City of Grass Valley
City Council
Agenda Action Sheet

Council Meeting Date: May 10, 2016

Date Prepared: May 6, 2016

Prepared by: Mette Richardson, Finance Director

Title: Exempt and Non-Contract Positions and Rates of Pay

Recommended Motion: Adopt Resolution 2016-21 Establishing Exempt and Non-Contract Positions and Rates of Pay for these Positions

Agenda: Consent

Background Information:

In order to 1) reflect minimum wage rate increases which were effective on January 1, 2016, 2) make other changes to its rates of pay for exempt and non-contract positions to reflect current market conditions and 3) eliminate temporary positions that are no longer utilized by the City, City staff are recommending the repeal of Resolution 2012-64 including Exhibit A which previously specified the rates of pay for exempt and non-contract, nonclassified employees/positions within the City and the adoption of Resolution 2016-21 including Exhibit 1, effective July 1, 2016.

Fiscal Impact
The fiscal impact will vary based upon the number and classification of temporary employees employed by the City at any given time but is anticipated to be minimal due to the relatively few temporary positions currently utilized by the City. Because Resolution 2016-21 eliminates many of the City’s former temporary job classifications, the adoption of this Resolution is anticipated to have a positive fiscal impact over time.

Attachments:
Resolution 2016-21 Establishing Exempt and Non-Contract Positions and Rates of Pay for these Positions, including Exhibit 1
Prior Resolution 2012-64 Establishing Exempt and Non-Contract Positions and Rates of Pay for these Positions, including Exhibit A

Reviewed by:
City Manager

Agenda Item #: 11-1
RESOLUTION NO. 2016-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY
ESTABLISHING EXEMPT AND NON-CONTRACT POSITIONS AND
RATES OF PAY FOR THOSE POSITIONS

WHEREAS, the Section 1 of Article VIII of the Grass Valley Charter requires
the City Council to fix the compensation for all officers and employees of the City; and

WHEREAS, Sections 2.36.030 and 2.36.070 of the Grass Valley Municipal Code
define "exempt service positions" among the City's personnel, and direct the City Council to "regulate the employment and compensation" of exempt personnel;

WHEREAS, Exhibit A to Resolution 2012-64, adopted by the City Council on
September 11, 2012, lists all exempt and non-contract, non-classified employees or
positions in the City;

WHEREAS, Section 2.36.090 provides that exempt personnel "serve at the will
and pleasure of their appointing authority, and have no vested right to their position";

WHEREAS, the City has no current need for a number of positions listed in
Exhibit A to Resolution 2012-64; and

WHEREAS, the City Council wishes to include in one document for convenience
and reference purposes the various rates of pay for part time and seasonal employees.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF GRASS VALLEY AS FOLLOWS:

1. The positions and rates of pay described in Exhibit 1 attached hereto are hereby
   approved, subject to any changes as provided by Section 3 below.

2. All positions listed in Exhibit A to Resolution 2012-64, but not listed in Exhibit 1
   hereto, are hereby repealed.

3. Notwithstanding the attached Exhibit 1, any part time seasonal positions and/or
   rates of pay related thereto may be modified to best meet the needs of the City.
   Such modification shall only be upon written recommendation of the Department
   head, and approval by the City Manager.

4. Exempt and non-contract employees who continue employment with the City
   from year to year will be eligible to advance through the steps for their position.

5. This Resolution including the positions and pay rates described in Exhibit 1
   hereto shall become effective July 1, 2016.
6. Resolution 2012-64 including Exhibit A thereto is hereby repealed.

PASSED AND ADOPTED as a Resolution by the City Council of the City of Grass Valley at a regular meeting thereof on the 10th day of May, 2016, by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

________________________________________
Jason Fouyer, Mayor

ATTEST:

________________________________________
Kristi Bashor, City Clerk

APPROVED AS TO FORM:

________________________________________
Michael Colantuono, City Attorney

EXHIBIT 1
EXHIBIT 1
TO RESOLUTION 2016-21

SCHEDULE OF RATES OF PAY FOR
EXEMPT AND NON-CONTRACT, NON-CLASSIFIED EMPLOYEES OR POSITIONS

I. Council, Commission and Boards

CITY COUNCIL MEMBERS:

Mayor $300.00 per month
Council Members $275.00 per month

PERSONNEL COMMISSION MEMBERS:

Per Meeting $35.00 per meeting
Not to exceed $70.00 per month

PLANNING COMMISSION MEMBERS:

Per Meeting $35.00 per meeting
Not to exceed $70.00 per month

PARKS AND RECREATION COMMISSION MEMBERS:

Per Meeting $35.00 per meeting
Not to exceed $70.00 per month

II. Departments

<table>
<thead>
<tr>
<th>Hourly Rates</th>
<th>STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seasonal Fire Fighter</td>
<td></td>
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<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>$14.84*</td>
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<tr>
<td>Reserve Police Officer Level III:</td>
<td></td>
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<td></td>
<td>$15.00 per hour</td>
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<tr>
<td>Reserve Police Officer Level II:</td>
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<tr>
<td></td>
<td>$20.00 (rate for Level 1 Reserve Officers hired before 1999)</td>
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<tr>
<td>Reserve Police Officer Level I:</td>
<td></td>
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<td></td>
<td>A range equal to that of Police Officer I as published in the Unit 6 MOU</td>
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<tr>
<td></td>
<td>A Reserve Officer Level I must be able to meet the job duties of Police Officer I or actively training to attain that level and may be placed anywhere in this pay range depending on abilities and experience</td>
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<tr>
<td>Kennel Assistant</td>
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<tr>
<td></td>
<td>$10 per hour*</td>
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<tr>
<td>Accountant</td>
<td></td>
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<tr>
<td></td>
<td>Range of $27.00 to $40.00/hour, depending on City need and experience level</td>
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<tr>
<td>Pool Manager</td>
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<td></td>
<td>$17.00</td>
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* - or existing minimum wage, whichever is greater
III. **Temporary Hire**

A department head, with the concurrence of the City Manager may hire an unclassified temporary employee into an authorized position defined within the classified service at a pay rate within the associated adopted pay ranges for the classified position or into a budgeted temporary part-time position.
RESOLUTION NO. 2012-64

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY
ESTABLISHING RATES OF PAY FOR EXEMPT AND NON-CONTRACT
EMPLOYEES OR POSITIONS

WHEREAS, Article VIII, Section 1 of the Grass Valley City Charter provides
that the compensation of all officers and employees shall be fixed by the Council; and

WHEREAS, the City Council wishes to include into one document for
convenience and reference purposes the various rates of pay for part time and seasonal
employees.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF GRASS VALLEY AS FOLLOWS:

1. That the foregoing statements are true and correct;

2. That the rates of pay on Exhibit “A” attached hereto are approved, subject to any
changes as provided by Section 3 herein.

3. That, notwithstanding the attached Exhibit “A”, any part time seasonal positions
and/or rates of pay related thereto may be modified to best meet the needs of the
City. Such modification shall only be upon written recommendation of the
Department head, and approval by the City Administrator.

4. That Exempt and Non-contract employees that continue employment with the
City from year to year will be eligible to advance through the steps for their
position.

5. That the pay rates described in this resolution become effective September 12,
2012.

6. Resolution 2012-37 is hereby repealed.

RESOLUTION 2012-64 IS HEREBY ADOPTED BY the Council of the City of Grass
Valley at a meeting thereof held on the 11th day of September 2012, by the following
vote:

AYES: Council Members
NOES: Council Members
ABSENT: Council Members
ABSTAINING: Council Members

[Handwritten note: 11-6]
Jan Arbuckle, Mayor

ATTEST:

Kristi Bashor, City Clerk

APPROVED AS TO FORM:

Michael Colantuono, City Attorney
EXHIBIT “A”
TO RESOLUTION 2012-64

SCHEDULE OF RATES OF PAY FOR
EXEMPT AND NON-CONTRACT, NON-CLASSIFIED EMPLOYEES OR
POSITIONS

I. Council, Commission and Boards

CITY COUNCIL MEMBERS:

Mayor $300.00 per month
Council Members $275.00 per month

PERSONNEL COMMISSION MEMBERS:

Per Meeting $35.00 per meeting
Not to exceed $70.00 per month

PLANNING COMMISSION MEMBERS:

Per Meeting $35.00 per meeting
Not to exceed $70.00 per month

PARKS AND RECREATION COMMISSION MEMBERS:

Per Meeting $35.00 per meeting
Not to exceed $70.00 per month

II. Departments

FIRE DEPARTMENT:

Assistant Chief (PCF*) $225.00 per month
Duty Officer/Captain (PCF) $200.00 per month
Board President $55.00 per month
Board Secretary $35.00 per month
Board of Fire Delegates $35.00 per month
Not to exceed $35.00 per month
Training Incentive Pay $50.00 per day

Paid Call Firefighter (PFC)-completion level 1 $8.00 per hour
completion level 2 $8.10 per hour
completion level 3 $8.20 per hour
completion level 4 $8.30 per hour
completion level 5 $8.40 per hour

Call Reimbursement Pay – Minimum of 1 hour at attained rate from above.
Training Reimbursement Pay – Maximum of 2 hours at attained rate from above per training
meeting.

Hourly Rates

<table>
<thead>
<tr>
<th></th>
<th>STEP</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Inspector (Part-time)</td>
<td></td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
<td>$12.00</td>
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<tr>
<td>Seasonal Fire Fighter</td>
<td></td>
<td>$14.84</td>
<td>$15.58</td>
<td>$16.36</td>
<td>$17.18</td>
<td>$18.04</td>
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<tr>
<td>Fire Prevention Clerk (Part-time)</td>
<td></td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
<td>$12.00</td>
</tr>
</tbody>
</table>
Fire Inspector II (Part Time Intermittent) $35.00 to $45.00 per hour

*PCF – Paid Call Firefighter

POLICE DEPARTMENT:

Police Officer Trainee $21.19 per hour
Reserve Police Officer Level III: $8.00 per hour (minimum wage)
Reserve Police Officer Level II: $10.00 (Flat Rate for Level 1 Reserve Officers hired before 1999)
Reserve Police Officer Level I: $22.31 $22.87 $23.44
Part Time Dispatcher $18.32 $18.78 $19.25
Police Department Temporary Help (misc) $10.00 $10.25 $10.50
Part-time Admin Clerical (same as Admin Clerk I) $14.08 $14.79 $15.52 $16.30 $17.12

ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Manager $41.55 - $48.10 per hour
Intern $8.00 $8.25 $8.50 $8.75 $9.00
Office Assistant $8.00 $8.25 $8.50 $8.75 $9.00
Accounting Technician $21.09 $22.14 $23.25 $24.41 $25.63
Accountant $23.01 $24.15 $25.36 $26.63 $27.96

COMMUNITY DEVELOPMENT DEPARTMENT

Building Inspector/Plan Checker $30.00-$45.00 per hour

Hsg Assistance/Enforcement (Hourly) STEP A B C D E
Housing Rehabilitation Specialist $23.00 $25.00 $26.50 $27.00 $28.00
Code Enforcement Officer $23.00 $25.00 $26.50 $27.00 $28.00

ALL OTHER DEPARTMENTS:

Part-time Clerical (Hourly) $10.00 $10.50 $11.00 $11.50 $12.00

PUBLIC WORKS / ENGINEERING:

Museums

Museum Curator –Pelton Wheel*** (Hourly) $11.48

Maintenance (Hourly) STEP A B C D E
Park Monitor $8.50 $9.00 $9.50 $10.00 $10.50
Seasonal Maintenance Worker $9.50 $10.00 $10.50 $11.00 $11.50

Engineering/Public Works (Hourly)
Intermittent Part-time Engineering Tech $20.00 - $30.00
Construction Inspector $30.00 - $40.00
Contract Interim Engineer $50.00 - $80.00
Water Treatment Operator $35.00
Recreation

<table>
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<tr>
<th>Position</th>
<th>$13.00</th>
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<th>$14.00</th>
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<th>$15.00</th>
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<tbody>
<tr>
<td>Activity Coordinator</td>
<td></td>
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</tr>
<tr>
<td>Activity Supervisor*</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
<td>$12.00</td>
</tr>
<tr>
<td>Pool Manager</td>
<td>$15.00</td>
<td>$15.50</td>
<td>$16.00</td>
<td>$16.50</td>
<td>$17.00</td>
</tr>
<tr>
<td>Asst. Pool Manager**</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
<td>$12.00</td>
</tr>
<tr>
<td>Head Lifeguard**</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
<td>$12.00</td>
</tr>
<tr>
<td>Swim Instructor</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
<td>$12.00</td>
</tr>
<tr>
<td>Lifeguard**</td>
<td>$8.25</td>
<td>$8.50</td>
<td>$8.75</td>
<td>$9.00</td>
<td>$9.25</td>
</tr>
<tr>
<td>Recreation Assistant (cashier, score-keeper, facility attendant)</td>
<td>$8.00</td>
<td>$8.25</td>
<td>$8.50</td>
<td>$8.75</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

* Activity Supervisors receive an additional $4.00 per hour pay differential for providing officiating services in addition to activity supervision.

** For private pool parties, Pool staff, other than the Manager will receive a $2.75 per hour differential.

*** Base pay amount is being increased by $1.50 per hour while maintaining the same separation between steps as requested by the Nevada County Historical Society. Nevada County Historical Society must reduce expenses and/or reimburse the City for any amount spent in excess of the adopted budget pursuant to the existing agreement.

III. **Temporary Hire**
A department head, with the concurrence of the City Administrator may hire an unclassified temporary employee into an authorized position defined within the classified service at a pay rate within the associated adopted pay ranges for the classified position or into a budgeted temporary part-time position. Temporary employees may not work more than 999 hours per fiscal year. Temporary employees who have retired from the CalPERS system may not work more than 960 hours per year.

IV. **Specialty Pay**
A department head, with the concurrence of the City Administrator (collectively “City”) may provide specialty compensation for a City Employee for the use of a required license or certificate that is necessary for the City to provide required services, to file required forms, reports or other documentation, or to meet other local, state or federal requirements. Compensation will be at the sole discretion of the City and provided only to the extent it meets a mandated requirement and that there is a direct benefit to the City. Such pay may be discontinued at the sole discretion of the City. Specialty compensation may be provided at a set amount as a monthly stipend or as percentage of pay, but will not exceed 10% of an employee’s base hourly rate. Such pay does not replace or prevent any specialty or related pay provided for in any employee Memorandum of Understanding.