



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: June 6, 2017

Agenda Item 9B

Approvals:

City Manager [Signature]

Dept. Head [Signature]

Attorney [Signature]

Finance [Signature]

Department: Finance and Administrative Services
Prepared By: Judi Vincent, Deputy Administrative Services Director [Signature]

Subject: **ADOPTION OF FISCAL YEAR 2017-18 BUDGET**

Fiscal Impact: The adoption of the Fiscal Year (FY) 2017-18 budget will establish funding levels for all City funds for the period July 1, 2017 through June 30, 2018. For all funds for FY 2017-18, total expenditures amount to \$134,706,490, while total revenues equal \$128,420,000.

Summary: Staff recommends that the City Council adopt the FY 2017-18 Budget for all funds, including the General Fund, of the City of San Clemente.

Background: On May 22, 2017, the City held a budget workshop and public hearing on the proposed FY 2017-18 operating and capital improvement budgets. At the workshop the City Council was presented with six City Council decision items, and provided direction to include each in the FY 2017-18 budget. The proposed budget has been updated to reflect the additional items. One additional change was made to the proposed budget as a result of the workshop and public hearing, namely, a \$25,000 reduction to a proposed grant amount for a capital project in the Park Acquisition and Development Fund. After making the adjustments noted, the total budget impact was a net \$27,660 increase in total revenues and a \$252,730 increase in total expenditures.

Discussion: After the changes made as a result of the budget workshop and public hearing, the revised FY 2017-18 proposed budget is summarized as follows:

All Funds Budget:

For FY 2017-18 revenues for all funds, including fund balances, total \$224.2 million. Excluding fund balances, revenues for all funds total \$128,420,000 and expenditures total \$134,706,490.

The All Funds Budget Summary (Attachment 1) presents the total budget for FY 2017-18. A resolution (Attachment 2) has been prepared to adopt and approve the FY 2017-18 budget for the General Fund, Special Revenue Funds, Capital Project Funds, the Debt Service Fund, Enterprise Funds, and Internal Services Funds.

General Fund:

The FY 2017-18 General Fund budget reflects total revenues of \$63,323,610 and total expenditures of \$68,151,990, and total fund balance is projected to be \$14.5 million at the end of FY 2017-18. Based on fiscal policy, the City Council has committed a portion of the General Fund's fund balance for an Emergency Reserve (20% of operating costs). In accordance with Governmental Accounting Standards Board (GASB) Statement 54, these funds are included as part of a resolution and are to be used only for the identified purposes.

Staffing and Labor Changes:

In FY 2017-18, the City will be in the first year of a new three-year agreement with the San Clemente City Employees' Association (SCCEA). A resolution is being presented to adopt revised salary schedules incorporating applicable personnel changes in the FY 2017-18 budget, including various budget decision packages and a 3.1% across-the-board salary increase, per the Memorandum of Understanding (MOU) with the San Clemente City Employees Association (SCCEA). The salary increase is also being applied to the employee groups specified by the City Council action taken at their meeting on February 7, 2017, when the MOU was approved. An updated salary schedule has been prepared to reflect the changes for benefited positions; a separate salary schedule has been prepared for non-benefited, hourly positions. A resolution (Attachment 3) has been prepared to approve the revised salary schedules and the following personnel actions (new job descriptions are also attached, if applicable):

- Increase the time base of two Recreation Specialists, Benefited Part-Time .75 FTE to 1.0 FTE;
- Increase the time base of one Recreation Specialist, Benefited Part-Time .5 FTE to 1.0 FTE;
- Eliminate two Recreation Specialists, Benefited Part-Time .75 FTE;
- Add one Recreation Coordinator;
- Add one Customer Service Specialist II;
- Add one Customer Service Specialist II Benefited Part-Time .75 FTE;
- Reclassify the Assistant Beaches, Parks, and Recreation Director to Recreation Manager;
- Eliminate the frozen Beaches, Parks, and Recreation Director;
- Eliminate the frozen Management Analyst II (BPR);
- Reclassify one Recreation Supervisor to Aquatics Supervisor;
- Eliminate one Office Specialist II, Benefited Part-Time 0.5 FTE allocated to Golf;
- Reclassify the Community Development Specialist to Plans Examiner;
- Change allocation of one Senior Code Compliance Officer, Limited-Term to Senior Code Compliance Officer;
- Change allocation of one Code Compliance Technician, Limited-Term to Code Compliance Technician;
- Reclassify one Associate Planner to Senior Planner;

- Extend the Revenue Analyst Limited-Term through the end of FY 2017-18;
- Add one Management Analyst I in Public Works;
- Eliminate one Deputy Public Works Director;
- Change the status of the Emergency Planning Coordinator to Emergency Planning Coordinator, Limited Term;
- Reclassify the Park Planner to Associate Civil Engineer;
- Reclassify one Deputy Public Works Director to Utilities Director;
- Reclassify the Utilities Operations Supervisor-Water to Assistant Utilities Manager;
- Flex fill reclassify one Utilities Mechanic I to Utilities Mechanic II;
- Flex fill reclassify two Distribution Operator I to Distribution Operator II;
- Unfreeze the Water Quality Code Compliance Officer and change the allocation to Water Quality Code Compliance Officer, Limited Term.

Recommended

Action: STAFF RECOMMENDS THAT the City Council

1. Adopt Resolution No. _____ entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING AND APPROVING THE BUDGET AT THE FUND LEVEL FOR THE CITY OF SAN CLEMENTE FOR THE 2017-18 FISCAL YEAR AND THE COMMITMENT OF FUND BALANCE; and
2. Adopt Resolution No. _____ entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING REVISED SALARY SCHEDULES AND NEW CLASSIFICATIONS AND AMENDING RESOLUTION NO. 17-07 AND ANY OTHER RESOLUTIONS IN CONFLICT THEREWITH

Attachments: 1) All Funds Budget Summary

2) Resolution No. _____ entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING AND APPROVING THE BUDGET AT THE FUND LEVEL FOR THE CITY OF SAN CLEMENTE FOR THE 2017-18 FISCAL YEAR AND THE COMMITMENT OF FUND BALANCE

3) Resolution No. _____ entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING REVISED SALARY SCHEDULES AND NEW CLASSIFICATIONS AND AMENDING RESOLUTION NO.17-07 AND ANY OTHER RESOLUTIONS IN CONFLICT THEREWITH

4) Job Descriptions for the following classifications: Aquatics Supervisor, Assistant Utilities Director, Public Works Director/City Engineer, Water Safety Instructor, and Utilities Director.

All Funds Budget Summary

	Beginning Balance	FY 2017-18 Revenues	FY 2017-18 Expenditures	Ending Balance	Changes in Balances	% Change
General Fund	19,340,179	63,323,610	68,151,990	14,511,799	(4,828,380)	-25%
Special Revenue Funds						
Street Improvement	4,310,790	1,943,590	2,891,160	3,363,220	(947,570)	-22%
Gas Tax	1,642,940	1,540,390	2,026,310	1,157,020	(485,920)	-30%
Miscellaneous Grants	262,330	633,780	563,830	332,280	69,950	27%
Air Quality Improvement	196,540	189,420	234,570	151,390	(45,150)	-23%
Local Cable Infrastructure	184,583	225,000	225,000	184,583	0	-100%
Police Grants	94,520	101,000	100,000	95,520	1,000	1%
Capital Project Funds						
Parks Acquisition & Dev.	1,625,800	81,600	164,080	1,543,320	(82,480)	-5%
Local Drainage Facilities	3,274,510	30,500	415,840	2,889,170	(385,340)	-12%
RCFPP	795,980	143,960	216,120	723,820	(72,160)	-9%
Public Facilities Construction Fee	7,439,340	275,250	1,003,950	6,710,640	(728,700)	-10%
Developers Improvement	12,732,620	836,600	14,840	13,554,380	821,760	6%
Low/ Moderate Income Housing Reserve	2,589,630	1,000	0	2,590,630	1,000	0%
	6,405,640	4,048,370	1,935,000	8,519,010	2,113,370	33%
Debt Service Funds						
Negocio Debt Service	137,680	0	137,680	0	(137,680)	-100%
Enterprise Funds						
Water - Operating	2,543,450	20,052,955	21,023,580	1,572,825	(970,625)	-38%
- Depreciation Reserve	2,501,658	2,856,026	3,127,150	2,230,534	(271,124)	-11%
- Acreage Fee	374,546	6,993	405,200	(23,661)	(398,207)	-106%
- Other Agency	2,705,366	743,286	514,950	2,933,702	228,336	8%
Sewer - Operating	2,106,439	9,070,621	10,146,040	1,031,020	(1,075,419)	-51%
- Depreciation Reserve	2,524,686	2,591,260	2,126,920	2,989,026	464,340	18%
- Connection Fee	5,442,076	82,841	40,350	5,484,567	42,491	1%
- Other Agency	2,526,199	331,278	14,070	2,843,407	317,208	13%
Storm Drain - Operating	505,885	1,539,177	1,725,750	319,312	(186,573)	-37%
- Depreciation Reserve	811,975	902,323	560,700	1,153,598	341,623	42%
Solid Waste Management	331,140	198,700	240,920	288,920	(42,220)	-13%
Golf - Operating	(599,946)	2,132,212	2,193,280	(661,014)	(61,068)	10%
- Depreciation Reserve	2,185,147	222,653	52,060	2,355,740	170,593	8%
- Capital Improvement	1,197,789	151,535	5,780	1,343,544	145,755	12%
Clean Ocean - Operating	1,488,434	2,651,466	3,207,110	932,790	(555,644)	-37%
- Depreciation Reserve	316,606	379,034	391,710	303,930	(12,676)	-4%
Internal Service Funds						
Central Services	157,310	587,280	721,350	23,240	(134,070)	-85%
Information Technology	93,190	2,043,090	2,062,470	73,810	(19,380)	-21%
Contract Fleet Services	347,914	756,496	987,650	116,760	(231,154)	-66%
Fleet Replacement Reserve	4,359,296	577,644	168,160	4,768,780	409,484	9%
Medical Insurance	21,780	3,666,660	3,651,560	36,880	15,100	69%
Workers' Compensation	1,444,380	494,400	574,770	1,364,010	(80,370)	-6%
General Liability Self Insurance	1,373,380	3,008,000	2,684,590	1,696,790	323,410	24%
Total All Funds	95,791,782	128,420,000	134,706,490	89,505,292	(6,286,490)	-7%

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING AND APPROVING THE BUDGET AT THE FUND LEVEL FOR THE CITY OF SAN CLEMENTE FOR THE 2017-18 FISCAL YEAR AND THE COMMITMENT OF FUND BALANCE

WHEREAS, the City Manager has prepared the City of San Clemente's budget for the Fiscal Year (FY) ending June 30, 2018; and

WHEREAS, the City Council held a public budget workshop and a public hearing on the proposed 2017-18 Fiscal Year budget on May 22, 2017; and

WHEREAS, pursuant to Governmental Accounting Standards Board Statement No. 54, an action of the City Council is necessary to commit budget amounts in various funds for the specific purposes they intended.

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

Section 1. The City Council does hereby approve and adopt the Budget for the City of San Clemente for the Fiscal Year 2017-18 at the fund level for all funds.

Section 2. General Fund Reserves are established and maintained based on the following levels within the General Fund. The City Council is authorized to expend the reserved funds through a formal action.

Emergency Reserve of 20% of budgeted operating expenditures

Section 3. Copies of the FY 2017-18 budget document are on file in the Office of the City Clerk.

Section 4. 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 _____,

ATTEST:

City Clerk of the City of
San Clemente, California

Mayor 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:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this _____ day of _____, _____.

CITY CLERK of the City of
San Clemente, California

Approved as to form:

City Attorney

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN CLEMENTE, CALIFORNIA, ADOPTING REVISED
SALARY SCHEDULES AND NEW CLASSIFICATIONS
AND AMENDING RESOLUTION NO. 17-07 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, as part of the City's budget adoption process, various staffing changes have been incorporated into the proposed budget.

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

Section 1. Resolution No. 17-07 is hereby amended to make changes in various City Departments:

- Beaches, Parks and Recreation – increase the time base of two Recreation Specialists, Benefited Part-Time .75 FTE to 1.0 FTE; increase the time base of one Recreation Specialist, Benefited Part-Time .5 FTE to 1.0 FTE; eliminate two Recreation Specialists, Benefited Part-Time .75 FTE; add one Recreation Coordinator 1.0 FTE; add one Customer Service Specialist II 1.0 FTE; add one Customer Service Specialist II, Benefited Part-Time .75 FTE; reclassify the Assistant Beaches, Parks, and Recreation Director, 1.0 FTE to Recreation Manager 1.0 FTE; eliminate the frozen Beaches, Parks, and Recreation Director 1.0 FTE; eliminate the frozen Management Analyst II 1.0 FTE; reclassify one Recreation Supervisor 1.0 FTE to Aquatics Supervisor 1.0 FTE at Range 55 and approve the job description; eliminate one Office Specialist II, Benefited Part-Time .5 allocated to Golf; and retitle the Pool Lifeguard/Instructor to Water Safety Instructor and approve the job description.
- Community Development – reclassify the Community Development Specialist 1.0 FTE to Plans Examiner 1.0 FTE; change allocation of one Senior Code Compliance Officer, Limited-Term 1.0 FTE to Senior Code Compliance Officer 1.0 FTE; change allocation of one Code Compliance Technician, Limited-Term 1.0 FTE to Code Compliance Technician 1.0 FTE; reclassify one Associate Planner 1.0 FTE to Senior Planner 1.0 FTE.
- Finance and Administrative Services - extend the Revenue Analyst Limited-Term 1.0 FTE through the end of FY 2017-18.

- Public Works - add one Management Analyst I 1.0 FTE; eliminate one Deputy Public Works Director 1.0 FTE; change the status of the Emergency Planning Coordinator 1.0 FTE to Emergency Planning Coordinator, Limited Term 1.0 FTE; reclassify the Park Planner 1.0 FTE to Associate Civil Engineer 1.0 FTE.
- Utilities - reclassify one Deputy Public Works Director 1.0 FTE to Utilities Director 1.0 FTE at Range 84 and approve the job description; reclassify the Utilities Operations Supervisor –Water 1.0 FTE to Assistant Utilities Manager 1.0 FTE at Range 68 and approved the job description; flex fill reclassify one Utilities Mechanic I 1.0 FTE to Utilities Mechanic II 1 FTE; flex fill reclassify two Distribution Operator I 2.0 FTE to Distribution Operator II 2.0 FTE; unfreeze the Water Quality Code Compliance Officer 1.0 FTE and change the allocation to Water Quality Code Compliance Officer, Limited Term 1.0 FTE.
- Implement a 3.1% salary increase for all benefited classifications, effective July 3, 2017.

Section 2. The amended and restated Benefited Positions salary schedule that is attached is hereby approved.

Section 3. The newly created Hourly Part-time Positions salary schedule that is attached is hereby approved.

Section 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into book of original resolutions.

PASSED AND ADOPTED this _____ day of _____, _____.

ATTEST:

City Clerk of the City of
San Clemente, California

Mayor 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:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this _____ day of _____, _____.

CITY CLERK of the City of
San Clemente, California

Approved as to form:

City Attorney

City of San Clemente
Salary Schedule - Benefited Positions
2.5% Between Ranges, 5.0% Between Steps
Adopted 6/6/2017; Effective 7/3/2017

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
1		Hourly	--	--	--	\$11.26	\$11.82
		Monthly	--	--	--	\$1,952.03	\$2,049.63
2		Hourly	--	--	\$10.99	\$11.54	\$12.12
		Monthly	--	--	\$1,905.55	\$2,000.83	\$2,100.87
3		Hourly	--	--	\$11.26	\$11.82	\$12.42
		Monthly	--	--	\$1,952.03	\$2,049.63	\$2,152.12
4		Hourly	--	\$10.99	\$11.54	\$12.12	\$12.73
		Monthly	--	\$1,905.55	\$2,000.83	\$2,100.87	\$2,205.92
5		Hourly	--	\$11.26	\$11.82	\$12.42	\$13.04
		Monthly	--	\$1,952.03	\$2,049.63	\$2,152.12	\$2,259.72
6		Hourly	\$10.99	\$11.54	\$12.12	\$12.73	\$13.36
		Monthly	\$1,905.55	\$2,000.83	\$2,100.87	\$2,205.92	\$2,316.21
7		Hourly	\$11.26	\$11.82	\$12.42	\$13.04	\$13.69
		Monthly	\$1,952.03	\$2,049.63	\$2,152.12	\$2,259.72	\$2,372.71
8	Golf Course Groundskeeper I	Hourly	\$11.54	\$12.12	\$12.73	\$13.36	\$14.03
		Monthly	\$2,000.83	\$2,100.87	\$2,205.92	\$2,316.21	\$2,432.02
9		Hourly	\$11.82	\$12.42	\$13.04	\$13.69	\$14.37
		Monthly	\$2,049.63	\$2,152.12	\$2,259.72	\$2,372.71	\$2,491.34
10		Hourly	\$12.12	\$12.73	\$13.36	\$14.03	\$14.73
		Monthly	\$2,100.87	\$2,205.92	\$2,316.21	\$2,432.02	\$2,553.63
11		Hourly	\$12.42	\$13.04	\$13.69	\$14.37	\$15.09
		Monthly	\$2,152.12	\$2,259.72	\$2,372.71	\$2,491.34	\$2,615.91
12		Hourly	\$12.73	\$13.36	\$14.03	\$14.73	\$15.47
		Monthly	\$2,205.92	\$2,316.21	\$2,432.02	\$2,553.63	\$2,681.31
13		Hourly	\$13.04	\$13.69	\$14.37	\$15.09	\$15.85
		Monthly	\$2,259.72	\$2,372.71	\$2,491.34	\$2,615.91	\$2,746.70
14		Hourly	\$13.36	\$14.03	\$14.73	\$15.47	\$16.24
		Monthly	\$2,316.21	\$2,432.02	\$2,553.63	\$2,681.31	\$2,815.37
15		Hourly	\$13.69	\$14.37	\$15.09	\$15.85	\$16.64
		Monthly	\$2,372.71	\$2,491.34	\$2,615.91	\$2,746.70	\$2,884.04

16		Hourly	\$14.03	\$14.73	\$15.47	\$16.24	\$17.05
		Monthly	\$2,432.02	\$2,553.63	\$2,681.31	\$2,815.37	\$2,956.14
17	Golf Course Groundskeeper II	Hourly	\$14.37	\$15.09	\$15.85	\$16.64	\$17.47
		Monthly	\$2,491.34	\$2,615.91	\$2,746.70	\$2,884.04	\$3,028.24
18		Hourly	\$14.73	\$15.47	\$16.24	\$17.05	\$17.91
		Monthly	\$2,553.63	\$2,681.31	\$2,815.37	\$2,956.14	\$3,103.95
19		Hourly	\$15.09	\$15.85	\$16.64	\$17.47	\$18.34
		Monthly	\$2,615.91	\$2,746.70	\$2,884.04	\$3,028.24	\$3,179.65
20		Hourly	\$15.47	\$16.24	\$17.05	\$17.91	\$18.80
		Monthly	\$2,681.31	\$2,815.37	\$2,956.14	\$3,103.95	\$3,259.15
21		Hourly	\$15.85	\$16.64	\$17.47	\$18.34	\$19.26
		Monthly	\$2,746.70	\$2,884.04	\$3,028.24	\$3,179.65	\$3,338.64
22		Hourly	\$16.24	\$17.05	\$17.91	\$18.80	\$19.74
		Monthly	\$2,815.37	\$2,956.14	\$3,103.95	\$3,259.15	\$3,422.10
23		Hourly	\$16.64	\$17.47	\$18.34	\$19.26	\$20.22
		Monthly	\$2,884.04	\$3,028.24	\$3,179.65	\$3,338.64	\$3,505.57
24		Hourly	\$17.05	\$17.91	\$18.80	\$19.74	\$20.73
		Monthly	\$2,956.14	\$3,103.95	\$3,259.15	\$3,422.10	\$3,593.21
25		Hourly	\$17.47	\$18.34	\$19.26	\$20.22	\$21.24
		Monthly	\$3,028.24	\$3,179.65	\$3,338.64	\$3,505.57	\$3,680.85
26		Hourly	\$17.91	\$18.80	\$19.74	\$20.73	\$21.77
		Monthly	\$3,103.95	\$3,259.15	\$3,422.10	\$3,593.21	\$3,772.87
27		Hourly	\$18.34	\$19.26	\$20.22	\$21.24	\$22.30
		Monthly	\$3,179.65	\$3,338.64	\$3,505.57	\$3,680.85	\$3,864.89
28	Recreation Specialist	Hourly	\$18.80	\$19.74	\$20.73	\$21.77	\$22.85
		Monthly	\$3,259.15	\$3,422.10	\$3,593.21	\$3,772.87	\$3,961.51
29	Office Specialist I	Hourly	\$19.26	\$20.22	\$21.24	\$22.30	\$23.41
		Monthly	\$3,338.64	\$3,505.57	\$3,680.85	\$3,864.89	\$4,058.13
30		Hourly	\$19.74	\$20.73	\$21.77	\$22.85	\$24.00
		Monthly	\$3,422.10	\$3,593.21	\$3,772.87	\$3,961.51	\$4,159.59
31		Hourly	\$20.22	\$21.24	\$22.30	\$23.41	\$24.58
		Monthly	\$3,505.57	\$3,680.85	\$3,864.89	\$4,058.13	\$4,261.04
32		Hourly	\$20.73	\$21.77	\$22.85	\$24.00	\$25.20
		Monthly	\$3,593.21	\$3,772.87	\$3,961.51	\$4,159.59	\$4,367.57

33	Accounting Specialist I	Hourly	\$21.24	\$22.30	\$23.41	\$24.58	\$25.81
	Maintenance Worker I	Monthly	\$3,680.85	\$3,864.89	\$4,058.13	\$4,261.04	\$4,474.09
	Utility Billing Specialist I						
34		Hourly	\$21.77	\$22.85	\$24.00	\$25.20	\$26.46
		Monthly	\$3,772.87	\$3,961.51	\$4,159.59	\$4,367.57	\$4,585.94
35	Customer Service Specialist II	Hourly	\$22.30	\$23.41	\$24.58	\$25.81	\$27.10
	Golf Course Maintenance Worker	Monthly	\$3,864.89	\$4,058.13	\$4,261.04	\$4,474.09	\$4,697.80
	Office Specialist II						
36		Hourly	\$22.85	\$24.00	\$25.20	\$26.46	\$27.78
		Monthly	\$3,961.51	\$4,159.59	\$4,367.57	\$4,585.94	\$4,815.24
37	Accounting Specialist II	Hourly	\$23.41	\$24.58	\$25.81	\$27.10	\$28.46
	Business License Specialist	Monthly	\$4,058.13	\$4,261.04	\$4,474.09	\$4,697.80	\$4,932.69
	Central Services Assistant						
	Maintenance Worker II						
	Sr. Customer Service Specialist						
	Sr. Office Specialist						
	Utilities Mechanic In-Training						
	Utility Billing Specialist II						
38		Hourly	\$24.00	\$25.20	\$26.46	\$27.78	\$29.17
		Monthly	\$4,159.59	\$4,367.57	\$4,585.94	\$4,815.24	\$5,056.00
39		Hourly	\$24.58	\$25.81	\$27.10	\$28.46	\$29.88
		Monthly	\$4,261.04	\$4,474.09	\$4,697.80	\$4,932.69	\$5,179.32
40		Hourly	\$25.20	\$26.46	\$27.78	\$29.17	\$30.63
		Monthly	\$4,367.57	\$4,585.94	\$4,815.24	\$5,056.00	\$5,308.80
41	Ocean Lifeguard Supervisor	Hourly	\$25.81	\$27.10	\$28.46	\$29.88	\$31.37
	Utility Customer Services Representative	Monthly	\$4,474.09	\$4,697.80	\$4,932.69	\$5,179.32	\$5,438.29
42	Administrative Assistant	Hourly	\$26.46	\$27.78	\$29.17	\$30.63	\$32.16
	Code Compliance Technician	Monthly	\$4,585.94	\$4,815.24	\$5,056.00	\$5,308.80	\$5,574.24
	Collection Systems Operator I						
	Distribution Operator I						
	Parking Meter Technician						
	Permit Technician						
	Plant Operator I						
	Revenue Analyst						
	Sr. Accounting Specialist						
	Utility Billing Coordinator						

43	Electrician I	Hourly	\$27.10	\$28.46	\$29.88	\$31.37	\$32.94
	Golf Course Maintenance Leadworker	Monthly	\$4,697.80	\$4,932.69	\$5,179.32	\$5,438.29	\$5,710.20
	Golf Course Mechanic						
	Information Technology Technician						
	Laboratory Technician I						
	Maintenance Leadworker						
	Recreation Coordinator						
	Utilities Mechanic I						
44	Environmental Services Coordinator	Hourly	\$27.78	\$29.17	\$30.63	\$32.16	\$33.77
	Human Resources Specialist (C)	Monthly	\$4,815.24	\$5,056.00	\$5,308.80	\$5,574.24	\$5,852.96
45	Community Development Technician I	Hourly	\$28.46	\$29.88	\$31.37	\$32.94	\$34.59
	Facilities Maintenance Specialist I	Monthly	\$4,932.69	\$5,179.32	\$5,438.29	\$5,710.20	\$5,995.71
46	Electrical Instrumentation Technician I	Hourly	\$29.17	\$30.63	\$32.16	\$33.77	\$35.46
	Maintenance Contract Inspector	Monthly	\$5,056.00	\$5,308.80	\$5,574.24	\$5,852.96	\$6,145.60
	Payroll Coordinator (C)						
	Records Management Coordinator						
47	Building Inspector I	Hourly	\$29.88	\$31.37	\$32.94	\$34.59	\$36.32
	Collection Systems Operator II	Monthly	\$5,179.32	\$5,438.29	\$5,710.20	\$5,995.71	\$6,295.50
	Contract Maintenance Coordinator						
	Distribution Operator II						
	Facilities Maintenance Specialist II						
	Laboratory Technician II						
	Plant Operator II						
	Sr. Permit Technician						
	Utilities Mechanic II						
48	Code Compliance Officer	Hourly	\$30.63	\$32.16	\$33.77	\$35.46	\$37.23
	Engineering Technician	Monthly	\$5,308.80	\$5,574.24	\$5,852.96	\$6,145.60	\$6,452.88
	Recycled Water Specialist						
49	Electrical Instrumentation Technician II	Hourly	\$31.37	\$32.94	\$34.59	\$36.32	\$38.14
	Electrician II	Monthly	\$5,438.29	\$5,710.20	\$5,995.71	\$6,295.50	\$6,610.27
	Lead Operator						
	Sr. Administrative Assistant (C)						
	Sr. Facilities Maintenance Specialist						
	Water Quality Code Compliance Officer						
50	Assistant Planner	Hourly	\$32.16	\$33.77	\$35.46	\$37.23	\$39.09
	Deputy City Clerk	Monthly	\$5,574.24	\$5,852.96	\$6,145.60	\$6,452.88	\$6,775.53
	Information Technology Analyst I						
	Marine Safety Officer						
51	Building Inspector II	Hourly	\$32.94	\$34.59	\$36.32	\$38.14	\$40.04
	Construction Inspector	Monthly	\$5,710.20	\$5,995.71	\$6,295.50	\$6,610.27	\$6,940.79

52	Emergency Planning Coordinator	Hourly	\$33.77	\$35.46	\$37.23	\$39.09	\$41.04
	Human Resources Analyst I (C)	Monthly	\$5,852.96	\$6,145.60	\$6,452.88	\$6,775.53	\$7,114.31
	Management Analyst I						
	Recreation Supervisor						
	Revenue Supervisor						
	Sr. Engineering Technician						
53	Executive Assistant (C)	Hourly	\$34.59	\$36.32	\$38.14	\$40.04	\$42.05
		Monthly	\$5,995.71	\$6,295.50	\$6,610.27	\$6,940.79	\$7,287.83
54	Facilities Maintenance Coordinator	Hourly	\$35.46	\$37.23	\$39.09	\$41.04	\$43.10
	Maintenance Inspection Coordinator	Monthly	\$6,145.60	\$6,452.88	\$6,775.53	\$7,114.31	\$7,470.02
	Plans Examiner						
	Plant Operator III						
	System Operations/Water Quality Coordinator.						
	Systems Applications Analyst						
55	Aquatics Supervisor	Hourly	\$36.32	\$38.14	\$40.04	\$42.05	\$44.15
	Associate Planner	Monthly	\$6,295.50	\$6,610.27	\$6,940.79	\$7,287.83	\$7,652.22
	Management Analyst II						
	Public Information Officer						
	Sr. Code Compliance Officer						
	Utility Support/Budget Coordinator						
	Water Conservation Analyst						
56		Hourly	\$37.23	\$39.09	\$41.04	\$43.10	\$45.25
		Monthly	\$6,452.88	\$6,775.53	\$7,114.31	\$7,470.02	\$7,843.52
57	GIS Coordinator	Hourly	\$38.14	\$40.04	\$42.05	\$44.15	\$46.35
	Human Resources Analyst II (C)	Monthly	\$6,610.27	\$6,940.79	\$7,287.83	\$7,652.22	\$8,034.83
	Information Technology Analyst II						
	Sr. Building Inspector						
	Sr. Construction Inspector						
58	Chief Operator	Hourly	\$39.09	\$41.04	\$43.10	\$45.25	\$47.51
	CMMS Coordinator	Monthly	\$6,775.53	\$7,114.31	\$7,470.02	\$7,843.52	\$8,235.70
	Environmental Programs Supervisor (M)						
	Laboratory Coordinator						
	Lead Electrical Instrumentation Technician						
	Marine Safety Lieutenant						
	Master Electrician						
	Utilities Chief Mechanic						
59		Hourly	\$40.04	\$42.05	\$44.15	\$46.35	\$48.67
		Monthly	\$6,940.79	\$7,287.83	\$7,652.22	\$8,034.83	\$8,436.57
60	Assistant Engineer	Hourly	\$41.04	\$43.10	\$45.25	\$47.51	\$49.89
	Chief Operator - Water Reclamation	Monthly	\$7,114.31	\$7,470.02	\$7,843.52	\$8,235.70	\$8,647.48
	Senior Accountant						

61	SCADA Specialist	Hourly	\$42.05	\$44.15	\$46.35	\$48.67	\$51.11
	Senior Planner (M)	Monthly	\$7,287.83	\$7,652.22	\$8,034.83	\$8,436.57	\$8,858.40
62	Code Compliance Manager (M)	Hourly	\$43.10	\$45.25	\$47.51	\$49.89	\$52.38
	Maintenance Operations Supervisor (M)	Monthly	\$7,470.02	\$7,843.52	\$8,235.70	\$8,647.48	\$9,079.86
	Utilities Maintenance Supervisor (M)						
	Utilities Operations Supervisor - Sewer (M)						
63		Hourly	\$44.15	\$46.35	\$48.67	\$51.11	\$53.66
		Monthly	\$7,652.22	\$8,034.83	\$8,436.57	\$8,858.40	\$9,301.32
64	Associate Civil Engineer (M)	Hourly	\$45.25	\$47.51	\$49.89	\$52.38	\$55.00
		Monthly	\$7,843.52	\$8,235.70	\$8,647.48	\$9,079.86	\$9,533.85
65		Hourly	\$46.35	\$48.67	\$51.11	\$53.66	\$56.34
		Monthly	\$8,034.83	\$8,436.57	\$8,858.40	\$9,301.32	\$9,766.38
66	Golf Course Manager (M)	Hourly	\$47.51	\$49.89	\$52.38	\$55.00	\$57.75
		Monthly	\$8,235.70	\$8,647.48	\$9,079.86	\$9,533.85	\$10,010.54
67	Risk Management/Human Resources Officer (M)	Hourly	\$48.67	\$51.11	\$53.66	\$56.34	\$59.16
		Monthly	\$8,436.57	\$8,858.40	\$9,301.32	\$9,766.38	\$10,254.70
68	Assistant Utilities Manager (M)	Hourly	\$49.89	\$52.38	\$55.00	\$57.75	\$60.64
	Marine Safety Chief (M)	Monthly	\$8,647.48	\$9,079.86	\$9,533.85	\$10,010.54	\$10,511.07
	Principal Planner (M)						
	Recreation Manager (M)						
	Sr. Civil Engineer (M)						
69		Hourly	\$51.11	\$53.66	\$56.34	\$59.16	\$62.12
		Monthly	\$8,858.40	\$9,301.32	\$9,766.38	\$10,254.70	\$10,767.44
70	Business Services Officer (M)	Hourly	\$52.38	\$55.00	\$57.75	\$60.64	\$63.67
	Financial Services Officer (M)	Monthly	\$9,079.86	\$9,533.85	\$10,010.54	\$10,511.07	\$11,036.62
	Legislative Administrator (M)						
71		Hourly	\$53.66	\$56.34	\$59.16	\$62.12	\$65.23
		Monthly	\$9,301.32	\$9,766.38	\$10,254.70	\$10,767.44	\$11,305.81
72	Maintenance Manager (M)	Hourly	\$55.00	\$57.75	\$60.64	\$63.67	\$66.86
	Principal Civil Engineer (M)	Monthly	\$9,533.85	\$10,010.54	\$10,511.07	\$11,036.62	\$11,588.45
	Sr. Plan Check Engineer (M)						
	Utilities Manager (M)						
73	Information Technology Manager (M)	Hourly	\$56.34	\$59.16	\$62.12	\$65.23	\$68.49
		Monthly	\$9,766.38	\$10,254.70	\$10,767.44	\$11,305.81	\$11,871.10
74	Human Resources Manager (M)	Hourly	\$57.75	\$60.64	\$63.67	\$66.86	\$70.20
	Principal Civil Engineer/Asset Manager (M)	Monthly	\$10,010.54	\$10,511.07	\$11,036.62	\$11,588.45	\$12,167.88
	Transportation Engineering Manager (M)						

75	City Planner (M)	Hourly	\$59.16	\$62.12	\$65.23	\$68.49	\$71.91
		Monthly	\$10,254.70	\$10,767.44	\$11,305.81	\$11,871.10	\$12,464.65
76		Hourly	\$60.64	\$63.67	\$66.86	\$70.20	\$73.71
		Monthly	\$10,511.07	\$11,036.62	\$11,588.45	\$12,167.88	\$12,776.27
77	Deputy Administrative Services Director (M)	Hourly	\$62.12	\$65.23	\$68.49	\$71.91	\$75.51
	Deputy Community Development Director (M)	Monthly	\$10,767.44	\$11,305.81	\$11,871.10	\$12,464.65	\$13,087.89
78		Hourly	\$63.67	\$66.86	\$70.20	\$73.71	\$77.39
		Monthly	\$11,036.62	\$11,588.45	\$12,167.88	\$12,776.27	\$13,415.08
79		Hourly	\$65.23	\$68.49	\$71.91	\$75.51	\$79.28
		Monthly	\$11,305.81	\$11,871.10	\$12,464.65	\$13,087.89	\$13,742.28
80		Hourly	\$66.86	\$70.20	\$73.71	\$77.39	\$81.26
		Monthly	\$11,588.45	\$12,167.88	\$12,776.27	\$13,415.08	\$14,085.84
81		Hourly	\$68.49	\$71.91	\$75.51	\$79.28	\$83.25
		Monthly	\$11,871.10	\$12,464.65	\$13,087.89	\$13,742.28	\$14,429.40
82	Community Development Director (E)	Hourly	\$70.20	\$73.71	\$77.39	\$81.26	\$85.33
		Monthly	\$12,167.88	\$12,776.27	\$13,415.08	\$14,085.84	\$14,790.13
83		Hourly	\$71.91	\$75.51	\$79.28	\$83.25	\$87.41
		Monthly	\$12,464.65	\$13,087.89	\$13,742.28	\$14,429.40	\$15,150.87
84	Public Works Director / City Engineer (E)	Hourly	\$73.71	\$77.39	\$81.26	\$85.33	\$89.59
	Utilities Director (E)	Monthly	\$12,776.27	\$13,415.08	\$14,085.84	\$14,790.13	\$15,529.64
85		Hourly	\$75.51	\$79.28	\$83.25	\$87.41	\$91.78
		Monthly	\$13,087.89	\$13,742.28	\$14,429.40	\$15,150.87	\$15,908.41
86		Hourly	\$77.39	\$81.26	\$85.33	\$89.59	\$94.07
		Monthly	\$13,415.08	\$14,085.84	\$14,790.13	\$15,529.64	\$16,306.12
87		Hourly	\$79.28	\$83.25	\$87.41	\$91.78	\$96.37
		Monthly	\$13,742.28	\$14,429.40	\$15,150.87	\$15,908.41	\$16,703.83
88	Assistant City Manager / FAS Director (E)	Hourly	\$81.26	\$85.33	\$89.59	\$94.07	\$98.78
		Monthly	\$14,085.84	\$14,790.13	\$15,529.64	\$16,306.12	\$17,121.42
89		Hourly	\$83.25	\$87.41	\$91.78	\$96.37	\$101.19
		Monthly	\$14,429.40	\$15,150.87	\$15,908.41	\$16,703.83	\$17,539.02
90		Hourly	\$85.33	\$89.59	\$94.07	\$98.78	\$103.72
		Monthly	\$14,790.13	\$15,529.64	\$16,306.12	\$17,121.42	\$17,977.50
91		Hourly	\$87.41	\$91.78	\$96.37	\$101.19	\$106.25
		Monthly	\$15,150.87	\$15,908.41	\$16,703.83	\$17,539.02	\$18,415.97

92		Hourly	\$89.59	\$94.07	\$98.78	\$103.72	\$108.90
		Monthly	\$15,529.64	\$16,306.12	\$17,121.42	\$17,977.50	\$18,876.37
93		Hourly	\$91.78	\$96.37	\$101.19	\$106.25	\$111.56
		Monthly	\$15,908.41	\$16,703.83	\$17,539.02	\$18,415.97	\$19,336.77
94		Hourly	\$94.07	\$98.78	\$103.72	\$108.90	\$114.35
		Monthly	\$16,306.12	\$17,121.42	\$17,977.50	\$18,876.37	\$19,820.19
95		Hourly	\$96.37	\$101.19	\$106.25	\$111.56	\$117.14
		Monthly	\$16,703.83	\$17,539.02	\$18,415.97	\$19,336.77	\$20,303.61
96		Hourly	\$98.78	\$103.72	\$108.90	\$114.35	\$120.06
		Monthly	\$17,121.42	\$17,977.50	\$18,876.37	\$19,820.19	\$20,811.20
97		Hourly	\$101.19	\$106.25	\$111.56	\$117.14	\$122.99
		Monthly	\$17,539.02	\$18,415.97	\$19,336.77	\$20,303.61	\$21,318.79
98		Hourly	\$103.72	\$108.90	\$114.35	\$120.06	\$126.07
		Monthly	\$17,977.50	\$18,876.37	\$19,820.19	\$20,811.20	\$21,851.76
99	City Manager (E)	Hourly	\$106.25	\$111.56	\$117.14	\$122.99	\$129.14
		Monthly	\$18,415.97	\$19,336.77	\$20,303.61	\$21,318.79	\$22,384.73
100		Hourly	\$108.90	\$114.35	\$120.06	\$126.07	\$132.37
		Monthly	\$18,876.37	\$19,820.19	\$20,811.20	\$21,851.76	\$22,944.35

City of San Clemente
Salary Schedule - Hourly Part-Time Positions
2.5% Between Ranges, 5.0% Between Steps
Adopted 6/6/2017; Effective 7/3/2017

Range Number	Title	Pay	Entry				Maximum
		Period	Step A	Step B	Step C	Step D	Step E
1		Hourly	--	--	--	\$10.92	\$11.47
		Monthly	--	--	--	\$1,893.34	\$1,988.01
2	Ocean Lifeguard Trainee	Hourly	--	--	\$10.66	\$11.20	\$11.76
		Monthly	--	--	\$1,848.26	\$1,940.67	\$2,037.71
3	Recreation Leader I	Hourly	--	--	\$10.92	\$11.47	\$12.04
		Monthly	--	--	\$1,893.34	\$1,988.01	\$2,087.41
4		Hourly	--	\$10.66	\$11.20	\$11.76	\$12.34
		Monthly	--	\$1,848.26	\$1,940.67	\$2,037.71	\$2,139.59
5		Hourly	--	\$10.92	\$11.47	\$12.04	\$12.64
		Monthly	--	\$1,893.34	\$1,988.01	\$2,087.41	\$2,191.78
6	Office Clerk	Hourly	\$10.66	\$11.20	\$11.76	\$12.34	\$12.96
		Monthly	\$1,848.26	\$1,940.67	\$2,037.71	\$2,139.59	\$2,246.57
7		Hourly	\$10.92	\$11.47	\$12.04	\$12.64	\$13.28
		Monthly	\$1,893.34	\$1,988.01	\$2,087.41	\$2,191.78	\$2,301.36
8		Hourly	\$11.20	\$11.76	\$12.34	\$12.96	\$13.61
		Monthly	\$1,940.67	\$2,037.71	\$2,139.59	\$2,246.57	\$2,358.90
9		Hourly	\$11.47	\$12.04	\$12.64	\$13.28	\$13.94
		Monthly	\$1,988.01	\$2,087.41	\$2,191.78	\$2,301.36	\$2,416.43
10		Hourly	\$11.76	\$12.34	\$12.96	\$13.61	\$14.29
		Monthly	\$2,037.71	\$2,139.59	\$2,246.57	\$2,358.90	\$2,476.84
11	Pool Lifeguard	Hourly	\$12.04	\$12.64	\$13.28	\$13.94	\$14.64
		Monthly	\$2,087.41	\$2,191.78	\$2,301.36	\$2,416.43	\$2,537.25
12	Intern	Hourly	\$12.34	\$12.96	\$13.61	\$14.29	\$15.00
		Monthly	\$2,139.59	\$2,246.57	\$2,358.90	\$2,476.84	\$2,600.69
13	Recreation Leader II Water Safety Instructor	Hourly	\$12.64	\$13.28	\$13.94	\$14.64	\$15.37
		Monthly	\$2,191.78	\$2,301.36	\$2,416.43	\$2,537.25	\$2,664.12
14		Hourly	\$12.96	\$13.61	\$14.29	\$15.00	\$15.75
		Monthly	\$2,246.57	\$2,358.90	\$2,476.84	\$2,600.69	\$2,730.72
15		Hourly	\$13.28	\$13.94	\$14.64	\$15.37	\$16.14
		Monthly	\$2,301.36	\$2,416.43	\$2,537.25	\$2,664.12	\$2,797.32

16		Hourly	\$13.61	\$14.29	\$15.00	\$15.75	\$16.54
		Monthly	\$2,358.90	\$2,476.84	\$2,600.69	\$2,730.72	\$2,867.26
17		Hourly	\$13.94	\$14.64	\$15.37	\$16.14	\$16.95
		Monthly	\$2,416.43	\$2,537.25	\$2,664.12	\$2,797.32	\$2,937.19
18	Building Monitor	Hourly	\$14.29	\$15.00	\$15.75	\$16.54	\$17.37
	Park Monitor	Monthly	\$2,476.84	\$2,600.69	\$2,730.72	\$2,867.26	\$3,010.62
19	Head Lifeguard	Hourly	\$14.64	\$15.37	\$16.14	\$16.95	\$17.79
		Monthly	\$2,537.25	\$2,664.12	\$2,797.32	\$2,937.19	\$3,084.05
20	Lead Park Monitor	Hourly	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24
		Monthly	\$2,600.69	\$2,730.72	\$2,867.26	\$3,010.62	\$3,161.15
21		Hourly	\$15.37	\$16.14	\$16.95	\$17.79	\$18.68
		Monthly	\$2,664.12	\$2,797.32	\$2,937.19	\$3,084.05	\$3,238.25
22		Hourly	\$15.75	\$16.54	\$17.37	\$18.24	\$19.15
		Monthly	\$2,730.72	\$2,867.26	\$3,010.62	\$3,161.15	\$3,319.21
23		Hourly	\$16.14	\$16.95	\$17.79	\$18.68	\$19.62
		Monthly	\$2,797.32	\$2,937.19	\$3,084.05	\$3,238.25	\$3,400.16
24		Hourly	\$16.54	\$17.37	\$18.24	\$19.15	\$20.11
		Monthly	\$2,867.26	\$3,010.62	\$3,161.15	\$3,319.21	\$3,485.17
25		Hourly	\$16.95	\$17.79	\$18.68	\$19.62	\$20.60
		Monthly	\$2,937.19	\$3,084.05	\$3,238.25	\$3,400.16	\$3,570.17
26		Hourly	\$17.37	\$18.24	\$19.15	\$20.11	\$21.11
		Monthly	\$3,010.62	\$3,161.15	\$3,319.21	\$3,485.17	\$3,659.43
27	Ocean Lifeguard	Hourly	\$17.79	\$18.68	\$19.62	\$20.60	\$21.63
		Monthly	\$3,084.05	\$3,238.25	\$3,400.16	\$3,570.17	\$3,748.68
28		Hourly	\$18.24	\$19.15	\$20.11	\$21.11	\$22.17
		Monthly	\$3,161.15	\$3,319.21	\$3,485.17	\$3,659.43	\$3,842.40
29		Hourly	\$18.68	\$19.62	\$20.60	\$21.63	\$22.71
		Monthly	\$3,238.25	\$3,400.16	\$3,570.17	\$3,748.68	\$3,936.11
30		Hourly	\$19.15	\$20.11	\$21.11	\$22.17	\$23.28
		Monthly	\$3,319.21	\$3,485.17	\$3,659.43	\$3,842.40	\$4,034.52
31		Hourly	\$19.62	\$20.60	\$21.63	\$22.71	\$23.84
		Monthly	\$3,400.16	\$3,570.17	\$3,748.68	\$3,936.11	\$4,132.92
32		Hourly	\$20.11	\$21.11	\$22.17	\$23.28	\$24.44
		Monthly	\$3,485.17	\$3,659.43	\$3,842.40	\$4,034.52	\$4,236.24

33		Hourly	\$20.60	\$21.63	\$22.71	\$23.84	\$25.04
		Monthly	\$3,570.17	\$3,748.68	\$3,936.11	\$4,132.92	\$4,339.57
34		Hourly	\$21.11	\$22.17	\$23.28	\$24.44	\$25.66
		Monthly	\$3,659.43	\$3,842.40	\$4,034.52	\$4,236.24	\$4,448.06
35		Hourly	\$21.63	\$22.71	\$23.84	\$25.04	\$26.29
		Monthly	\$3,748.68	\$3,936.11	\$4,132.92	\$4,339.57	\$4,556.54
36		Hourly	\$22.17	\$23.28	\$24.44	\$25.66	\$26.94
		Monthly	\$3,842.40	\$4,034.52	\$4,236.24	\$4,448.06	\$4,670.46
37		Hourly	\$22.71	\$23.84	\$25.04	\$26.29	\$27.60
		Monthly	\$3,936.11	\$4,132.92	\$4,339.57	\$4,556.54	\$4,784.37
38	Cable Television Technician	Hourly	\$23.28	\$24.44	\$25.66	\$26.94	\$28.29
		Monthly	\$4,034.52	\$4,236.24	\$4,448.06	\$4,670.46	\$4,903.98
39		Hourly	\$23.84	\$25.04	\$26.29	\$27.60	\$28.98
		Monthly	\$4,132.92	\$4,339.57	\$4,556.54	\$4,784.37	\$5,023.59
40		Hourly	\$24.44	\$25.66	\$26.94	\$28.29	\$29.71
		Monthly	\$4,236.24	\$4,448.06	\$4,670.46	\$4,903.98	\$5,149.18
41	Ocean Lifeguard Supervisor	Hourly	\$25.04	\$26.29	\$27.60	\$28.98	\$30.43
		Monthly	\$4,339.57	\$4,556.54	\$4,784.37	\$5,023.59	\$5,274.77
42		Hourly	\$25.66	\$26.94	\$28.29	\$29.71	\$31.19
		Monthly	\$4,448.06	\$4,670.46	\$4,903.98	\$5,149.18	\$5,406.64
43		Hourly	\$26.29	\$27.60	\$28.98	\$30.43	\$31.95
		Monthly	\$4,556.54	\$4,784.37	\$5,023.59	\$5,274.77	\$5,538.51
44		Hourly	\$26.94	\$28.29	\$29.71	\$31.19	\$32.75
		Monthly	\$4,670.46	\$4,903.98	\$5,149.18	\$5,406.64	\$5,676.97
45		Hourly	\$27.60	\$28.98	\$30.43	\$31.95	\$33.55
		Monthly	\$4,784.37	\$5,023.59	\$5,274.77	\$5,538.51	\$5,815.43
46		Hourly	\$28.29	\$29.71	\$31.19	\$32.75	\$34.39
		Monthly	\$4,903.98	\$5,149.18	\$5,406.64	\$5,676.97	\$5,960.82
47		Hourly	\$28.98	\$30.43	\$31.95	\$33.55	\$35.23
		Monthly	\$5,023.59	\$5,274.77	\$5,538.51	\$5,815.43	\$6,106.21
48		Hourly	\$29.71	\$31.19	\$32.75	\$34.39	\$36.11
		Monthly	\$5,149.18	\$5,406.64	\$5,676.97	\$5,960.82	\$6,258.86
49		Hourly	\$30.43	\$31.95	\$33.55	\$35.23	\$36.99
		Monthly	\$5,274.77	\$5,538.51	\$5,815.43	\$6,106.21	\$6,411.52

ATTACHMENT 4

AQUATICS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To supervise, assign and review the work of staff responsible for public recreation and aquatics programs, activities and special events related to aquatics; to oversee the daily operations and rental of aquatics facilities and swimming pools; coordinate aquatics operation with a variety of affiliated organizations; and to provide responsible staff assistance to the Recreation Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Manager.

Exercises direct supervision over professional and technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential responsibilities and duties include the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for providing aquatic service programs.
2. Participate in the selection of aquatics staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
3. Recommend and assist in the implementation of goals and objectives; monitor the quality of service provided and develop, recommend, and implement policies and procedures relevant to the City's aquatics services.
4. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
5. Participate in preparing and administering program budget; submit budget recommendations; monitor expenditures of two aquatics facilities.
6. Research and identify alternative funding sources; prepare grant proposals, as necessary.
7. Manage and oversee the use and operation of aquatics centers, including programming, maintenance, and rentals to the public and outside agencies.

8. Coordinate large special events, related to aquatics programming, including logistics, publicity, and sponsorship; supervise staff and volunteers.
9. Confer with other departments, divisions, and outside agencies, including community groups and organizations; identify, develop, and implement programs to meet community needs.
10. Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures and developing new programs; implement programs or improvements.
11. Coordinate marketing efforts with those of other divisions and outside agencies and organizations; prepare and present brochures, press releases and related public relations material.
12. Provide staff assistance to assigned Boards and Commissions; prepare and present staff reports, as necessary.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and aquatics programming.
14. Oversee procurement of equipment and supplies as required for assigned program; confer with management and other public and private agencies in procuring materials and equipment for program use.
15. Assist the Public Works Department in managing and coordinating the maintenance of aquatic facilities and equipment to ensure safety compliance; perform minor plumbing, heating, and pumping repairs to equipment, train staff in using chemicals appropriately to treat the pool water.
16. Recommends and implements equipment replacement; assists with proposed facility planning, rehabilitation and Capital Improvement Projects.
17. Respond to citizen complaints and request for information.
18. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of the operation and administration of aquatics programs.

Operations and activities of aquatic programs and pool maintenance.

Principles and procedures of swimming pool maintenance, chlorinators, heaters, and other equipment and machinery necessary to operate and keep in repair multiple swimming pools.

Principles of supervision, training, and performance evaluation.

Modern and complex principles and practices of aquatics program development and administration.

Principles of budget preparation and control.

Recent developments, current literature and sources of information related to aquatics, planning and administration.

Procurement practices related to aquatics equipment and supplies.

Marketing theories, principles and practices and their application to a wide variety of recreation.

Current computer software.

Applicable health and safety laws and regulations pertaining to aquatics programs and pool operations.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, counsel, mediate, organize, and review the work of front line and/or lower level staff.
- Train others through the interpretation of policies, procedures, and standards related to specific situations within the aquatics environment.
- Interpret and explain the assigned recreation program policies and procedures to City personnel, partner organizations, customers, vendors, contractors, elected and appointed officials, emergency services personnel, American Red Cross representatives, and the general public.
- Operate and use modern office equipment including a computer.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Recommend and implement goals, objectives and practices for providing effective and efficient recreation and aquatics programs.
- Elicit community and organizational support for recreation programs.
- Make public presentations.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Perform lifeguard duties.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in aquatics program development and supervision/implementation, including one year of lead responsibility.

Training:

Bachelor's degree from an accredited college or university with major course work in recreation management, public or business administration, or a related field.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Valid, current CPR/AED for the Professional Rescuer certificate & First Aid and Oxygen Administration for Lifeguards certificate/training
- Possession, or ability to obtain, Lifeguard Instructor (LGI) Training certification
- Possession of Water Safety Instructor (WSI) certification
- Possession of, or ability to obtain, Certified Pool Operator or Aquatics Facility Operator certification

WORKING CONDITIONS

Environmental Condition:

Indoor and outdoor recreation facilities; exposure to outdoor weather conditions; extensive public contact. Work around or in pool water with exposure to variations in temperature, odors, noise, chemicals and gases, machinery, and pool equipment.

Physical Condition:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.

ASSISTANT UTILITIES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

While providing direct supervision to the Water Operations Staff and Sewer Collections System Staff, the Assistant Utilities Manager will provide backup to the Utilities Manager with duties to assist in directing, managing, supervising, and coordinating the programs and activities of the Utilities Department including water, sewer, recycled water, conservation and storm drain systems; to assist in coordinating assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Utilities Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Utilities Manager.

Exercises direct supervision over select supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Assist with management responsibility for all services and activities of the Utilities Division including water, sewer, recycled water, collections, and storm drains.
2. Assist in the management and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels.
4. Assist in the planning, direction, coordination, and review of the work plan for the Utilities Department; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate Utilities Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Assist the Manager with the development and administration of the utilities program annual budget; forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. In the absence of the Utilities Manager, serve as liaison for the Utilities Division with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
8. Prepare and present staff reports and other necessary correspondence.
9. Provide responsible staff assistance to the Utilities Manager, and Utilities Director.

Assistant Utilities Manager (Continued)

10. Assist the Utilities Manager with a variety of organizational studies, investigations, and operational studies; recommend modifications to utilities programs, policies, and procedures as appropriate.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water resources and public utilities.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Serve as Utilities Manager in the absence of the manager.
14. Be available 24-7 if a major emergency occurs.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a municipal utility program.
Management skills to analyze programs, policies, and operational needs.
Principles of biology, chemistry, physics, hydraulics, and engineering.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Assist in Overseeing and directing the operations, services and activities of the Utilities Department.
Help to develop and administer, division goals, objectives and procedures.
Assist in the preparation and administration of large and complex budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Assistant Utilities Manager (Continued)

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

Experience:

Five years of increasingly responsible experience in the construction, maintenance, and operations of water systems and treatment facilities, including three years of administrative or supervisory responsibility.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in water distribution or water treatment operations, chemistry, biology, construction technology, or a related field. Specialized Leadership Academies or equivalent to an Associates Arts degree from an accredited college or university with course work in civil, mechanical, or hydraulic engineering, water science, public administration, management, leadership or a related field is desirable.

Special License or Certificate Requirement:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Desirable License or Certificates:

Possession of, or ability to obtain, a Grade V Water Distribution Operator Certificate issued by the State Water Resources Control Board.

Possession of, or ability to obtain, a Grade III Water Treatment Operator Certificate issued by the State Water Resources Control Board.

Possession of, or ability to obtain, a Grade II Collection Systems Maintenance Certificate from the California Water Environment Association within 24 months of assuming duties.

WORKING CONDITIONS

Environmental Conditions:

Office environment and field environment.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time.

Special Requirements:

Respond to major emergencies as needed.

CITY OF SAN CLEMENTE

PUBLIC WORKS DIRECTOR / CITY ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Public Works Department, including the Engineering, Traffic/Transportation, Maintenance Services, Emergency Services and Capital Projects, Development, Asset Management & Construction Inspection areas; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS—*Essential functions may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Public Works Department and City Engineering services and activities, including Engineering, Traffic/Transportation, Maintenance Services, Emergency Services and Capital Projects, Development, Asset Management & Construction Inspection; recommend and administer policies and procedures.
2. Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

7. Oversee and participate in the development and administration of the Public Works Department budget; forecast funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Coordinate and direct a variety of projects related to street repair, maintenance and replacements.
10. Represent the Public Works Department to other City departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments and outside agencies and organizations; represent the City and coordinate with the Neighborhood Preservation Program.
11. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Provide leadership during emergencies or disasters; ensure that staff is deployed; inspect slopes, storm drains, streets, and utilities; recommend appropriate actions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of engineering and public works.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of comprehensive public works programs.
 Civil engineering principles and practices.
 Principles and practices of public administration and municipal public works.
 Management skills to analyze programs, policies and operational needs.
 County and/or contractors practices regarding land use planning and capital improvement planning as it relates to large development projects.
 Modern and complex principles and practices of program development and administration.
 Principles and practices of municipal budget preparation and administration.
 Principles of supervision, training and performance evaluation.
 Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Lead and direct the operations, services and activities of the Public Works Department.
 Plan, organize, direct and coordinate the work of lower level staff
 Select, supervise, train and evaluate staff.
 Delegate authority and responsibility.
 Interpret and apply civil engineering standards, requirements and specifications.
 Identify and respond to community and City Council issues, concerns and needs.
 Develop and administer, departmental goals, objectives, and procedures.
 Prepare clear and concise administrative and financial reports.
 Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Eight years of increasingly responsible municipal public works or Civil Engineering experience, including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, Civil Engineering or a related field.

A Master's degree in public administration from an accredited college or university is highly desirable.

License or Certificate

Possession of an appropriate, valid Certificate of Registration as a professional civil engineer issued by the California State Board of Registration for Professional Engineers.

Possession of an Emergency Management certificate, such as FEMA IS-00700.a (NIMS), to allow for Incident Command in the case of an emergency.

WORKING CONDITIONS

Environmental Conditions:

Primarily works in an office environment with occasional field environment conditions.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time.

Other:

Incumbent is responsible to attend City Council meetings and may attend other evening and weekend meetings as required. Incumbent uses his/her personal vehicle to conduct City business.

UTILITIES DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Utilities Department, including the Water, Sewer, Storm Drain and Environmental Programs areas; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential functions may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Utilities Department services and activities, including Water, Sewer, Storm Drain and Environmental Programs; recommend and administer policies and procedures.
2. Manage the development and implementation of Utilities Department goals, objectives, policies, and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the Utilities Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Utilities Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the Utilities Department budget; forecast funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

8. Explain, justify and defend Utilities Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Coordinate and direct a variety of projects related to the repair and replacement of underground utilities.
10. Represent the Utilities Department to other City departments, elected officials and outside agencies; coordinate Utilities Department activities with those of other departments and outside agencies and organizations.
11. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of comprehensive utilities programs.
 Utilities principles and practices specific to water, sewer and environmental programs.
 Principles and practices of public administration and municipal public works.
 Management skills to analyze programs, policies and operational needs.
 Modern and complex principles and practices of program development and administration.
 Principles and practices of municipal budget preparation and administration.
 Principles of supervision, training and performance evaluation.
 Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Lead and direct the operations, services and activities of the Utilities Department.
 Plan, organize, direct and coordinate the work of lower level staff
 Select, supervise, train and evaluate staff.
 Delegate authority and responsibility.
 Interpret and apply civil engineering standards, requirements and specifications.
 Identify and respond to community and City Council issues, concerns and needs.
 Develop and administer, departmental goals, objectives, and procedures.
 Prepare clear and concise administrative and financial reports.
 Prepare and administer large and complex budgets.
 Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 Research, analyze, and evaluate new service delivery methods and techniques.
 Interpret and apply Federal, State and local policies, laws and regulations.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Eight years of increasingly responsible municipal public works or Civil Engineering experience, including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, Civil Engineering or a related field.

A Master's degree in public administration from an accredited college or university is highly desirable.

License or Certificate

Possession of an appropriate, valid Certificate of Registration as a professional civil engineer issued by the California State Board of Registration for Professional Engineers.

WORKING CONDITIONS

Environmental Conditions:

Primarily works in an office environment with occasional field environment conditions.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time.

Other:

Incumbent is responsible to attend City Council meetings and may attend other evening and weekend meetings as required. Incumbent uses his/her personal vehicle to conduct City business.

CITY OF SAN CLEMENTE

WATER SAFETY INSTRUCTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To instruct swim and water safety lessons and water exercise classes; supervise the use of swimming pools and facilities; to plan and prepare session plans; to look out for accidents and perform swim rescues and/or provide emergency medical treatment; and assist in the maintenance of facilities and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisory staff.

Exercise functional and technical supervision over pool lifeguards.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Instruct classes; prepare lesson plans; ensure compliance with American Red Cross and Aquatic Exercise Association guidelines.
2. Provide safe and enjoyable program activities to participants; communicate progress and assessments to participants and/or parents.
3. Review swimming techniques of pool lifeguards; provide additional training, as necessary; ensure adherence to proper safety precautions.
4. Observe swimmers in the pool and the surrounding area; provide emergency response, as necessary; and remove hazards from pool area to maintain a safe environment.
5. Perform emergency rescues; perform first-aid measures, including mouth-to-mask resuscitation.
6. Perform preventative maintenance and repairs on facilities and equipment, including monitoring chemical balance in pools, assisting with the cleaning and repair of the pool and facilities, and related functions.
2. Compile daily, weekly and monthly attendance sheets; maintain records.
3. Maintain records on pool activities and operations; document information in log books.
4. Perform a variety of custodial functions around the pool area; vacuum pool, scrub tiles and hose down deck; maintain washrooms and showers.

10. Assists in conducting aquatics events, programs, and facility rentals; sets up and takes down tables, chairs, and equipment for classes, activities, events, and meetings.
11. Provide basic facility maintenance.
12. Provide customer service and general information to the public, in person and over the phone.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Lifeguard teaching techniques.
Swim and water exercise instruction.
Pool lifeguarding principles and practices.
Principles and practices of basic first aid.
Materials and equipment used to maintain the pool, including pumps, chlorinators and related equipment.
Basic principles of mathematics.
Record keeping methods and techniques.
Occupational hazards and standard safety precautions.

Ability to:

Teach lifeguarding techniques.
Teach swim lessons and water exercise classes.
Interpret and explain City policies and procedures.
Swim with endurance and proficiency at a level necessary to perform assigned duties.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines

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

Experience:

One year of responsible experience as a lifeguard.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized lifeguard training.
Aquatic exercise certification preferred.

License or Certificate

Possession of a current Lifeguard Training Certificate issued by the American Red Cross.

Possession of a C.P.R. for the Professional Rescuer Certificate issued by the American Red Cross or the American Heart Association.

Possession of Water Safety Instructor Certificate issued by the American Red Cross.

Possession of First Aid Certificate that meets State of California Title 22 requirements or incumbent must take the first class offered by the City of San Clemente.

Possession of Aquatic Exercise Certification preferred.

WORKING CONDITIONS

Environmental Conditions:

Pool environment.

Physical Conditions:

Essential functions require maintaining physical condition necessary for swimming, running, walking, crouching or crawling; walking, standing or sitting for extended periods of time.

Aquatic physical fitness: the ability to swim 300 yards, tread water for a minimum of five minutes, lift and/or move over 50 pounds and retrieve/lift heavy swimmers.