



REVISED

AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: August 20, 2013

Agenda Item 6-M

Approvals: _____

City Manager [Signature]

Dept. Head [Signature]

Attorney _____

Finance [Signature]

Department: Beaches, Parks and Recreation
Prepared By: Pamela Passow, Recreation Manager

Subject: APPROVAL OF REORGANIZATION OF RECREATION DIVISION STAFFING.

Fiscal Impact: A savings of almost \$3,000 annually.

Summary: Continuing the effort to reorganize for better efficiencies and cost effectiveness, staff recommends the addition of a Recreation Supervisor position, the elimination of a Recreation Facilities Coordinator position and classification, the elimination of a ¾ benefited part-time Recreation Facility Specialist position, and the addition of a ¾ benefited part-time Recreation Specialist position.

Discussion: The Beaches, Parks & Recreation department has been analyzing the existing department structure, and has previously brought staffing changes and alterations to the City Council to achieve better operations given the significant increase in inventory with fiscal constraints. As a continuation of our goal to improve organizational efficiencies, the Recreation Division was recently reviewed by Bill Humphreys, Marine Safety Chief. It was determined that, rather than hiring an outside consultant, we would use the management expertise of a long-term in-house staff manager from another division to take an objective look at the Recreation Division to evaluate its effectiveness and make recommendations for improvements. Due to the opening of the San Clemente Aquatics Center and 332% increase in pool rentals and significant increase in aquatics participants (August 2011 at the OHBC serviced 3,296 pool users, while August 2012 at the SCAC serviced 13,441 pool users), it was recommended that additional supervision of the large aquatic and sports functions was the area of highest need. The recommendations included adding a third supervisor to assist with overall management of the Recreation Division with an emphasis on aquatics. With the current vacancies in the Recreation Division, there is an opportunity to implement a retooling of the Division.

Aquatics:

In February, 2012, the San Clemente Aquatics Center (SCAC) opened to the public. At that time, staffing was provided by shifting staff from the much smaller Ole Hanson Beach Club (OHBC) and supplementing with additional part time staff. However, with the first year of operations seeing significant increases in all areas, this staffing is lacking. It has therefore been recommended by Mr. Humphreys to add a third Recreation Supervisor with an aquatics background. To accomplish this within the constraints of the budget, it is recommended to temporarily eliminate the Recreation Coordinator position within the sports programming work unit. The new Supervisor would oversee aquatics and the sports programming. While it would be

ideal to have an additional Recreation Supervisor and keep the Recreation Coordinator in sports, it is not an option due to budget constraints. When the OHBC reopens, it will be imperative to re-establish the Recreation Coordinator position in sports, since the workload will increase with added programming and supervisory needs. The current staff member holding the Recreation Coordinator position in sports would be moved into the vacant Recreation Coordinator position in facilities and special events and recruitment for a new Recreation Supervisor overseeing aquatics and sports would occur.

Facilities, Rentals, and Special Events:

The Recreation Facilities Coordinator position supervises the Recreation Facility Specialist, Building Monitors, and Recreation Leaders. These positions set-up rooms for classes and rentals, and perform light building maintenance such as cleaning floors, changing light bulbs and other functions similar to items most people would take care of in their own homes. None of the duties require any certifications or specialized training. Higher level maintenance duties (trade skills) are performed by Facility Maintenance staff in Public Works. Both the full time Recreation Facilities Coordinator and $\frac{3}{4}$ Recreation Facility Specialist are currently vacant. A Recreation Coordinator position will be reassigned to oversee the facility maintenance and set up responsibilities previously handled by the Recreation Facilities Coordinator. In addition, this Recreation Coordinator position will be responsible for assisting and coordinating special events (e.g., Cinco de Mayo) and facility rentals. It is also proposed that the classification of Recreation Facility Specialist be eliminated and the job duties replaced using a benefited part-time Recreation Specialist at a lower cost, as this is a universally recognized entry-level position in the field of recreation. These changes will help support the addition of the Recreation Supervisor position financially, as well as help support this section of the Recreation Division. This section is responsible for \$250,000 in rentals and \$600,000 in class revenue each year and supports thirty-seven special events annually.

The proposed organizational structure would streamline operations and create a more efficient staffing structure, while decreasing staffing costs. The new staffing structure results in a savings of approximately \$3,000 annually.

Recommended

Action: STAFF RECOMMENDS THAT the City Council approve the elimination of one full-time Recreation Facilities Coordinator and classification; approve the addition of one full-time Recreation Supervisor position; approve the elimination of the $\frac{3}{4}$ time Recreation Facility Specialist classification; and approve the addition of a $\frac{3}{4}$ time Recreation Specialist position.

Attachments: 1. Resolution
2. Salary Schedule

Notification: None.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING A REVISED SALARY SCHEDULE AND NEW CLASSIFICATIONS AND AMENDING RESOLUTION NO. 13-28 AND ANY OTHER RESOLUTIONS IN CONFLICT THEREWITH

WHEREAS, Section 37206 of the Government Code requires the City Council to prescribe the time and method of paying salaries and wages of officers and employees of the City; and

WHEREAS, the City Council is authorized and directed under the provisions of its adopted Personnel Rules and Regulations to prepare the compensation schedules covering all classes of positions in the competitive service; and

WHEREAS, the City's classification/compensation resolution needs to be amended to eliminate the Recreation Facilities Coordinator classification and the one associated position (1.0 FTE); approve a Recreation Supervisor position (1.0 FTE); eliminate the Recreation Facility Specialist classification and the one associated position (0.75 FTE); and approve the addition of a Recreation Specialist position (0.75 FTE).

NOW, THEREFORE, The City Council of the City of San Clemente does hereby resolve as follows:

Section 1. Resolution No. 13-28 is hereby amended to eliminate the Recreation Facilities Coordinator classification and the one associated position (1.0 FTE); approve a Recreation Supervisor position (1.0 FTE) at Range 52 (\$5,229 - \$6,356); eliminate the Recreation Facility Specialist classification and the one associated position (0.75 FTE); and approve the addition of a Recreation Specialist position (0.75 FTE) at Range 28 (\$2,912 - \$3,539).

Section 2. The amended and restated All Employees salary schedule that is attached is hereby approved.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this _____ day of _____, ____.

Mayor of the City of

GM-3

San Clemente, California

ATTEST:

CITY CLERK of the City of
San Clemente, California

STATE OF CALIFORNIA)
COUNTY OF ORANGE) §
CITY OF SAN CLEMENTE)

I, JOANNE BAADE, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the City Council of the City of San Clemente held on the _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSENT:

CITY CLERK of the City of
San Clemente, California

Approved as to form:

City Attorney

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
1	Lifeguard Trainee	Hourly	\$8.69	\$9.13	\$9.58	\$10.06	\$10.57
		Monthly	\$1,507	\$1,582	\$1,661	\$1,744	\$1,831
2		Hourly	\$8.91	\$9.35	\$9.82	\$10.31	\$10.83
		Monthly	\$1,544	\$1,621	\$1,703	\$1,788	\$1,877
3	Recreation Leader I	Hourly	\$9.13	\$9.58	\$10.06	\$10.57	\$11.09
		Monthly	\$1,582	\$1,661	\$1,744	\$1,831	\$1,923
4		Hourly	\$9.35	\$9.82	\$10.31	\$10.83	\$11.37
		Monthly	\$1,621	\$1,703	\$1,788	\$1,877	\$1,971
5		Hourly	\$9.58	\$10.06	\$10.57	\$11.09	\$11.65
		Monthly	\$1,661	\$1,744	\$1,831	\$1,923	\$2,019
6		Hourly	\$9.82	\$10.31	\$10.83	\$11.37	\$11.94
		Monthly	\$1,703	\$1,788	\$1,877	\$1,971	\$2,069
7		Hourly	\$10.06	\$10.57	\$11.09	\$11.65	\$12.23
		Monthly	\$1,744	\$1,831	\$1,923	\$2,019	\$2,120
8		Hourly	\$10.31	\$10.83	\$11.37	\$11.94	\$12.54
		Monthly	\$1,788	\$1,877	\$1,971	\$2,069	\$2,173
9		Hourly	\$10.57	\$11.09	\$11.65	\$12.23	\$12.84
		Monthly	\$1,831	\$1,923	\$2,019	\$2,120	\$2,226
10		Hourly	\$10.83	\$11.37	\$11.94	\$12.54	\$13.16
		Monthly	\$1,877	\$1,971	\$2,069	\$2,173	\$2,282
11	Pool Lifeguard	Hourly	\$11.09	\$11.65	\$12.23	\$12.84	\$13.48
		Monthly	\$1,923	\$2,019	\$2,120	\$2,226	\$2,337
12	Intern	Hourly	\$11.37	\$11.94	\$12.54	\$13.16	\$13.82
		Monthly	\$1,971	\$2,069	\$2,173	\$2,282	\$2,396
13	Pool Lifeguard/Instructor Recreation Leader II	Hourly	\$11.65	\$12.23	\$12.84	\$13.48	\$14.16
		Monthly	\$2,019	\$2,120	\$2,226	\$2,337	\$2,454
14		Hourly	\$11.94	\$12.54	\$13.16	\$13.82	\$14.51
		Monthly	\$2,069	\$2,173	\$2,282	\$2,396	\$2,515
15		Hourly	\$12.23	\$12.84	\$13.48	\$14.16	\$14.87
		Monthly	\$2,120	\$2,226	\$2,337	\$2,454	\$2,577
16	Animal Services Specialist*	Hourly	\$12.54	\$13.16	\$13.82	\$14.51	\$15.24
		Monthly	\$2,173	\$2,282	\$2,396	\$2,515	\$2,641
17		Hourly	\$12.84	\$13.48	\$14.16	\$14.87	\$15.61
		Monthly	\$2,226	\$2,337	\$2,454	\$2,577	\$2,706
18	Building Monitor Park Monitor	Hourly	\$13.16	\$13.82	\$14.51	\$15.24	\$16.00
		Monthly	\$2,282	\$2,396	\$2,515	\$2,641	\$2,773
19	Head Lifeguard	Hourly	\$13.48	\$14.16	\$14.87	\$15.61	\$16.39
		Monthly	\$2,337	\$2,454	\$2,577	\$2,706	\$2,841
20	Lead Park Monitor	Hourly	\$13.82	\$14.51	\$15.24	\$16.00	\$16.80
		Monthly	\$2,396	\$2,515	\$2,641	\$2,773	\$2,912

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City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
21		Hourly	\$14.16	\$14.87	\$15.61	\$16.39	\$17.21
		Monthly	\$2,454	\$2,577	\$2,706	\$2,841	\$2,983
22		Hourly	\$14.51	\$15.24	\$16.00	\$16.80	\$17.64
		Monthly	\$2,515	\$2,641	\$2,773	\$2,912	\$3,058
23		Hourly	\$14.87	\$15.61	\$16.39	\$17.21	\$18.07
		Monthly	\$2,577	\$2,706	\$2,841	\$2,983	\$3,132
24		Hourly	\$15.24	\$16.00	\$16.80	\$17.64	\$18.52
		Monthly	\$2,641	\$2,773	\$2,912	\$3,058	\$3,210
25		Hourly	\$15.61	\$16.39	\$17.21	\$18.07	\$18.97
		Monthly	\$2,706	\$2,841	\$2,983	\$3,132	\$3,289
26		Hourly	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45
		Monthly	\$2,773	\$2,912	\$3,058	\$3,210	\$3,371
27	Ocean Lifeguard	Hourly	\$16.39	\$17.21	\$18.07	\$18.97	\$19.92
		Monthly	\$2,841	\$2,983	\$3,132	\$3,289	\$3,453
28	Kennel Attendant Recreation Specialist	Hourly	\$16.80	\$17.64	\$18.52	\$19.45	\$20.42
		Monthly	\$2,912	\$3,058	\$3,210	\$3,371	\$3,539
29	Office Specialist I Reserve Animal Services Officer	Hourly	\$17.21	\$18.07	\$18.97	\$19.92	\$20.92
		Monthly	\$2,983	\$3,132	\$3,289	\$3,453	\$3,626
30		Hourly	\$17.64	\$18.52	\$19.45	\$20.42	\$21.44
		Monthly	\$3,058	\$3,210	\$3,371	\$3,539	\$3,716
31		Hourly	\$18.07	\$18.97	\$19.92	\$20.92	\$21.96
		Monthly	\$3,132	\$3,289	\$3,453	\$3,626	\$3,807
32		Hourly	\$18.52	\$19.45	\$20.42	\$21.44	\$22.51
		Monthly	\$3,210	\$3,371	\$3,539	\$3,716	\$3,902
33	Accounting Specialist I Maintenance Worker I	Hourly	\$18.97	\$19.92	\$20.92	\$21.96	\$23.06
		Monthly	\$3,289	\$3,453	\$3,626	\$3,807	\$3,997
34		Hourly	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64
		Monthly	\$3,371	\$3,539	\$3,716	\$3,902	\$4,097
35	Customer Service Specialist II Golf Course Maintenance Worker Office Specialist II Pool Facilities Specialist	Hourly	\$19.92	\$20.92	\$21.96	\$23.06	\$24.22
		Monthly	\$3,453	\$3,626	\$3,807	\$3,997	\$4,197
36		Hourly	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82
		Monthly	\$3,539	\$3,716	\$3,902	\$4,097	\$4,302
37	Accounting Specialist II Business License Specialist Human Resources Assistant (C)* Jr. Lifeguard Coordinator Maintenance Worker II Sr. Customer Service Specialist Sr. Office Specialist Utility Billing Specialist II Utilities Dist/Coll Systems Op/Mech-in-Training	Hourly	\$20.92	\$21.96	\$23.06	\$24.22	\$25.43
		Monthly	\$3,626	\$3,807	\$3,997	\$4,197	\$4,407
38	Cable Television Technician	Hourly	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06
		Monthly	\$3,716	\$3,902	\$4,097	\$4,302	\$4,517
39	Sr. Utility Billing Specialist	Hourly	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70
		Monthly	\$3,807	\$3,997	\$4,197	\$4,407	\$4,628
40		Hourly	\$22.51	\$23.64	\$24.82	\$26.06	\$27.36
		Monthly	\$3,902	\$4,097	\$4,302	\$4,517	\$4,743

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City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry					Maximum
			Step A	Step B	Step C	Step D	Step E	
41	Ocean Lifeguard Supervisor	Hourly	\$23.06	\$24.22	\$25.43	\$26.70	\$28.03	
	Utility Customer Services Representative	Monthly	\$3,997	\$4,197	\$4,407	\$4,628	\$4,859	
42	Administrative Assistant (G & C)	Hourly	\$23.64	\$24.82	\$26.06	\$27.36	\$28.73	
	Business Relations Officer*	Monthly	\$4,097	\$4,302	\$4,517	\$4,743	\$4,980	
	Central Services Assistant							
	Dist/Coll Systems Operator I							
	Human Resources Technician (C)							
	Parking Meter Technician							
	Permit Technician							
	Plant Operator I							
	Sr. Accounting Specialist (G & C)							
	Utility Billing Coordinator							
43	Electrician I	Hourly	\$24.22	\$25.43	\$26.70	\$28.03	\$29.43	
	Golf Course Mechanic	Monthly	\$4,197	\$4,407	\$4,628	\$4,859	\$5,102	
	Information Systems Technician							
	Laboratory Technician I							
	Maintenance Leadworker							
	Recreation Coordinator							
44	Environmental Services Coordinator	Hourly	\$24.82	\$26.06	\$27.36	\$28.73	\$30.17	
		Monthly	\$4,302	\$4,517	\$4,743	\$4,980	\$5,229	
45	Facilities Maintenance Specialist I	Hourly	\$25.43	\$26.70	\$28.03	\$29.43	\$30.91	
		Monthly	\$4,407	\$4,628	\$4,859	\$5,102	\$5,357	
46	Dist/Coll Systems Operator II	Hourly	\$26.06	\$27.36	\$28.73	\$30.17	\$31.68	
	Electrical Instrumentation Technician I	Monthly	\$4,517	\$4,743	\$4,980	\$5,229	\$5,491	
	Maintenance Contract Inspector							
	Plant Operator II							
	Records Management Coordinator							
47	Sr. Communications Technician*							
	Animal Services Officer	Hourly	\$26.70	\$28.03	\$29.43	\$30.91	\$32.45	
	Contract Maintenance Coordinator	Monthly	\$4,628	\$4,859	\$5,102	\$5,357	\$5,625	
	Facilities Maintenance Specialist II							
	Laboratory Technician II							
	Sr. Administrative Assistant (C)							
	Sr. Permit Technician							
48	Code Compliance Officer	Hourly	\$27.36	\$28.73	\$30.17	\$31.68	\$33.26	
	Engineering Technician	Monthly	\$4,743	\$4,980	\$5,229	\$5,491	\$5,765	
	Marine Safety Officer							
49	Electrical Instrumentation Technician II	Hourly	\$28.03	\$29.43	\$30.91	\$32.45	\$34.07	
	Electrician II	Monthly	\$4,859	\$5,102	\$5,357	\$5,625	\$5,906	
	Lead Operator							
	Pre-Treatment Compliance Inspector							
	Sr. Facilities Maintenance Specialist							
50	WQ Code Compliance Officer							
	Animal Services Supervisor	Hourly	\$28.73	\$30.17	\$31.68	\$33.26	\$34.93	
	Assistant Planner	Monthly	\$4,980	\$5,229	\$5,491	\$5,765	\$6,054	
	Deputy City Clerk							
	Housing Specialist*							
51	Human Resources Analyst I (C)							
	Building Inspector II	Hourly	\$29.43	\$30.91	\$32.45	\$34.07	\$35.78	
	Construction Inspector	Monthly	\$5,102	\$5,357	\$5,625	\$5,906	\$6,201	
	Executive Assistant (C)							

City of San Clemente
 Range Placement Table - All Employees
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Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
52	Management Analyst I	Hourly	\$30.17	\$31.68	\$33.26	\$34.93	\$36.67
	Plant Operator III	Monthly	\$5,229	\$5,491	\$5,765	\$6,054	\$6,356
	Recreation Supervisor						
	Sr. Engineering Technician						
53	Golf Course Maintenance Supervisor*	Hourly	\$30.91	\$32.45	\$34.07	\$35.78	\$37.57
		Monthly	\$5,357	\$5,625	\$5,906	\$6,201	\$6,511
54	Beaches & Parks Inspector Coordinator	Hourly	\$31.68	\$33.26	\$34.93	\$36.67	\$38.51
	Community Development Specialist	Monthly	\$5,491	\$5,765	\$6,054	\$6,356	\$6,674
	Facilities Maintenance Coordinator Plans Examiner						
55	Associate Planner	Hourly	\$32.45	\$34.07	\$35.78	\$37.57	\$39.44
	Public Information Officer (M)	Monthly	\$5,625	\$5,906	\$6,201	\$6,511	\$6,837
	Chief Operator						
	Emergency Planning Officer (M)						
	Housing Programs Planner						
	Human Resources Analyst II (C)						
	Management Analyst II						
	Sr. Code Compliance Officer*						
	Utilities Chief Mechanic Water Quality Analyst						
56	Code Compliance Supervisor	Hourly	\$33.26	\$34.93	\$36.67	\$38.51	\$40.43
		Monthly	\$5,765	\$6,054	\$6,356	\$6,674	\$7,008
57	GIS Coordinator	Hourly	\$34.07	\$35.78	\$37.57	\$39.44	\$41.42
	Information Systems Specialist	Monthly	\$5,906	\$6,201	\$6,511	\$6,837	\$7,179
	Park Planner						
	Sr. Building Inspector						
	Sr. Construction Inspector						
58	Laboratory Supervisor	Hourly	\$34.93	\$36.67	\$38.51	\$40.43	\$42.45
	Lead Electrical Instrumentation Technician	Monthly	\$6,054	\$6,356	\$6,674	\$7,008	\$7,358
	Marine Safety Lieutenant						
	Master Electrician						
	SCADA Technician Sr. Management Analyst						
59	Sr. Housing Coordinator	Hourly	\$35.78	\$37.57	\$39.44	\$41.42	\$43.49
		Monthly	\$6,201	\$6,511	\$6,837	\$7,179	\$7,538
60	Assistant Engineer	Hourly	\$36.67	\$38.51	\$40.43	\$42.45	\$44.57
	Sr. Accountant	Monthly	\$6,356	\$6,674	\$7,008	\$7,358	\$7,726
	Water Resources/Conserv Mgmt Analyst (M)*						
61		Hourly	\$37.57	\$39.44	\$41.42	\$43.49	\$45.66
		Monthly	\$6,511	\$6,837	\$7,179	\$7,538	\$7,915
62	Code Compliance Manager (M)*	Hourly	\$38.51	\$40.43	\$42.45	\$44.57	\$46.80
	Landscape Architect (M)*	Monthly	\$6,674	\$7,008	\$7,358	\$7,726	\$8,113
	Maintenance Operations Supervisor (M)						
	Utilities Maintenance Supervisor (M) Utilities Operations Supervisor (M)						
63		Hourly	\$39.44	\$41.42	\$43.49	\$45.66	\$47.94
		Monthly	\$6,837	\$7,179	\$7,538	\$7,915	\$8,310
64	Associate Civil Engineer (M)	Hourly	\$40.43	\$42.45	\$44.57	\$46.80	\$49.14
	Central Services Officer (M)*	Monthly	\$7,008	\$7,358	\$7,726	\$8,113	\$8,518
	Information Systems Analyst (C)						
65		Hourly	\$41.42	\$43.49	\$45.66	\$47.94	\$50.34
		Monthly	\$7,179	\$7,538	\$7,915	\$8,310	\$8,726
66	Beaches & Parks Maintenance Manager (M)	Hourly	\$42.45	\$44.57	\$46.80	\$49.14	\$51.60
	General Manager - CASA (E)	Monthly	\$7,358	\$7,726	\$8,113	\$8,518	\$8,944
	Golf Course Manager (M)						

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
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Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
67		Hourly	\$43.49	\$45.66	\$47.94	\$50.34	\$52.86
		Monthly	\$7,538	\$7,915	\$8,310	\$8,726	\$9,162
68	City Clerk / Executive Analyst (E)	Hourly	\$44.57	\$46.80	\$49.14	\$51.60	\$54.18
	Maintenance Services Manager (M)	Monthly	\$7,726	\$8,113	\$8,518	\$8,944	\$9,391
	Marine Safety Chief (M)						
	Principal Planner (M)						
	Recreation Manager (M)						
	Sr. Civil Engineer (M)						
69		Hourly	\$45.66	\$47.94	\$50.34	\$52.86	\$55.50
		Monthly	\$7,915	\$8,310	\$8,726	\$9,162	\$9,620
70	Financial Services Officer (M)	Hourly	\$46.80	\$49.14	\$51.60	\$54.18	\$56.89
	Business Services Officer (M)	Monthly	\$8,113	\$8,518	\$8,944	\$9,391	\$9,861
71		Hourly	\$47.94	\$50.34	\$52.86	\$55.50	\$58.28
		Monthly	\$8,310	\$8,726	\$9,162	\$9,620	\$10,101
72	Principal Civil Engineer (M)	Hourly	\$49.14	\$51.60	\$54.18	\$56.89	\$59.73
	Sr. Plan Check Engineer (M) Utilities Manager (M)	Monthly	\$8,518	\$8,944	\$9,391	\$9,861	\$10,354
73		Hourly	\$50.34	\$52.86	\$55.50	\$58.28	\$61.19
		Monthly	\$8,726	\$9,162	\$9,620	\$10,101	\$10,606
74	Transportation Engineering Manager (M)	Hourly	\$51.60	\$54.18	\$56.89	\$59.73	\$62.72
	Human Resources Manager (M) Information Systems Manager (M)	Monthly	\$8,944	\$9,391	\$9,861	\$10,354	\$10,872
75	Assistant City Engineer (M)	Hourly	\$52.86	\$55.50	\$58.28	\$61.19	\$64.25
	Building Official (M) City Planner (M) Finance Manager (M)	Monthly	\$9,162	\$9,620	\$10,101	\$10,606	\$11,137
76		Hourly	\$54.18	\$56.89	\$59.73	\$62.72	\$65.86
		Monthly	\$9,391	\$9,861	\$10,354	\$10,872	\$11,415
77		Hourly	\$55.50	\$58.28	\$61.19	\$64.25	\$67.46
		Monthly	\$9,620	\$10,101	\$10,606	\$11,137	\$11,694
78		Hourly	\$56.89	\$59.73	\$62.72	\$65.86	\$69.15
		Monthly	\$9,861	\$10,354	\$10,872	\$11,415	\$11,986
79		Hourly	\$58.28	\$61.19	\$64.25	\$67.46	\$70.84
		Monthly	\$10,101	\$10,606	\$11,137	\$11,694	\$12,278
80	Beaches, Parks & Recreation Director (E)	Hourly	\$59.73	\$62.72	\$65.86	\$69.15	\$72.61
		Monthly	\$10,354	\$10,872	\$11,415	\$11,986	\$12,585
81		Hourly	\$61.19	\$64.25	\$67.46	\$70.84	\$74.38
		Monthly	\$10,606	\$11,137	\$11,694	\$12,278	\$12,892
82	Community Development Director (E)	Hourly	\$62.72	\$65.86	\$69.15	\$72.61	\$76.24
		Monthly	\$10,872	\$11,415	\$11,986	\$12,585	\$13,215
83	Public Works Director/City Engineer (E)	Hourly	\$64.25	\$67.46	\$70.84	\$74.38	\$78.10
		Monthly	\$11,137	\$11,694	\$12,278	\$12,892	\$13,537
84		Hourly	\$65.86	\$69.15	\$72.61	\$76.24	\$80.05
		Monthly	\$11,415	\$11,986	\$12,585	\$13,215	\$13,875
85		Hourly	\$67.46	\$70.84	\$74.38	\$78.10	\$82.00
		Monthly	\$11,694	\$12,278	\$12,892	\$13,537	\$14,214

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
86	Assistant City Manager / FAS Director (E)	Hourly	\$69.15	\$72.61	\$76.24	\$80.05	\$84.05
		Monthly	\$11,986	\$12,585	\$13,215	\$13,875	\$14,569
87		Hourly	\$70.84	\$74.38	\$78.10	\$82.00	\$86.10
		Monthly	\$12,278	\$12,892	\$13,537	\$14,214	\$14,924
88		Hourly	\$72.61	\$76.24	\$80.05	\$84.05	\$88.25
		Monthly	\$12,585	\$13,215	\$13,875	\$14,569	\$15,297
89		Hourly	\$74.38	\$78.10	\$82.00	\$86.10	\$90.41
		Monthly	\$12,892	\$13,537	\$14,214	\$14,924	\$15,671
90		Hourly	\$76.24	\$80.05	\$84.05	\$88.25	\$92.67
		Monthly	\$13,215	\$13,875	\$14,569	\$15,297	\$16,062
91		Hourly	\$78.10	\$82.00	\$86.10	\$90.41	\$94.93
		Monthly	\$13,537	\$14,214	\$14,924	\$15,671	\$16,454
92		Hourly	\$80.05	\$84.05	\$88.25	\$92.67	\$97.30
		Monthly	\$13,875	\$14,569	\$15,297	\$16,062	\$16,865
93	Hourly	\$82.00	\$86.10	\$90.41	\$94.93	\$99.67	
	Monthly	\$14,214	\$14,924	\$15,671	\$16,454	\$17,277	
94	Hourly	\$84.05	\$88.25	\$92.67	\$97.30	\$102.17	
	Monthly	\$14,569	\$15,297	\$16,062	\$16,865	\$17,709	
95	Hourly	\$86.10	\$90.41	\$94.93	\$99.67	\$104.66	
	Monthly	\$14,924	\$15,671	\$16,454	\$17,277	\$18,141	
96	City Manager (E)	Hourly	\$88.25	\$92.67	\$97.30	\$102.17	\$107.27
		Monthly	\$15,297	\$16,062	\$16,865	\$17,709	\$18,594
97		Hourly	\$90.41	\$94.93	\$99.67	\$104.66	\$109.89
		Monthly	\$15,671	\$16,454	\$17,277	\$18,141	\$19,048
98		Hourly	\$92.67	\$97.30	\$102.17	\$107.27	\$112.64
		Monthly	\$16,062	\$16,865	\$17,709	\$18,594	\$19,524
99		Hourly	\$94.93	\$99.67	\$104.66	\$109.89	\$115.38
		Monthly	\$16,454	\$17,277	\$18,141	\$19,048	\$20,000
100		Hourly	\$97.30	\$102.17	\$107.27	\$112.64	\$118.27
		Monthly	\$16,865	\$17,709	\$18,594	\$19,524	\$20,500

*No position(s) currently authorized

GM-10



SEE REVISED REPORT ISSUED ON 8-15-13

Agenda Item GM

Approvals:
City Manager WEC
Dept. Head POP
Attorney _____
Finance J

AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: August 20, 2013

Department: Beaches, Parks and Recreation
Prepared By: Pamela Passow, Recreation Manager

Subject: APPROVAL OF REORGANIZATION OF RECREATION DIVISION STAFFING.

Fiscal Impact: A savings of almost \$3,000 annually.

Summary: Continuing the effort to reorganize for better efficiencies and cost effectiveness, staff recommends the addition of a Recreation Supervisor position, the temporary elimination of a Recreation Coordinator position, converting the full-time Recreation Facilities Coordinator into a Recreation Coordinator, and converting the ¾ benefited part-time Recreation Facility Specialist position into a ¾ benefited part-time Recreation Specialist position.

Discussion: The Beaches, Parks & Recreation department has been analyzing the existing department structure, and has previously brought staffing changes and alterations to the City Council to achieve better operations given the significant increase in inventory with fiscal constraints. As a continuation of our goal to improve organizational efficiencies, the Recreation Division was recently reviewed by Bill Humphreys, Marine Safety Chief. It was determined that, rather than hiring an outside consultant, we would use the management expertise of a long-term in-house staff manager from another division to take an objective look at the Recreation Division to evaluate its effectiveness and make recommendations for improvements. Due to the opening of the San Clemente Aquatics Center and 332% increase in pool rentals and significant increase in aquatics participants (August 2011 at the OHBC serviced 3,296 pool users, while August 2012 at the SCAC serviced 13,441 pool users), it was recommended that additional supervision of the large aquatic and sports functions was the area of highest need. The recommendations included adding a third supervisor to assist with overall management of the Recreation Division with an emphasis on aquatics. With the current vacancies in the Recreation Division, there is an opportunity to implement a retooling of the Division.

Aquatics:

In February, 2012, the San Clemente Aquatics Center (SCAC) opened to the public. At that time, staffing was provided by shifting staff from the much smaller Ole Hanson Beach Club (OHBC) and supplementing with additional part time staff. However, with the first year of operations seeing significant increases in all areas, this staffing is lacking. It has therefore been recommended by Mr. Humphreys to add a third Recreation Supervisor with an aquatics background. To accomplish this within the constraints of the budget, it is recommended to temporarily eliminate the Recreation Coordinator position within the sports programming work unit. The new

Supervisor would oversee aquatics and the sports programming. While it would be ideal to have an additional Recreation Supervisor and keep the Recreation Coordinator in sports, it is not an option due to budget constraints. When the OHBC reopens, it will be imperative to re-establish the Recreation Coordinator position in sports, since the workload will increase with added programming and supervisory needs. The current staff member holding the Recreation Coordinator position in sports would be moved into the vacant Recreation Coordinator position in facilities and special events and recruitment for a new Recreation Supervisor overseeing aquatics and sports would occur.

Facilities, Rentals, and Special Events:

The Recreation Facilities Coordinator position supervises the Recreation Facility Specialist, Building Monitors, and Recreation Leaders. These positions set-up rooms for classes and rentals, and perform light building maintenance such as cleaning floors, changing light bulbs and other functions similar to items most people would take care of in their own homes. None of the duties require any certifications or specialized training. Higher level maintenance duties (trade skills) are performed by Facility Maintenance staff in Public Works. Both the full time Recreation Facilities Coordinator and $\frac{3}{4}$ Recreation Facility Specialist, are currently vacant. It is being proposed that the classification of Recreation Facilities Coordinator be replaced with the classification of Recreation Coordinator. In addition to the former duties, this person would be responsible for assisting and coordinating special events (e.g., Cinco de Mayo) and facility rentals. As stated above, it is recommended that the Recreation Coordinator currently assigned to sports be relocated to the facilities and special events section. It is also proposed that the classification of Recreation Facility Specialist be eliminated and the job duties replaced using a benefited part-time Recreation Specialist at a lower cost, as this is a universally recognized entry-level position in the field of recreation. These changes will help support the addition of the Recreation Supervisor position financially, as well as help support this section of the Recreation Division. This section is responsible for \$250,000 in rentals and \$600,000 in class revenue each year and supports thirty-seven special events annually.

The proposed organizational structure would streamline operations and create a more efficient staffing structure, while decreasing staffing costs. The new staffing structure results in a savings of approximately \$3,000 annually.

Recommended

Action:

STAFF RECOMMENDS THAT the City Council approve the temporary elimination of one full-time Recreation Coordinator; approve the elimination of the Recreation Facilities Coordinator classification and the addition of one full-time Recreation Coordinator position; and approve the elimination of the Recreation Facility Specialist classification and approve the addition of a $\frac{3}{4}$ Recreation Specialist position.

Attachments:

1. Resolution
2. Salary Schedule

Notification:

None.

GM-2

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING A REVISED SALARY SCHEDULE AND NEW CLASSIFICATIONS AND AMENDING RESOLUTION NO. 13-28 AND ANY OTHER RESOLUTIONS IN CONFLICT THEREWITH

WHEREAS, Section 37206 of the Government Code requires the City Council to prescribe the time and method of paying salaries and wages of officers and employees of the City; and

WHEREAS, the City Council is authorized and directed under the provisions of its adopted Personnel Rules and Regulations to prepare the compensation schedules covering all classes of positions in the competitive service; and

WHEREAS, the City's classification/compensation resolution needs to be amended to eliminate a Recreation Coordinator position (1.0 FTE); eliminate the Recreation Facilities Coordinator classification and the one associated position (1.0 FTE) and approve a Recreation Coordinator position (1.0 FTE); and eliminate the Recreation Facility Specialist classification and the one associated position (0.75 FTE) and approve the addition of a Recreation Specialist position (0.75 FTE).

NOW, THEREFORE, The City Council of the City of San Clemente does hereby resolve as follows:

Section 1. Resolution No. 13-28 is hereby amended to eliminate a Recreation Coordinator position (1.0 FTE); eliminate the Recreation Facilities Coordinator classification and the one associated position (1.0 FTE) and approve a Recreation Coordinator position (1.0 FTE) at Range 43 (\$4,197 - \$5,102); and eliminate the Recreation Facility Specialist classification and the one associated position (0.75 FTE) and approve the addition of a Recreation Specialist position (0.75 FTE) at Range (\$2,912 - \$3,539).

Section 2. The amended and restated All Employees salary schedule that is attached is hereby approved.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this _____ day of _____, ____.

CM-3

Mayor of the City of
San Clemente, California

ATTEST:

CITY CLERK of the City of
San Clemente, California

STATE OF CALIFORNIA)
COUNTY OF ORANGE) §
CITY OF SAN CLEMENTE)

I, JOANNE BAADE, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the City Council of the City of San Clemente held on the _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSENT:

CITY CLERK of the City of
San Clemente, California

Approved as to form:

City Attorney

6M-4

ATTACHMENT 2

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry				Maximum Step E
			Step A	Step B	Step C	Step D	
1	Lifeguard Trainee	Hourly	\$8.69	\$9.13	\$9.58	\$10.06	\$10.57
		Monthly	\$1,507	\$1,582	\$1,661	\$1,744	\$1,831
2		Hourly	\$8.91	\$9.35	\$9.82	\$10.31	\$10.83
		Monthly	\$1,544	\$1,621	\$1,703	\$1,788	\$1,877
3	Recreation Leader I	Hourly	\$9.13	\$9.58	\$10.06	\$10.57	\$11.09
		Monthly	\$1,582	\$1,661	\$1,744	\$1,831	\$1,923
4		Hourly	\$9.35	\$9.82	\$10.31	\$10.83	\$11.37
		Monthly	\$1,621	\$1,703	\$1,788	\$1,877	\$1,971
5		Hourly	\$9.58	\$10.06	\$10.57	\$11.09	\$11.65
		Monthly	\$1,661	\$1,744	\$1,831	\$1,923	\$2,019
6		Hourly	\$9.82	\$10.31	\$10.83	\$11.37	\$11.94
		Monthly	\$1,703	\$1,788	\$1,877	\$1,971	\$2,069
7		Hourly	\$10.06	\$10.57	\$11.09	\$11.65	\$12.23
		Monthly	\$1,744	\$1,831	\$1,923	\$2,019	\$2,120
8		Hourly	\$10.31	\$10.83	\$11.37	\$11.94	\$12.54
		Monthly	\$1,788	\$1,877	\$1,971	\$2,069	\$2,173
9		Hourly	\$10.57	\$11.09	\$11.65	\$12.23	\$12.84
		Monthly	\$1,831	\$1,923	\$2,019	\$2,120	\$2,226
10		Hourly	\$10.83	\$11.37	\$11.94	\$12.54	\$13.16
		Monthly	\$1,877	\$1,971	\$2,069	\$2,173	\$2,282
11	Pool Lifeguard	Hourly	\$11.09	\$11.65	\$12.23	\$12.84	\$13.48
		Monthly	\$1,923	\$2,019	\$2,120	\$2,226	\$2,337
12	Intern	Hourly	\$11.37	\$11.94	\$12.54	\$13.16	\$13.82
		Monthly	\$1,971	\$2,069	\$2,173	\$2,282	\$2,396
13	Pool Lifeguard/Instructor Recreation Leader II	Hourly	\$11.65	\$12.23	\$12.84	\$13.48	\$14.16
		Monthly	\$2,019	\$2,120	\$2,226	\$2,337	\$2,454
14		Hourly	\$11.94	\$12.54	\$13.16	\$13.82	\$14.51
		Monthly	\$2,069	\$2,173	\$2,282	\$2,396	\$2,515
15		Hourly	\$12.23	\$12.84	\$13.48	\$14.16	\$14.87
		Monthly	\$2,120	\$2,226	\$2,337	\$2,454	\$2,577
16	Animal Services Specialist*	Hourly	\$12.54	\$13.16	\$13.82	\$14.51	\$15.24
		Monthly	\$2,173	\$2,282	\$2,396	\$2,515	\$2,641
17		Hourly	\$12.84	\$13.48	\$14.16	\$14.87	\$15.61
		Monthly	\$2,226	\$2,337	\$2,454	\$2,577	\$2,706
18	Building Monitor Park Monitor	Hourly	\$13.16	\$13.82	\$14.51	\$15.24	\$16.00
		Monthly	\$2,282	\$2,396	\$2,515	\$2,641	\$2,773
19	Head Lifeguard	Hourly	\$13.48	\$14.16	\$14.87	\$15.61	\$16.39
		Monthly	\$2,337	\$2,454	\$2,577	\$2,706	\$2,841
20	Lead Park Monitor	Hourly	\$13.82	\$14.51	\$15.24	\$16.00	\$16.80
		Monthly	\$2,396	\$2,515	\$2,641	\$2,773	\$2,912

4M-5

ATTACHMENT 2

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
21		Hourly	\$14.16	\$14.87	\$15.61	\$16.39	\$17.21
		Monthly	\$2,454	\$2,577	\$2,706	\$2,841	\$2,983
22		Hourly	\$14.51	\$15.24	\$16.00	\$16.80	\$17.64
		Monthly	\$2,515	\$2,641	\$2,773	\$2,912	\$3,058
23		Hourly	\$14.87	\$15.61	\$16.39	\$17.21	\$18.07
		Monthly	\$2,577	\$2,706	\$2,841	\$2,983	\$3,132
24		Hourly	\$15.24	\$16.00	\$16.80	\$17.64	\$18.52
		Monthly	\$2,641	\$2,773	\$2,912	\$3,058	\$3,210
25		Hourly	\$15.61	\$16.39	\$17.21	\$18.07	\$18.97
		Monthly	\$2,706	\$2,841	\$2,983	\$3,132	\$3,289
26		Hourly	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45
		Monthly	\$2,773	\$2,912	\$3,058	\$3,210	\$3,371
27	Ocean Lifeguard	Hourly	\$16.39	\$17.21	\$18.07	\$18.97	\$19.92
		Monthly	\$2,841	\$2,983	\$3,132	\$3,289	\$3,453
28	Kennel Attendant Recreation Specialist	Hourly	\$16.80	\$17.64	\$18.52	\$19.45	\$20.42
		Monthly	\$2,912	\$3,058	\$3,210	\$3,371	\$3,539
29	Office Specialist I Reserve Animal Services Officer	Hourly	\$17.21	\$18.07	\$18.97	\$19.92	\$20.92
		Monthly	\$2,983	\$3,132	\$3,289	\$3,453	\$3,626
30		Hourly	\$17.64	\$18.52	\$19.45	\$20.42	\$21.44
		Monthly	\$3,058	\$3,210	\$3,371	\$3,539	\$3,716
31		Hourly	\$18.07	\$18.97	\$19.92	\$20.92	\$21.96
		Monthly	\$3,132	\$3,289	\$3,453	\$3,626	\$3,807
32		Hourly	\$18.52	\$19.45	\$20.42	\$21.44	\$22.51
		Monthly	\$3,210	\$3,371	\$3,539	\$3,716	\$3,902
33	Accounting Specialist I Maintenance Worker I	Hourly	\$18.97	\$19.92	\$20.92	\$21.96	\$23.06
		Monthly	\$3,289	\$3,453	\$3,626	\$3,807	\$3,997
34		Hourly	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64
		Monthly	\$3,371	\$3,539	\$3,716	\$3,902	\$4,097
35	Customer Service Specialist II Golf Course Maintenance Worker Office Specialist II Pool Facilities Specialist	Hourly	\$19.92	\$20.92	\$21.96	\$23.06	\$24.22
		Monthly	\$3,453	\$3,626	\$3,807	\$3,997	\$4,197
36		Hourly	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82
		Monthly	\$3,539	\$3,716	\$3,902	\$4,097	\$4,302
37	Accounting Specialist II Business License Specialist Human Resources Assistant (C)* Jr. Lifeguard Coordinator Maintenance Worker II Sr. Customer Service Specialist Sr. Office Specialist Utility Billing Specialist II Utilities Dist/Coll Systems Op/Mech-in-Training	Hourly	\$20.92	\$21.96	\$23.06	\$24.22	\$25.43
		Monthly	\$3,626	\$3,807	\$3,997	\$4,197	\$4,407
38	Cable Television Technician	Hourly	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06
		Monthly	\$3,716	\$3,902	\$4,097	\$4,302	\$4,517
39	Sr. Utility Billing Specialist	Hourly	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70
		Monthly	\$3,807	\$3,997	\$4,197	\$4,407	\$4,628
40		Hourly	\$22.51	\$23.64	\$24.82	\$26.06	\$27.36
		Monthly	\$3,902	\$4,097	\$4,302	\$4,517	\$4,743

6/17/13

ATTACHMENT 2

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry					Maximum
			Step A	Step B	Step C	Step D	Step E	
41	Ocean Lifeguard Supervisor	Hourly	\$23.06	\$24.22	\$25.43	\$26.70	\$28.03	
	Utility Customer Services Representative	Monthly	\$3,997	\$4,197	\$4,407	\$4,628	\$4,859	
42	Administrative Assistant (G & C)	Hourly	\$23.64	\$24.82	\$26.06	\$27.36	\$28.73	
	Business Relations Officer*	Monthly	\$4,097	\$4,302	\$4,517	\$4,743	\$4,980	
	Central Services Assistant							
	Dist/Coll Systems Operator I							
	Human Resources Technician (C)							
	Parking Meter Technician							
	Permit Technician							
	Plant Operator I							
	Sr. Accounting Specialist (G & C)							
	Utility Billing Coordinator							
43	Electrician I	Hourly	\$24.22	\$25.43	\$26.70	\$28.03	\$29.43	
	Golf Course Mechanic	Monthly	\$4,197	\$4,407	\$4,628	\$4,859	\$5,102	
	Information Systems Technician							
	Laboratory Technician I							
	Maintenance Leadworker							
	Recreation Coordinator							
44	Utilities Mechanic I							
	Environmental Services Coordinator	Hourly	\$24.82	\$26.06	\$27.36	\$28.73	\$30.17	
		Monthly	\$4,302	\$4,517	\$4,743	\$4,980	\$5,229	
45	Facilities Maintenance Specialist I	Hourly	\$25.43	\$26.70	\$28.03	\$29.43	\$30.91	
		Monthly	\$4,407	\$4,628	\$4,859	\$5,102	\$5,357	
46	Dist/Coll Systems Operator II	Hourly	\$26.06	\$27.36	\$28.73	\$30.17	\$31.68	
	Electrical Instrumentation Technician I	Monthly	\$4,517	\$4,743	\$4,980	\$5,229	\$5,491	
	Maintenance Contract Inspector							
	Plant Operator II							
	Records Management Coordinator							
	Sr. Communications Technician*							
47	Animal Services Officer	Hourly	\$26.70	\$28.03	\$29.43	\$30.91	\$32.45	
	Contract Maintenance Coordinator	Monthly	\$4,628	\$4,859	\$5,102	\$5,357	\$5,625	
	Facilities Maintenance Specialist II							
	Laboratory Technician II							
	Sr. Administrative Assistant (C)							
	Sr. Permit Technician							
48	Technical Applications Specialist							
	Utilities Mechanic II							
	Code Compliance Officer	Hourly	\$27.36	\$28.73	\$30.17	\$31.68	\$33.26	
	Engineering Technician	Monthly	\$4,743	\$4,980	\$5,229	\$5,491	\$5,765	
	Marine Safety Officer							
49	Electrical Instrumentation Technician II	Hourly	\$28.03	\$29.43	\$30.91	\$32.45	\$34.07	
	Electrician II	Monthly	\$4,859	\$5,102	\$5,357	\$5,625	\$5,906	
	Lead Operator							
	Pre-Treatment Compliance Inspector							
	Sr. Facilities Maintenance Specialist							
	WQ Code Compliance Officer							
50	Animal Services Supervisor	Hourly	\$28.73	\$30.17	\$31.68	\$33.26	\$34.93	
	Assistant Planner	Monthly	\$4,980	\$5,229	\$5,491	\$5,765	\$6,054	
	Deputy City Clerk							
	Housing Specialist*							
	Human Resources Analyst I (C)							
51	Building Inspector II	Hourly	\$29.43	\$30.91	\$32.45	\$34.07	\$35.78	
	Construction Inspector	Monthly	\$5,102	\$5,357	\$5,625	\$5,906	\$6,201	
	Executive Assistant (C)							

G.M.-7

ATTACHMENT 2

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
52	Management Analyst I	Hourly	\$30.17	\$31.68	\$33.26	\$34.93	\$36.67
	Plant Operator III	Monthly	\$5,229	\$5,491	\$5,765	\$6,054	\$6,356
	Recreation Supervisor						
	Sr. Engineering Technician						
53	Golf Course Maintenance Supervisor*	Hourly	\$30.91	\$32.45	\$34.07	\$35.78	\$37.57
		Monthly	\$5,357	\$5,625	\$5,906	\$6,201	\$6,511
54	Beaches & Parks Inspector Coordinantor	Hourly	\$31.68	\$33.26	\$34.93	\$36.67	\$38.51
	Community Development Specialist	Monthly	\$5,491	\$5,765	\$6,054	\$6,356	\$6,674
	Facilities Maintenance Coordinator Plans Examiner						
55	Associate Planner	Hourly	\$32.45	\$34.07	\$35.78	\$37.57	\$39.44
	Public Information Officer (M)	Monthly	\$5,625	\$5,906	\$6,201	\$6,511	\$6,837
	Chief Operator						
	Emergency Planning Officer (M)						
	Housing Programs Planner						
	Human Resources Analyst II (C)						
	Management Analyst II						
	Sr. Code Compliance Officer*						
	Utilities Chief Mechanic Water Quality Analyst						
56	Code Compliance Supervisor	Hourly	\$33.26	\$34.93	\$36.67	\$38.51	\$40.43
		Monthly	\$5,765	\$6,054	\$6,356	\$6,674	\$7,008
57	GIS Coordinator	Hourly	\$34.07	\$35.78	\$37.57	\$39.44	\$41.42
	Information Systems Specialist	Monthly	\$5,906	\$6,201	\$6,511	\$6,837	\$7,179
	Park Planner						
	Sr. Building Inspector						
	Sr. Construction Inspector						
58	Laboratory Supervisor	Hourly	\$34.93	\$36.67	\$38.51	\$40.43	\$42.45
	Lead Electrical Instrumentation Technician	Monthly	\$6,054	\$6,356	\$6,674	\$7,008	\$7,358
	Marine Safety Lieutenant						
	Master Electrician						
	SCADA Technician Sr. Management Analyst						
59	Sr. Housing Coordinator	Hourly	\$35.78	\$37.57	\$39.44	\$41.42	\$43.49
		Monthly	\$6,201	\$6,511	\$6,837	\$7,179	\$7,538
60	Assistant Engineer	Hourly	\$36.67	\$38.51	\$40.43	\$42.45	\$44.57
	Sr. Accountant	Monthly	\$6,356	\$6,674	\$7,008	\$7,358	\$7,726
	Water Resources/Conserv Mgmt Analyst (M)*						
61		Hourly	\$37.57	\$39.44	\$41.42	\$43.49	\$45.66
		Monthly	\$6,511	\$6,837	\$7,179	\$7,538	\$7,915
62	Code Compliance Manager (M)*	Hourly	\$38.51	\$40.43	\$42.45	\$44.57	\$46.80
	Landscape Architect (M)*	Monthly	\$6,674	\$7,008	\$7,358	\$7,726	\$8,113
	Maintenance Operations Supervisor (M)						
	Utilities Maintenance Supervisor (M) Utilities Operations Supervisor (M)						
63		Hourly	\$39.44	\$41.42	\$43.49	\$45.66	\$47.94
		Monthly	\$6,837	\$7,179	\$7,538	\$7,915	\$8,310
64	Associate Civil Engineer (M)	Hourly	\$40.43	\$42.45	\$44.57	\$46.80	\$49.14
	Central Services Officer (M)*	Monthly	\$7,008	\$7,358	\$7,726	\$8,113	\$8,518
	Information Systems Analyst (C)						
65		Hourly	\$41.42	\$43.49	\$45.66	\$47.94	\$50.34
		Monthly	\$7,179	\$7,538	\$7,915	\$8,310	\$8,726
66	Beaches & Parks Maintenance Manager (M)	Hourly	\$42.45	\$44.57	\$46.80	\$49.14	\$51.60
	General Manager - CASA (E)	Monthly	\$7,358	\$7,726	\$8,113	\$8,518	\$8,944
	Golf Course Manager (M)						

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ATTACHMENT 2

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
67		Hourly	\$43.49	\$45.66	\$47.94	\$50.34	\$52.86
		Monthly	\$7,538	\$7,915	\$8,310	\$8,726	\$9,162
68	City Clerk / Executive Analyst (E)	Hourly	\$44.57	\$46.80	\$49.14	\$51.60	\$54.18
	Maintenance Services Manager (M)	Monthly	\$7,726	\$8,113	\$8,518	\$8,944	\$9,391
	Marine Safety Chief (M)						
	Principal Planner (M)						
	Recreation Manager (M)						
	Sr. Civil Engineer (M)						
69		Hourly	\$45.66	\$47.94	\$50.34	\$52.86	\$55.50
		Monthly	\$7,915	\$8,310	\$8,726	\$9,162	\$9,620
70	Financial Services Officer (M)	Hourly	\$46.80	\$49.14	\$51.60	\$54.18	\$56.89
	Business Services Officer (M)	Monthly	\$8,113	\$8,518	\$8,944	\$9,391	\$9,861
71		Hourly	\$47.94	\$50.34	\$52.86	\$55.50	\$58.28
		Monthly	\$8,310	\$8,726	\$9,162	\$9,620	\$10,101
72	Principal Civil Engineer (M)	Hourly	\$49.14	\$51.60	\$54.18	\$56.89	\$59.73
	Sr. Plan Check Engineer (M)	Monthly	\$8,518	\$8,944	\$9,391	\$9,861	\$10,354
	Utilities Manager (M)						
73		Hourly	\$50.34	\$52.86	\$55.50	\$58.28	\$61.19
		Monthly	\$8,726	\$9,162	\$9,620	\$10,101	\$10,606
74	Transportation Engineering Manager (M)	Hourly	\$51.60	\$54.18	\$56.89	\$59.73	\$62.72
	Human Resources Manager (M)	Monthly	\$8,944	\$9,391	\$9,861	\$10,354	\$10,872
	Information Systems Manager (M)						
75	Assistant City Engineer (M)	Hourly	\$52.86	\$55.50	\$58.28	\$61.19	\$64.25
	Building Official (M)	Monthly	\$9,162	\$9,620	\$10,101	\$10,606	\$11,137
	City Planner (M)						
	Finance Manager (M)						
76		Hourly	\$54.18	\$56.89	\$59.73	\$62.72	\$65.86
		Monthly	\$9,391	\$9,861	\$10,354	\$10,872	\$11,415
77		Hourly	\$55.50	\$58.28	\$61.19	\$64.25	\$67.46
		Monthly	\$9,620	\$10,101	\$10,606	\$11,137	\$11,694
78		Hourly	\$56.89	\$59.73	\$62.72	\$65.86	\$69.15
		Monthly	\$9,861	\$10,354	\$10,872	\$11,415	\$11,986
79		Hourly	\$58.28	\$61.19	\$64.25	\$67.46	\$70.84
		Monthly	\$10,101	\$10,606	\$11,137	\$11,694	\$12,278
80	Beaches, Parks & Recreation Director (E)	Hourly	\$59.73	\$62.72	\$65.86	\$69.15	\$72.61
		Monthly	\$10,354	\$10,872	\$11,415	\$11,986	\$12,585
81		Hourly	\$61.19	\$64.25	\$67.46	\$70.84	\$74.38
		Monthly	\$10,606	\$11,137	\$11,694	\$12,278	\$12,892
82	Community Development Director (E)	Hourly	\$62.72	\$65.86	\$69.15	\$72.61	\$76.24
		Monthly	\$10,872	\$11,415	\$11,986	\$12,585	\$13,215
83	Public Works Director/City Engineer (E)	Hourly	\$64.25	\$67.46	\$70.84	\$74.38	\$78.10
		Monthly	\$11,137	\$11,694	\$12,278	\$12,892	\$13,537
84		Hourly	\$65.86	\$69.15	\$72.61	\$76.24	\$80.05
		Monthly	\$11,415	\$11,986	\$12,585	\$13,215	\$13,875
85		Hourly	\$67.46	\$70.84	\$74.38	\$78.10	\$82.00
		Monthly	\$11,694	\$12,278	\$12,892	\$13,537	\$14,214

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ATTACHMENT 2

City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 6/18/13 as part of FY 2014 Budget, effective 7/1/13

Range Number	Title	Pay Period	Entry				Maximum
			Step A	Step B	Step C	Step D	Step E
86	Assistant City Manager / FAS Director (E)	Hourly	\$69.15	\$72.61	\$76.24	\$80.05	\$84.05
		Monthly	\$11,986	\$12,585	\$13,215	\$13,875	\$14,569
87		Hourly	\$70.84	\$74.38	\$78.10	\$82.00	\$86.10
		Monthly	\$12,278	\$12,892	\$13,537	\$14,214	\$14,924
88		Hourly	\$72.61	\$76.24	\$80.05	\$84.05	\$88.25
		Monthly	\$12,585	\$13,215	\$13,875	\$14,569	\$15,297
89		Hourly	\$74.38	\$78.10	\$82.00	\$86.10	\$90.41
		Monthly	\$12,892	\$13,537	\$14,214	\$14,924	\$15,671
90		Hourly	\$76.24	\$80.05	\$84.05	\$88.25	\$92.67
		Monthly	\$13,215	\$13,875	\$14,569	\$15,297	\$16,062
91		Hourly	\$78.10	\$82.00	\$86.10	\$90.41	\$94.93
		Monthly	\$13,537	\$14,214	\$14,924	\$15,671	\$16,454
92		Hourly	\$80.05	\$84.05	\$88.25	\$92.67	\$97.30
		Monthly	\$13,875	\$14,569	\$15,297	\$16,062	\$16,865
93	Hourly	\$82.00	\$86.10	\$90.41	\$94.93	\$99.67	
	Monthly	\$14,214	\$14,924	\$15,671	\$16,454	\$17,277	
94	Hourly	\$84.05	\$88.25	\$92.67	\$97.30	\$102.17	
	Monthly	\$14,569	\$15,297	\$16,062	\$16,865	\$17,709	
95	Hourly	\$86.10	\$90.41	\$94.93	\$99.67	\$104.66	
	Monthly	\$14,924	\$15,671	\$16,454	\$17,277	\$18,141	
96	City Manager (E)	Hourly	\$88.25	\$92.67	\$97.30	\$102.17	\$107.27
		Monthly	\$15,297	\$16,062	\$16,865	\$17,709	\$18,594
97		Hourly	\$90.41	\$94.93	\$99.67	\$104.66	\$109.89
		Monthly	\$15,671	\$16,454	\$17,277	\$18,141	\$19,048
98		Hourly	\$92.67	\$97.30	\$102.17	\$107.27	\$112.64
		Monthly	\$16,062	\$16,865	\$17,709	\$18,594	\$19,524
99		Hourly	\$94.93	\$99.67	\$104.66	\$109.89	\$115.38
		Monthly	\$16,454	\$17,277	\$18,141	\$19,048	\$20,000
100		Hourly	\$97.30	\$102.17	\$107.27	\$112.64	\$118.27
		Monthly	\$16,865	\$17,709	\$18,594	\$19,524	\$20,500

*No position(s) currently authorized

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