



REPORT TO CITY COUNCIL

Approved by:

Wendy Silva
Wendy Silva, Director of Human Resources

Arnoldo Rodriguez
Arnoldo Rodriguez, City Manager

Council Meeting of: December 4, 2019

Agenda Number: B-5

SUBJECT:

Consideration of a Resolution Amending the City of Madera Classification Plan by Replacing the Administrative Analyst Classification with Administrative Analyst I, Adding Administrative Analyst II, and Removing the Business Manager Classification from the Plan; and Setting the Salary for the Administrative Analyst I and Administrative Analyst II Classifications

RECOMMENDATION:

It is recommended the City Council (Council) adopt the resolution replacing the Administrative Analyst classification with Administrative Analyst I, adding Administrative Analyst II, and removing the Business Manager classification from the plan; and setting the assigned salary ranges for Administrative Analyst I and Administrative Analyst II.

SUMMARY:

The City received an employee-initiated request to review the classification of Mary Church, Administrative Analyst at Public Works. The Human Resources (HR) Department reviewed the request and is recommending the creation of a classification series that will allow the City to recognize the value of longer tenured employees in the Administrative Analyst classification who are able to work on a broader scope of projects and take responsibility for a more complex workload than an entry-level analyst. At the same time, the City is recommending the removal of the classification of Business Manager from the classification plan. The new Administrative Analyst I will be equivalent in salary and duties to the existing Administrative Analyst. If approved, Administrative Analyst I's may be considered for promotion to Administrative Analyst II after at least two years of employment as an Analyst I and must demonstrate full knowledge of all department and City functions and takes full responsibility for a broad range of assigned departmental programs.

DISCUSSION:

The Administrative Analyst classification is represented by the City's Mid Management Employee Group (MM). The Memorandum of Understanding (MOU) between the City and MM 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. Church submitted a reclassification request for consideration to be reclassified to Business Manager. The Business Manager classification was created in 2007 to meet specific needs at that time. However, the classification was only used in the Parks & Community Services (PCS) Department. Upon review of the job description and assigned compensation, the HR Director and City Manager both agree that the classification no longer meets the needs of the City. The adopted Fiscal Year 2019/20 budget has already modified the position at the PCS Department from Business Manager to Administrative Analyst, and adoption of the proposed resolution will not affect the PCS Department's staffing level. It is an administrative action to remove the classification of Business Manager from the classification plan.

Through the reclassification analysis process, it was determined that it would be appropriate to recommend a classification series for the Administrative Analyst classification. The existing job description for Administrative Analyst is broad and can be best described as a position to be filled by a jack-of-all-trades type person. However, there is a distinct difference in the duties and responsibilities that can be taken on by an Analyst as their tenure with the City increases. Analysts are often called on to be the lead point of contact for departments in a Director's absence and must be able to speak to the full scope of services provided by their department. The existing job classification and assigned salary range do not properly reflect these additional duties that longer-tenured Analysts take on. In order to keep and retain quality employees, staff is recommending that the Administrative Analyst classification become an Administrative Analyst I classification with the same assigned salary range, and that an Administrative Analyst II classification be created.

The City utilizes the Administrative Analyst classification in multiple departments. Currently, budgeted Administrative Analyst positions exist in the City Manager's Office, Public Works, PCS, HR, Finance, and Engineering. Staff reviewed the existing assigned responsibilities for Analysts in the City and looked at how the classification is used organization wide. Staff also reviewed Analyst job descriptions for class series in other jurisdictions to review both the types of duties assigned to various Analyst series levels and the rate of compensation. Based on the information gathered, a job description for Administrative Analyst I/II was drafted. A red line, strike-out version of the

modifications to the job description are attached as Exhibit A. A clean copy of the job description is attached as Exhibit B.

It is recommended that the Administrative Analyst I classification be assigned to the salary range for the existing Administrative Analyst classification and that the Administrative Analyst II be placed 15% above the Administrative Analyst I. The proposed assigned salary ranges are shown below in Table 1. Individuals in the Administrative Analyst I classification may be recommended to be promoted to Administrative Analyst II by the Department Head upon demonstration of a thorough knowledge of all department programs and City services and the ability to perform at the required level of an Administrative Analyst II. The recommendation must be approved by the City Manager. At this time, there are no additional immediate promotions expected from the creation of Administrative Analyst II. The City’s existing Analysts in other departments are either new to the position or new to their assigned department.

Table 1: Proposed Range Assignments and Classification Plan Changes

Job Title	Range	Bi-Weekly Pay Rate					
		A	B	C	D	E	F
Administrative Analyst I	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Administrative Analyst II	386	\$2,252.37	\$2,364.99	\$2,483.00	\$2,607.37	\$2,737.61	\$2,874.22
Business Manager	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43

It is recommended that the Administrative Analyst I and Administrative Analyst II be assigned to the MM Employee Group. With authority from the City Council, the HR Director presented the proposed job descriptions and proposed assigned salary ranges to MM, as wages are a mandatory subject of bargaining under the Myers-Milias-Brown Act. Staff proposed the draft job description and salary range assignments in June of this year and has been in negotiations since that time with MM representatives. The MM group has now approved the proposed job description and salary ranges. The MM group would prefer that the Business Manager classification remain, however the City’s offer of creating an Administrative Analyst II classification was contingent on the Business Manager classification being removed from the City’s classification plan.

FINANCIAL IMPACT:

When an individual is reclassified, and that reclassification results in a promotion to a position with a higher pay rate, the individual is placed on the first step of the new range that represents a minimum 5% increase in base salary. This is consistent with the Personnel Rules & Regulations regarding salary placement upon promotion. In this case, the reclassification at hand will be affecting one employee. The change in pay rate will represent an increase of approximately \$4,070 for the remainder of the fiscal year, including employer paid benefits based on salary, such as retirement costs. Due to a split shared assignment across departments that resulted in a split in payroll allocations between the employee’s normal home department and a vacant

position in another department, adequate funds exist in the adopted Fiscal Year 2019-20 budget and the reclassification will not require a budget amendment. The temporary split assignment will end December 6, 2019 and the changes contemplated herein are proposed to take effect December 7, 2019.

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:

Council could direct staff to revisit the proposed assigned job responsibilities for Administrative Analyst I and II.

ATTACHMENTS:

1. Exhibit A: Red line, strike out job description for Administrative Analyst I/II
2. Exhibit B: Clean Copy job description for Administrative Analyst I/II
3. Resolution amending the City of Madera Classification Plan and setting the assigned salary ranges for Administrative Analyst I/II
 - Exhibit 1: City of Madera Salary Schedule for all positions

CITY OF MADERA

ADMINISTRATIVE ANALYST I/II

*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, performs professional administrative, analytical and technical duties in providing staff assistance to the City ~~Administrator's~~ Manager's Office or a City department; develops, implements and administers ~~assigned program responsibilities~~ City programs; conducts specific and comprehensive research, analysis and preparation of ~~budgets and reports~~ a wide range of municipal policies involving organization, procedures, finance, and services; manages various projects; assists in office management functions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Analyst I** is a professional level class in which the incumbent is expected to independently perform ~~the full scope of~~ comprehensive administrative analysis, ~~and~~ conducts research on new and current program activities as assigned, and make recommendations on programmatic and policy changes. ~~The Administrative Analyst II is an advanced professional level class in which the incumbent demonstrates full knowledge of all department and City functions, and takes full responsibility for a broad range of assigned departmental programs. The Administrative Analyst II may act for the Department Director in his or her absence. Individuals classified as Administrative Analyst I may be recommended for promotion to Administrative Analyst II by the Department Head, subject to the approval of the City Manager. Promotion is not automatic nor is promotion based solely on years of service. Such recommendation must demonstrate that the distinguishing characteristics and ability to perform the essential functions of the higher level class are without question. This classification is distinguished from the Program Manager - Grants class which performs duties primarily focusing on grants program responsibility.~~

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City ~~Administrator, Assistant City Administrator or a department head~~ Manager or applicable Department Director. May exercise technical and functional supervision over assigned staff.

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

- Conducts research and provides administrative assistance within the City ~~Administrator's~~ Manager's Office or a department.
- Assists in the development and implementation of department or City-wide goals, objectives, policies and procedures.

- Assists in budget preparation, analysis and administration.
- Gathers and analyzes data and makes recommendations on a variety of administrative, fiscal, personnel and operational problems.
- Prepares and distributes public information to citizens regarding City programs or department activities.
- Assists in the analysis and resolution of management information system problems and needs.
- Represents the City or a department in a wide variety of meetings with local community groups, professional associations and other local entities as required.
- Assists in the preparation of agenda items; makes presentations to the City Council and other committees as required.
- Assists in the preparation of a wide variety of reports, manuals, procedures and publications.
- Coordinates assigned work with related activities by other City departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities.
- May serve as a department safety program coordinator.
- Conducts policy and legislative analyses; oversees a variety of special projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Administrative Analyst II: In addition to the essential functions stated above for Administrative Analyst I, the Administrative Analyst II also performs the following:

- Designs and develops new program elements and program modifications as necessary to meet goals and objectives related to areas of assignment; monitors and coordinates the daily operation of assigned program areas; performs analytical work and maintains appropriate records and statistics relative to areas of assigned responsibility.
- Prepares and monitors applicable budgets; reviews purchase requisitions and ensures funds are available and authorized for expenditure; manages and analyzes multiple Federal, State and/or local funding sources.
- Prepares grant proposals for assigned department; monitors active grants to ensure that stipulations and regulations regarding the use of funds are met; maintains proper records.
- Prepares and administers contracts and memorandums of understandings; participates and assists with coordinating or facilitating internal department and City-wide committees and staff meetings; coordinates training.

- Demonstrates broad and extensive knowledge in assigned areas of responsibility; stays current on issues related to assigned areas of responsibility and acts as source of information for other City personnel and the public.
- Responds to complex and/or sensitive complaints and requests for information from the public and City staff; conducts investigations; researches requested information and determines appropriate resolutions.
- Writes a wide variety of complex reports, memoranda, policies, and letters for diverse audiences in clear and concise language that is easily understood. Presents information orally to various audiences in a visually appealing and easily understood manner.
- Supervises clerical, technical and/or professional staff within a department; ensures appropriate systems are in place for hiring, evaluating, coaching, and counseling assigned staff members; coordinates professional development opportunities for assigned staff.
- Creates, interprets, and applies City and Department policies and procedures.

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 preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. 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 an **Administrative Analyst**.

A typical way of obtaining the required qualifications **for Administrative Analyst I** is to possess one year of experience in administrative or management analysis and a Bachelor's degree in public administration, business administration or a related field.

A typical way of obtaining the required qualifications for **Administrative Analyst II** is to possess at least two years of increasingly responsible experience as an Administrative Analyst I that includes a broad range of assignments and responsibilities, and a Bachelor's degree in public administration, business administration or a related field. A Master's degree is preferred.

License/Certificate:

Possession of, or the 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:

Principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; principles, methods and practices of municipal finance, budgeting and accounting; structure and organization of public sector agencies; principles and practices of program development and administration; basic principles and practices of personnel management; budget development and implementation; modern office practices, methods and equipment, including a computer and applicable software.

Ability to:

Analyze administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions; consult effectively with management and staff; prepare clear and concise administrative documents and reports; interpret and apply applicable laws, codes and regulations; prepare complete and accurate complex reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships-; manipulate and interpret information from database systems

Skill to:

Operate an office computer and a variety of word processing, ~~and~~ spreadsheet, and other software applications; learn new software systems as they are implemented by the City; generate reports and manipulate data from the City's financial or other database systems-

CITY OF MADERA
ADMINISTRATIVE ANALYST I/II

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DEFINITION:

Under direction, performs professional administrative, analytical and technical duties in providing staff assistance to the City Manager's Office or a City department; develops, implements and administers City programs; conducts specific and comprehensive research, analysis and preparation of a wide range of municipal policies involving organization, procedures, finance, and services; manages various projects; assists in office management functions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Analyst I** is a professional level class in which the incumbent is expected to independently perform comprehensive administrative analysis, conduct research on new and current program activities as assigned, and make recommendations on programmatic and policy changes. The Administrative Analyst II is an advanced professional level class in which the incumbent demonstrates full knowledge of all department and City functions and takes full responsibility for a broad range of assigned departmental programs. The Administrative Analyst II may act for the Department Director in his or her absence. Individuals classified as Administrative Analyst I may be recommended for promotion to Administrative Analyst II by the Department Head, subject to the approval of the City Manager. Promotion is not automatic nor is promotion based solely on years of service. Such recommendation must demonstrate that the distinguishing characteristics and ability to perform the essential functions of the higher-level class are without question.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Manager or applicable Department Director. May exercise technical and functional supervision over assigned staff.

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

- Conducts research and provides administrative assistance within the City Manager's Office or a department.
- Assists in the development and implementation of department or City-wide goals, objectives, policies and procedures.
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- Responds to complex and/or sensitive complaints and requests for information from the public and City staff; conducts investigations; researches requested information and determines appropriate resolutions.
- Writes a wide variety of complex reports, memoranda, policies, and letters for diverse audiences in clear and concise language that is easily understood. Presents information orally to various audiences in a visually appealing and easily understood manner.
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Ability to:

Analyze administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions; consult effectively with management and staff; prepare clear and concise administrative documents and reports; interpret and apply applicable laws, codes and regulations; prepare complete and accurate complex reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; manipulate and interpret information from database systems

Skill to:

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RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA AMENDING THE CITY OF MADERA CLASSIFICATION PLAN BY REPLACING ADMINISTRATIVE ANALYST WITH ADMINISTRATIVE ANALYST I, ADDING ADMINISTRATIVE ANALYST II, AND REMOVING BUSINESS MANAGER; AND SETTING THE ASSIGNED SALARY RANGES FOR THE POSITIONS OF ADMINISTRATIVE ANALYST I AND ADMINISTRATIVE ANALYST II

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 effective December 7, 2019 by the replacement of the Administrative Analyst classification with the Administrative Analyst I classification, the addition of the Administrative Analyst II classification, and the removal of the Business Manager classification. The job description for Administrative Analyst I/II is on file with the Office of the City Clerk and referred to for more particulars.

SECTION 2. Effective December 7, 2019, the Administrative Analyst I and Administrative Analyst II classifications are hereby assigned to City of Madera Salary Schedule M as follows. A complete City of Madera Salary Schedule is attached as Exhibit 1.

Job Title	Range	Bi-Weekly Pay Rate					
		A	B	C	D	E	F
Administrative Analyst I	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Administrative Analyst II	386	\$2,252.37	\$2,364.99	\$2,483.00	\$2,607.37	\$2,737.61	\$2,874.22

SECTION 3. This resolution is effective immediately upon adoption.

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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 I	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Administrative Analyst II	MM	386	\$2,252.37	\$2,364.99	\$2,483.00	\$2,607.37	\$2,737.61	\$2,874.22
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
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	MPOA	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