



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: June 12, 2018

Agenda Item 9A

Approvals:

City Manager [Signature]

Dept. Head [Signature]

Attorney _____

Finance [Signature]

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

Subject: *ADOPTION OF FISCAL YEAR 2018-19 BUDGET*

Fiscal Impact: The adoption of the Fiscal Year (FY) 2018-19 budget will establish funding levels for all City funds for the period July 1, 2018 through June 30, 2019. For all funds for FY 2018-19, total expenditures amount to \$138,220,500, while total revenues equal \$135,132,730.

Summary: Staff recommends that the City Council adopt the FY 2018-19 Budget for all funds, including the General Fund, of the City of San Clemente.

Background: On May 21, 2018, the City held a budget workshop and public hearing on the proposed FY 2018-19 operating and capital improvement budgets. At the workshop the City Council was presented with two decision items for one-time expenditures – adding \$280,000 for Camino De Los Mares Median Landscaping and adding \$75,000 for a contract with Mercy House for Homeless Services. City Council provided direction to include each in the FY 2018-19 budget.

Additional changes were made to the proposed budget as a result of the workshop and public hearing, as follows: (1) a \$5,000 budget increase in the General Fund for the amount the City provides to the San Clemente Downtown Business Association (for a revised total of \$32,000); (2) a \$13,000 budget increase in the General Fund for one-time funding for replacement of the emergency rescue personal watercraft in the Marine Safety division; and (3) a \$120,000 budget decrease in the Facilities Maintenance Replacement reserve due to deferring a capital project (the replacement of shade structures at the Aquatics Center) to a future year. The proposed budget has been updated to reflect these changes and additional items.

In addition to the changes noted above, the City Council provided direction on the components of the Police Services contract with the Orange County Sheriff's Department (OCSD). The budget presented at the workshop included several staffing changes to the contract, which were offset by an overall reduction in the contract's overtime budget. City Council provided direction at the workshop to revert staffing levels back to current staffing levels and not

reduce the overtime budget. This change did not have a dollar impact in the proposed budget, but will be reflected in the OCSD Police Services contract for FY 2018-19.

Discussion: After the changes made as a result of the budget workshop and public hearing, the revised FY 2018-19 proposed budget is summarized as follows:

All Funds Budget:

For FY 2018-19 revenues for all funds, including fund balances, total \$240.7 million. Excluding fund balances, revenues for all funds total \$135,132,730 and expenditures total \$138,220,500. The All Funds Budget Summary (Attachment 1) presents the total budget for FY 2018-19. A resolution (Attachment 2) has been prepared to adopt and approve the FY 2018-19 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 2018-19 General Fund budget reflects total revenues of \$65,110,260 and total expenditures of \$71,131,170 and total fund balance is projected to be \$15.8 million at the end of FY 2018-19. 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 2018-19, the City will be in the second year of a 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 2018-19 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 updated salary schedule has also 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):

- Eliminate the Public Information Officer position (0.68 FTE) in General Government;
- Add one Management Analyst I (1.0 FTE) in General Government;
- Regrade the Code Compliance Manager position from grade 62 to 66;

- Reclassify the Assistant Planner/Associate Planner classification to Assistant Planner/Associate Planner I (grade 55)/Associate Planner II (grade 57);
- Reclassify one Associate Planner to an Associate Planner II;
- Eliminate the Senior Information Specialist (1.0 FTE) and add one Information Technology Analyst I (1.0 FTE), and place the incumbent into the newly established Information Technology Analyst I position;
- Eliminate one Information Technology Analyst II position (1.0 FTE) and add one Information Technology Analyst I (1.0 FTE);
- Reclassify the Utility Billing Specialist I to a Utility Billing Specialist II;
- Reclassify the Human Resources Analyst I to a Human Resources Analyst II;
- Regrade the Financial Services Officer position from grade 70 to 74;
- Extend the Limited-Term Revenue Analyst for a period not to exceed the first quarter of FY 2018-19;
- Reclassify a Facilities Maintenance Specialist I to a Facilities Maintenance Specialist II;
- Create the classification of Senior Electrician at grade 51;
- Reclassify an Electrician II to a Senior Electrician in the Public Works Department;
- Reclassify the Maintenance Contract Inspector position to Electrician I in the Public Works Department;
- Reclassify the Customer Service Representative position to Distribution Operator II in the Utilities Department;
- Reclassify the Laboratory Technician II position to a Plant Operator III in the Utilities Department;
- Regrade the hourly part-time Ocean Lifeguard Trainee position from grade 2 to grade 3 to reflect state minimum wage requirements;

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 2018-19 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. 17-15 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 20108-19 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.17-15 AND ANY OTHER RESOLUTIONS IN CONFLICT THEREWITH
 - 4) Job Descriptions for the following classifications: Assistant Planner/Associate Planner I/Associate Planner II and Senior Electrician.

All Funds Budget Summary

	Beginning Balance	FY 2018-19 Revenues	FY 2018-19 Expenditures	Ending Balance	Changes in Balances	% Change
General Fund	21,818,888	65,110,260	71,131,170	15,797,978	(6,020,910)	-28%
Special Revenue Funds						
Street Improvement	3,352,980	2,052,610	3,100,960	2,304,630	(1,048,350)	-31%
Gas Tax	1,080,380	4,008,070	4,004,200	1,084,250	3,870	0%
Miscellaneous Grants	443,120	642,210	238,300	847,030	403,910	91%
Air Quality Improvement	98,330	188,620	199,570	87,380	(10,950)	-11%
Local Cable Infrastructure	189,240	229,500	2,770	415,970	226,730	8085%
Police Grants	212,030	102,800	100,000	214,830	2,800	1%
Capital Project Funds						
Parks Acquisition & Dev.	1,598,540	43,100	107,150	1,534,490	(64,050)	-4%
Local Drainage Facilities	3,218,830	40,500	23,460	3,235,870	17,040	1%
RCFPP	1,157,390	88,980	96,090	1,150,280	(7,110)	-1%
Public Facilities Construction Fee	6,438,160	234,240	1,383,870	5,288,530	(1,149,630)	-18%
Developers Improvement	13,580,130	724,030	15,890	14,288,270	708,140	5%
Low/ Moderate Income Housing Reserve	2,631,770	2,000	3,470	2,630,300	(1,470)	0%
	8,832,890	4,124,320	1,185,000	11,772,210	2,939,320	33%
Debt Service Funds						
Negocio Debt Service	0	0	0	0	0	0%
Enterprise Funds						
Water - Operating	1,743,141	20,996,781	21,245,560	1,494,362	(248,779)	-14%
- Depreciation Reserve	2,770,770	2,981,420	2,044,540	3,707,650	936,880	34%
- Acreage Fee	441,742	10,633	16,870	435,505	(6,237)	-1%
- Other Agency	4,216,007	791,936	16,590	4,991,353	775,346	18%
Sewer - Operating	762,242	10,039,627	10,683,350	118,519	(643,723)	-84%
- Depreciation Reserve	3,550,425	2,968,780	3,490,700	3,028,505	(521,920)	-15%
- Connection Fee	6,164,083	108,830	288,500	5,984,413	(179,670)	-3%
- Other Agency	2,726,700	341,303	223,490	2,844,513	117,813	4%
Storm Drain - Operating	470,689	1,551,913	1,674,940	347,662	(123,027)	-26%
- Depreciation Reserve	1,427,761	921,587	970,500	1,378,848	(48,913)	-3%
Solid Waste Management	292,750	192,900	230,080	255,570	(37,180)	-13%
Golf - Operating	(56,312)	2,207,146	2,199,020	(48,186)	8,126	-14%
- Depreciation Reserve	2,484,036	238,216	13,810	2,708,442	224,406	9%
- Capital Improvement	1,337,116	139,038	328,580	1,147,574	(189,542)	-14%
Clean Ocean - Operating	1,761,437	2,648,177	2,484,470	1,925,144	163,707	9%
- Depreciation Reserve	92,333	1,893	19,820	74,406	(17,927)	-19%
Internal Service Funds						
Central Services	46,840	531,800	578,360	280	(46,560)	-99%
Information Technology	120,140	2,037,590	1,985,280	172,450	52,310	44%
Contract Fleet Services	227,366	872,057	1,053,830	45,593	(181,773)	-80%
Fleet Replacement Reserve	4,821,414	563,683	6,410	5,378,687	557,273	12%
Medical Insurance	28,810	3,854,780	3,843,080	40,510	11,700	41%
Workers' Compensation	1,555,540	522,400	567,720	1,510,220	(45,320)	-3%
General Liability Self Insurance	3,961,410	3,019,000	2,663,100	4,317,310	355,900	9%
Total All Funds	105,599,118	135,132,730	138,220,500	102,511,348	(3,087,770)	-3%

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 2018-19 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, 2019; and

WHEREAS, the City Council held a public budget workshop and a public hearing on the proposed 2018-19 Fiscal Year budget on May 21, 2018; 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 2018-19 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 2018-19 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. XX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING REVISED SALARY SCHEDULES AND NEW CLASSIFICATIONS AND AMENDING RESOLUTION NO. 17-15 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. 17-15 is hereby amended to make changes in various City Departments:

- City Manager – eliminate the Public Information Officer (0.68 FTE); add one Management Analyst I (1.0 FTE).
- Community Development – regrade the Code Compliance Manager from grade 62 to grade 66; reclassify the Assistant Planner/Associate Planner classification to Assistant Planner/Associate Planner I/Associate Planner II, place the Associate Planner I at grade 55 and the Associate Planner II at grade 57, and approve the job description; reclassify one Associate Planner (1.0 FTE) to Associate Planner II (1.0 FTE).
- Finance & Administrative Services – extend the Limited Term Revenue Analyst for a period not to exceed the first quarter of the FY 2018-19; eliminate the Senior Information Specialist (1.0 FTE) and add one Information Technology Analyst I (1.0 FTE) and place the incumbent into the newly established Information Technology Analyst I position; eliminate one Information Technology Analyst II (1.0 FTE) and add one Information Technology Analyst I (1.0 FTE); reclassify the Utility Billing Specialist I (1.0 FTE) to Utility Billing Specialist II (1.0 FTE); reclassify the Human Resources Analyst I (1.0 FTE) to Human Resources Analyst II (1.0 FTE); regrade the Financial Services Officer from grade 70 to grade 74.
- Public Works – reclassify the Facilities Maintenance Specialist I (1.0 FTE) to Facilities Maintenance Specialist II (1.0 FTE); create the classification of Senior Electrician at grade 51 and approve the job description; reclassify an Electrician II (1.0 FTE) to Senior Electrician (1.0 FTE); reclassify the Maintenance Contract Inspector (1.0 FTE) to an Electrician I (1.0 FTE)

- Utilities – reclassify the Customer Service Representative (1.0 FTE) to Distribution Operator II (1.0 FTE); reclassify the Laboratory Technician II (1.0 FTE) to Plant Operator III (1.0 FTE).
- Marine Safety – regrade the Ocean Lifeguard Trainee from grade 2 to grade 3 to reflect the new state minimum wage requirement of \$12.00.
- Implement a 3.1% salary increase for all benefited classifications, effective July 2, 2018.

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

Section 3. The amended and restated Hourly Part-time Employees 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 6/12/2018; Effective 7/2/2018

Range Number	Title	Pay	Entry				Maximum
		Period	Step A	Step B	Step C	Step D	Step E
1		Hourly	--	--	--	--	\$12.19
		Monthly	--	--	--	--	\$2,113.17
2		Hourly	--	--	--	--	\$12.50
		Monthly	--	--	--	--	\$2,166.00
3		Hourly	--	--	--	\$12.19	\$12.80
		Monthly	--	--	--	\$2,113.17	\$2,218.83
4		Hourly	--	--	--	\$12.50	\$13.12
		Monthly	--	--	--	\$2,166.00	\$2,274.30
5		Hourly	--	--	\$12.19	\$12.80	\$13.44
		Monthly	--	--	\$2,113.17	\$2,218.83	\$2,329.77
6		Hourly	--	--	\$12.50	\$13.12	\$13.78
		Monthly	--	--	\$2,166.00	\$2,274.30	\$2,388.02
7		Hourly	--	\$12.19	\$12.80	\$13.44	\$14.11
		Monthly	--	\$2,113.17	\$2,218.83	\$2,329.77	\$2,446.26
8	Golf Course Groundskeeper I	Hourly	--	\$12.50	\$13.12	\$13.78	\$14.47
		Monthly	--	\$2,166.00	\$2,274.30	\$2,388.02	\$2,507.42
9		Hourly	\$12.19	\$12.80	\$13.44	\$14.11	\$14.82
		Monthly	\$2,113.17	\$2,218.83	\$2,329.77	\$2,446.26	\$2,568.57
10		Hourly	\$12.50	\$13.12	\$13.78	\$14.47	\$15.19
		Monthly	\$2,166.00	\$2,274.30	\$2,388.02	\$2,507.42	\$2,632.79
11		Hourly	\$12.80	\$13.44	\$14.11	\$14.82	\$15.56
		Monthly	\$2,218.83	\$2,329.77	\$2,446.26	\$2,568.57	\$2,697.00
12		Hourly	\$13.12	\$13.78	\$14.47	\$15.19	\$15.95
		Monthly	\$2,274.30	\$2,388.02	\$2,507.42	\$2,632.79	\$2,764.43
13		Hourly	\$13.44	\$14.11	\$14.82	\$15.56	\$16.34
		Monthly	\$2,329.77	\$2,446.26	\$2,568.57	\$2,697.00	\$2,831.85
14		Hourly	\$13.78	\$14.47	\$15.19	\$15.95	\$16.75
		Monthly	\$2,388.02	\$2,507.42	\$2,632.79	\$2,764.43	\$2,902.65
15		Hourly	\$14.11	\$14.82	\$15.56	\$16.34	\$17.15
		Monthly	\$2,446.26	\$2,568.57	\$2,697.00	\$2,831.85	\$2,973.45

City of San Clemente
Salary Schedule - Benefited Positions
2.5% Between Ranges, 5.0% Between Steps
Adopted 6/12/2018; Effective 7/2/2018

Range Number	Title	Pay	Entry					Maximum
		Period	Step A	Step B	Step C	Step D	Step E	
16		Hourly	\$14.47	\$15.19	\$15.95	\$16.75	\$17.58	
		Monthly	\$2,507.42	\$2,632.79	\$2,764.43	\$2,902.65	\$3,047.78	
17	Golf Course Groundskeeper II	Hourly	\$14.82	\$15.56	\$16.34	\$17.15	\$18.01	
		Monthly	\$2,568.57	\$2,697.00	\$2,831.85	\$2,973.45	\$3,122.12	
18		Hourly	\$15.19	\$15.95	\$16.75	\$17.58	\$18.46	
		Monthly	\$2,632.79	\$2,764.43	\$2,902.65	\$3,047.78	\$3,200.17	
19		Hourly	\$15.56	\$16.34	\$17.15	\$18.01	\$18.91	
		Monthly	\$2,697.00	\$2,831.85	\$2,973.45	\$3,122.12	\$3,278.22	
20		Hourly	\$15.95	\$16.75	\$17.58	\$18.46	\$19.39	
		Monthly	\$2,764.43	\$2,902.65	\$3,047.78	\$3,200.17	\$3,360.18	
21		Hourly	\$16.34	\$17.15	\$18.01	\$18.91	\$19.86	
		Monthly	\$2,831.85	\$2,973.45	\$3,122.12	\$3,278.22	\$3,442.13	
22		Hourly	\$16.75	\$17.58	\$18.46	\$19.39	\$20.35	
		Monthly	\$2,902.65	\$3,047.78	\$3,200.17	\$3,360.18	\$3,528.19	
23		Hourly	\$17.15	\$18.01	\$18.91	\$19.86	\$20.85	
		Monthly	\$2,973.45	\$3,122.12	\$3,278.22	\$3,442.13	\$3,614.24	
24		Hourly	\$17.58	\$18.46	\$19.39	\$20.35	\$21.37	
		Monthly	\$3,047.78	\$3,200.17	\$3,360.18	\$3,528.19	\$3,704.60	
25		Hourly	\$18.01	\$18.91	\$19.86	\$20.85	\$21.89	
		Monthly	\$3,122.12	\$3,278.22	\$3,442.13	\$3,614.24	\$3,794.95	
26		Hourly	\$18.46	\$19.39	\$20.35	\$21.37	\$22.44	
		Monthly	\$3,200.17	\$3,360.18	\$3,528.19	\$3,704.60	\$3,889.83	
27		Hourly	\$18.91	\$19.86	\$20.85	\$21.89	\$22.99	
		Monthly	\$3,278.22	\$3,442.13	\$3,614.24	\$3,794.95	\$3,984.70	
28	Recreation Specialist	Hourly	\$19.39	\$20.35	\$21.37	\$22.44	\$23.56	
		Monthly	\$3,360.18	\$3,528.19	\$3,704.60	\$3,889.83	\$4,084.32	
29	Office Specialist I	Hourly	\$19.86	\$20.85	\$21.89	\$22.99	\$24.14	
		Monthly	\$3,442.13	\$3,614.24	\$3,794.95	\$3,984.70	\$4,183.94	
30		Hourly	\$20.35	\$21.37	\$22.44	\$23.56	\$24.74	
		Monthly	\$3,528.19	\$3,704.60	\$3,889.83	\$4,084.32	\$4,288.53	

City of San Clemente

Salary Schedule - Benefited Positions

2.5% Between Ranges, 5.0% Between Steps

Adopted 6/12/2018; Effective 7/2/2018

Range		Pay	Entry				Maximum
Number	Title	Period	Step A	Step B	Step C	Step D	Step E
31		Hourly	\$20.85	\$21.89	\$22.99	\$24.14	\$25.34
		Monthly	\$3,614.24	\$3,794.95	\$3,984.70	\$4,183.94	\$4,393.13
32		Hourly	\$21.37	\$22.44	\$23.56	\$24.74	\$25.98
		Monthly	\$3,704.60	\$3,889.83	\$4,084.32	\$4,288.53	\$4,502.96
33	Accounting Specialist I	Hourly	\$21.89	\$22.99	\$24.14	\$25.34	\$26.61
	Maintenance Worker I	Monthly	\$3,794.95	\$3,984.70	\$4,183.94	\$4,393.13	\$4,612.79
	Utility Billing Specialist I						
34		Hourly	\$22.44	\$23.56	\$24.74	\$25.98	\$27.28
		Monthly	\$3,889.83	\$4,084.32	\$4,288.53	\$4,502.96	\$4,728.11
35	Customer Service Specialist II	Hourly	\$22.99	\$24.14	\$25.34	\$26.61	\$27.94
	Golf Course Maintenance Worker	Monthly	\$3,984.70	\$4,183.94	\$4,393.13	\$4,612.79	\$4,843.43
	Office Specialist II						
36		Hourly	\$23.56	\$24.74	\$25.98	\$27.28	\$28.64
		Monthly	\$4,084.32	\$4,288.53	\$4,502.96	\$4,728.11	\$4,964.51
37	Accounting Specialist II	Hourly	\$24.14	\$25.34	\$26.61	\$27.94	\$29.34
	Business License Specialist	Monthly	\$4,183.94	\$4,393.13	\$4,612.79	\$4,843.43	\$5,085.60
	Central Services Assistant						
	Maintenance Worker II						
	Sr. Customer Service Specialist						
	Sr. Office Specialist						
	Utilities Mechanic In-Training						
	Utility Billing Specialist II						
38		Hourly	\$24.74	\$25.98	\$27.28	\$28.64	\$30.07
		Monthly	\$4,288.53	\$4,502.96	\$4,728.11	\$4,964.51	\$5,212.74
39		Hourly	\$25.34	\$26.61	\$27.94	\$29.34	\$30.81
		Monthly	\$4,393.13	\$4,612.79	\$4,843.43	\$5,085.60	\$5,339.88
40		Hourly	\$25.98	\$27.28	\$28.64	\$30.07	\$31.58
		Monthly	\$4,502.96	\$4,728.11	\$4,964.51	\$5,212.74	\$5,473.38
41	Ocean Lifeguard Supervisor	Hourly	\$26.61	\$27.94	\$29.34	\$30.81	\$32.35
	Utility Customer Services Representative	Monthly	\$4,612.79	\$4,843.43	\$5,085.60	\$5,339.88	\$5,606.87

City of San Clemente

Salary Schedule - Benefited Positions

2.5% Between Ranges, 5.0% Between Steps

Adopted 6/12/2018; Effective 7/2/2018

Range		Pay	Entry				Maximum
Number	Title	Period	Step A	Step B	Step C	Step D	Step E
42	Administrative Assistant	Hourly	\$27.28	\$28.64	\$30.07	\$31.58	\$33.16
	Code Compliance Technician	Monthly	\$4,728.11	\$4,964.51	\$5,212.74	\$5,473.38	\$5,747.05
	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	\$27.94	\$29.34	\$30.81	\$32.35	\$33.96
	Golf Course Maintenance Leadworker	Monthly	\$4,843.43	\$5,085.60	\$5,339.88	\$5,606.87	\$5,887.22
	Golf Course Mechanic						
	Information Technology Technician						
	Laboratory Technician I						
	Maintenance Leadworker						
	Recreation Coordinator						
	Utilities Mechanic I						
44	Environmental Services Coordinator	Hourly	\$28.64	\$30.07	\$31.58	\$33.16	\$34.81
	Human Resources Specialist (C)	Monthly	\$4,964.51	\$5,212.74	\$5,473.38	\$5,747.05	\$6,034.40
45	Community Development Technician I	Hourly	\$29.34	\$30.81	\$32.35	\$33.96	\$35.66
	Facilities Maintenance Specialist I	Monthly	\$5,085.60	\$5,339.88	\$5,606.87	\$5,887.22	\$6,181.58
46	Electrical Instrumentation Technician I	Hourly	\$30.07	\$31.58	\$33.16	\$34.81	\$36.55
	Maintenance Contract Inspector	Monthly	\$5,212.74	\$5,473.38	\$5,747.05	\$6,034.40	\$6,336.12
	Payroll Coordinator (C)						
	Records Management Coordinator						
47	Building Inspector I	Hourly	\$30.81	\$32.35	\$33.96	\$35.66	\$37.45
	Collection Systems Operator II	Monthly	\$5,339.88	\$5,606.87	\$5,887.22	\$6,181.58	\$6,490.66
	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	\$31.58	\$33.16	\$34.81	\$36.55	\$38.38
	Engineering Technician	Monthly	\$5,473.38	\$5,747.05	\$6,034.40	\$6,336.12	\$6,652.92
	Recycled Water Specialist						

City of San Clemente

Salary Schedule - Benefited Positions

2.5% Between Ranges, 5.0% Between Steps

Adopted 6/12/2018; Effective 7/2/2018

Range		Pay	Entry				Maximum
Number	Title	Period	Step A	Step B	Step C	Step D	Step E
49	Electrical Instrumentation Technician II	Hourly	\$32.35	\$33.96	\$35.66	\$37.45	\$39.32
	Electrician II	Monthly	\$5,606.87	\$5,887.22	\$6,181.58	\$6,490.66	\$6,815.19
	Lead Operator						
	Sr. Administrative Assistant (C)						
	Sr. Facilities Maintenance Specialist						
	Water Quality Code Compliance Officer						
50	Assistant Planner	Hourly	\$33.16	\$34.81	\$36.55	\$38.38	\$40.30
	Deputy City Clerk	Monthly	\$5,747.05	\$6,034.40	\$6,336.12	\$6,652.92	\$6,985.57
	Information Technology Analyst I						
	Marine Safety Officer						
51	Building Inspector II	Hourly	\$33.96	\$35.66	\$37.45	\$39.32	\$41.28
	Construction Inspector	Monthly	\$5,887.22	\$6,181.58	\$6,490.66	\$6,815.19	\$7,155.95
	Sr. Electrician						
52	Emergency Planning Coordinator	Hourly	\$34.81	\$36.55	\$38.38	\$40.30	\$42.32
	Human Resources Analyst I (C)	Monthly	\$6,034.40	\$6,336.12	\$6,652.92	\$6,985.57	\$7,334.85
	Management Analyst I						
	Recreation Supervisor						
	Revenue Supervisor						
	Sr. Engineering Technician						
53	Executive Assistant (C)	Hourly	\$35.66	\$37.45	\$39.32	\$41.28	\$43.35
		Monthly	\$6,181.58	\$6,490.66	\$6,815.19	\$7,155.95	\$7,513.75
54	Facilities Maintenance Coordinator	Hourly	\$36.55	\$38.38	\$40.30	\$42.32	\$44.43
	Maintenance Inspection Coordinator	Monthly	\$6,336.12	\$6,652.92	\$6,985.57	\$7,334.85	\$7,701.59
	Plans Examiner						
	Plant Operator III						
	System Operations/Water Quality Coordinator						
	Systems Applications Analyst						
55	Aquatics Supervisor	Hourly	\$37.45	\$39.32	\$41.28	\$43.35	\$45.52
	Associate Planner I	Monthly	\$6,490.66	\$6,815.19	\$7,155.95	\$7,513.75	\$7,889.44
	Management Analyst II						
	Public Information Officer						
	Sr. Code Compliance Officer						
	Utility Support/Budget Coordinator						
	Water Conservation Analyst						
56		Hourly	\$38.38	\$40.30	\$42.32	\$44.43	\$46.65
		Monthly	\$6,652.92	\$6,985.57	\$7,334.85	\$7,701.59	\$8,086.67

City of San Clemente

Salary Schedule - Benefited Positions

2.5% Between Ranges, 5.0% Between Steps

Adopted 6/12/2018; Effective 7/2/2018

Range		Pay	Entry				Maximum
Number	Title	Period	Step A	Step B	Step C	Step D	Step E
57	Associate Planner II	Hourly	\$39.32	\$41.28	\$43.35	\$45.52	\$47.79
	GIS Coordinator	Monthly	\$6,815.19	\$7,155.95	\$7,513.75	\$7,889.44	\$8,283.91
	Human Resources Analyst II (C)						
	Information Technology Analyst II						
	Sr. Building Inspector						
	Sr. Construction Inspector						
58	Chief Operator	Hourly	\$40.30	\$42.32	\$44.43	\$46.65	\$48.99
	CMMS Coordinator	Monthly	\$6,985.57	\$7,334.85	\$7,701.59	\$8,086.67	\$8,491.00
	Environmental Programs Supervisor (M)						
	Laboratory Coordinator						
	Lead Electrical Instrumentation Technician						
	Marine Safety Lieutenant						
	Master Electrician						
Utilities Chief Mechanic							
59		Hourly	\$41.28	\$43.35	\$45.52	\$47.79	\$50.18
		Monthly	\$7,155.95	\$7,513.75	\$7,889.44	\$8,283.91	\$8,698.10
60	Assistant Engineer	Hourly	\$42.32	\$44.43	\$46.65	\$48.99	\$51.44
	Chief Operator - Water Reclamation	Monthly	\$7,334.85	\$7,701.59	\$8,086.67	\$8,491.00	\$8,915.55
	Senior Accountant						
61	SCADA Specialist	Hourly	\$43.35	\$45.52	\$47.79	\$50.18	\$52.69
	Senior Planner (M)	Monthly	\$7,513.75	\$7,889.44	\$8,283.91	\$8,698.10	\$9,133.01
62	Maintenance Operations Supervisor (M)	Hourly	\$44.43	\$46.65	\$48.99	\$51.44	\$54.01
	Utilities Maintenance Supervisor (M)	Monthly	\$7,701.59	\$8,086.67	\$8,491.00	\$8,915.55	\$9,361.33
	Utilities Operations Supervisor - Sewer (M)						
63		Hourly	\$45.52	\$47.79	\$50.18	\$52.69	\$55.32
		Monthly	\$7,889.44	\$8,283.91	\$8,698.10	\$9,133.01	\$9,589.66
64	Associate Civil Engineer (M)	Hourly	\$46.65	\$48.99	\$51.44	\$54.01	\$56.71
		Monthly	\$8,086.67	\$8,491.00	\$8,915.55	\$9,361.33	\$9,829.40
65		Hourly	\$47.79	\$50.18	\$52.69	\$55.32	\$58.09
		Monthly	\$8,283.91	\$8,698.10	\$9,133.01	\$9,589.66	\$10,069.14
66	Code Compliance Manager (M)	Hourly	\$48.99	\$51.44	\$54.01	\$56.71	\$59.54
	Golf Course Manager (M)	Monthly	\$8,491.00	\$8,915.55	\$9,361.33	\$9,829.40	\$10,320.87
67	Risk Management/Human Resources Officer (M)	Hourly	\$50.18	\$52.69	\$55.32	\$58.09	\$61.00
		Monthly	\$8,698.10	\$9,133.01	\$9,589.66	\$10,069.14	\$10,572.60

City of San Clemente
Salary Schedule - Benefited Positions
2.5% Between Ranges, 5.0% Between Steps
Adopted 6/12/2018; Effective 7/2/2018

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
68	Assistant Utilities Manager (M)	Hourly	\$51.44	\$54.01	\$56.71	\$59.54	\$62.52
	Marine Safety Chief (M)	Monthly	\$8,915.55	\$9,361.33	\$9,829.40	\$10,320.87	\$10,836.91
	Principal Planner (M)						
	Recreation Manager (M)						
	Sr. Civil Engineer (M)						
69		Hourly	\$52.69	\$55.32	\$58.09	\$61.00	\$64.05
		Monthly	\$9,133.01	\$9,589.66	\$10,069.14	\$10,572.60	\$11,101.23
70	Business Services Officer (M)	Hourly	\$54.01	\$56.71	\$59.54	\$62.52	\$65.65
	Legislative Administrator (M)	Monthly	\$9,361.33	\$9,829.40	\$10,320.87	\$10,836.91	\$11,378.76
71		Hourly	\$55.32	\$58.09	\$61.00	\$64.05	\$67.25
		Monthly	\$9,589.66	\$10,069.14	\$10,572.60	\$11,101.23	\$11,656.29
72	Maintenance Manager (M)	Hourly	\$56.71	\$59.54	\$62.52	\$65.65	\$68.93
	Principal Civil Engineer (M)	Monthly	\$9,829.40	\$10,320.87	\$10,836.91	\$11,378.76	\$11,947.70
	Sr. Plan Check Engineer (M)						
	Utilities Manager (M)						
73	Information Technology Manager (M)	Hourly	\$58.09	\$61.00	\$64.05	\$67.25	\$70.61
		Monthly	\$10,069.14	\$10,572.60	\$11,101.23	\$11,656.29	\$12,239.10
74	Financial Services Officer (M)	Hourly	\$59.54	\$62.52	\$65.65	\$68.93	\$72.38
	Human Resources Manager (M)	Monthly	\$10,320.87	\$10,836.91	\$11,378.76	\$11,947.70	\$12,545.08
	Principal Civil Engineer/Asset Manager (M)						
	Transportation Engineering Manager (M)						
75	City Planner (M)	Hourly	\$61.00	\$64.05	\$67.25	\$70.61	\$74.14
		Monthly	\$10,572.60	\$11,101.23	\$11,656.29	\$12,239.10	\$12,851.06
76		Hourly	\$62.52	\$65.65	\$68.93	\$72.38	\$75.99
		Monthly	\$10,836.91	\$11,378.76	\$11,947.70	\$12,545.08	\$13,172.34
77	Deputy Administrative Services Director (M)	Hourly	\$64.05	\$67.25	\$70.61	\$74.14	\$77.85
	Deputy Community Development Director (M)	Monthly	\$11,101.23	\$11,656.29	\$12,239.10	\$12,851.06	\$13,493.61
78		Hourly	\$65.65	\$68.93	\$72.38	\$75.99	\$79.79
		Monthly	\$11,378.76	\$11,947.70	\$12,545.08	\$13,172.34	\$13,830.95
79		Hourly	\$67.25	\$70.61	\$74.14	\$77.85	\$81.74
		Monthly	\$11,656.29	\$12,239.10	\$12,851.06	\$13,493.61	\$14,168.29
80		Hourly	\$68.93	\$72.38	\$75.99	\$79.79	\$83.78
		Monthly	\$11,947.70	\$12,545.08	\$13,172.34	\$13,830.95	\$14,522.50

City of San Clemente

Salary Schedule - Benefited Positions

2.5% Between Ranges, 5.0% Between Steps

Adopted 6/12/2018; Effective 7/2/2018

Range		Pay	Entry				Maximum
Number	Title	Period	Step A	Step B	Step C	Step D	Step E
81		Hourly	\$70.61	\$74.14	\$77.85	\$81.74	\$85.83
		Monthly	\$12,239.10	\$12,851.06	\$13,493.61	\$14,168.29	\$14,876.71
82	Community Development Director (E)	Hourly	\$72.38	\$75.99	\$79.79	\$83.78	\$87.97
		Monthly	\$12,545.08	\$13,172.34	\$13,830.95	\$14,522.50	\$15,248.62
83		Hourly	\$74.14	\$77.85	\$81.74	\$85.83	\$90.12
		Monthly	\$12,851.06	\$13,493.61	\$14,168.29	\$14,876.71	\$15,620.54
84	Public Works Director / City Engineer (E)	Hourly	\$75.99	\$79.79	\$83.78	\$87.97	\$92.37
	Utilities Director (E)	Monthly	\$13,172.34	\$13,830.95	\$14,522.50	\$15,248.62	\$16,011.06
85		Hourly	\$77.85	\$81.74	\$85.83	\$90.12	\$94.62
		Monthly	\$13,493.61	\$14,168.29	\$14,876.71	\$15,620.54	\$16,401.57
86		Hourly	\$79.79	\$83.78	\$87.97	\$92.37	\$96.99
		Monthly	\$13,830.95	\$14,522.50	\$15,248.62	\$16,011.06	\$16,811.61
87		Hourly	\$81.74	\$85.83	\$90.12	\$94.62	\$99.36
		Monthly	\$14,168.29	\$14,876.71	\$15,620.54	\$16,401.57	\$17,221.65
88	Assistant City Manager / FAS Director (E)	Hourly	\$83.78	\$87.97	\$92.37	\$96.99	\$101.84
		Monthly	\$14,522.50	\$15,248.62	\$16,011.06	\$16,811.61	\$17,652.19
89		Hourly	\$85.83	\$90.12	\$94.62	\$99.36	\$104.32
		Monthly	\$14,876.71	\$15,620.54	\$16,401.57	\$17,221.65	\$18,082.73
90		Hourly	\$87.97	\$92.37	\$96.99	\$101.84	\$106.93
		Monthly	\$15,248.62	\$16,011.06	\$16,811.61	\$17,652.19	\$18,534.80
91		Hourly	\$90.12	\$94.62	\$99.36	\$104.32	\$109.54
		Monthly	\$15,620.54	\$16,401.57	\$17,221.65	\$18,082.73	\$18,986.87
92		Hourly	\$92.37	\$96.99	\$101.84	\$106.93	\$112.28
		Monthly	\$16,011.06	\$16,811.61	\$17,652.19	\$18,534.80	\$19,461.54
93		Hourly	\$94.62	\$99.36	\$104.32	\$109.54	\$115.02
		Monthly	\$16,401.57	\$17,221.65	\$18,082.73	\$18,986.87	\$19,936.21
94		Hourly	\$96.99	\$101.84	\$106.93	\$112.28	\$117.89
		Monthly	\$16,811.61	\$17,652.19	\$18,534.80	\$19,461.54	\$20,434.62
95		Hourly	\$99.36	\$104.32	\$109.54	\$115.02	\$120.77
		Monthly	\$17,221.65	\$18,082.73	\$18,986.87	\$19,936.21	\$20,933.02

City of San Clemente
Salary Schedule - Benefited Positions
2.5% Between Ranges, 5.0% Between Steps
Adopted 6/12/2018; Effective 7/2/2018

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
96		Hourly	\$101.84	\$106.93	\$112.28	\$117.89	\$123.79
		Monthly	\$17,652.19	\$18,534.80	\$19,461.54	\$20,434.62	\$21,456.35
97		Hourly	\$104.32	\$109.54	\$115.02	\$120.77	\$126.81
		Monthly	\$18,082.73	\$18,986.87	\$19,936.21	\$20,933.02	\$21,979.67
98		Hourly	\$106.93	\$112.28	\$117.89	\$123.79	\$129.98
		Monthly	\$18,534.80	\$19,461.54	\$20,434.62	\$21,456.35	\$22,529.16
99	City Manager (E)	Hourly	\$109.54	\$115.02	\$120.77	\$126.81	\$133.15
		Monthly	\$18,986.87	\$19,936.21	\$20,933.02	\$21,979.67	\$23,078.66
100		Hourly	\$112.28	\$117.89	\$123.79	\$129.98	\$136.47
		Monthly	\$19,461.54	\$20,434.62	\$21,456.35	\$22,529.16	\$23,655.62

City of San Clemente
Salary Schedule - Hourly Part-Time Positions
2.5% Between Ranges, 5.0% Between Steps
Adopted 6/12/2018; Effective 7/2/2018

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
1		Hourly	--	--	--	--	--
		Monthly	--	--	--	--	--
2		Hourly	--	--	--	--	--
		Monthly	--	--	--	--	--
3	Ocean Lifeguard Trainee	Hourly	--	--	--	--	\$12.04
	Recreation Leader I	Monthly	--	--	--	--	\$2,087.41
4		Hourly	--	--	--	--	\$12.34
		Monthly	--	--	--	--	\$2,139.59
5		Hourly	--	--	--	\$12.04	\$12.64
		Monthly	--	--	--	\$2,087.41	\$2,191.78
6	Office Clerk	Hourly	--	--	--	\$12.34	\$12.96
		Monthly	--	--	--	\$2,139.59	\$2,246.57
7		Hourly	--	--	\$12.04	\$12.64	\$13.28
		Monthly	--	--	\$2,087.41	\$2,191.78	\$2,301.36
8		Hourly	--	--	\$12.34	\$12.96	\$13.61
		Monthly	--	--	\$2,139.59	\$2,246.57	\$2,358.90
9		Hourly	--	--	\$12.64	\$13.28	\$13.94
		Monthly	--	--	\$2,191.78	\$2,301.36	\$2,416.43
10		Hourly	--	\$12.34	\$12.96	\$13.61	\$14.29
		Monthly	--	\$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	Hourly	\$12.64	\$13.28	\$13.94	\$14.64	\$15.37
	Water Safety Instructor	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

CITY OF SAN CLEMENTE

ASSISTANT PLANNER
ASSOCIATE PLANNER I
ASSOCIATE PLANNER II

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 perform a variety of general and specialized professional planning functions, involving conducting studies, analyzing data, and preparing reports on current and long-range projects; to coordinate and manage all activities related to assigned projects; and to provide information and assistance to developers, the business community and the public on planning and development related matters.

DISTINGUISHING CHARACTERISTICS

Assistant Planner--This is the entry level class in the professional Planner series. This class is distinguished from the Associate Planner by the performance of the more routine professional planning functions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Associate Planner I--This is the full journey level class within the Planner series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned including assuming responsibility for advanced planning projects, management of planning projects, and preparation of complex planning reports. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this are flexibly staffed and may be filled by advancement from the Assistant level, or when filled from the outside, require prior experience.

Associate Planner II—In addition to the characteristics of the Associate Planner II, employees at this level may occasionally/periodically be called upon to assist with more complex higher level planning tasks in support of the Senior Planners and/or the City Planner.

SUPERVISION RECEIVED AND/EXERCISED

Assistant Planner

Receives general supervision from assigned management staff.

Associate Planner I and Associate Planner II

Receives direction from assigned management staff.

May exercise technical and functional supervision over professional, technical and clerical staff.

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

Essential Functions:

When assigned to planning:

1. Perform professional level planning functions in support of assigned projects involving conducting studies, analyzing data and preparing reports.
2. Receive and review development proposals and applications, and zoning and variance requests; ensure compliance with appropriate regulations and policies; recommend modifications as appropriate.
3. Conduct a variety of current and long-range planning studies; research, analyze and interpret social, economic, land use and population data; identify trends; prepare written reports and make recommendations on planning activities; make presentations to the Planning Commission and City Council.
4. Serve as project manager for complex advanced planning projects, as assigned.
5. Confer with and advise developers, contractors and the general public on acceptable site plans; review building plans, parcel maps, tract maps, subdivision proposals; ensure compliance with regulations and ordinances; recommend modifications, as appropriate.
6. Conduct environmental reviews; collect and analyze data; prepare environmental impact reports.
7. Plan check construction plans to determine compliance with City codes and conditions of approval; inspect construction projects.
8. Participate in bidding process; review proposals and assist in conducting interviews; participate in consultant selection.
9. Perform environmental review of projects; analyze architectural, site planning and use merits of projects.
10. Assist in administering and managing consultant contracts; review work progress; ensure compliance with specifications; recommend adjustments, as necessary.
11. Conduct field inspections for development proposals, land use surveys, and related planning studies; ensure compliance with applicable codes and ordinances.
12. Make public presentations; explain planning and zoning regulations, and upcoming planning projects; respond to and resolve complaints and inquiries.
13. Provide staff assistance to boards and commissions, including the Planning Commission; prepare and present staff reports.

Essential Functions:

14. Coordinate planning activities with other departments, divisions and outside agencies and organizations.
15. Provide customer service to the public at the counter, over the phone and in the field.

When assigned to housing:

1. Coordinate and implement the City's affordable housing strategy; evaluate proposed low and moderate income housing projects; coordinate with appropriate staff; collect and review legal information; make recommendations.
2. Administer the City's housing rehabilitation program; coordinate property surveys; evaluate rehabilitation needs of property; process and review applications and payments.
3. Coordinate the City's neighborhood pride program; collaborate with owners, tenants and property managers; meet with community groups; prepare and disseminate public information.
4. Research various grants; prepare grant applications, involving significant report writing; monitor and evaluate program progress.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning.
2. Assist in the preparation of the Planning Divisions's annual budget.
3. Conduct pre-application meetings with applicants.
4. Provide research assistance for the City Attorney relative to legal aspects of various projects.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Assistant Planner

Knowledge of:

Principles and practices of urban planning and development.
Statistical and research methods and techniques related to planning.
Computer operations and software applications.

Ability to:

Learn current literature and recent developments in the field of planning and zoning.
Learn site planning and architectural design techniques and methods.
Learn pertinent Federal, State and local laws, codes and regulations underlying general plans, environmental

matters, zoning and land division.
Learn to interpret and explain planning and zoning ordinances and regulations.
Learn to analyze and compile technical and statistical information and prepare reports.
Learn technical report writing techniques.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned 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:

One year of responsible experience in urban planning or redevelopment is desirable.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, architecture, political science, public administration, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field inspections.

Physical Conditions:

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

Associate Planner I and Associate Planner II

In addition to the qualifications for Assistant Planner:

Knowledge of:

Principles and practices of planning, architecture, and building construction.

Knowledge of:

Site planning and architectural design techniques and methods.
Technical report writing techniques.
Laws underlying general plans, zoning and land divisions.
Applicable environmental laws and regulations.
Current literature, information sources and research techniques in the field of urban planning and zoning.

Ability to:

Complete work with minimal supervision.
Interpret planning and zoning programs to the general public.
Analyze and compile technical and statistical information and prepare reports.
Respond to difficult and sensitive public inquiries.

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:

Associate Planner I Experience:

Two years of increasingly responsible experience in urban planning.

Associate Planner II Experience:

Three years of increasingly responsible experience in urban planning. At least two of those years must have been at the Associate I level.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, architecture, political science, public administration, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field inspections.

Physical Conditions:

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

CITY OF SAN CLEMENTE

SENIOR ELECTRICIAN

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 perform advanced level skilled maintenance, repair and installation of street lights, traffic signals and systems and related equipment, as well as other facility and industrial electrical systems; to install, overhaul and salvage electrical machinery and equipment; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full advanced level class within the Electrician series. Employees within this class are distinguished from the Electrician II by the independent performance of the more complex full range of duties as assigned. Employees at this level receive only general direction as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. In addition, employees at this level act as a lead person to the crew of journey and lower level employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Master Electrician or Maintenance Operations Supervisor

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

Essential Functions:

1. Perform the full scope of the more complex functions in the repair, maintenance and installation of electrical machinery, equipment and systems, including street lights, traffic signals and related facility electrical equipment and electrical systems.
2. Troubleshoot and perform preventative maintenance functions on mechanical and electronic controllers, and other electronic systems.
3. Install, remove and replace poles for traffic signals and streetlights, light fixtures and photocells for streetlights, globes, and floodlights; install underground cable for streetlights, traffic signals and other electrical devices; install/replace conduits in buildings and underground; install items for all voltages and phases, 480 volts and below.
4. Repairs traffic signal systems using had tools, power tools, and electrical diagnostic equipment; performs repairs on poles, signal heads, signs, vehicle sensors, cabinet-electronics and microprocessors, switches, communications, timing and all other subsystems; diagnoses and prioritizes the steps necessary for each

situation and executes repairs.

5. Performs scheduled preventative maintenance on traffic signals through visual inspections, hardware and software equipment replacement, group re-lamping, and equipment testing.
6. Troubleshoot, repair and maintain various electrical systems, based on assignment.
7. Read and interpret electrical blueprints, electronic schematic drawings; locate, identify and mark underground utilities related to and involving traffic signals and flashers, street lights and locate and upgrade NEC code violations.
8. Operate a boom truck, pneumatic tools, trenchers, diggers, compressors, and small power hand tools.
9. Perform hand digging and trenching at work sites, hand pull wires and cables, and occasionally jackhammer.
10. Provide direction and inspection of electrical contractors working for the City.
11. Review and correct traffic signal plans in support of the Engineering Department; review and correct plans for the City Parks department.
12. Serve as crew chief and assume full responsibility of work assignments and supervision of crew in the Master Electrician's absence.
13. Assures that proper safety precautions are taken by assigned crew members.
14. Perform inspection of new electrical services; interface with SDGE for energizing equipment.
15. Serve as coordinator and meet/confer with and advise City staff from other departments for all special event electrical needs.
16. Operate the City's Maxview traffic signal control system.
17. Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Properties and principles of electricity and the National Electrical Code.
- Principles and practices of traffic signal and pole mounted outdoor lighting electrical work;
- Had tool, power tool and electrical test equipment operation
- Methods, materials and techniques used in the construction, removal, repair and maintenance of electrical and electronic systems related to traffic signals, street lights and facility maintenance.
- Operational characteristics of mechanical and hydraulic equipment and tools used in the installation, maintenance, and repair of electrical and electronic systems.
- Electronic systems repair and preventative maintenance techniques and procedures.
- Independently perform the most difficult skilled electrical maintenance and repair work related to street lights, facility maintenance and traffic signal electronic systems and components.

Ability to:

- Read and interpret applicable federal, state, and city codes, Traffic Signal and Pole Lighting manuals and industry periodicals, and electrical diagrams and specifications.
- Install inspect, maintain and repair traffic signal and pole-mounted outdoor lighting
- Perform electrical system diagnostics; troubleshoot and solve electrical and electronic system defects
- Keep accurate records
- Work according to prescribes safety and professional standards
- Proficient knowledge of the City's Maxview traffic signal control system.
- Interpret, explain and enforce Division policies and procedures.
- Safely and effectively operate a boom truck and various other motorized vehicles and equipment.
- Work independently in the absence of supervision.

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:

Three years of responsible experience in the repair, maintenance, installation and construction of electrical and electronic systems.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the electrical and electronic fields.

License or Certificate

Possession of a current, valid California Class C Driver's License is required.

Possession of, or ability to obtain, certification from International Municipal Signal Association (IMSA) as a Traffic Signal Field Electrician Level II prior to completion of probationary period.

Roadway Lighting Specialist Level I within 12 months.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; exposure to chemicals, electrical energy, computer screens, and inclement weather conditions; work at heights on boom truck, scaffolding and ladders.

Physical Conditions:

The incumbent may stand for prolonged periods of time, operate motorized equipment and vehicles, lift heavy objects and stand, bend, stoop, crawl, and climb, depending upon the assignment.