3. Individuals identified pursuant to [California Government Code Section 53245](#) as being the person designated on the employee's "Designation of Person Authorized to Receive Warrants," or in the absence of an identified person pursuant to California Government Code Section 53245, persons entitled by law to the possession of the estate of a deceased employee who was eligible to cash out sick leave credits pursuant to subparagraph 1, above, may receive payment for thirty-three and one-third (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of the employee's death.
- ii. Employees hired, reemployed, or rehired on or after January 1, 2005, shall not be eligible for cash out payment of any portion of accumulated sick leave credits.
- iii. PERS members may convert their sick leave balance to service credit pursuant to the PERS contract with the City upon separation of employment from the City for retirement,

without regard to date of hire, reemployment, or rehire.

- iv. No employee whose services are terminated by reason of discharge for cause shall be eligible for payment of any portion of accumulated sick leave credits.

(2) SCERS

Upon retirement, SCERS members eligible to accumulate sick leave credits shall receive a cash payment representing the value of thirty-three and one-third percent (33-1/3%) of the sick leave credits (rounded to the nearest full day) accumulated to the date of retirement.

- c. Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.
- d. The [Rules and Regulations of the Civil Service Board](#) relating to the administration of sick leave privileges and benefits shall apply to all covered employees.

7.7 PARENTAL PAY

Pursuant to the City's [Leave Administration Policy](#), full-time employees who have completed at least three (3) years of full-time career City service from the most recent date of hire are eligible for parental pay of up to one hundred and sixty (160) hours of continuous time off. Part-time employees who have completed at least three (3) years of career City service from the most recent date of hire are eligible for parental pay of up to eighty (80) hours of continuous time off. Required career service must be completed preceding either:

- a. The birth of a child who resides with the employee and for whom the employee has physical and legal custody; or
- b. The adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody.

7.8 INJURY-ON-DUTY

- a. Full-time career employees shall receive benefits for injuries suffered in the performance of their duties consistent with [Section 253 of the City Charter](#). In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution. To the extent permitted by law, the City shall receive a credit for the benefits provided pursuant to Charter Section 253 against future workers' compensation benefits.

- b. If the employee qualifies for temporary disability benefits after exhausting the one-year leave of absence for workplace injuries described in Charter Section 253, the employee may use accrued leave balances to replace any loss of income. The employee may use full or partial days of leave pursuant to policy for this purpose, but in no event shall the cumulative amount received from temporary disability payments and the use of leave balances exceed the hourly rate of pay of the employee as of the date of injury.

7.9 COURT LEAVE

- a. When an employee is absent from work to testify in response to a properly served subpoena issued by a court of competent jurisdiction in a non-work-related matter to which the employee is not a party, to serve on a jury, or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert for jury duty and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence.
- b. If a swing shift or graveyard shift employee has served an amount of time that exceeds one-half of the employee's next scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so they will be excused from the shift. If the employee is in court or on jury duty less than one-half the shift, the employee will be required to work.
- c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, they will be required to use vacation or other leave accruals to cover the shift.
- d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.
- e. The City reserves the right to require the employee to reimburse the City for all witness fees or jury remuneration received, less transportation and subsistence allowance.

- f. When a non-career employee is regularly scheduled to work and is ordered to appear in court or report for jury duty, such employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

7.10 CATASTROPHIC LEAVE

Employees are entitled to catastrophic leave pursuant to, and consistent with, the City's [Leave Administration Policy](#).

7.11 BEREAVEMENT PAY

An employee may receive up to twenty-four (24) working hours of City bereavement pay for time taken off for the death of the employee's spouse, registered domestic partner, parent, sibling, child, grandchild, or grandparent. The employee may use sick leave as outlined in the [Rules and Regulations of the Civil Service Board](#) for additional time off or to attend to other death, bereavement, or funeral needs.

7.12 FAMILY AND MEDICAL LEAVE

Employees may be entitled to leave pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and/or Pregnancy Disability leave (PDL) consistent with the City's [Leave Administration Policy](#).

7.13 PERSONAL TIME OFF

- a. Full-time career employees who have completed ten (10) full years of City service shall be credited with twenty-four (24) hours of personal leave at the beginning of the first pay period in January of each year. Part-time career employees who have completed ten (10) full years of City service shall be credited with a prorated amount of time based on their regular schedule.
- b. Personal leave shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.
- c. Non-career employees are not eligible for personal leave benefits.

7.14 PAID CITY LEAVE (PCL)

- a. This Paid City Leave (PCL) shall not expire, and shall have no cash value except upon separation from City service. Employees with a balance of the PCL shall receive a payment for the PCL balance at the straight time rate

of pay they are receiving at the time of the payment, less ordinary payroll deductions.

- b. The total maximum number of PCL an employee may receive is seventy (70) hours. Employees who promote or transfer to a classification covered by the Unrepresented Resolution and who previously received PCL hours while employed in a represented classification covered by a memorandum of understanding (MOU) that provided PCL, may carry over the balance of their remaining PCL hours, if any. However, under no circumstance will any employee be provided more than a total of seventy (70) PCL hours.

ARTICLE 8 – REIMBURSEMENTS AND ALLOWANCES

8.1 TRANSPORTATION AND PARKING ALLOWANCES

a. Reimbursement for Use of Privately-Owned Vehicles

- (1) Charter Officers or their designees may offer reimbursement for the use of privately-owned vehicles on City business or as compensation in lieu of the use of City vehicles on City business subject to the limits identified in this article. Employees receiving a vehicle allowance prior to August 8, 2013, may continue to receive the amount of that reimbursement, even if in excess of the limits set below:

Executive Team Members	\$500/month
Division Managers	\$250/month
Professional Level	\$0 - \$175/month
Support/Miscellaneous Staff	\$0 - \$100/month

- (2) Executive Management and Mayor/Council Support employees shall receive City-provided parking. Executive Management Support employees are eligible for City-provided parking.
- (3) Employees receiving less than two hundred and fifty dollars (\$250) in monthly vehicle allowance may receive out-of-town mileage reimbursement. Reimbursement for out-of-town mileage shall be at the general mileage reimbursement rate (minus twenty-five (25) miles for individuals receiving a monthly vehicle allowance) or comparable coach airfare, whichever is lower.

- b. Any automobile operated on City business by any employee receiving a monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount at least equal to \$100,000

per person, \$300,000 per accident, and property damage limits at least equal to \$50,000 (100/300/50).

c. Monthly Bus Transportation Reimbursement

(1) Sacramento Regional Transit District (SRTD)

Full-time Executive Management, Mayor/Council Support, and Executive Management Support employees who utilize SRTD for home-to-work transportation are eligible to receive an eighty percent (80%) City-paid SRTD monthly non-zone sticker pass in lieu of the City-paid parking and vehicle allowance. Part-time employees shall be eligible for a fifty percent (50%) price discount on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue Division, prior to the first day of the month to obtain the monthly pass discount for that next month. Non-career employees shall not be eligible for the allowance. An employee who receives a reimbursement for use of a privately-owned vehicle shall not be eligible for benefits under this Section.

(2) Other Public Transportation

Eligible full-time employees, as described in Section 8.1(c)(1), who regularly utilize other public transportation regulated by the Public Utilities Commission or the equivalent for home-to-work commuting, are eligible for monthly transit pass reimbursement up to eighty percent (80%) of the cost in lieu of City-paid parking and vehicle allowance. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Department of Finance, Revenue Division, prior to the first day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed one hundred and twenty dollars (\$120). An employee who receives a reimbursement for use of a privately-owned vehicle shall not be eligible for benefits under this Section.

(3) Downtown Parking Subsidy

i. Eligible full-time Executive Management Support employees, as described above, who work in the downtown area, shall receive a ninety dollar (\$90) per month transportation allowance. Part-time Executive Management Support employees who work in the downtown area shall receive a sixty dollar (\$60) per month transportation

allowance. Non-career employees shall not be eligible for the allowance.

- ii. Employees who receive City-paid parking as described in Section 8.1 shall not be eligible for the downtown parking subsidy.

d. Discounted Parking Rates

Discounted parking will be available to Executive Management Support employees, on a first-come, first-serve basis, for parking spaces in the Memorial Garage at a cost of seventy percent (70%) of the regular Memorial Garage monthly rate. This means that the employee discounted rate is thirty percent (30%) off the full monthly rate.

e. City Vehicle Retention

The City Manager/Charter Officers may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

8.2 FIRE UNIFORM ALLOWANCE

Safety management personnel employed in the Fire Department shall receive a uniform allowance of thirty-five dollars (\$35) bi-weekly for the purchase of regulation items of uniform that the Fire Department requires to be worn as a condition of employment.

8.3 TUITION REIMBURSEMENT

Employees will be reimbursed for the cost of tuition up to a maximum of one thousand and five hundred dollars (\$1,500) per calendar year, pursuant to the City's Employee Educational Assistance Program, as amended. In addition, the employee's department may authorize tuition reimbursement for training through other approved sources. Except as provided in Section 6.5, Tuition Reimbursement, non-career employees are not eligible for tuition reimbursement.

8.4 STATE OF CALIFORNIA BAR DUES

The actual cost of mandatory State Bar dues shall be paid for employees in attorney classifications in the City Attorney's Office. In the sole discretion of the City Attorney, the City Attorney may approve reimbursement, from the budget of the employing department, for other licensed City employee attorneys whose legal skills and abilities represent a significant benefit to the City. The City Attorney may authorize such reimbursement after being provided documentation establishing payment was made by the employee requesting the reimbursement.

8.5 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that an employee maintain a license and/or certification, the Department Head or designee may, on a case-by-case basis, reimburse the employee for costs associated with the renewal of such license. This Section shall not apply to driver's licenses.

8.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate which mandates continuing education units (CEUs) to maintain the license or certificate, the employee is responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

8.7 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be operationally necessary. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for bilingual pay the employee must be determined to be verbally proficient and, if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process necessary to authorize the bilingual pay.
- b. Bilingual pay shall be paid at the rate of forty dollars (\$40) per month for any month in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

8.8 TECHNOLOGY ALLOWANCE

- a. If the City requires an employee in the Executive Management, Executive Management Support, or Mayor/Council Support unit to be generally accessible via technology device for the conduct of City-related business, the City shall provide a technology allowance in accordance with the provisions of this Section.
- b. Employees in the Executive Management, Executive Management Support, or Mayor/Council Support units may be authorized a monthly technology allowance of up to one hundred dollars (\$100).
- c. Upon approval of the technology allowance, the employee shall provide and maintain a personal cellular phone and service that is available to conduct City-related business. The employee shall provide, and the City may publish, the cellular phone number to designated individuals and organizations with whom the employee normally conducts City-related business.

8.9 NOTARY PAY

An Executive Management Support employee who is required to maintain, or who obtains for City benefit, a notary registration shall receive a monthly certification pay of thirty dollars (\$30).

ARTICLE 9 – MISCELLANEOUS

9.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

- a. Employees shall not engage in any other employment, work, profession, business, or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is contrary to the most effective performance of the mission of City management or the best interests of the City.
- b. Employees shall not accept any off-duty employment without the express consent, in advance, of the Appointing Authority or designated representative.
- c. Employees shall submit annual requests for approval for off-duty employment at the beginning of each fiscal year.
- d. An employee shall not work:
 - (1) In any employment, which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.
 - (2) In any employment requiring an affiliation, membership, or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.
 - (3) In any employment for any other municipality or political subdivision of the state or federal government (except with the express written authorization of the Appointing Authority).
 - (4) In any off-duty position while on sick leave or injured-on-duty status.
- e. An employee may request authorization for off-duty employment by forwarding a letter of request to the Appointing Authority. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name.
- f. The Appointing Authority will notify in writing to the employee of action taken on the request for off-duty employment. A copy of the letter will be

retained in the employee's personnel file.

- g. Authorization for off-duty employment may be revoked at the discretion of the Appointing Authority at any time.
- h. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

9.2 PAYROLL ERRORS

- a. In the event an error has been made, including but not limited to the payment of an employee's salary, overtime payment or leave accruals, balances or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, and give written notice to the employee.
- b. In the event an employee received an overpayment, reimbursement to the City shall be mutually agreed to between the parties and shall be accomplished by:
 - (1) Lump sum payment by the employee;
 - (2) A one-time deduction from useable vacation, compensating time off (CTO), or holiday credit balances equivalent to the overpayment at the employee's current hourly rate;
 - (3) A repayment schedule through payroll deduction; and/or
 - (4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, which leads to collection efforts or other legal remedies, the overpayment collection shall not exceed twenty-six (26) pay periods.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

9.3 RETIREE COURT APPEARANCE FEES

A retired City employee who is subpoenaed to appear in court on behalf of the City in their capacity as a former City employee shall receive a court appearance fee if the employee reports at the time specified for their particular testimony regardless of whether the employee is ultimately required to testify. The court

appearance fee shall be one hundred twenty-five dollars (\$125) for a full day or seventy-five dollars (\$75) for a half day, which is defined as four hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

9.4 OUT-OF-CLASSIFICATION PAY

a. Unit 09

Temporary assignments to higher classifications shall be permitted only in those classifications where, in the judgment of the Department Head or designee, it is necessary to maintain proper and efficient departmental operations. An employee temporarily assigned to perform the duties of a higher classification shall be compensated for the duration of the out-of-classification assignment by the payment of five percent (5%) of the base rate of pay the employee received prior to the out-of-classification assignment, or the salary provided for in Step 1, as applicable, of the higher classification, whichever is greater, but not to exceed top step of the higher classification. Departments shall establish internal tracking and approval systems for out-of-classification pay administration.

b. Units 20, 21, and 22

If a supervisor assigns an employee to perform the full range of duties of a higher classification, the employee shall receive out-of-classification pay up to a maximum of ten percent (10%) the employee's base rate of pay, but not more than the maximum salary of the higher classification. A department head may approve out-of-classification pay greater than ten percent (10%) with written justification and approval by the appropriate Charter Officer. Employees shall not receive out-of-classification pay in a department head's absence, unless the department head is on a leave of absence of at least ten (10) consecutive calendar days for a reason identified in the City's [Leave Administration Policy](#), and the full range of responsibilities and decision-making authority of the department head has been delegated to the employee. Additionally, employees are not eligible for out-of-classification pay when their job specification states they may act in the absence of the department head.