



REPORT TO CITY COUNCIL

Approved by:

Wendy Silva
Wendy Silva, Director of Human Resources

Arnoldo Rodriguez
Arnoldo Rodriguez, City Manager

Council Meeting of: May 15, 2019

Agenda Number: B-5

SUBJECT:

Consideration of a Resolution Amending the City of Madera Classification Plan by the Addition of Crime Analysis Technician and Setting the Salary for the Position

RECOMMENDATION:

It is recommended the City Council (Council) adopt the resolution adding the job description for Crime Analysis Technician to the City's classification plan and setting the assigned salary range.

SUMMARY:

The City received an employee-initiated request to review the classification of Lacy Burleson, Secretary, at the Police Department. The Human Resources (HR) Department reviewed the request and recommended reclassification of the position based on the assigned job duties, as well as the needs of both the Police Department and City. Prior City Administrator Steve Frazier approved the reclassification recommendation, however the new job description of Crime Analysis Technician needed to be created. This was delayed by the HR Director's maternity leave and simultaneous resignation of the HR Technician who was going to be writing the job description. The action before you is proposed to be retroactive as the employee is qualified to perform the work and has been performing the work of a Crime Analysis Technician, and should not be penalized for the circumstances that led to the delay in completing the new job description and recommendation on the proposed salary range.

DISCUSSION:

The Secretary classification is represented in the City's General Bargaining Unit (GBU). The Memorandum of Understanding (MOU) between the City and GBU includes a provision that allows employees who believe they are working outside their job description to submit a request to be reviewed for reclassification. The requests are reviewed and analyzed by either the HR Analyst or Director. The review includes interviewing the employee, the employee's supervisor, and the Department Head for that department. These interviews are used to document the employee's assigned work tasks, the needs of the Department relative to the work performed by the position, whether there are other employees who do or could perform any duties being questioned, and what the overall needs of the City are relative to the duties being performed.

The existing job description, along with any other relevant job descriptions, are also reviewed. HR then makes a finding on whether a reclassification should be approved. The findings may be that the employee is not working outside their current job description, the employee is working outside their current job description and needs to be reclassified, or the employee is performing duties more appropriately performed by another employee/classification. If an employee disagrees with HR's findings, they have the right to appeal to the City Manager. The City Manager's decision on reclassifications is final and not appealable, nor can it be grieved.

Ms. Burleson originally began work as a Secretary to the Madera Narcotics Enforcement Team (MADNET), a multi-agency law enforcement effort to reduce drugs in our community. While working with this team, Ms. Burleson provided clerical support. MADNET was disbanded and the Madera Police Department started the Special Investigations Unit (SIU). When this occurred, Ms. Burleson was absorbed into the Police Department staffing. Over time, her job responsibilities have shifted, especially with the advent of newer records systems and data mapping capabilities. Additionally, Ms. Burleson has proactively sought and achieved training in crime analysis and holds a Certified Crime Intelligence Analyst designation. She has also completed her Bachelor's Degree in Criminal Justice Management.

The reclassification request was reviewed by HR Administrative Analyst Eugene Haynes. As part of that review, Mr. Haynes interviewed Ms. Burleson, Sergeant Randy Williams, and Police Chief Dino Lawson. He also reviewed the applicable job description. At the conclusion of his analysis, Mr. Haynes recommended Ms. Burleson be reclassified to a new job description that reflected her crime analysis duties. These duties include database research; analytical software analysis; gathering and analyzing crime data; making recommendations on problems identified through various analysis techniques; preparation and distribution of public information regarding City programs and Police Department activities; preparation of a wide variety of reports, publications, and crime alerts; and representation of the Police Department with local community groups, including the Neighborhood Watch Program. The recommendation to reclassify Ms. Burleson was approved by then City Administrator Steve Frazier.

The next step in the process was development of a new job description and then negotiation of the assigned salary range for that position with the applicable bargaining unit. This step was delayed in its execution by the HR Director's maternity leave and simultaneous resignation of the staff member who was to work on the new job description. Upon return from maternity leave, the HR Director began work on the new job description. This included review of job descriptions from other law enforcement agencies with similar positions, as well as reviewing these sample job descriptions with the Police Chief and Police Commander. Once a draft job description was prepared and approved by the Police Chief and Commander, the HR Director met with Police Command Staff to determine a potential salary range for assignment on City of Madera Salary Schedule M. It was determined that, based on the duties and responsibilities when compared to other positions in the Department, the position should be recommended for Range 306, as shown below.

<i>Table 1: Proposed Salary Range for Crime Analysis Technician (Range 306, Annual)</i>					
Step A	Step B	Step C	Step D	Step E	Step F
\$39,287.25	\$41,260.52	\$43,322.91	\$45,487.15	\$47,753.23	\$50,146.62

Based on the nature of the position, including its nexus to law enforcement, staff is recommending the new job classification be assigned to the Madera Police Officers' Association, which currently represents both sworn and non-sworn positions within the Police Department. With authority from the City Council, the HR Director presented the proposed job description and proposed assigned salary range to MPOA, as wages are a mandatory subject of bargaining under the Myers-Milias-Brown Act. MPOA concurred with the City's recommended salary range.

The item before you is proposed to be effective retroactively to the beginning of the fiscal year. Had the process not been delayed as identified above, the action would have been effective July 1, 2018, under the City's typical reclassification process timeline.

FINANCIAL IMPACT:

The proposed salary range represents an annual increase in base pay for Ms. Burleson. The City's practice with reclassifications is to treat reclassified employees in a similar fashion to promotions under the City's Personnel Rules and Regulations, which provide that the employee shall be placed at the first step in the new range that represents a minimum 5% increase in base pay. In this situation, this will move Ms. Burleson to step B of the proposed salary range, which represents an annual increase of \$1,924.90 in base pay. With employer-paid benefits such as retirement and payroll taxes, the annual increase to compensation is \$3,432.65. The position is 100% General Fund.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Job descriptions for City employees are not addressed in the vision or action plan; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES:

If the Council does not take action on the resolution, the approved reclassification will not take effect, and the Police Department would be directed to revise the employee's job duties to fit within the existing Secretary classification.

ATTACHMENTS:

1. Exhibit 1: Proposed Crime Analysis Technician job description
2. Exhibit 2: City of Madera Salary Schedule for all positions, including the Crime Analysis Technician
3. Resolution amending the City of Madera Classification Plan by addition of the Crime Analysis Technician job description and setting the assigned salary range for the position

CITY OF MADERA
CRIME ANALYSIS TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, collects, analyzes, prepares and disseminates information regarding criminal activity; facilitates inter and intra-departmental information sharing; works with community groups and individuals in providing programs; provides public information and outreach; maintains appropriate work records; serves as a technical resource for Police personnel; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Crime Analysis Technician** is the single position classification responsible for the analysis of criminal activities, sprees, trends and patterns within the City of Madera. Work requires sound judgment, knowledge of data analytics, and strong communication skills.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Police Chief or other Police command staff. This position does not routinely exercise either technical or functional supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Collects, compiles, and researches statistical data for the Madera Police Department. Performs geographic, tactical, spatial, and procedural analysis of crime in the City of Madera, including analysis of crime sprees, trends, and patterns. Performs systematic analysis for identifying and analyzing current and anticipated patterns and trends in crime and disorder.
- Prepares graphic representations of detailed statistical findings of crime analysis results; interprets and explains findings, both orally and in writing.
- Plans, collects, and analyzes open source information from the internet and other similar sources, while staying attentive to new social media sources and trends.
- Works effectively to promote the exchange of information within the Madera Police Department; assists external agencies with requests for statistics, data, and/or special project assignments.
- Develops and maintains an effective liaison with State and local law enforcement agencies to exchange intelligence information.

- Communicates effectively with a diverse population, both orally and in writing; communicates effectively with non-English speaking residents.
- Prepares routine interdepartmental reports to provide data to support Police operations; prepares informational documents and reports to be shared with senior and management staff, as well as elected officials.
- Works collaboratively with the City's neighborhood watch, business watch, and similar programs; participates in community outreach events; serves as Police Department representative, working with businesses and residents to promote safe neighborhoods and to establish and maintain a positive relationship with the businesses, neighborhoods, and City residents.
- Attends and participates in organizational and community meetings; meets with school, business and community groups to create partnerships; responds to and resolves community questions and concerns.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Works various days and scheduled hours depending on the needs of the department; assigned work will require evening and weekend attendance at work, as well as work during normal City office hours; day-to-day and week-to-week schedules may not be consistent.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Crime Analysis Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of administrative or clerical experience in a law enforcement agency and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Geographic Information Systems (GIS) and Statistical Analysis System (SAS) technologies. Local geography including streets, the location of public buildings and other public facilities. Recent developments, current literature, and information related to crime analysis. Principles, practices, methodologies, and techniques of data analysis, crime analysis and prevention, law enforcement and police records processing. Pertinent Federal, State and local laws, codes, ordinances, and safety regulations. City and department policies, procedures, rules and regulations.

Ability to:

Identify and distinguish crime patterns and trends. Perform statistical research and studies, such as collect and interpret data, develop and test hypotheses, draw valid conclusions, and present narrative and statistical data and recommendations. Create and test statistical models used to predict criminal activity. Prepare and present accurate, comprehensive, and concise reports, recommendations and oral presentations. Generate reports, maps, charts, graphs, and other visual or electronic aids. Communicate effectively orally and in written form. Interpret and explain City and department policies, procedures, rules, and regulations. Establish and maintain effective working relationships with those contacted in the course of work including the general public. Work under pressure and within challenging deadlines.

Skill to:

Intermediate level skill in the use of personal computers (including but not limited to Word, Excel, Power Point, crime analytics software, and mapping software). Excellent written, verbal, interpersonal communication and presentation skills. Skilled in public speaking; researching, developing and making presentations; conducting workshops and presenting ideas clearly and concisely.

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Accountant (Junior)	GBU	282	\$1,340.65	\$1,407.73	\$1,478.24	\$1,552.18	\$1,629.54	\$1,711.31
Accountant I	MM	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Accountant II	MM	362	\$1,998.25	\$2,098.13	\$2,202.92	\$2,313.09	\$2,428.64	\$2,550.08
Accounting Technician I	GBU	240	\$1,087.50	\$1,141.85	\$1,198.65	\$1,258.88	\$1,321.55	\$1,387.66
Accounting Technician II	GBU	260	\$1,201.59	\$1,261.33	\$1,324.49	\$1,390.60	\$1,460.12	\$1,533.08
Accounting Technician III	GBU	280	\$1,327.43	\$1,393.53	\$1,463.55	\$1,536.51	\$1,613.38	\$1,694.18
Administrative Analyst	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Administrative Assistant	GBU	299	\$1,459.15	\$1,532.10	\$1,608.98	\$1,689.28	\$1,773.99	\$1,862.61
Administrative Secretary	GBU	275	\$1,294.62	\$1,359.26	\$1,427.32	\$1,498.81	\$1,573.72	\$1,652.56
Airport Maintenance Worker I	GBU	254	\$1,165.85	\$1,224.12	\$1,285.32	\$1,349.95	\$1,417.04	\$1,488.03
Airport Maintenance Worker II	GBU	274	\$1,288.26	\$1,352.89	\$1,420.46	\$1,491.46	\$1,565.89	\$1,644.23
Airport Maintenance Worker III	GBU	281	\$1,333.80	\$1,400.88	\$1,470.90	\$1,544.34	\$1,621.71	\$1,702.50
Animal Control Officer	GBU	290	\$1,395.49	\$1,465.02	\$1,538.47	\$1,615.34	\$1,696.13	\$1,780.84
Assistant Engineer	MM	377	\$2,153.46	\$2,261.19	\$2,373.80	\$2,492.79	\$2,617.16	\$2,748.38
Assistant Planner	GBU	352	\$1,900.81	\$1,995.80	\$2,095.69	\$2,200.47	\$2,310.64	\$2,426.20
Associate Civil Engineer	MM	397	\$2,379.19	\$2,498.17	\$2,623.03	\$2,754.26	\$2,891.85	\$3,036.30
Associate Planner	MM	368	\$2,058.96	\$2,161.79	\$2,270.00	\$2,383.11	\$2,502.58	\$2,627.44
Building Permit Technician	GBU	288	\$1,381.29	\$1,450.33	\$1,522.80	\$1,599.18	\$1,679.00	\$1,763.22
Business Manager	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43
Chief Building Official	M	464	\$3,323.23	\$3,489.22	\$3,663.53	\$3,847.15	\$4,039.09	\$4,241.31
City Attorney	EXE	568	\$5,582.46	\$5,861.55	\$6,154.36	\$6,462.35	\$6,785.52	\$7,124.84
City Clerk	EXE	419	\$2,654.86	\$2,788.05	\$2,927.10	\$3,073.51	\$3,227.26	\$3,388.84
City Engineer	M	508	\$4,138.49	\$4,345.61	\$4,563.01	\$4,791.19	\$5,030.62	\$5,281.81
City Manager	EXE	587	\$6,137.22	\$6,444.23	\$6,766.42	\$7,104.77	\$7,459.76	\$7,832.87
Combination Building Inspector	GBU	348	\$1,863.10	\$1,956.63	\$2,054.07	\$2,156.89	\$2,265.10	\$2,378.21
Communications Manager	M	456	\$3,192.98	\$3,352.61	\$3,520.56	\$3,696.34	\$3,881.43	\$4,075.32
Communications Specialist	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Computer Technician	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
Construction Inspector I	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Construction Inspector II	GBU	342	\$1,808.26	\$1,898.85	\$1,993.84	\$2,093.24	\$2,198.02	\$2,308.19
Crime Analysis Technician	GBU	306	\$1,511.05	\$1,586.94	\$1,666.27	\$1,749.51	\$1,836.66	\$1,928.72
Deputy City Clerk	GBU	311	\$1,549.24	\$1,626.60	\$1,707.89	\$1,793.57	\$1,883.18	\$1,977.19
Deputy City Engineer	MM	463	\$3,306.58	\$3,472.08	\$3,645.42	\$3,828.05	\$4,019.02	\$4,220.26
Director of Community Development	M	568	\$5,582.46	\$5,861.55	\$6,154.36	\$6,462.35	\$6,785.52	\$7,124.84
Director of Financial Services	M	525	\$4,504.74	\$4,729.98	\$4,966.48	\$5,214.73	\$5,475.71	\$5,749.43
Director of Human Resources	M	513	\$4,243.27	\$4,455.29	\$4,678.08	\$4,912.13	\$5,157.44	\$5,415.49
Director of Parks & Community Services	M	509	\$4,159.54	\$4,367.15	\$4,585.54	\$4,814.69	\$5,055.60	\$5,308.25

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Electrical and Facilities Operations Manager	MM	421	\$2,681.79	\$2,815.96	\$2,956.48	\$3,104.36	\$3,259.57	\$3,422.63
Electrician II	GBU	361	\$1,987.96	\$2,087.36	\$2,192.15	\$2,301.34	\$2,416.40	\$2,537.35
Electrician III	GBU	381	\$2,196.55	\$2,306.72	\$2,429.13	\$2,542.73	\$2,670.04	\$2,803.71
Engineering Project Manager	MM	419	\$2,654.86	\$2,788.05	\$2,927.10	\$3,073.51	\$3,227.26	\$3,388.84
Engineering Technician I	GBU	302	\$1,481.18	\$1,555.61	\$1,632.97	\$1,714.74	\$1,800.43	\$1,890.52
Engineering Technician II	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Engineering Technician III	GBU	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Executive Secretary	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Executive Secretary to City Administrator	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Executive Secretary to the Chief of Police	LEMM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Facilities Maintenance Technician	GBU	289	\$1,388.15	\$1,457.68	\$1,530.63	\$1,607.02	\$1,687.32	\$1,772.03
Facility Aide	GBU	201	\$895.07	\$939.63	\$986.64	\$1,036.09	\$1,087.99	\$1,142.34
Field Representative	GBU	260	\$1,201.59	\$1,261.33	\$1,324.49	\$1,390.60	\$1,460.12	\$1,533.08
Financial Services Manager	MM	446	\$3,037.76	\$3,189.56	\$3,349.18	\$3,516.64	\$3,692.42	\$3,877.02
Fleet Operations Manager	MM	404	\$2,463.90	\$2,586.80	\$2,716.07	\$2,852.19	\$2,994.68	\$3,144.51
Grant Administrator	M	476	\$3,527.90	\$3,704.66	\$3,889.75	\$4,084.14	\$4,288.32	\$4,502.79
Grant Analyst	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Grants Specialist	GBU	299	\$1,459.15	\$1,532.10	\$1,608.98	\$1,689.28	\$1,773.99	\$1,862.61
Human Resources Technician	MM	290	\$1,395.49	\$1,465.02	\$1,538.47	\$1,615.34	\$1,696.13	\$1,780.84
Human Resources Technician II	MM	310	\$1,541.41	\$1,618.77	\$1,699.56	\$1,784.76	\$1,873.88	\$1,967.40
Industrial Electrical Technician	GBU	381	\$2,196.55	\$2,306.72	\$2,429.13	\$2,542.73	\$2,670.04	\$2,803.71
Information Services Manager	M	474	\$3,493.14	\$3,667.94	\$3,851.07	\$4,043.50	\$4,245.72	\$4,458.23
Legal Assistant	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Maintenance Technician	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Mechanic I	GBU	286	\$1,367.58	\$1,436.13	\$1,508.11	\$1,583.52	\$1,662.35	\$1,745.59
Mechanic II	GBU	301	\$1,473.83	\$1,547.77	\$1,625.14	\$1,706.42	\$1,791.62	\$1,881.22
Mechanic III	GBU	321	\$1,628.56	\$1,709.84	\$1,795.53	\$1,885.14	\$1,979.64	\$2,078.55
Neighborhood Outreach Assistant	GBU	276	\$1,300.99	\$1,366.11	\$1,434.66	\$1,506.15	\$1,581.56	\$1,660.88
Neighborhood Outreach Coordinator	GBU	306	\$1,511.05	\$1,586.94	\$1,666.27	\$1,749.51	\$1,836.66	\$1,928.72
Neighborhood Preservation Specialist I	GBU	310	\$1,541.41	\$1,618.77	\$1,699.56	\$1,784.76	\$1,873.88	\$1,967.40
Neighborhood Preservation Specialist II	GBU	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Neighborhood Preservation Specialist III	GBU	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Neighborhood Preservation Supervisor	MM	380	\$2,185.78	\$2,294.97	\$2,409.55	\$2,530.49	\$2,656.82	\$2,789.51
Network Administrator	MM	389	\$2,286.16	\$2,400.25	\$2,520.21	\$2,646.54	\$2,778.74	\$2,917.80
Office Assistant I	GBU	213	\$950.40	\$997.90	\$1,047.84	\$1,100.23	\$1,155.08	\$1,212.85
Office Assistant II	GBU	233	\$1,049.80	\$1,102.68	\$1,157.52	\$1,215.30	\$1,276.51	\$1,340.16
Paralegal Office Administrator	MM	372	\$2,100.09	\$2,205.37	\$2,315.54	\$2,431.09	\$2,553.02	\$2,680.32

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Park Planning Manager	MM	426	\$2,749.36	\$2,886.95	\$3,031.40	\$3,182.70	\$3,341.84	\$3,508.80
Parks Leadworker	GBU	308	\$1,526.23	\$1,602.61	\$1,682.91	\$1,767.13	\$1,855.27	\$1,947.81
Parks Supervisor	MM	335	\$1,746.57	\$1,833.72	\$1,925.29	\$2,021.75	\$2,122.62	\$2,228.87
Parks Worker I	GBU	248	\$1,131.57	\$1,188.37	\$1,247.62	\$1,309.80	\$1,375.42	\$1,443.97
Parks Worker II	GBU	268	\$1,250.07	\$1,312.74	\$1,378.35	\$1,447.39	\$1,519.86	\$1,595.76
Parks Worker III	GBU	288	\$1,381.29	\$1,450.33	\$1,522.80	\$1,599.18	\$1,679.00	\$1,763.22
Payroll Specialist	GBU	316	\$1,588.41	\$1,667.73	\$1,751.46	\$1,838.62	\$1,930.67	\$2,027.14
Planning Manager	M	476	\$3,527.90	\$3,704.66	\$3,889.75	\$4,084.14	\$4,288.32	\$4,502.79
Plans Examiner	GBU	360	\$1,978.17	\$2,077.08	\$2,180.88	\$2,290.08	\$2,404.65	\$2,524.62
Police Auxiliary Services Supervisor	LEMM	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Police Chief	M	554	\$5,205.92	\$5,466.41	\$5,739.63	\$6,026.56	\$6,327.70	\$6,644.01
Police Commander	LEMM	504	\$4,056.72	\$4,259.92	\$4,472.92	\$4,696.20	\$4,931.23	\$5,177.52
Police Corporal	MPOA	383	\$2,218.59	\$2,329.74	\$2,446.27	\$2,568.19	\$2,696.97	\$2,831.62
Police Lieutenant	LEMM	487	\$3,727.19	\$3,913.25	\$4,109.11	\$4,314.76	\$4,530.21	\$4,756.91
Police Office Supervisor	LEMM	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Police Officer I	MPOA	363	\$2,008.04	\$2,108.42	\$2,213.69	\$2,324.35	\$2,440.89	\$2,562.81
Police Officer II	MPOA	373	\$2,110.86	\$2,216.14	\$2,327.29	\$2,443.33	\$2,565.75	\$2,694.03
Police Officer Trainee	MPOA	333	\$1,728.94	\$1,815.61	\$1,906.19	\$2,001.67	\$2,101.56	\$2,206.84
Police Sergeant	MPOA	426	\$2,749.36	\$2,886.95	\$3,031.40	\$3,182.70	\$3,341.84	\$3,508.80
Procurement Services Manager	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Program Manager-Grants	MM	366	\$2,038.40	\$2,140.24	\$2,247.48	\$2,359.60	\$2,477.61	\$2,601.49
Property & Evidence Officer	MPOA	296	\$1,437.60	\$1,509.58	\$1,584.98	\$1,664.31	\$1,747.55	\$1,834.70
Public Safety Dispatcher	MPOA	294	\$1,423.40	\$1,494.40	\$1,569.32	\$1,647.66	\$1,729.92	\$1,816.59
Public Works Maintenance Lead Worker	GBU	305	\$1,503.70	\$1,578.62	\$1,657.94	\$1,740.69	\$1,827.85	\$1,918.92
Public Works Maintenance Worker I	GBU	254	\$1,165.85	\$1,224.12	\$1,285.32	\$1,349.95	\$1,417.04	\$1,488.03
Public Works Maintenance Worker II	GBU	274	\$1,288.26	\$1,352.89	\$1,420.46	\$1,491.46	\$1,565.89	\$1,644.23
Public Works Maintenance Worker III	GBU	281	\$1,333.80	\$1,400.88	\$1,470.90	\$1,544.34	\$1,621.71	\$1,702.50
Public Works Maintenance Worker IV	GBU	285	\$1,360.73	\$1,428.79	\$1,500.28	\$1,575.19	\$1,654.02	\$1,736.77
Public Works Operations Director	M	508	\$4,138.49	\$4,345.61	\$4,563.01	\$4,791.19	\$5,030.62	\$5,281.81
Purchasing Assistant	GBU	280	\$1,327.43	\$1,393.53	\$1,463.55	\$1,536.51	\$1,613.38	\$1,694.18
RDA Executive Director	EXE							\$6,827.14
Records Clerk	MPOA	270	\$1,262.80	\$1,325.96	\$1,392.06	\$1,462.08	\$1,535.04	\$1,611.92
Recreation/Community Programs Coordinator	GBU	313	\$1,564.91	\$1,643.25	\$1,725.02	\$1,811.69	\$1,902.28	\$1,997.27
Recreation/Community Programs Manager	MM	390	\$2,297.42	\$2,412.49	\$2,532.94	\$2,659.76	\$2,792.45	\$2,932.49
Recreation/Community Programs Supervisor	MM	353	\$1,910.60	\$2,006.08	\$2,105.97	\$2,211.24	\$2,321.90	\$2,437.95
Redevelopment Agency Secretary	MM	342	\$1,808.26	\$1,898.85	\$1,993.84	\$2,093.24	\$2,198.02	\$2,308.19
Redevelopment Manager	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Safety Officer	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Secretary	GBU	253	\$1,159.97	\$1,218.24	\$1,278.96	\$1,343.10	\$1,410.18	\$1,480.69
Senior Civil Engineer	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43
Senior Nutrition Program Monitor	GBU	233	\$1,049.80	\$1,102.68	\$1,157.52	\$1,215.30	\$1,276.51	\$1,340.16
Senior Planner	MM	429	\$2,790.98	\$2,930.53	\$3,076.94	\$3,230.69	\$3,392.27	\$3,561.69
Solid Waste Manager	MM	353	\$1,910.60	\$2,006.08	\$2,105.97	\$2,211.24	\$2,321.90	\$2,437.95
Solid Waste/Recycling Assistant	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Solid Waste/Recycling Coordinator	GBU	313	\$1,564.91	\$1,643.25	\$1,725.02	\$1,811.69	\$1,902.28	\$1,997.27
Streets & Storm Drainage Ops. Manager	MM	385	\$2,241.11	\$2,352.75	\$2,470.75	\$2,594.15	\$2,723.90	\$2,860.02
Streets & Storm Drainage Supervisor	MM	340	\$1,790.64	\$1,879.75	\$1,973.76	\$2,072.67	\$2,176.48	\$2,285.18
Tyler Munis Implementation Project Manager	MM	408	\$2,513.35	\$2,639.19	\$2,770.91	\$2,909.48	\$3,054.90	\$3,207.67
Utility Billing Supervisor	MM	334	\$1,737.75	\$1,824.42	\$1,915.99	\$2,011.47	\$2,112.33	\$2,217.61
Waste Water Treatment Plant Manager	MM	459	\$3,241.46	\$3,403.53	\$3,573.44	\$3,752.16	\$3,939.69	\$4,137.02
Wastewater Collection System Supervisor	MM	346	\$1,844.99	\$1,937.04	\$2,033.99	\$2,135.84	\$2,242.58	\$2,354.71
Water & Sewer Operations Manager	MM	423	\$2,708.72	\$2,843.86	\$2,986.35	\$3,135.69	\$3,292.38	\$3,456.90
Water Meter & Conservation Supervisor	MM	340	\$1,790.64	\$1,879.75	\$1,973.76	\$2,072.67	\$2,176.48	\$2,285.18
Water Quality Specialist I	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Water Quality Specialist II	GBU	305	\$1,503.70	\$1,578.62	\$1,657.94	\$1,740.69	\$1,827.85	\$1,918.92
Water Quality Specialist III	GBU	325	\$1,661.37	\$1,744.61	\$1,831.77	\$1,923.33	\$2,019.30	\$2,120.17
Water Quality Specialist In Training	GBU	262	\$1,213.34	\$1,274.06	\$1,337.71	\$1,404.79	\$1,474.81	\$1,548.75
Water System Lead Worker	GBU	335	\$1,746.57	\$1,833.72	\$1,925.29	\$2,021.75	\$2,122.62	\$2,228.87
Water System Supervisor	MM	365	\$2,028.11	\$2,129.47	\$2,236.21	\$2,347.85	\$2,465.37	\$2,588.76
Water System Technician	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
Water System Worker I	GBU	272	\$1,275.53	\$1,339.18	\$1,406.26	\$1,476.28	\$1,550.22	\$1,628.07
Water System Worker II	GBU	311	\$1,549.24	\$1,626.60	\$1,707.89	\$1,793.57	\$1,883.18	\$1,977.19
Water System Worker III	GBU	315	\$1,580.58	\$1,659.41	\$1,742.65	\$1,829.81	\$1,921.37	\$2,017.34
WW Lab Analyst/Environmental Compliance Inspector I	GBU	345	\$1,835.68	\$1,927.25	\$2,023.71	\$2,125.06	\$2,231.32	\$2,342.96
WW Lab Analyst/Environmental Compliance Inspector II	GBU	365	\$2,028.11	\$2,129.47	\$2,236.21	\$2,347.85	\$2,465.37	\$2,588.76
WWTP Lead Operator	GBU	383	\$2,218.59	\$2,329.74	\$2,446.27	\$2,568.19	\$2,696.97	\$2,831.62
WWTP Mechanic	GBU	375	\$2,131.92	\$2,238.66	\$2,350.30	\$2,467.82	\$2,591.21	\$2,720.96
WWTP Operator I	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
WWTP Operator II	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
WWTP Operator III	GBU	364	\$2,018.32	\$2,119.19	\$2,224.95	\$2,336.10	\$2,453.13	\$2,575.54
WWTP Operator In Training	GBU	301	\$1,473.83	\$1,547.77	\$1,625.14	\$1,706.42	\$1,791.62	\$1,881.22

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA AMENDING THE CITY OF MADERA CLASSIFICATION PLAN TO ADD THE CRIME ANALYSIS TECHNICIAN JOB DESCRIPTION AND SETTING THE ASSIGNED SALARY RANGE FOR THE POSITION

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA hereby resolves, finds, and orders as follows:

SECTION 1. The Employee Classification Plan adopted by Resolution No. 00-13 is hereby amended retroactive to July 1, 2018 by the addition of the Crime Analysis Technician. The job description for the position is on file with the Office of the City Clerk and referred to for more particulars.

SECTION 2. Retroactive to July 1, 2018, the Crime Analysis Technician classification is hereby assigned to City of Madera Salary Schedule M Range 306.

<i>City of Madera Salary Schedule M, Range 306 (Annual)</i>					
Step A	Step B	Step C	Step D	Step E	Step F
\$39,287.25	\$41,260.52	\$43,322.91	\$45,487.15	\$47,753.23	\$50,146.62

SECTION 3. This resolution is effective immediately upon adoption.

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