

RESOLUTION NO. 1668

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES ADOPTING A SALARY SCHEDULE AND POSITION CLASSIFICATION SCHEDULE, ASSIGNING CITY EMPLOYEES TO CLASSIFICATIONS AND SALARY STEPS WITHIN THE RESPECTIVE RANGES OF THE SALARY SCHEDULE AND DESCRIBING METHODS OF ADVANCEMENT.

WHEREAS, the City Council of the City of El Paso de Robles has adopted an Administration and Personnel System by Ordinance No. 317 N.S., passed and adopted on May 3, 1971; and

WHEREAS, said Ordinance requires the City Council from time to time, by resolution, to adopt the salary classifications and steps within the respective ranges of a salary schedule, and repeal previous salary resolutions;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Paso de Robles that all previous resolutions adopting salary schedules are hereby repealed and that, effective July 1, 1972 the employees of the City of El Paso de Robles shall be assigned to salary steps within the respective pay range of the position classification as set forth in the following sections which are hereby adopted as follows:

SECTION 1Salary Schedule

<u>Range No.</u>	<u>1 Normal Hiring Rate</u>	<u>2 First Incentive Rate</u>	<u>3 Full Qualification Rate</u>	<u>4 Above Avg. Performance Rate</u>	<u>5 Outstanding Performance Rate</u>
1	312	331	351	372	394
2	321	341	361	383	406
3	331	351	372	394	418
4	341	361	383	406	430
5	351	372	395	418	443
6	362	383	406	431	457
7	373	395	419	444	470
8	384	407	431	457	484
9	395	419	444	471	499
10	407	432	457	485	514
11	419	444	471	499	529
12	434	458	485	514	545
13	445	472	500	530	562
14	458	486	515	546	578
15	472	500	530	562	596
16	486	515	546	579	614
17	501	531	563	596	632
18	516	547	579	614	651
19	531	563	597	633	670
20	547	580	615	652	691
21	563	597	633	671	711
22	580	615	652	691	733
23	598	634	672	712	756
24	616	653	692	733	777
25	634	672	713	755	801
26	653	692	734	778	825
27	673	713	756	801	849
28	693	735	779	825	875
29	714	757	802	850	901
30	735	779	826	876	928
31	757	803	851	902	956
32	780	827	876	929	985
33	803	852	903	957	1014
34	827	877	930	986	1045
35	852	904	958	1015	1076
36	878	931	986	1046	1108
37	904	958	1016	1077	1141
38	931	987	1046	1109	1176
39	959	1017	1078	1143	1211
40	988	1047	1110	1177	1247
41	1018	1079	1143	1212	1285
42	1048	1111	1178	1248	1323
43	1080	1145	1213	1286	1363
44	1112	1179	1249	1324	1404
45	1145	1214	1287	1364	1446
46	1180	1251	1326	1405	1489

SECTION 2

Position Classifications

<u>Department Head Classes</u>	<u>Range</u>	<u>Salary</u>
* City Manager	Contract	1560
Director of Municipal Services	Contract	1560
Director of Pl., Pr., & Com. Dev.	Contract	1508
Police Chief	40	988-1047-1110-1177-1247
Fire Chief	37	904- 958-1016-1077-1141
Director of Parks & Recreation	33	803- 852- 903- 957-1014
<u>Engineering and Building Inspection Classes</u>		
Engineering Assistant	29	714- 757- 802- 850- 901
Assistant Building Inspector	29	714- 757- 802- 850- 901
Steno-Secretary	18	516- 547- 579- 614- 651
Planning Secretary-Clerk	13	445- 472- 500- 530- 562
<u>Administrative, Fiscal & Clerical Classes</u>		
Assistant Manager-Tax & License Collector	31	757- 803- 851- 902- 956
Steno-Secretary	18	516- 547- 579- 614- 651
***Finance Director	25	634- 672- 713- 755- 801
Clerk-Secretary	13	445- 472- 500- 530- 562
Clerk Typist	8	384- 407- 431- 457- 484
Utilities Account Clerk	16	486- 515- 546- 579- 614
<u>Library Classes</u>		
City Librarian	30	735- 779- 826- 876- 928
Librarian I	16	486- 515- 546- 579- 614
Librarian II	12	434- 458- 485- 514- 545
<u>Park and Recreation Classes</u>		
Clerk Typist	12	434- 458- 485- 514- 545
Building Maintenance	18	516- 547- 579- 614- 651
Park Groundsman	18	516- 547- 579- 614- 651
<u>Maintenance and Related Classes</u>		
Public Works Superintendent	31	757- 803- 851- 902- 956
Public Works Foreman	27	673- 713- 756- 801- 849
Equipment Operator	21	563- 597- 633- 671- 711
Equipment Repairman	23	598- 634- 672- 712- 756
Maintenance Man	18	516- 547- 579- 614- 651
<u>Safety Classes</u>		
Police Lieutenant	36	878- 931- 986-1046-1108
Police Sergeant	32	780- 827- 876- 929- 985
Police Investigator	28	693- 735- 779- 825- 875
Police Patrolman	28	693- 735- 779- 825- 875
Police Dispatcher	23	598- 634- 672- 712- 756
Steno-Secretary	18	516- 547- 579- 614- 651
Parking Attendant	13	445- 472- 500- 530- 562
<u>Utility Plant Classes</u>		
Meter Reader	20	547- 580- 615- 652- 691
Pumpman	25	634- 672- 713- 755- 801
Wastewater Plant Operator	21	563- 597- 633- 671- 711
Maintenance Man	18	516- 547- 579- 614- 651
* City Clerk \$75.00 per month - elective		
*** City Treasurer \$30.00 per month - elective		

SECTION 3

Rules Governing Step Increases

A. The following rules shall govern step increases for all employees hired hereafter and for employees listed under Section 4 below:

- (1) The first step is the minimum rate and shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel, or if a person of unusual qualifications is eligible for employment, the City Council may authorize the Administrative Officer to hire at the second or third step. If a person is hired at the second or third step, he shall receive the next step when he has completed the time requirement for such advanced step as outlined below, and is recommended for advancement by the department head and approved by the Administrative Officer. The first six months, regardless at which step employment begins, is the probationary period.
- (2) The second step is an incentive adjustment and is given at the completion of six months probationary employment at the first step. Employees may be advanced to the second step upon recommendation by their department head and approval by the Administrative Officer.
- (3) The third step represents the middle value of the salary range and is the rate at which a fully qualified, experienced, and ordinarily conscientious employee may expect to be paid after a reasonable period of satisfactory service. An employee may be advanced to the third step after completion of one year of service at the second step, provided the advancement is recommended by the department head and approved by the Administrative Officer.
- (4) The fourth step is to be awarded for work which is above average for the class. An employee may be advanced to the fourth step after completion of one year service at the third step, provided the advancement is recommended by the department head and approved by the Administrative Officer..
- (5) The fifth step is intended as a reward for outstanding performance. An employee may be advanced to the fifth step after completion of one year of service at the fourth step, provided the advancement is recommended by the department head and approved by the Administrative Officer.

B. In applying the above rules, the next step increase shall be granted, other conditions being met, on the following basis:

- (1) For those having an anniversary date on the first of the month, the increase shall be effective on that date.
- (2) For those having an anniversary date on the second of the month or later, the increase shall be effective the first day of the following month.

C. Probationary period of employment shall be as follows:

- (1) The first six months, regardless of the hiring step, shall be considered as a probationary period.

SECTION 4

Assignment of Employees to Position Classifications

A. The following employees hired on or prior to the effective date of this resolution shall be governed by the rules as set forth in Section 3.

<u>Name</u>	<u>Classification</u>	<u>Step & Range</u> <u>Re'd. as of</u> <u>7-1-72</u>	<u>Date of Last</u> <u>Step Increase</u>
Adams,	Maintenance Man	18-2	7-1-71
Avery, R.	Equipment Operator	21-3	7-1-71
Bain, S.	Maintenance Man	18-3	7-1-71
Bartl,	Secretary	18-2	4-1-72
Bayer, E.	Superintendent	31-2	7-1-71
Bondi,	Park Building Helper	12-2	7-1-71
Bronstad, H.	Patrolman	28-3	7-1-71
Brown, E.	Clerk P/T	12-3	7-1-71
Bryant, E.	Lieutenant	36-3	5-16-72
Cameron, V.	Librarian II (P/T)	12-3	7-1-71
Chaney, R.	Engineering Assistant	29-3	7-1-71
Chesmore, G.	Librarian	30-3	7-1-71
Clarke, T.	Equipment Operator	21-3	7-1-71
Dunbar, J.	Maintenance Man	18-3	7-1-71
Dunham, C.	Building Inspector	29-3	7-1-71
Flannery, H.	Equipment Repairman	23-3	7-1-71
Flemmons, L.	Superintendent	31-3	7-1-71
Galbraith, L.	Park Caretaker	18-3	7-1-71
Godsey, S.	Finance Director	25-3	7-1-71
Hiner, D.	Patrolman	28-4	7-1-71
Jacobs, H.	Maintenance Man	18-3	7-1-71
Jorgensen, D.	Dispatcher	23-4	1-1-71
Keefer, D.	City Administrator	Contract	
Kershner, E.	Secretary	18-4	7-1-71
Lewis, C.	Water Clerk	16-3	7-1-71
Kreig,	Patrolman	28-2	7-1-71
Lipari, A.	Sergeant	32-3	5-16-72
Lipari, D.	Patrolman	28-3	7-1-71
Livingstone,	Parking Patrol	13-2	1-1-71
Lyon, J.	Superintendent	31-4	7-1-71
Marquart, N.	Patrolman	28-1	6-15-72
Marquez, P.	Foreman	27-3	7-1-71
Martin, H.	Detective	30-3	5-16-72
Mathison, V.	Police Chief	40-3	4-18-72
McCune, S.	Maintenance Man	18-3	7-1-71
Munger,	Director	Contract	
Murphy, H.	Maintenance Man	18-3	7-1-71
Ojeda, A.	Plant Operator	21-3	7-1-71
Osborne, G.	Steno-Secretary	18-4	7-1-71
Padilla, V.	Equipment Operator	21-3	7-1-71
Painter, W.	Meter Reader	20-3	7-1-71
Palmer, F.	Building Maintenance Man	18-3	7-1-71
Requa, E.	Sergeant	32-4	7-1-71
Reynolds, J.	Equipment Operator	21-3	7-1-71
Saunders, C.	Assistant Manager	31-2	7-1-71
Seawash,	Patrolman	28-1	2-1-72
Schinbine, H.	Maintenance Man	18-3	7-1-71
Scott, V.	Librarian I	16-3	7-1-71
Ross,	Director	33-1	4-1-72
Seymour, H.	Librarian II	12-3	7-1-71
Sinclair, C.	Equipment Operator	21-3	7-1-71
Slane, W.	Patrolman	28-4	1-1-72
Steaffens, J.	Fire Chief	37-3	7-1-71
Stenmann, A.	Director	Contract	
Tackitt, M.	Dispatcher	23-4	7-1-71
Tarwater, K.	Sergeant	32-4	7-1-71
Weckwerth, H.	Equipment Operator	21-3	7-1-71
Wilson, L.	Dispatcher	23-3	7-1-71

