



REPORT TO CITY COUNCIL

Approved by:

Wendy Silva
Wendy Silva, Director of Human Resources

Arnoldo Rodriguez
Arnoldo Rodriguez, City Manager

Council Meeting of: December 18, 2019

Agenda Number: B-2

SUBJECT:

Consideration of Adopting a Resolution Amending the City of Madera Classification Plan by Replacing the Field Representative Classification with Water Conservation Customer Service Representative, Adding Water Conservation Specialist to the Classification Plan, and Setting the Assigned Salary Ranges for the Classifications

RECOMMENDATION:

It is recommended the City Council (Council) adopt the resolution replacing the Field Representative classification with Water Conservation Customer Service Representative, adding the Water Conservation Specialist classification, and setting the assigned salary ranges for the classifications.

SUMMARY:

The City received employee-initiated requests to review the classifications utilized within the Water Conservation division at Public Works. The Human Resources (HR) Department reviewed the requests and is recommending the revision of one existing classification and creation of a new classification. There is no recommended change to the existing assigned salary ranges for the positions in question. However, if approved, there may be some classification corrections of individual employees within the Water Conservation Division that will result in pay changes, specifically Public Works Maintenance Worker I's who are being utilized to perform substantially similar duties assigned to Field Representatives will be re-classified the same as their colleagues.

DISCUSSION:

The classifications in question are represented by the General Bargaining Unit (GBU). Under the GBU's Memorandum of Understanding (MOU), employees may submit reclassification requests when they feel the duties they are performing fall outside of their job description. The request for reclassification is submitted up the chain of command in the employee's department and then submitted to the HR department for analysis. Potential outcomes from this process include:

- No change to an existing job description or the employee's classification
- Modifications to an existing job description
- Creation of a new job description and subsequent reclassification of the employee
- Reclassification of an employee from one job description to another already in the City's classification plan
- No change in the assigned pay range for a classification
- Modification of the assigned pay range for a classification

At the start of the reclassification process, the HR department explains these potential outcomes to all employees, however it should come as no surprise that most employees initiating this process have hopes of a pay increase. While it can be disappointing for an individual employee not to receive a pay increase, the City has held that any recommendations to modify assigned pay ranges must be based on market data that supports such movement.

The City received two separate requests for employee-initiated reclassifications from the Water Conservation division at Public Works. One request was initiated by an existing Field Representative and the second request was initiated by the Solid Waste/Recycling Assistant who had been reassigned to Water Conservation.

Classification Analysis

1. Field Representative Request for Reclassification

Prior to 2016, individuals in the Field Representative classification operated out of the Utility Billing Division in the Finance Department. In mid-2016, Field Representatives were transferred to the Water Conservation Division within the Public Works department as the City felt this was a better fit for the classification. While assigned to the Finance Department, Field Representatives performed water turn-on/shut-off duties, investigated occupancy issues for utility billing, and manually read water meters among other duties. After the transfer to the Water Conservation division, Field Representatives were trained to work with the automatic meter reading system as well as educate the public on water conservation programs.

Upon receipt of the request to be considered for reclassification, the HR department interviewed the employee who initiated the request, the division supervisor, the division manager, and the department director. Based on the outcome of these interviews, a draft revision to the job description was created to capture both the reassignment from Finance to Water Conservation and the differences between the old manual meter reading duties and the new automatic meter reading system. The draft job description was provided to the employee as well as her colleague in the same classification, the supervisor, and the bargaining unit representative for review and comment. A few revisions came from this process, and the final recommended job description is provided as Exhibit A in red line/strike-out form, with a clean copy as Exhibit B. If approved, the

Field Representative classification will be modified and retitled Water Conservation Customer Service Representative.

2. *Solid Waste/Recycling Assistant Request for Reclassification*

When the City had in-house staff dedicated to the solid waste function, the solid waste division was staffed with two (2) Solid Waste/Recycling Assistants. In 2014, one of the Solid Waste/Recycling Assistants was transferred to the Water Conservation division, however the employee's job classification was not modified by the department. Upon receipt of the request for reclassification, the HR department interviewed the employee who submitted the request, the supervisor, the division manager, and the department head. Based on the outcome of these interviews, a new classification is being recommended titled Water Conservation Specialist. The proposed job description was reviewed with the employee, the supervisor, and the bargaining unit representative. The final recommended job description is provided as Exhibit C to this report. There is no red line/strike-out version as this job description is new and not a modification to an existing description. If approved, a new classification titled Water Conservation Specialist will be created.

Compensation Analysis

After completion of the draft job descriptions, HR staff met several times with the bargaining unit representative and employees to discuss the assigned salary ranges for the position. The bargaining unit and employees strongly felt that the positions should be paid more than the current assigned ranges, however no data was provided to support this argument outside of base pay comparisons. The HR department gathered compensation data from like cities to include base pay, retirement, and health insurance contributions as these are the main components of compensation. The data gathered did not support modifying the assigned salary ranges for the positions. While the bargaining unit disagreed with the City's recommendation to not modify the assigned salary ranges, they approved moving forward with the job description modifications for the employees involved.

While there is no change recommended to the assigned salary ranges, there are currently some individuals in the Water Conservation Division classified as Public Works Maintenance Worker I's. Each of these employee's assigned job duties will be reviewed to determine if the individual is more appropriately classified as the proposed Water Conservation Customer Service Representative, which may represent a pay increase for the individual employee if reclassified.

FINANCIAL IMPACT:

While there are no recommended changes to the assigned salary ranges, as noted above, other positions within the division will be reviewed for appropriate classification. If any changes are warranted and a reclassification is initiated, 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. Due to a long-term absence,

salary savings exist within the division that will sufficiently cover any classification changes and no changes will be necessary to the adopted budget.

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 Water Conservation Customer Service Representative or Water Conservation Specialist.

ATTACHMENTS:

1. Exhibit A: Red line, strike out job description for Water Conservation Customer Service Representative
2. Exhibit B: Clean Copy job description for Water Conservation Customer Service Representative
3. Exhibit C: proposed job description for Water Conservation Specialist
4. Resolution amending the City of Madera Classification Plan and setting the assigned salary ranges for the classifications
 - a. Exhibit 1: Full City of Madera Salary Schedule

CITY OF MADERA

FIELD-WATER CONSERVATION CUSTOMER SERVICE REPRESENTATIVE

*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 general supervision, acts as customer service representative for the water division related to water meters and water conservation for residential and commercial customers; conducts field observations regarding occupancy for utility billing purposes; ~~investigates and resolves utility service delinquencies; verifies service address occupancy and fulfills delinquency notification requirements, vacancy issues, and collections; provides customer service to residential and commercial water users;~~ provides public education and enforcement of the City's water conservation programs; receives and resolves customer inquiries concerning the delivery of services; performs service turn-on and shut-off activities; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Field-Water Conservation Customer Service Representative** is the ~~single~~ journey level class in the ~~Revenue Services Division of the Finance Department~~ water division of the Public Works Department which is responsible for performing a variety of tasks ~~involved in field work relating to utility billing investigations and service turn-on and shut-offs~~ related to water meters and water services. Incumbents in this position perform customer service duties related to basic water ~~system meter~~ service and customer inquiries and complaints. This class is distinguished from the classification of ~~Account Clerk~~ Water System Worker I ~~by the performance of field duties in that the latter provides more technical maintenance and physical replacement of water meters.~~

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the ~~Revenue Services Manager~~ Water Meter and Conservation Supervisor. Incumbents of this class do not routinely exercise supervision.

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

- Performs customer service duties including locating covered water valves, noticing of delinquencies, service turn-ons and shut-offs, meter reads, and responds to customer concerns regarding meter usage and function.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves service complaints; responds in emergency situations as appropriate.
- Troubleshoots water meters; performs basic repairs to water meter components; operates a programmer to verify proper meter transmissions;
- Enforces the City's water conservation programs; educate members of the public on

~~FIELD REPRESENTATIVE~~ WATER CONSERVATION CUSTOMER SERVICE REPRESENTATIVE

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conservation program requirements and any incentive/rebate programs available to assist with water conservation;

- Issues notices of violation for water connection or water conservation violations; enters citations into City systems; monitors ongoing compliance.
- May provide assistance to other ~~office~~ staff in filing, recordkeeping, and customer service, ~~and making miscellaneous deliveries.~~
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when working at a computer, performing service water connection duties and operating assigned equipment. The need to lift, carry and push tools and ~~concrete water main caps~~ water meter box lids, weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent drive motorized vehicles.

QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Field Water Conservation Customer Service Representative**. A typical way of obtaining the required qualifications is to possess one year of experience in an office environment working with customer service issues, and a high school diploma or equivalent.

License or 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:

Basic ~~accounting and record keeping~~ bookkeeping principles and practices; local water conservation and utility laws, codes and regulations; tactful and courteous methods of dealing with the public; occupational hazards and standard safety precautions necessary in the work place; modern office methods, procedures and practices; City geography and the municipal street system.

Ability to:

~~FIELD REPRESENTATIVE~~ WATER CONSERVATION CUSTOMER SERVICE
REPRESENTATIVE

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Utilize computerized meter reading, meter programming, billing and financial records systems as they relate to assigned responsibilities; maintain accurate and up-to-date records; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; respond to public inquiries, requests for service, and complaints in a tactful, courteous manner; independently work in the field performing utility service duties; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate electronic devices related to water meter reading.

CITY OF MADERA**WATER CONSERVATION CUSTOMER SERVICE REPRESENTATIVE**

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DEFINITION:

Under general supervision, acts as customer service representative for the water division related to water meters and water conservation for residential and commercial customers; conducts field observations regarding occupancy for utility billing purposes; provides public education and enforcement of the City's water conservation programs; receives and resolves customer inquiries concerning the delivery of services; performs service turn-on and shut-off activities; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Conservation Customer Service Representative** is the journey level class in the water division of the Public Works Department which is responsible for performing a variety of tasks related to water meters and water services. Incumbents in this position perform customer service duties related to basic water meter service and customer inquiries and complaints. This class is distinguished from the classification of Water System Worker I in that the latter provides more technical maintenance and physical replacement of water meters.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Water Meter and Conservation Supervisor. Incumbents of this class do not routinely exercise supervision.

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

- Performs customer service duties including locating covered water valves, noticing of delinquencies, service turn-ons and shut-offs, meter reads, and responds to customer concerns regarding meter usage and function.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves service complaints; responds in emergency situations as appropriate.
- Troubleshoots water meters; performs basic repairs to water meter components; operates a programmer to verify proper meter transmissions;
- Enforces the City's water conservation programs; educate members of the public on conservation program requirements and any incentive/rebate programs available to assist with water conservation;
- Issues notices of violation for water connection or water conservation violations; enters citations

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into City systems; monitors ongoing compliance.

- May provide assistance to other staff in filing, recordkeeping, and customer service.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when working at a computer, performing service water connection duties and operating assigned equipment. The need to lift, carry and push tools and water meter box lids, weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent drive motorized vehicles.

QUALIFICATIONS:**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Water Conservation Customer Service Representative**. A typical way of obtaining the required qualifications is to possess one year of experience in an office environment working with customer service issues, and a high school diploma or equivalent.

License or 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:

Basic record keeping principles and practices; local water conservation and utility laws, codes and regulations; tactful and courteous methods of dealing with the public; occupational hazards and standard safety precautions necessary in the work place; modern office methods, procedures and practices; City geography and the municipal street system.

Ability to:

Utilize computerized meter reading, meter programming, billing and financial records systems as they relate to assigned responsibilities; maintain accurate and up-to-date records; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; respond to public inquiries, requests for service, and complaints in a tactful, courteous manner; independently work in the field performing

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utility service duties; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications;
operate electronic devices related to water meter reading

CITY OF MADERA
WATER CONSERVATION SPECIALIST

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DEFINITION:

Under general supervision, acts as customer service representative for the water division related to water meters, water conservation programs, and watering regulation compliance; provides public education and outreach regarding the City's water conservation programs; receives and resolves customer inquiries concerning the delivery of services; investigates citation appeals; administers the appeal process for citations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Conservation Specialist** is the advanced journey level class in the water division of the Public Works Department which is responsible for performing a variety of responsibilities related to water conservation and water services. Incumbents in this position perform customer service duties related to water system service and customer inquiries and complaints. This class is distinguished from the classification of Water Conservation Customer Service Representative in that the latter performs meter troubleshooting and service start/stop duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Water Meter and Conservation Supervisor. Incumbents of this class do not routinely exercise supervision but may provide lead direction to lower level staff in the Water Division of Public Works.

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

- Performs customer service duties including receipt of complaints regarding watering regulation compliance and customer inquiries on citations received.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves service complaints; performs proactive education and enforcement of the City's water conservation program; attends public outreach events to represent the City and explain water conservation programs.
- Proactively enforces the City's water conservation programs; educates members of the public on conservation program requirements and any incentive/rebate programs available to assist with water conservation; provides notices of violation or maintenance citations; enters citations into City systems.
- For all citations issued by the Water Conservation division, ensures utility account customer information applicable to citation is correct; inputs citation information into City systems including appropriate documentation; generates citations from City systems and distributes to appropriate

WATER CONSERVATION SPECIALIST

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parties.

- Performs field investigation when citations are questioned by citizens or when violations are observed during self-initiated activity; helps resolve maintenance issues, violations, and/or appeals at the lowest level.
- Prepares information packets for Administrative Hearing Officer; represents the City in appeal hearings.
- Provides assistance to other office staff in filing, recordkeeping, and customer service.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when working at a computer, performing service water connection duties and operating assigned equipment. The need to lift and, carry files and promotional items weighing 15 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent drive motorized vehicles.

QUALIFICATIONS:**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Water Conservation Specialist**. A typical way of obtaining the required qualifications is to possess one year of experience in an office environment working with customer service issues and the interpretation and application of regulations, and a high school diploma or equivalent.

License or 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:

Basic recordkeeping principles and practices; local, State and Federal water conservation and utility laws, codes and regulations; tactful and courteous methods of dealing with the public; occupational hazards and standard safety precautions necessary in the work place; modern office methods, procedures and practices; City geography and the municipal street system.

WATER CONSERVATION SPECIALIST

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Ability to:

Utilize computerized financial records systems as they relate to assigned responsibilities; maintain accurate and up-to-date records; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; respond to public inquiries, requests for service, and complaints in a tactful, courteous manner; independently work in the field performing assigned duties; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA AMENDING THE CITY OF MADERA CLASSIFICATION PLAN BY REPLACING FIELD REPRESENTATIVE WITH WATER CONSERVATION CUSTOMER SERVICE REPRESENTATIVE, ADDING WATER CONSERVATION SPECIALIST TO THE CLASSIFICATION PLAN, AND SETTING THE ASSIGNED SALARY RANGES FOR THE CLASSIFICATIONS

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 18, 2019 by the replacement of the Field Representative classification with the Water Conservation Customer Service Representative classification and the addition of the Water Conservation Specialist classification. The job descriptions for these classifications are on file with the Office of the City Clerk and referred to for more particulars.

SECTION 2. Effective December 18, 2019, the Water Conservation Customer Service Representative and Water Conservation Specialist 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
Water Conservation Customer Service Representative	260	\$1,225.62	\$1,286.56	\$1,350.98	\$1,418.41	\$1,489.33	\$1,563.74
Water Conservation Specialist	283	\$1,374.46	\$1,442.88	\$1,515.30	\$1,591.21	\$1,670.62	\$1,754.03

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	\$1,367.46	\$1,435.89	\$1,507.81	\$1,583.22	\$1,662.13	\$1,745.54
Accountant I	MM	322	\$1,669.62	\$1,753.03	\$1,840.43	\$1,932.33	\$2,029.22	\$2,130.61
Accountant II	MM	362	\$2,038.21	\$2,140.10	\$2,246.98	\$2,359.35	\$2,477.22	\$2,601.08
Accounting Technician I	GBU	240	\$1,109.25	\$1,164.69	\$1,222.63	\$1,284.06	\$1,347.99	\$1,415.41
Accounting Technician II	GBU	260	\$1,225.62	\$1,286.56	\$1,350.98	\$1,418.41	\$1,489.33	\$1,563.74
Accounting Technician III	GBU	280	\$1,353.98	\$1,421.40	\$1,492.82	\$1,567.24	\$1,645.65	\$1,728.06
Administrative Analyst I	MM	358	\$1,997.76	\$2,097.64	\$2,202.53	\$2,312.90	\$2,428.27	\$2,549.64
Administrative Analyst II	MM	386	\$2,297.42	\$2,412.29	\$2,532.66	\$2,659.51	\$2,792.36	\$2,931.71
Administrative Assistant	GBU	299	\$1,488.33	\$1,562.74	\$1,641.16	\$1,723.06	\$1,809.47	\$1,899.87
Administrative Secretary	GBU	275	\$1,320.52	\$1,386.44	\$1,455.86	\$1,528.78	\$1,605.20	\$1,685.61
Airport Maintenance Worker I	GBU	254	\$1,189.16	\$1,248.60	\$1,311.03	\$1,376.95	\$1,445.38	\$1,517.80
Airport Maintenance Worker II	GBU	274	\$1,314.02	\$1,379.95	\$1,448.87	\$1,521.29	\$1,597.21	\$1,677.12
Airport Maintenance Worker III	GBU	281	\$1,360.47	\$1,428.90	\$1,500.31	\$1,575.23	\$1,654.14	\$1,736.55
Animal Control Officer	GBU	290	\$1,423.40	\$1,494.32	\$1,569.24	\$1,647.65	\$1,730.06	\$1,816.46
Assistant Engineer	MM	377	\$2,196.53	\$2,306.41	\$2,421.28	\$2,542.64	\$2,669.50	\$2,803.35
Assistant Planner	GBU	352	\$1,938.82	\$2,035.71	\$2,137.60	\$2,244.48	\$2,356.85	\$2,474.72
Associate Civil Engineer	MM	397	\$2,426.77	\$2,548.14	\$2,675.50	\$2,809.34	\$2,949.69	\$3,097.02
Associate Planner	MM	368	\$2,100.14	\$2,205.02	\$2,315.40	\$2,430.77	\$2,552.63	\$2,679.99
Building Permit Technician	GBU	288	\$1,408.92	\$1,479.34	\$1,553.26	\$1,631.17	\$1,712.58	\$1,798.48
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	\$1,900.37	\$1,995.76	\$2,095.15	\$2,200.03	\$2,310.41	\$2,425.78
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	\$1,997.76	\$2,097.64	\$2,202.53	\$2,312.90	\$2,428.27	\$2,549.64
Computer Technician	GBU	344	\$1,862.91	\$1,956.30	\$2,054.19	\$2,156.58	\$2,264.46	\$2,377.83
Construction Inspector I	GBU	322	\$1,669.62	\$1,753.03	\$1,840.43	\$1,932.33	\$2,029.22	\$2,130.61
Construction Inspector II	GBU	342	\$1,844.43	\$1,936.82	\$2,033.72	\$2,135.10	\$2,241.98	\$2,354.36
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	\$1,580.23	\$1,659.14	\$1,742.04	\$1,829.45	\$1,920.84	\$2,016.73
Deputy City Engineer	MM	463	\$3,372.71	\$3,541.52	\$3,718.32	\$3,904.61	\$4,099.40	\$4,304.67
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
Electrical and Facilities Operations Manager	MM	421	\$2,735.43	\$2,872.27	\$3,015.61	\$3,166.44	\$3,324.77	\$3,491.08
Electrician II	GBU	361	\$2,027.72	\$2,129.11	\$2,235.99	\$2,347.36	\$2,464.73	\$2,588.09
Electrician III	GBU	381	\$2,240.48	\$2,352.86	\$2,477.72	\$2,593.59	\$2,723.44	\$2,859.79
Engineering Project Manager	MM	419	\$2,707.96	\$2,843.81	\$2,985.65	\$3,134.98	\$3,291.80	\$3,456.62

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Engineering Technician I	GBU	302	\$1,510.80	\$1,586.72	\$1,665.63	\$1,749.04	\$1,836.44	\$1,928.33
Engineering Technician II	GBU	322	\$1,669.62	\$1,753.03	\$1,840.43	\$1,932.33	\$2,029.22	\$2,130.61
Engineering Technician III	GBU	350	\$1,919.84	\$2,015.74	\$2,116.62	\$2,222.00	\$2,333.38	\$2,449.75
Executive Secretary	MM	330	\$1,737.55	\$1,824.45	\$1,915.35	\$2,011.24	\$2,111.63	\$2,217.51
Executive Secretary to City Administrator	MM	330	\$1,737.55	\$1,824.45	\$1,915.35	\$2,011.24	\$2,111.63	\$2,217.51
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	\$1,415.91	\$1,486.83	\$1,561.25	\$1,639.16	\$1,721.07	\$1,807.47
Facility Aide	GBU	201	\$912.97	\$958.42	\$1,006.37	\$1,056.81	\$1,109.75	\$1,165.19
Financial Services Manager	MM	446	\$3,098.52	\$3,253.35	\$3,416.16	\$3,586.97	\$3,766.27	\$3,954.56
Fleet Operations Manager	MM	404	\$2,513.18	\$2,638.54	\$2,770.39	\$2,909.23	\$3,054.57	\$3,207.40
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	\$1,997.76	\$2,097.64	\$2,202.53	\$2,312.90	\$2,428.27	\$2,549.64
Grants Specialist	GBU	299	\$1,488.33	\$1,562.74	\$1,641.16	\$1,723.06	\$1,809.47	\$1,899.87
Human Resources Technician	MM	290	\$1,423.40	\$1,494.32	\$1,569.24	\$1,647.65	\$1,730.06	\$1,816.46
Human Resources Technician II	MM	310	\$1,572.23	\$1,651.15	\$1,733.55	\$1,820.46	\$1,911.35	\$2,006.75
Industrial Electrical Technician	GBU	381	\$2,240.48	\$2,352.86	\$2,477.72	\$2,593.59	\$2,723.44	\$2,859.79
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	\$1,737.55	\$1,824.45	\$1,915.35	\$2,011.24	\$2,111.63	\$2,217.51
Maintenance Technician	GBU	283	\$1,374.46	\$1,442.88	\$1,515.30	\$1,591.21	\$1,670.62	\$1,754.03
Mechanic I	GBU	286	\$1,394.93	\$1,464.85	\$1,538.27	\$1,615.19	\$1,695.60	\$1,780.50
Mechanic II	GBU	301	\$1,503.31	\$1,578.73	\$1,657.64	\$1,740.55	\$1,827.45	\$1,918.84
Mechanic III	GBU	321	\$1,661.13	\$1,744.04	\$1,831.44	\$1,922.84	\$2,019.23	\$2,120.12
Neighborhood Outreach Assistant	GBU	276	\$1,327.01	\$1,393.43	\$1,463.36	\$1,536.27	\$1,613.19	\$1,694.10
Neighborhood Outreach Coordinator	GBU	306	\$1,541.27	\$1,618.68	\$1,699.59	\$1,784.50	\$1,873.40	\$1,967.29
Neighborhood Preservation Specialist I	GBU	310	\$1,572.23	\$1,651.15	\$1,733.55	\$1,820.46	\$1,911.35	\$2,006.75
Neighborhood Preservation Specialist II	GBU	330	\$1,737.55	\$1,824.45	\$1,915.35	\$2,011.24	\$2,111.63	\$2,217.51
Neighborhood Preservation Specialist III	GBU	350	\$1,919.84	\$2,015.74	\$2,116.62	\$2,222.00	\$2,333.38	\$2,449.75
Neighborhood Preservation Supervisor	MM	380	\$2,229.50	\$2,340.87	\$2,457.74	\$2,581.10	\$2,709.96	\$2,845.30
Network Administrator	MM	389	\$2,331.88	\$2,448.25	\$2,570.61	\$2,699.47	\$2,834.32	\$2,976.16
Office Assistant I	GBU	213	\$969.41	\$1,017.86	\$1,068.80	\$1,122.24	\$1,178.18	\$1,237.11
Office Assistant II	GBU	233	\$1,070.80	\$1,124.74	\$1,180.67	\$1,239.61	\$1,302.04	\$1,366.96
Paralegal Office Administrator	MM	372	\$2,142.09	\$2,249.47	\$2,361.85	\$2,479.71	\$2,604.08	\$2,733.93
Park Planning Manager	MM	426	\$2,804.35	\$2,944.69	\$3,092.03	\$3,246.35	\$3,408.67	\$3,578.98
Parks Leadworker	GBU	308	\$1,556.75	\$1,634.66	\$1,716.57	\$1,802.48	\$1,892.37	\$1,986.77
Parks Supervisor	MM	335	\$1,781.50	\$1,870.40	\$1,963.79	\$2,062.18	\$2,165.07	\$2,273.45
Parks Worker I	GBU	248	\$1,154.20	\$1,212.14	\$1,272.57	\$1,336.00	\$1,402.92	\$1,472.85
Parks Worker II	GBU	268	\$1,275.07	\$1,339.00	\$1,405.92	\$1,476.34	\$1,550.26	\$1,627.67
Parks Worker III	GBU	288	\$1,408.92	\$1,479.34	\$1,553.26	\$1,631.17	\$1,712.58	\$1,798.48
Payroll Specialist	GBU	316	\$1,620.18	\$1,701.09	\$1,786.49	\$1,875.39	\$1,969.29	\$2,067.68
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	\$2,017.73	\$2,118.62	\$2,224.50	\$2,335.88	\$2,452.75	\$2,575.11

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
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	\$1,997.76	\$2,097.64	\$2,202.53	\$2,312.90	\$2,428.27	\$2,549.64
Program Manager-Grants	MM	366	\$2,079.16	\$2,183.05	\$2,292.43	\$2,406.80	\$2,527.16	\$2,653.52
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	\$1,533.78	\$1,610.19	\$1,691.10	\$1,775.51	\$1,864.41	\$1,957.30
Public Works Maintenance Worker I	GBU	254	\$1,189.16	\$1,248.60	\$1,311.03	\$1,376.95	\$1,445.38	\$1,517.80
Public Works Maintenance Worker II	GBU	274	\$1,314.02	\$1,379.95	\$1,448.87	\$1,521.29	\$1,597.21	\$1,677.12
Public Works Maintenance Worker III	GBU	281	\$1,360.47	\$1,428.90	\$1,500.31	\$1,575.23	\$1,654.14	\$1,736.55
Public Works Maintenance Worker IV	GBU	285	\$1,387.94	\$1,457.36	\$1,530.28	\$1,606.70	\$1,687.11	\$1,771.51
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	\$1,353.98	\$1,421.40	\$1,492.82	\$1,567.24	\$1,645.65	\$1,728.06
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	\$1,596.21	\$1,676.12	\$1,759.52	\$1,847.92	\$1,940.32	\$2,037.21
Recreation/Community Programs Manager	MM	390	\$2,343.37	\$2,460.74	\$2,583.60	\$2,712.95	\$2,848.30	\$2,991.14
Recreation/Community Programs Supervisor	MM	353	\$1,948.81	\$2,046.20	\$2,148.09	\$2,255.47	\$2,368.34	\$2,486.71
Redevelopment Agency Secretary	MM	342	\$1,844.43	\$1,936.82	\$2,033.72	\$2,135.10	\$2,241.98	\$2,354.36
Redevelopment Manager	MM	427	\$2,818.33	\$2,959.18	\$3,107.51	\$3,262.84	\$3,425.65	\$3,596.96
Safety Officer	MM	358	\$1,997.76	\$2,097.64	\$2,202.53	\$2,312.90	\$2,428.27	\$2,549.64
Secretary	GBU	253	\$1,183.17	\$1,242.60	\$1,304.53	\$1,369.96	\$1,438.38	\$1,510.30
Senior Civil Engineer	MM	427	\$2,818.33	\$2,959.18	\$3,107.51	\$3,262.84	\$3,425.65	\$3,596.96
Senior Nutrition Program Monitor	GBU	233	\$1,070.80	\$1,124.74	\$1,180.67	\$1,239.61	\$1,302.04	\$1,366.96
Senior Planner	MM	429	\$2,846.80	\$2,989.14	\$3,138.48	\$3,295.30	\$3,460.11	\$3,632.92
Solid Waste Manager	MM	353	\$1,948.81	\$2,046.20	\$2,148.09	\$2,255.47	\$2,368.34	\$2,486.71
Solid Waste/Recycling Assistant	GBU	283	\$1,374.46	\$1,442.88	\$1,515.30	\$1,591.21	\$1,670.62	\$1,754.03
Solid Waste/Recycling Coordinator	GBU	313	\$1,596.21	\$1,676.12	\$1,759.52	\$1,847.92	\$1,940.32	\$2,037.21
Streets & Storm Drainage Ops. Manager	MM	385	\$2,285.93	\$2,399.80	\$2,520.17	\$2,646.03	\$2,778.38	\$2,917.22
Streets & Storm Drainage Supervisor	MM	340	\$1,826.45	\$1,917.35	\$2,013.24	\$2,114.13	\$2,220.01	\$2,330.88
Tyler Munis Implementation Project Manager	MM	408	\$2,563.62	\$2,691.98	\$2,826.33	\$2,967.67	\$3,116.00	\$3,271.83
Utility Billing Supervisor	MM	334	\$1,772.51	\$1,860.91	\$1,954.31	\$2,051.70	\$2,154.58	\$2,261.96
Waste Water Treatment Plant Manager	MM	459	\$3,306.29	\$3,471.60	\$3,644.91	\$3,827.20	\$4,018.49	\$4,219.76

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Wastewater Collection System Supervisor	MM	346	\$1,881.89	\$1,975.78	\$2,074.67	\$2,178.55	\$2,287.43	\$2,401.80
Water & Sewer Operations Manager	MM	423	\$2,762.90	\$2,900.74	\$3,046.08	\$3,198.41	\$3,358.23	\$3,526.04
Water Conservation Customer Service Representative	GBU	260	\$1,225.62	\$1,286.56	\$1,350.98	\$1,418.41	\$1,489.33	\$1,563.74
Water Conservation Specialist	GBU	283	\$1,374.46	\$1,442.88	\$1,515.30	\$1,591.21	\$1,670.62	\$1,754.03
Water Meter & Conservation Supervisor	MM	340	\$1,826.45	\$1,917.35	\$2,013.24	\$2,114.13	\$2,220.01	\$2,330.88
Water Quality Specialist I	GBU	283	\$1,374.46	\$1,442.88	\$1,515.30	\$1,591.21	\$1,670.62	\$1,754.03
Water Quality Specialist II	GBU	305	\$1,533.78	\$1,610.19	\$1,691.10	\$1,775.51	\$1,864.41	\$1,957.30
Water Quality Specialist III	GBU	325	\$1,694.60	\$1,779.50	\$1,868.40	\$1,961.80	\$2,059.69	\$2,162.57
Water Quality Specialist In Training	GBU	262	\$1,237.61	\$1,299.54	\$1,364.47	\$1,432.89	\$1,504.31	\$1,579.73
Water System Lead Worker	GBU	335	\$1,781.50	\$1,870.40	\$1,963.79	\$2,062.18	\$2,165.07	\$2,273.45
Water System Supervisor	MM	365	\$2,068.68	\$2,172.06	\$2,280.94	\$2,394.81	\$2,514.68	\$2,640.53
Water System Technician	GBU	344	\$1,862.91	\$1,956.30	\$2,054.19	\$2,156.58	\$2,264.46	\$2,377.83
Water System Worker I	GBU	272	\$1,301.04	\$1,365.97	\$1,434.39	\$1,505.81	\$1,581.22	\$1,660.63
Water System Worker II	GBU	311	\$1,580.23	\$1,659.14	\$1,742.04	\$1,829.45	\$1,920.84	\$2,016.73
Water System Worker III	GBU	315	\$1,612.19	\$1,692.60	\$1,777.50	\$1,866.40	\$1,959.80	\$2,057.69
WW Lab Analyst/Environmental Compliance Inspector I	GBU	345	\$1,872.40	\$1,965.79	\$2,064.18	\$2,167.57	\$2,275.94	\$2,389.82
WW Lab Analyst/Environmental Compliance Inspector II	GBU	365	\$2,068.68	\$2,172.06	\$2,280.94	\$2,394.81	\$2,514.68	\$2,640.53
WWTP Lead Operator	GBU	383	\$2,262.96	\$2,376.33	\$2,495.20	\$2,619.56	\$2,750.91	\$2,888.26
WWTP Mechanic	GBU	375	\$2,174.56	\$2,283.44	\$2,397.31	\$2,517.17	\$2,643.03	\$2,775.38
WWTP Operator I	GBU	322	\$1,669.62	\$1,753.03	\$1,840.43	\$1,932.33	\$2,029.22	\$2,130.61
WWTP Operator II	GBU	344	\$1,862.91	\$1,956.30	\$2,054.19	\$2,156.58	\$2,264.46	\$2,377.83
WWTP Operator III	GBU	364	\$2,058.69	\$2,161.57	\$2,269.45	\$2,382.82	\$2,502.19	\$2,627.05
WWTP Operator In Training	GBU	301	\$1,503.31	\$1,578.73	\$1,657.64	\$1,740.55	\$1,827.45	\$1,918.84