

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Deputy City Manager *DST*

DATE: October 30, 2014 (CC Regular Meeting of 11/05/14)

SUBJECT: Consider Resolutions Amending Classification Plan and Salary Plan and Rescinding Resolutions Nos. 2014-3309 and 2014-3311

BACKGROUND

The City Council at its regular meeting on September 17, 2014 approved revisions to various job descriptions in the Classification Plan and position titles and salary levels in the Salary Plan as follows:

- Change the job title for Recreation Superintendent to Recreation Services Manager in both the Classification Plan and the Salary Plan.
- Change the salary range for Planning Manager from Range 77 to Range 73 in the Salary Plan.
- Change the Associate Planner to Associate Planner II in both the Classification Plan and the Salary Plan, and retain salary Range 59.
- Change the Assistant Planner II to Associate Planner I in both the Classification Plan and the Salary Plan, and retain salary Range 56.
- Change the Assistant Planner I position to Assistant Planner in both the Classification Plan and the Salary Plan, and retain salary Range 51.

DISCUSSION

As a follow-up to the September 17 meeting, staff was directed to schedule an update of the City's Classification and Salary Plans to incorporate the approved position changes, and draft resolutions are attached to this report to implement the updates. Revisions to job descriptions, position titles, and salary ranges are shown with the use of legislative format.

In addition to the changes summarized above, the attached revised Salary Plan resolution incorporates the addition of a non-competitive service (overtime exempt) Senior Human Resources Analyst position at Range 67, and the attached revised Classification Plan resolution includes a new Senior Human Resources Analyst job description. These changes are intended to provide consistency for having the two

positions of Human Resources Analyst and Senior Human Resources Analyst, similar to the Management Analyst and Senior Management Analyst positions. Minor edits were also made to the Human Resources Specialist and Human Resources Analyst job descriptions for language consistency.

The attached revised Salary Plan resolution also includes a new competitive service (not overtime exempt) Irrigation Specialist position at Range 45, and the attached revised Classification Plan resolution includes a new Irrigation Specialist job description. In a May 7, 2014, agenda report that discussed authorizing staff to solicit bid proposals for landscape maintenance districts (LMDs), staff explained that costs associated with contracting for irrigation monitoring and maintenance procedures would continue to be analyzed, to determine if having in-house irrigation maintenance staff may be preferable. One of the reasons given in the prior agenda report for potentially having a City employee perform this work is to allow irrigation retrofit and repair projects to be completed more efficiently and with a higher level of control. Although staff is continuing to evaluate the contracting costs, versus hiring a City employee to perform the irrigation monitoring and maintenance work for LMDs, the Irrigation Specialist job description is proposed to be added at this time to the Classification Plan to allow more flexibility for the employment decision to be made at the time of adoption of the next or a subsequent fiscal year budget.

For the attached draft Classification Plan resolution (Attachment 1), only the revised job descriptions are included, and the final resolution will contain the complete set of job descriptions.

FISCAL IMPACT

As summarized in the Background section of this agenda report, the City Council approved revisions to various job descriptions and position titles and salary levels at the September 17, 2014 regular meeting. Any need for additional funding for the current fiscal year will be addressed in the mid-fiscal year budget adjustment report to the City Council in 2015.

STAFF RECOMMENDATION

1. Adopt Classification Plan Resolution No. 2014-____, rescinding Resolution No. 2014-3309; and
2. Adopt Salary Plan Resolution No. 2014-____, rescinding Resolution No. 2014-3311.

Attachment 1: Draft Classification Plan Resolution (draft resolution includes only revised and new job descriptions; final resolution will include all job descriptions)

Attachment 2: Draft Salary Plan Resolution

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ESTABLISHING A REVISED CLASSIFICATION PLAN AND JOB DESCRIPTIONS FOR NON-COMPETITIVE, COMPETITIVE SERVICE, AND HOURLY EMPLOYEES AND RESCINDING RESOLUTION NO. 2014-3309

WHEREAS, the City Council adopted Resolution No. 2014-~~3309~~ on ~~11/21/2014~~, establishing a revised classification plan and job descriptions for Non-Competitive and Competitive Service employees; and

~~WHEREAS, the Council has determined that the City's Classification Plan should be amended to incorporate revisions to various job descriptions including deleting the Assistant Planner II position, creating a combined Associate Planner I and Associate Planner II job description, creating an Irrigation Specialist position, creating a Senior Human Resources Analyst position and editing other human resources job descriptions for language consistency, and changing the Recreation Superintendent title to Recreation Services Manager.~~

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. All job descriptions attached as Exhibit A to this resolution are hereby adopted into the City's Classification Plan;

SECTION 2. The City Manager shall have the authority to make temporary additions or deletions to the Classification Plan in the interest of efficient and effective administration of the Plan. Such alterations shall not become an approved part of the Plan until adoption by City Council resolution.

SECTION 3. For all Classification Plan job descriptions which contain a reference to City, City of Moorpark, or City Council, such reference may also include responsibility for other governmental public agencies for which the Moorpark City Council serves as the governing body, including but not limited to the Successor Agency of the Redevelopment Agency of the City of Moorpark, Successor Housing Agency of the Redevelopment Agency of the City of Moorpark, Moorpark Public Financing Authority, and Industrial Development Authority of the City of Moorpark.

SECTION 4. Resolution No. 2014-~~3309~~ is rescinded and this resolution shall become effective beginning with the paycheck dated November 21, 2014.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 5th day of November, 2014.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Exhibit A: Classification Plan Job Descriptions

EXHIBIT A

**City of Moorpark Classification Plan
and
Job Descriptions**

ASSISTANT PLANNER I
ASSISTANT PLANNER II

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

DEFINITION

To perform professional work in the field of current and/or comprehensive planning; to process permits and conduct research; and to provide information and assistance to developers, the business community and the public on planning, housing, and development related matters. ~~These~~is ~~positions~~ are~~s~~ not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for ~~these~~is ~~positions~~ to serve the interest of the City's operation and mission.

DISTINGUISHING CHARACTERISTICS

~~Assistant Planner I~~ This is an entry level class in the professional planner series. This class is distinguished from the ~~Assistant~~Associate Planner ~~I~~ and Associate Planner ~~I~~ by the performance of the more routine tasks and duties assigned to positions within the series and this class still requires more supervision. Employees at this level may have limited development project case planner experience.

~~Assistant Planner II~~ This is the mid-level class in the professional planner series. This class is distinguished from the Assistant Planner ~~I~~ by increased work experience and the ability to act more independently as a development project case planner.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner I and II

Receives immediate supervision from higher-level staff.

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

Assistant Planner I and II

Essential Functions:

1. Confer with and advise other staff, architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards; provide customer service at the public counter and over the phone.

2. Provide responsible staff assistance and support to higher-level planning staff.
3. Accept applications for development; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with appropriate conditions of approval regulations and policies; process administrative and discretionary permits and minor variances.
4. Participate in the preparation or review of environmental impact and planning reports, yearly Department of Finance Report, monthly census report of building activity, yearly infrastructure report and quarterly development status report; with supervision, prepare initial studies; may make recommendations on special studies and compile information.
5. Participate in the environmental review process of proposed development.
6. Conduct planning research; prepare reports; prepare and maintain graphics and maps.
7. Collect, record, and summarize statistical and demographic information; establish and maintain a comprehensive database; research and draft various ordinances for review.
8. Process minor lot line adjustment applications, sign permit applications, zoning clearances, and landscape plans and invoices.
9. Perform site visits of proposed site projects; survey neighborhoods for land uses.
10. Research and prepare a variety of documents, briefs, and correspondence on planning activities.
11. As assigned, assume responsibility for code and condition compliance related duties.
12. Process and issue home occupation, business registration and vendor permits, and develop and maintain related files and correspondence.
13. Provide regular reports to the Department Head on the status of development applications and code compliance activities.
14. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

Marginal Functions:

1. May make public presentations and present oral reports on planning information and activities.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Assistant Planner

Knowledge of:

Basic principles and practices of urban planning and development.
Basic site planning and architectural design techniques and methods.
Modern office procedures, methods and equipment.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Applicable City, State, and Federal codes, ordinances, and regulations related to zoning, building construction and property maintenance.

Ability to:

Prepare maps and basic landscape, building layout and architectural drawings.
Learn laws underlying general plans, zoning and land divisions.
Learn applicable environmental laws and regulations.
Learn to interpret planning and zoning programs to the general public.
Interpret and utilize current literature, information sources and research techniques in the field of urban planning.
Perform basic plan checking activities.
Conduct site inspections.
Operate and use modern office equipment including computer, printers and copiers.
Enter data into a computer at a speed necessary for successful performance.
Respond to difficult and sensitive public inquiries.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines:

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

Experience

One year of planning technician-level experience working in municipal, county or regional government community development/planning department or similar private sector experience is desirable.

Training

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

License or Certificate:

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

Assistant Planner II

in addition to the qualifications for Assistant Planner I:

Knowledge of:

- Principles and practices of urban planning and development.
- Technical report writing.
- Laws underlying general plans, zoning and land divisions.
- Applicable environmental laws and regulations.
- Current literature, information sources and research techniques in the field of urban planning.

Ability to:

- Interpret planning and zoning programs to the general public.
- Analyze and compile technical and statistical information.
- Prepare clear and concise oral and written reports.
- Perform entry-level plan checking activities.

Experience and Training Guidelines:

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

Experience

~~Two years of increasingly responsible urban planning experience working in municipal, county or regional government, community development/planning department or similar private sector experience, with at least one year of such experience at a level equivalent to Assistant Planner I.~~

Training

~~Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, architecture, geography, public administration, business management or a closely related field.~~

License or Certificate:

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

WORKING CONDITIONS

Assistant Planner I and II

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens; exposure to outside atmospheric conditions, dust and noise; work on slippery or uneven surfaces.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, kneeling, squatting, or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

ASSOCIATE PLANNER I
ASSOCIATE PLANNER II

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

DEFINITION

To perform professional work in the field of current and/or comprehensive planning; to process permits and conduct research; and to provide information and assistance to developers, the business community and the public on planning, housing, and development related matters. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

DISTINGUISHING CHARACTERISTICS

Associate Planner I--This is the first mid-level class in the professional planner series. This class is distinguished from the Assistant Planner by increased work experience and the ability to act more independently as a development project case planner including environmental document preparation, development plans examination, code compliance research, and report preparation.

Associate Planner II--This is the second mid-journey-level class within the professional planner series. Employees within this class are distinguished from the Assistant Associate Planner I and II by the performance of the full range of duties as assigned including more independent case planner assignments, environmental document preparation, complex plans examination, code compliance research, policy development, and advanced report preparation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Associate Planner I and II

Receives general supervision from higher-level staff.

Associate Planner II

May exercise lead worker supervision over technical and clerical staff.

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

Associate Planner I and II

Essential Functions:

1. Confer with and advise other staff, architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards; provide customer service at the public counter and over the phone.
2. Provide responsible staff assistance and support to higher-level planning staff.
3. Accept applications for development; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with appropriate conditions of approval regulations and policies; process administrative and discretionary permits and minor variances.
4. Participate in the preparation or review of environmental impact and planning reports, yearly Department of Finance Report, monthly census report of building activity, yearly infrastructure report and quarterly development status report; may make recommendations on special studies and compile information.
5. Participate in the environmental review process of proposed development and prepare initial studies.
6. Conduct planning research; prepare reports; prepare and maintain graphics and maps.
7. Collect, record, and summarize statistical and demographic information; establish and maintain a comprehensive database; research and draft various ordinances for review.
8. Process minor lot line adjustment applications, sign permit applications, zoning clearances, and landscape plans and invoices.
9. Perform site visits of proposed projects; survey neighborhoods for land uses.
10. Research and prepare a variety of documents, briefs, and correspondence on planning activities.
11. Answer questions and provide information to the public; may make public presentations and present oral reports on planning information and activities.
12. As assigned, assume responsibility for code and condition compliance related duties.

13. Process and issue home occupation, business registration and vendor permits, and develop and maintain related files and correspondence.
14. Provide regular reports to the Department Head on the status of development applications and code compliance activities.
15. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Associate Planner (and ...)

Knowledge of:

Basic principles and practices of urban planning and development.
Basic site planning and architectural design techniques and methods.
Modern office procedures, methods and equipment.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Applicable City, State, and Federal codes, ordinances, and regulations related to zoning, building construction and property maintenance.
Principles and practices of urban planning and development.
Advanced site planning and architectural design techniques and methods.
Technical report writing.
Laws underlying general plans, zoning and land divisions.
Applicable environmental laws and regulations.
Current literature, information sources and research techniques in the field of urban planning.
Principles of supervision, training and performance evaluation.

Ability to:

Prepare maps and basic landscape, building layout and architectural drawings.
Learn laws underlying general plans, zoning and land divisions.
Learn applicable environmental laws and regulations.
Learn to interpret planning and zoning programs to the general public.
Interpret and utilize current literature, information sources and research techniques in the field of urban planning.

Perform basic plan checking activities.

Conduct site inspections.

Operate and use modern office equipment including computer, printers and copiers.

Enter data into a computer at a speed necessary for successful performance.

Respond to difficult and sensitive public inquiries.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Interpret planning and zoning programs to the general public.

Analyze and compile technical and statistical information.

Prepare clear and concise oral and written reports.

Perform journey level plan checking activities.

Experience and Training Guidelines:

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

Associate Planner I

Experience

Two years of increasingly responsible urban planning experience working in municipal, county or regional government community development/planning department or similar private sector experience, with at least one year of such experience at a level equivalent to Assistant Planner I.

Training

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

Associate Planner II

Experience

Three years of increasingly responsible Assistant Planner level or equivalent urban planning experience, in either current or comprehensive planning, working in municipal, county or regional government community development/planning department or similar private sector experience.

Training

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

Associate Planner (and)

License or Certificate:

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

WORKING CONDITIONS

Associate Planner (and)

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens; exposure to outside atmospheric conditions, dust and noise; work on slippery or uneven surfaces.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, kneeling, squatting, or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

HUMAN RESOURCES ANALYST

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

DEFINITION

To perform a wide variety of responsible and complex administrative and analytical duties; to oversee assigned administrative processes, procedures and programs; to perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events, training and employee development programs; to provide information and assistance to City employees regarding City personnel policies and procedures; to assist with and perform assigned risk management activities; and to provide administrative support to the Personnel Director or Personnel Officer as designated in the City's Personnel Rules. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director or Personnel Officer.

Exercises functional and technical supervision over technical and clerical staff, administers contracts and monitors performance.

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

Essential Functions:

1. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.
2. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, answer telephone inquiries; arrange testing and interviewing, conduct background check; prepare employment letters; arrange for physicals and fingerprinting; conduct new employee orientation.
3. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.
4. Prepare and process all mandatory forms for all workers' compensation injuries; and coordinate activities with City's claims administrator. Maintain employee injury records and prepare and post annual injury log as required by Cal/OSHA.

5. Assist City's Risk Manager, as needed, on employee safety training, including appropriate record keeping and notification, as well as insurance and liability matters.
6. ~~Assist with employee retirement, health, dental, vision, life, long-term disability, employee assistance and deferred compensation benefit plans administration; assist with employee benefits administration, including retirement, deferred compensation, employee assistance program, insurance plans, and flexible benefits programs; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.~~
7. Plan and implement employee recognition activities including supervision of preparation of employee newsletter.
8. Assist with coordination of City's volunteer program including recruitment and recognition and maintaining appropriate records.
9. Provide technical support as needed for labor relations negotiations.
10. Assist with administration of classification and compensation plans and as needed labor agreement(s).
11. Assist with customer service enhancement activities.
12. Assist with monitoring conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC, Affordable Care Act, and prepare all bulletin board postings as required.
13. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims and similar matters.
14. Coordinate and monitor employee training and development programs including providing information about training opportunities to City Departments and employees, documenting training received in personnel files, and evaluating the effectiveness and quality of the training provided.
15. Assume direct responsibility for monitoring and administering assigned program areas; assist in assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other

subordinate staff; participate in employee selection; prioritize and coordinate work assignments; review work for accuracy.

16. Provide responsible staff assistance and support to assigned management staff and department or program area.
17. Assist in developing and implementing operational, administrative, program, and other policies and procedures; assist in contract negotiations; prepare employee performance evaluations.
18. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
19. Participate in the drafting and implementation of Human Resources/Risk Management Division goals, policies and procedures.
20. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
21. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.
22. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
23. Assist in developing and design departmental, operational and administrative procedures or forms as required.
24. Participate on Safety Committee; attend and participate in professional group meetings.
25. May assist with risk management activities including annual insurance reports and coordination with joint powers insurance authority for safety training and insurance matters.
26. Make oral and written ~~training~~ presentations to staff, the public and professional groups.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Legal aspects of human resources management including unfair labor practices, discrimination and illegal harassment, and other matters related to employment law.

Pertinent Federal, State and local laws, codes and regulations including CalPERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, Affordable Care Act, and COBRA.

Principles and practices of employee recruitment, selection, and management.

General risk management related laws, policies and procedures

Principles of mathematics and statistics.

Principles of supervision and training.

Principles and practices of budget administration.

Principles and practices of contract administration.

Methods of research, program analysis, and report preparation.

Policies and procedures of the assigned department.

Public relations techniques.

Principles and procedures of accounting and procurement practices.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and equipment.

Spreadsheet, word processing and human resources and financial management software.

Principles and procedures of record keeping.

Research, analytical techniques and the public policy development theory.

Federal, State and local laws, codes and regulations.

Ability to:

Coordinate, organize and review the work of staff in the area of work assigned.

Interpret and explain City rules, policies and procedures.

Perform complex administrative and analytical activities for assigned programs.

Maintain confidentiality of information.

Independently perform administrative and analytical activities in the area of work assigned.

Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Effectively manage contracts and evaluate the work of contractors.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.

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

Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.

Prepare clear and concise reports.

Operate and use modern office equipment including computer, printers and copiers.

Enter data on a computer at a speed necessary for successful job performance.

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

Independently prepare correspondence and memoranda.

Communicate clearly and concisely, both orally and in writing.

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

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

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

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

Experience

~~Three~~^{Four} years of increasingly responsible human resources experience including administrative and analytical experience, preferably within a local government environment, including one year of lead worker supervisory responsibility.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. One year of the education requirement may be substituted with two years of responsible administrative and analytical work experience.

License or Certificate:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

HUMAN RESOURCES SPECIALIST

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

DEFINITION

To perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events, training and employee development programs; to provide information and assistance to City employees regarding City personnel policies and procedures; to assist with risk management activities; and to provide administrative support to the Personnel Director or Personnel Officer as designated in the City's Personnel Rules. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director or Personnel Officer.

Exercises lead worker supervision over clerical staff.

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

Essential Functions:

1. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, dispatch to proper locations, answer phone inquiries; arrange testing and interviewing and employment medical exams; notify applicants of acceptance or rejection.
2. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.
3. Conduct employee orientation; prepare and process personnel documents related to hiring; answer employee questions regarding policies and procedures.
4. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.

5. Prepare and process all mandatory forms for all workers' compensation injuries; and coordinate activities with City's claims administrator. Maintain attendance log and files for injury prevention program, Cal/OSHA and other Federal and State mandated programs.
6. Assist City's Risk Manager, as needed, on employee safety training, including appropriate record keeping and notification.
7. ~~Assist with employee retirement, health, dental, vision, life, long term disability, employee assistance and deferral compensation benefit plans administration.~~ Assist with employee benefits administration, including retirement, deferral compensation, employee assistance program, insurance plans, and flexible spending accounts; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.
8. Prepare a wide variety of reports, forms, letters, memoranda and statistical charts; independently prepare correspondence related to assigned responsibilities.
9. Serve on Safety Committee and other committees as assigned.
10. Plan and implement employee recognition activities including publication of employee newsletter.
11. Assist with coordination of City's volunteer program including recruitment and recognition.
12. Provide technical support as needed on labor relation's matters.
13. Assist with administration of classification and compensation plans and as needed labor agreements.
14. Assist with customer service enhancement activities.
15. Assist with monitoring conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC, Affordable Care Act, and prepare all bulletin board postings as required.
16. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims and similar matters.

17. Coordinate and monitor all employee training and development programs including providing information about training opportunities to City Departments and employees, documenting training received in personnel files, and evaluating the effectiveness and quality of the training provided.
18. Assist with risk management activities including annual insurance reports and coordination with joint powers insurance authority.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Legal aspects of human resources management including unfair labor practices, discrimination and illegal harassment, and other matters related to employment law.

Principles and practices of employee recruitment, selection, and management.

General personnel policies and procedures applicable to the City.

General risk management policies and procedures.

Operations, services and activities of assigned department.

Modern office procedures, methods and equipment.

Business letter writing and basic report preparation techniques.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Basic mathematical and statistical principles.

Pertinent Federal, State and local laws, codes and regulations including CalPERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, Affordable Care Act, and COBRA.

Principles of supervision, training and performance evaluation.

Ability to:

Coordinate, organize and review the work of staff in the area of work assigned.

Interpret and explain City policies and procedures.

Perform responsible work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Independently prepare correspondence and memoranda.
Prioritize work and perform multiple functions at once.
Implement personnel programs.
Maintain excellent interpersonal skills.
Manage multiple assignments and projects.
Maintain confidentiality of information.
Type and/or enter data into a computer at a speed necessary for successful job performance.
Work independently in the absence of supervision.
Work cooperatively with other departments, City officials and outside agencies.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to performance of assigned duties and responsibilities.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines:

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

Experience

Three years of increasingly responsible human resources experience.

Training

Equivalent to the completion of two years of college or an Associates Degree from an accredited college or university, supplemented by specialized training or upper division college level course work in personnel or human resources, and proficiency in office automation applications including but not limited to word processing and spreadsheets.

License or Certificate:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

HUMAN RESOURCES ASSISTANT

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

DEFINITION

To perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events; to provide information and assistance to City employees regarding City personnel policies and procedures; and to provide administrative and clerical support to the Personnel Director and Personnel Officer. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director and Personnel Officer.

May exercise lead worker supervision over clerical staff.

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

Essential Functions:

1. Plan and coordinate recruitment activities; including the preparation of job announcements and help wanted advertisements, dispatch to proper locations, answer phone inquiries; arrange testing and interviewing; notify applicants of acceptance or rejection.
2. Provide responsible staff assistance and support to the Personnel Director and Personnel Officer.
3. Conduct employee orientation; prepare and process personnel documents related to hiring; answer employee questions regarding policies and procedures.
4. Process employee separations including resignations and dismissals; process employee evaluations and personnel action forms; maintain personnel records and files.
5. Prepare and process all mandatory forms in all workers' compensation injuries; coordinate insurance renewal briefings and process all changes.

6. Coordinate employee safety training, computer training and development programs; obtain speakers and notify employees; maintain attendance log and files for injury prevention program, Cal/OSHA and other Federal and State mandated personnel programs.
7. Assist with employee health, dental, vision and long-term disability benefit plan administration; assist employees with claims, benefit related questions, concerns, City personnel rules and regulations.
8. Maintain a calendar of activities, meetings and various events for assigned director; coordinate activities with other City departments, the public and outside agencies; make necessary travel arrangements.
9. Provide clerical support duties including type, format, edit, revise and proofread a wide variety of reports, forms, letters, memoranda and statistical charts; type from rough draft or verbal instruction; independently compose correspondence related to assigned responsibilities.
10. Serve as secretary to Safety Committee; take and transcribe minutes and record information.
11. Requisition materials and supplies as required; prepare, file and record purchase orders.
12. Update human resources related computer records.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Legal aspects of human resources management including unfair labor practices, discrimination and harassment.

Principles and practices of employee recruitment, selection, and management.

General personnel policies and procedures applicable to the City.

Operations, services and activities of assigned department.

Modern office procedures, methods and equipment.
Business letter writing and basic report preparation techniques.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Basic mathematical and statistical principles.
Pertinent Federal, State and local laws, codes and regulations.
Principles of supervision, training and performance evaluation.

Ability to:

Coordinate, organize and review the work of staff in the area of work assigned.
Interpret and explain Department policies and procedures.
Perform responsible clerical human resources duties involving the use of independent judgment and personal initiative.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Independently prepare correspondence.
Prioritize work and perform multiple functions at once.
Type and/or enter data into a computer at a speed necessary for successful job performance.
Work independently in the absence of supervision.
Work cooperatively with other departments, City officials and outside agencies.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to performance of assigned duties and responsibilities.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Develop working knowledge of Pertinent Federal, State and local laws, codes and regulations including CalPERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, Affordable Care Act and COBRA.

Experience and Training Guidelines:

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

Experience

Equivalent to three years of increasingly responsible administrative secretarial experience.

Training

Equivalent to the completion of the twelfth grade supplemented by specialized training and college level course work in personnel or human resources.

License or Certificate:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

IRRIGATION SPECIALIST

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

DEFINITION

To perform semi-skilled and skilled work related to construction, maintenance and repair of irrigation systems, as well as construction, maintenance and repair of City or landscape assessment district ("LMD") streets, streetscapes, median islands, parks, buildings and other City facilities. To participate, lead, and oversee certain assigned projects; to maintain and use a variety of construction machinery and tools; and to perform a variety of technical tasks relative to assigned areas of responsibility. The City has the discretion to make occasional adjustments of the work week, work day or hours worked for this position to serve the interest of the City's operation and mission. This position is not overtime exempt.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Maintenance Worker series. In addition to construction, maintenance, and repair of irrigation systems, employees within this class may be required to complete routine tasks assigned to the Maintenance Worker III position. Employees are distinguished from the Maintenance Worker III position by the level of responsibility assumed and the complexity of assigned duties and certain assigned projects, particularly related to irrigation systems. Employees at this level may lead and oversee lower level staff during certain assigned projects. Employees are distinguished from the Senior Maintenance Worker position by the temporary lead worker supervision responsibilities of this position, during occasional implementation of certain assigned projects, in comparison to the Senior Maintenance Worker's regular lead worker supervision responsibilities. Employees at this level are required to be fully trained in all procedures related to irrigation systems and water management techniques, as well as other assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff.

Occasionally performs as lead worker over maintenance staff during project implementation.

Assists supervisor or management staff with monitoring contractor performance, and overseeing irrigation, and landscape installation projects

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

Essential Functions:

1. Provide responsible staff assistance and support to assigned supervisory staff.
2. Maintain the irrigation systems for streetscapes, parkways, parks, or other facilities.
3. Participate, train, and review the work of staff during certain assigned projects related to irrigation systems in streetscapes, parkways, parks, or other facilities; prepare schedules; lead, oversee and participate in the use and operation of equipment.
4. Ensure the adherence to safe work practices and procedures; instruct workers in the use of all safety equipment; ensure compliance with OSHA regulations.
5. Monitor water usage in parks, streetscapes and other landscaped areas; monitor, and adjust the computerized central irrigation system to maximize irrigation efficiency and minimize water use; recommend irrigation modifications; prepare and file reports.
6. Provide support to supervisory or management staff administering maintenance contracts for streets, parkways, parks, buildings or other facilities; conduct inspections; meet with contractors to discuss maintenance issues.
7. Maintain irrigation maintenance records; prepare and file reports.
8. Estimate time, materials, and equipment required for jobs assigned.
9. Prepare detailed project descriptions and obtain cost proposals for material, equipment and project construction; prepare project schedules; coordinate and assist with oversight of the work of consultants and contractors.
10. Evaluate irrigation systems for maintenance and improvements; requisition materials as required; prepare inspection reports.
11. Construct forms, lay and finish concrete on sidewalks, streets, and other related areas; dig ditches; backfill trenches and holes; install drain pipes; perform minor building maintenance.
12. Break and repair concrete and asphalt surfaces; excavate and replace concrete and asphalt surfaces; perform hot patching and sealing of surfaces; shovel and rake asphalt.

13. Set up and take down traffic warning devices and barricades for traffic control.
14. Maintain roadways by removing sand, gravel and debris; clean and maintain storm drains, pipes and catch basins.
15. Operate various maintenance equipment and trucks; clean and maintain equipment.
16. Make recommendations concerning the renovation and installation of new irrigation systems; assists in planning new improvements for parks and other City facilities.
17. Maintain City facilities; repair drinking fountains; paint and repair restrooms; remove graffiti; inspect security lighting.
18. Maintain and repair all irrigation systems in City streetscapes, parks, landscape maintenance districts, or other City facilities. Maintain and program a variety of irrigation controllers including but not limited to mechanical, solar, battery operated, and radio/computer controlled irrigation systems.
19. Plant trees and shrubs; install new planters.
20. Conduct annual inspection, testing and certification of backflow prevention devices.
21. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
22. May perform custodial duties including cleaning restrooms and offices; maintain and clean floors; dust office machines; close buildings.
23. May perform crossing guard duties to escort children and adults across the street in a safe manner after verifying visually and audibly that it is safe to enter the intersection.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of irrigation maintenance activities related to area of work assigned.

Working knowledge of a variety of irrigation systems, including but not limited to drip irrigation systems, turf rotors and impact sprays, and shrub rotors and sprays.

Ability to read and understand Irrigation design blueprints and make recommendations based on equipment costs, efficiencies and water saving techniques.

Knowledge of irrigation valves, master valves, flow meters, fertilizer injectors.

Knowledge of evapotranspiration, precipitation (ETo) rates and irrigation schedules.

Ability to calculate gallons per minute (gpm) and an understanding of water pressure and pressure loss characteristics.

Equipment and tools used in the area of work assigned.

Occupational hazards and standard safety practices.

Use of chemicals, herbicides and fertilizers.

Principles of lead supervision and training.

Ability to:

Lead, organize, and review the work of staff.

Independently perform the most difficult maintenance and repair work in the area of work assigned.

Interpret, explain, and enforce department policies and procedures as they relate to special projects.

Operate a variety of cleaning, maintenance and repair equipment in a safe and effective manner.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

Work independently in the absence of supervision.

Lead multiple projects at once.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines:

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

Experience

Three years of increasingly responsible experience in the construction, repair and maintenance of irrigation systems for parks, streetscapes and other facilities.

Training

Equivalent to completion of twelfth grade.

License or Certificate:

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

Within twelve (12) months of employment, the employee shall obtain and thereafter continuously maintain one or more of the following licenses or certificates, based on department and specific assignments, as determined by the City Manager: Certified Backflow Prevention Device Tester (Ventura County Environmental Health Division); Landscape Irrigation Auditor Course (Irrigation Association); and Class A or B California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Field environment; exposure to outside atmospheric conditions; exposure to noise, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work around moving mechanical parts of equipment, tools or machinery; work in high exposed places

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception; exposure to heat, noise,

outdoors, vibration, confined work space, chemicals, dust, explosive materials, mechanical hazards, and electrical hazards.

The additional essential functions for performance of crossing guard duties include repetitive light lifting of a "Stop" sign in a raised position above the head with either arm; clear vision of 20/40 minimum with no color blindness; hearing sufficient to discern approaching vehicles, children, adults, or other moving objects across a frequency range from 500 hertz (Hz) to 3,000 Hz with or without a hearing aid; frequent stepping up and down from a curb; ability to walk a minimum of 70 feet within 12 seconds; and ability to grasp and restrain children from moving into an unsafe area.

RECREATION SERVICES MANAGER

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

DEFINITION

To plan, implement and administer adult and youth recreation programs and activities; to assign and oversee recreation staff, contractors, and volunteers providing safe and well managed recreation programs to children, teens, adults and other specialized customers including but not limited to adult and youth sports, leisure classes, special events, day camps and related programs; to manage recreation facilities, and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director, division head, or other assigned supervisor.

Exercises direct and primary supervision over supervisory, professional, technical, recreation and clerical support staff including volunteers; administers contracts and monitors performance.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for planning and implementing recreation programs and special events; adult and youth sports, recreation facilities, recreation classes and excursions, teen programs, day camp, and clerical support staff.
2. Provide responsible staff assistance and support to the Parks and Recreation Director or other assigned supervisor.
3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff, contractors, umpires, and officials on policies and procedures.
4. Administer recreation programs; develop and manage recreation contracts; schedule usage of facilities, make park reservations, and approve park rental permits; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and

- playoffs; prepare instruction manuals, brochures, and ads; order required materials, supplies and awards.
5. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and park facility improvements; inspect facility and grounds and test equipment; purchase program supplies and equipment.
 6. Participate in the selection and evaluation of recreation staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
 7. Prepare and administer program and division budgets, submit budget recommendations, monitor expenditures, perform accounting for each program area as necessary, prepare various financial reports as required.
 8. Schedule, implement, promote and publicize a variety of recreation programs and special events; design, layout, edit, proofread and write brochures and newsletters; sell advertising, write press releases and public service announcements, prepare special event publicity flyers.
 9. Prepare analytical and statistical reports to Parks and Recreation Director, City Manager, Parks and Recreation Commission, and City Council on operations and activities.
 10. Develop and implement departmental, operational, administrative, program, and other policies, procedures, and forms.
 11. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
 12. Prepare ordinances, resolutions and other supporting program documents; prepare and monitor program grants and related proposals
 13. Administer maintenance and service contracts; develop requests for proposals; conduct research on specifications.
 14. Participate in the drafting and implementation of division goals, policies and procedures.
 15. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

16. Make oral and written presentations to the City Council, Parks and Recreation Commission, staff, the public and professional groups.

17. Participate in various committees; attend and participate in professional group meetings.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of City recreation programs.

Recreation planning for adults, youth, teen and other targeted populations.

Principles of supervision, training and performance evaluation.

Principles and practices of contract management.

Desktop publishing software and other types of software.

City forms, procedure, and policies.

Modern office procedures, methods and equipment.

Marketing standards and practices.

Purchasing procedures and practices.

Modern and complex principles and practices of recreation services and youth camp administration.

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

Prepare clear and concise reports.

Lead and instruct groups and individuals.

Ability to:

Supervise, organize, and review the work of lower level staff.

Select, supervise, train and evaluate staff.

Interpret and explain City policies and procedures.

Develop and maintain financially self-supporting activities and programs.

Communicate clearly and concisely, both orally and in writing.

Plan and schedule multiple recreational and educational programs.

Operate and use modern office equipment including computer, printers and copiers.

Enter data on a computer at a speed necessary for successful job performance.

Produce publications through desktop publishing.

Recruit, motivate, and encourage volunteers.

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines:

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

Experience

Four years of increasingly responsible experience in recreation planning, including two years of direct and primary supervisory responsibility.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field. One year of the education requirement may be substituted with five years of responsible and related work experience in recreation.

License or Certificate:

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

Possession of or ability to obtain, an appropriate, valid CPR and basic first aid certificate.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; exposure to outside atmospheric conditions; may work in or around water and slippery surfaces, exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; reading; hearing.

SENIOR HUMAN RESOURCES ANALYST

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

DEFINITION

This is the highest journey level position in the Human Resources Analyst series. Positions at this level are distinguished from the Analyst level by having a broader application and organizational knowledge in human resources administration, assisting with more complex and varied tasks, understanding human resources theories and principles, and the exercise of independent judgment and initiative within the scope of their authority. This position performs a wide variety of responsible and complex administrative and analytical duties such as to oversee assigned administrative processes, procedures and programs; to perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events, training and employee development programs; to provide information and assistance to City employees regarding City personnel policies and procedures; to assist with and perform assigned risk management activities; and to provide administrative support to the Personnel Director or Personnel Officer as designated in the City's Personnel Rules. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director or Personnel Officer.

Exercises direct and primary supervision over technical and clerical staff, administers contracts and monitors performance.

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

Essential Functions:

1. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.
2. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, answer telephone inquiries; arrange testing and interviews, conduct background checks; prepare employment letters; arrange for physicals and fingerprinting; conduct new employee orientation.

3. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.
4. Prepare and process all mandatory forms for all workers' compensation injuries; coordinate activities with City's claims administrator; maintain employee injury records and prepare and post annual injury log as required by Cal/OSHA.
5. Assist City's Risk Manager, as needed, on insurance and liability matters, including employee safety training and inspections, appropriate record keeping and notification, and participating on the Safety Committee.
6. May oversee risk management, insurance and loss control; and serve as the City's Risk Manager.
7. Assume direct responsibility for employee benefits administration, including retirement, deferred compensation, employee assistance program, insurance plans, and flexible spending accounts; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.
8. Plan and implement employee recognition activities.
9. Assist with coordination of City's volunteer program including recruitment, recognition, and maintaining appropriate records.
10. Provide technical support as needed for labor relations negotiations.
11. Assist with administration of classification and compensation plans and as needed labor agreement(s).
12. Assist with customer service enhancement activities.
13. Monitor conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC, Affordable Care Act, and prepare all bulletin board postings as required.
14. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims, and similar matters.
15. Coordinate, monitor, and provide employee training and development programs including providing information about training opportunities to City Departments and employees, documenting training received in personnel files, and evaluating

the effectiveness and quality of the training provided.

16. Assume direct responsibility for monitoring and administering assigned program areas; assist in assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff; participate in employee selection; prioritize and coordinate work assignments; review work for accuracy.
17. Provide responsible staff assistance and support to assigned management staff and department or program area.
18. Assist in developing and implementing operational, administrative, program, and other policies and procedures; assist in contract negotiations; prepare and review employee performance evaluations.
19. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
20. Participate in the drafting and implementation of Human Resources/Risk Management Division goals, policies and procedures.
21. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
22. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.
23. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
24. Develop and design departmental, operational and administrative procedures or forms as required.
25. Attend and participate in professional group meetings.
26. Make oral and written presentations to the City Council, staff, the public and professional groups.
27. Assist with contract administration for private consultants.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Legal aspects of human resources management including unfair labor practices, discrimination and illegal harassment, and other matters related to employment law.

Pertinent Federal, State and local laws, codes and regulations including PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, Affordable Care Act, and COBRA.

Principles and practices of employee recruitment, selection, and management.

General risk management related laws, policies and procedures

Principles of mathematics and statistics.

Principles of supervision, training, and performance evaluation.

Principles and practices of budget administration.

Principles and practices of contract administration.

Methods of research, program analysis, and report preparation.

Policies and procedures of the assigned department.

Public relations techniques.

Principles and procedures of accounting and procurement practices.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and equipment.

Spreadsheet, word processing and human resources and financial management software.

Principles and procedures of record keeping.

Research, analytical techniques and the public policy development theory.

Federal, State and local laws, codes and regulations.

Ability to:

Coordinate, organize, and review the work of staff in the area of work assigned.

Interpret and explain City rules, policies and procedures.

Perform complex administrative and analytical activities for assigned programs.

Maintain confidentiality of information.

- Independently perform administrative and analytical activities in the area of work assigned.
- Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Effectively manage contracts and evaluate the work of contractors.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
- Prepare clear and concise reports.
- Operate and use modern office equipment including computer, printers and copiers.
- Enter data on a computer at a speed necessary for successful job performance.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Independently prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

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

Experience

Five years of increasingly responsible human resources experience, including administrative and analytical experience, preferably within a local government environment, and including two years of supervisory responsibility.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. One year of the education requirement may be substituted with two years of responsible administrative and analytical work experience.

License or Certificate:

Possession of or ability to obtain and maintain an appropriate, valid California driver's license. Certification from a professional, public sector, human resources association, desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE SALARY PLAN FOR COMPETITIVE SERVICE, NON-COMPETITIVE SERVICE AND HOURLY EMPLOYEES, AND RESCINDING RESOLUTION NO. 2014-3311

WHEREAS, the City Council at its meeting on November 5, 2014, adopted an updated Classification Plan Resolution to incorporate revisions to various job descriptions, including adding new and revised job descriptions, requiring related changes to the position titles in the City's Salary Plan; and

WHEREAS, the City Council determined to create or revise salary ranges for Assistant Planner, Associate Planner I and II, Irrigation Specialist, Planning Manager, and Senior Human Resources Analyst, and revise the Recreation Superintendent position title to Recreation Services Manager.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Salary Plan of hourly rates is hereby adopted for all of the positions herein listed:

<u>Non-Competitive Service Positions*</u>	<u>Salary Range</u>
City Manager	100
Assistant City Manager	91
Deputy City Manager	89
Administrative Services Director	87
City Engineer/Public Works Director	87
Community Development Director	87
Public Works Director	87
Parks and Recreation Director	83
Assistant to City Manager/City Clerk	83
Finance Director	83
Planning Director	83
Assistant City Engineer	77
Economic Development and Housing Manager	77
Parks and Landscape Manager	77
Planning Manager	77
Senior Civil Engineer	77
Budget and Finance Manager	75
Planning Manager	73
Administrative Services Manager	71
Assistant to City Manager	71
Finance/Accounting Manager	71
Information Systems Manager	71
Recreation/Community Services Manager	71

* All Non-Competitive Service Positions are exempt from payment of overtime.

<u>Non-Competitive Service Positions*</u>	<u>Salary Range</u>
Accountant II	67
Associate Civil Engineer	67
City Clerk	67
Landscape/Parks Maintenance Superintendent	67
Principal Planner	67
Public Works Superintendent/Inspector	67
Recreation Superintendent	67
Services Manager	67
Senior Human Resources Analyst	67
Senior Information Systems Analyst	67
Senior Management Analyst	67
Accountant I	62
Active Adult Center Supervisor	62
Assistant City Clerk	62
Assistant Engineer	62
Human Resources Analyst	62
Information Systems Analyst	62
Management Analyst	62
Parks and Facilities Supervisor	62
Public Works Supervisor	62
Recreation Supervisor	62

<u>Competitive Service Positions</u>	<u>Salary Range</u>
Associate Planner II	59
Human Resources Specialist	59
Recreation Specialist	59
Vector/Animal Control Specialist	59
Assistant Associate Planner II	56
Administrative Specialist	53
Executive Secretary	53
Human Resources Assistant	53
Recreation Coordinator III	53
Senior Account Technician	53
Account Technician II	51
Active Adult Center Coordinator	51
Assistant Planner I	51
Code Compliance Technician II	51
Deputy City Clerk II	51
Information Systems Technician II	51
Vector/Animal Control Technician II	51
Facilities Technician	49
Administrative Assistant II	48
Community Services Technician	48
Deputy City Clerk I	48
Maintenance Specialist	47
Recreation Coordinator II	47
Senior Maintenance Worker	47

* All Non-Competitive Service Positions are exempt from payment of overtime.

<u>Competitive Service Positions</u>	<u>Salary Range</u>
Vector/Animal Control Technician I	47
Account Technician I	46
Information Systems Technician I	46
Administrative Assistant I	45
Community Development Technician	45
Irrigation Specialist	45
Code Compliance Technician I	43
Maintenance Worker III	43
Crossing Guard Supervisor	41
Office Assistant III	41
Maintenance Worker II	39
Recreation Coordinator I	39
Teen Coordinator	39
Account Clerk II	38
Account Clerk I	34
Laborer/Custodian IV	34
Recreation Leader IV	34
Office Assistant II	34
Recreation Assistant	32
Maintenance Worker I	31
Office Assistant I	29

<u>Hourly Positions**</u>	<u>Salary Range</u>
Recreation Leader III	32
Senior Nutrition Coordinator	32
Intern	30
Laborer/Custodian III	28
Recreation Leader II	22
Records Clerk	20
Laborer/Custodian II	18
Clerical Aide/Crossing Guard	18
Crossing Guard	18
Box Office Cashier	14
Clerical Aide II	14
Recreation Leader I	14
Laborer/Custodian I	10
Clerical Aide I	6
Recreation Aide	6

SECTION 2. The corresponding salaries for the ranges established in Section 1 of this resolution are attached hereto and incorporated herein as the "Hourly Salary Schedule" Table. The Bi-Weekly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twenty six (26) pay periods. The Monthly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twelve (12)

** An employee in a designated hourly position may be hired as regular part-time, consistent with the definition in the City's Personnel Rules.

months. The Annual Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours. The “Bi-Weekly Salary Schedule” and “Monthly Salary Schedule” attached to this resolution are for information purposes, only, since calculations are approximate due to rounding differences.

SECTION 3. The Salary Plan is based on ranges of two and one-half percent (2.5%) and step increases of two and one-half percent (2.5%) with a total of thirteen (13) steps.

SECTION 4. City shall continue to pay a deferred compensation contribution into a City approved deferred compensation program, for enrolled regular full-time and regular part-time employees, and the contribution amount shall be as follows: City Manager - Three percent (3.0%) of gross base salary, Department Head positions – two and one-half percent (2.5%) of gross base salary, and all other Management and Competitive Service regular full-time and regular part-time positions – Two percent (2.0%) of gross base salary. Gross base salary is defined as wages paid as described in the Salary Plan Schedule (reference Section 2, herein) and including longevity pay; and excluding bilingual pay, in-lieu insurance payment, uniform cleaning allowance, leave cash-out, overtime pay, car and cellular telephone allowances, and deferred compensation payment.

SECTION 5. Bilingual pay compensation for Spanish language bilingual skills shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Understanding between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721, and to qualified non-competitive service employees consistent with a City Council adopted management benefits resolution. Qualification for bilingual pay shall be determined by the City Manager at his or her sole discretion. The current rates per an approved MOU and management benefits resolution are: forty cents (\$.40) per hour for verbal bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week; and fifty cents (\$.50) per hour for combined verbal/written bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week.

SECTION 6. Longevity pay compensation shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Agreement between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721 as follows:

- 121 to 180 Months of service – one-percent (1%),
- 181 to 240 Months of service – one and one-half percent (1.5%),
- 241 to 300 Months of service – two percent (2.0%)
- 301 or more Months of service – two and one-half percent (2.5%); and

Longevity pay compensation shall be paid to qualified Non-Competitive Service employees consistent with the qualification requirements approved in a City Council adopted management benefits resolution as follows:

Department Heads and City Manager

- 61 to 120 Months of service – one percent (1.0%)
- 121 to 180 Months of service – one and one-half percent (1.5%)
- 181 to 240 Months of service – two percent (2.0%)
- 241 to 300 Months of service – two and one-half percent (2.5%)
- 301 or more Months of service – three percent (3.0%)

Management Employees

- 121 to 180 Months of service – one percent (1.0%)
- 181 to 240 Months of service – one and one-half percent (1.5%)
- 241 to 300 Months of service – two percent (2.0%)
- 301 or more Months of service – two and one-half percent (2.5%).

SECTION 7. Implementation of salary adjustments for positions noted in Section 1, herein, shall be limited by the performance review system. Employees shall be evaluated prior to their anniversary date, and salary adjustments shall be effective as of the first day of the pay period in which the anniversary date occurs.

SECTION 8. The implementation of this Salary Plan shall be effective beginning with the paycheck dated November 7, 2014.

SECTION 9. Resolution No. 2014-~~3311~~ is hereby rescinded in its entirety upon the effective pay period for this revised Salary Plan (paycheck dated November 21, 2014).

SECTION 10. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 5th day of November, 2014.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Exhibit A: Salary Schedules
(Hourly, Bi-weekly, and Monthly)

EXHIBIT A													
CITY OF MOORPARK													
HOURLY SALARY SCHEDULE													
EFFECTIVE WITH PAYCHECK DATED NOVEMBER 21, 2014													
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
6	--	--	--	--	--	9.14	9.34	9.58	9.84	10.08	10.32	10.57	10.87
7	--	--	--	--	9.14	9.34	9.58	9.84	10.08	10.32	10.57	10.87	11.13
8	--	--	--	9.14	9.34	9.58	9.84	10.08	10.32	10.57	10.87	11.13	11.39
9	--	--	9.14	9.34	9.58	9.84	10.08	10.32	10.57	10.87	11.13	11.39	11.70
10	--	9.14	9.34	9.58	9.84	10.08	10.32	10.57	10.87	11.13	11.39	11.70	11.99
11	9.14	9.34	9.58	9.84	10.08	10.32	10.57	10.87	11.13	11.39	11.70	11.99	12.29
12	9.34	9.58	9.84	10.08	10.32	10.57	10.87	11.13	11.39	11.70	11.99	12.29	12.58
13	9.58	9.84	10.08	10.32	10.57	10.87	11.13	11.39	11.70	11.99	12.29	12.58	12.92
14	9.84	10.08	10.32	10.57	10.87	11.13	11.39	11.70	11.99	12.29	12.58	12.92	13.24
15	10.08	10.32	10.57	10.87	11.13	11.39	11.70	11.99	12.29	12.58	12.92	13.24	13.55
16	10.32	10.57	10.87	11.13	11.39	11.70	11.99	12.29	12.58	12.92	13.24	13.55	13.90
17	10.57	10.87	11.13	11.39	11.70	11.99	12.29	12.58	12.92	13.24	13.55	13.90	14.24
18	10.87	11.13	11.39	11.70	11.99	12.29	12.58	12.92	13.24	13.55	13.90	14.24	14.59
19	11.13	11.39	11.70	11.99	12.29	12.58	12.92	13.24	13.55	13.90	14.24	14.59	14.96
20	11.39	11.70	11.99	12.29	12.58	12.92	13.24	13.55	13.90	14.24	14.59	14.96	15.34
21	11.70	11.99	12.29	12.58	12.92	13.24	13.55	13.90	14.24	14.59	14.96	15.34	15.72
22	11.99	12.29	12.58	12.92	13.24	13.55	13.90	14.24	14.59	14.96	15.34	15.72	16.12
23	12.29	12.58	12.92	13.24	13.55	13.90	14.24	14.59	14.96	15.34	15.72	16.12	16.51
24	12.58	12.92	13.24	13.55	13.90	14.24	14.59	14.96	15.34	15.72	16.12	16.51	16.93
25	12.92	13.24	13.55	13.90	14.24	14.59	14.96	15.34	15.72	16.12	16.51	16.93	17.36
26	13.24	13.55	13.90	14.24	14.59	14.96	15.34	15.72	16.12	16.51	16.93	17.36	17.79
27	13.55	13.90	14.24	14.59	14.96	15.34	15.72	16.12	16.51	16.93	17.36	17.79	18.24
28	13.90	14.24	14.59	14.96	15.34	15.72	16.12	16.51	16.93	17.36	17.79	18.24	18.69
29	14.24	14.59	14.96	15.34	15.72	16.12	16.51	16.93	17.36	17.79	18.24	18.69	19.16
30	14.59	14.96	15.34	15.72	16.12	16.51	16.93	17.36	17.79	18.24	18.69	19.16	19.62
31	14.96	15.34	15.72	16.12	16.51	16.93	17.36	17.79	18.24	18.69	19.16	19.62	20.13
32	15.34	15.72	16.12	16.51	16.93	17.36	17.79	18.24	18.69	19.16	19.62	20.13	20.62
33	15.72	16.12	16.51	16.93	17.36	17.79	18.24	18.69	19.16	19.62	20.13	20.62	21.14
34	16.12	16.51	16.93	17.36	17.79	18.24	18.69	19.16	19.62	20.13	20.62	21.14	21.66

EXHIBIT A													
CITY OF MOORPARK													
HOURLY SALARY SCHEDULE													
EFFECTIVE WITH PAYCHECK DATED November 21, 2014													
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
35	16.51	16.93	17.36	17.79	18.24	18.69	19.16	19.62	20.13	20.62	21.14	21.66	22.23
36	16.93	17.36	17.79	18.24	18.69	19.16	19.62	20.13	20.62	21.14	21.66	22.23	22.78
37	17.36	17.79	18.24	18.69	19.16	19.62	20.13	20.62	21.14	21.66	22.23	22.78	23.33
38	17.79	18.24	18.69	19.16	19.62	20.13	20.62	21.14	21.66	22.23	22.78	23.33	23.91
39	18.24	18.69	19.16	19.62	20.13	20.62	21.14	21.66	22.23	22.78	23.33	23.91	24.51
40	18.69	19.16	19.62	20.13	20.62	21.14	21.66	22.23	22.78	23.33	23.91	24.51	25.13
41	19.16	19.62	20.13	20.62	21.14	21.66	22.23	22.78	23.33	23.91	24.51	25.13	25.76
42	19.62	20.13	20.62	21.14	21.66	22.23	22.78	23.33	23.91	24.51	25.13	25.76	26.41
43	20.13	20.62	21.14	21.66	22.23	22.78	23.33	23.91	24.51	25.13	25.76	26.41	27.07
44	20.62	21.14	21.66	22.23	22.78	23.33	23.91	24.51	25.13	25.76	26.41	27.07	27.74
45	21.14	21.66	22.23	22.78	23.33	23.91	24.51	25.13	25.76	26.41	27.07	27.74	28.44
46	21.66	22.23	22.78	23.33	23.91	24.51	25.13	25.76	26.41	27.07	27.74	28.44	29.14
47	22.23	22.78	23.33	23.91	24.51	25.13	25.76	26.41	27.07	27.74	28.44	29.14	29.88
48	22.78	23.33	23.91	24.51	25.13	25.76	26.41	27.07	27.74	28.44	29.14	29.88	30.62
49	23.33	23.91	24.51	25.13	25.76	26.41	27.07	27.74	28.44	29.14	29.88	30.62	31.39
50	23.91	24.51	25.13	25.76	26.41	27.07	27.74	28.44	29.14	29.88	30.62	31.39	32.17
51	24.51	25.13	25.76	26.41	27.07	27.74	28.44	29.14	29.88	30.62	31.39	32.17	32.97
52	25.13	25.76	26.41	27.07	27.74	28.44	29.14	29.88	30.62	31.39	32.17	32.97	33.79
53	25.76	26.41	27.07	27.74	28.44	29.14	29.88	30.62	31.39	32.17	32.97	33.79	34.65
54	26.41	27.07	27.74	28.44	29.14	29.88	30.62	31.39	32.17	32.97	33.79	34.65	35.51
55	27.07	27.74	28.44	29.14	29.88	30.62	31.39	32.17	32.97	33.79	34.65	35.51	36.40
56	27.74	28.44	29.14	29.88	30.62	31.39	32.17	32.97	33.79	34.65	35.51	36.40	37.32
57	28.44	29.14	29.88	30.62	31.39	32.17	32.97	33.79	34.65	35.51	36.40	37.32	38.24
58	29.14	29.88	30.62	31.39	32.17	32.97	33.79	34.65	35.51	36.40	37.32	38.24	39.20
59	29.88	30.62	31.39	32.17	32.97	33.79	34.65	35.51	36.40	37.32	38.24	39.20	40.17
60	30.62	31.39	32.17	32.97	33.79	34.65	35.51	36.40	37.32	38.24	39.20	40.17	41.17
61	31.39	32.17	32.97	33.79	34.65	35.51	36.40	37.32	38.24	39.20	40.17	41.17	42.20
62	32.17	32.97	33.79	34.65	35.51	36.40	37.32	38.24	39.20	40.17	41.17	42.20	43.26
63	32.97	33.79	34.65	35.51	36.40	37.32	38.24	39.20	40.17	41.17	42.20	43.26	44.35
64	33.79	34.65	35.51	36.40	37.32	38.24	39.20	40.17	41.17	42.20	43.26	44.35	45.46
65	34.65	35.51	36.40	37.32	38.24	39.20	40.17	41.17	42.20	43.26	44.35	45.46	46.59

EXHIBIT A
CITY OF MOORPARK
HOURLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED November 21, 2014

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
66	35.51	36.40	37.32	38.24	39.20	40.17	41.17	42.20	43.26	44.35	45.46	46.59	47.74
67	36.40	37.32	38.24	39.20	40.17	41.17	42.20	43.26	44.35	45.46	46.59	47.74	48.95
68	37.32	38.24	39.20	40.17	41.17	42.20	43.26	44.35	45.46	46.59	47.74	48.95	50.17
69	38.24	39.20	40.17	41.17	42.20	43.26	44.35	45.46	46.59	47.74	48.95	50.17	51.42
70	39.20	40.17	41.17	42.20	43.26	44.35	45.46	46.59	47.74	48.95	50.17	51.42	52.71
71	40.17	41.17	42.20	43.26	44.35	45.46	46.59	47.74	48.95	50.17	51.42	52.71	54.04
72	41.17	42.20	43.26	44.35	45.46	46.59	47.74	48.95	50.17	51.42	52.71	54.04	55.38
73	42.20	43.26	44.35	45.46	46.59	47.74	48.95	50.17	51.42	52.71	54.04	55.38	56.77
74	43.26	44.35	45.46	46.59	47.74	48.95	50.17	51.42	52.71	54.04	55.38	56.77	58.18
75	44.35	45.46	46.59	47.74	48.95	50.17	51.42	52.71	54.04	55.38	56.77	58.18	59.64
76	45.46	46.59	47.74	48.95	50.17	51.42	52.71	54.04	55.38	56.77	58.18	59.64	61.14
77	46.59	47.74	48.95	50.17	51.42	52.71	54.04	55.38	56.77	58.18	59.64	61.14	62.66
78	47.74	48.95	50.17	51.42	52.71	54.04	55.38	56.77	58.18	59.64	61.14	62.66	64.23
79	48.95	50.17	51.42	52.71	54.04	55.38	56.77	58.18	59.64	61.14	62.66	64.23	65.83
80	50.17	51.42	52.71	54.04	55.38	56.77	58.18	59.64	61.14	62.66	64.23	65.83	67.49
81	51.42	52.71	54.04	55.38	56.77	58.18	59.64	61.14	62.66	64.23	65.83	67.49	69.16
82	52.71	54.04	55.38	56.77	58.18	59.64	61.14	62.66	64.23	65.83	67.49	69.16	70.90
83	54.04	55.38	56.77	58.18	59.64	61.14	62.66	64.23	65.83	67.49	69.16	70.90	72.67
84	55.38	56.77	58.18	59.64	61.14	62.66	64.23	65.83	67.49	69.16	70.90	72.67	74.48
85	56.77	58.18	59.64	61.14	62.66	64.23	65.83	67.49	69.16	70.90	72.67	74.48	76.35
86	58.18	59.64	61.14	62.66	64.23	65.83	67.49	69.16	70.90	72.67	74.48	76.35	78.25
87	59.64	61.14	62.66	64.23	65.83	67.49	69.16	70.90	72.67	74.48	76.35	78.25	80.20
88	61.14	62.66	64.23	65.83	67.49	69.16	70.90	72.67	74.48	76.35	78.25	80.20	82.22
89	62.66	64.23	65.83	67.49	69.16	70.90	72.67	74.48	76.35	78.25	80.20	82.22	84.28
90	64.23	65.83	67.49	69.16	70.90	72.67	74.48	76.35	78.25	80.20	82.22	84.28	86.38
91	65.83	67.49	69.16	70.90	72.67	74.48	76.35	78.25	80.20	82.22	84.28	86.38	88.54
92	67.49	69.16	70.90	72.67	74.48	76.35	78.25	80.20	82.22	84.28	86.38	88.54	90.74
93	69.16	70.90	72.67	74.48	76.35	78.25	80.20	82.22	84.28	86.38	88.54	90.74	93.01
94	70.90	72.67	74.48	76.35	78.25	80.20	82.22	84.28	86.38	88.54	90.74	93.01	95.34
95	72.67	74.48	76.35	78.25	80.20	82.22	84.28	86.38	88.54	90.74	93.01	95.34	97.74
96	74.48	76.35	78.25	80.20	82.22	84.28	86.38	88.54	90.74	93.01	95.34	97.74	100.17

EXHIBIT A													
CITY OF MOORPARK													
HOURLY SALARY SCHEDULE													
EFFECTIVE WITH PAYCHECK DATED November 21, 2014													
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
97	76.35	78.25	80.20	82.22	84.28	86.38	88.54	90.74	93.01	95.34	97.74	100.17	102.69
98	78.25	80.20	82.22	84.28	86.38	88.54	90.74	93.01	95.34	97.74	100.17	102.69	105.24
99	80.20	82.22	84.28	86.38	88.54	90.74	93.01	95.34	97.74	100.17	102.69	105.24	107.89
100	82.22	84.28	86.38	88.54	90.74	93.01	95.34	97.74	100.17	102.69	105.24	107.89	110.58

EXHIBIT A													
CITY OF MOORPARK													
BI WEEKLY SALARY SCHEDULE													
EFFECTIVE WITH PAYCHECK DATED November 21, 2014													
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
6	--	--	--	--	--	731.20	747.20	766.40	787.20	806.40	825.60	845.60	869.60
7	--	--	--	--	731.20	747.20	766.40	787.20	806.40	825.60	845.60	869.60	890.40
8	--	--	--	731.20	747.20	766.40	787.20	806.40	825.60	845.60	869.60	890.40	911.20
9	--	--	731.20	747.20	766.40	787.20	806.40	825.60	845.60	869.60	890.40	911.20	936.00
10	--	731.20	747.20	766.40	787.20	806.40	825.60	845.60	869.60	890.40	911.20	936.00	959.20
11	731.20	747.20	766.40	787.20	806.40	825.60	845.60	869.60	890.40	911.20	936.00	959.20	983.20
12	747.20	766.40	787.20	806.40	825.60	845.60	869.60	890.40	911.20	936.00	959.20	983.20	1,006.40
13	766.40	787.20	806.40	825.60	845.60	869.60	890.40	911.20	936.00	959.20	983.20	1,006.40	1,033.60
14	787.20	806.40	825.60	845.60	869.60	890.40	911.20	936.00	959.20	983.20	1,006.40	1,033.60	1,059.20
15	806.40	825.60	845.60	869.60	890.40	911.20	936.00	959.20	983.20	1,006.40	1,033.60	1,059.20	1,084.00
16	825.60	845.60	869.60	890.40	911.20	936.00	959.20	983.20	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00
17	845.60	869.60	890.40	911.20	936.00	959.20	983.20	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20
18	869.60	890.40	911.20	936.00	959.20	983.20	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20
19	890.40	911.20	936.00	959.20	983.20	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80
20	911.20	936.00	959.20	983.20	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20
21	936.00	959.20	983.20	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60
22	959.20	983.20	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60
23	983.20	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80
24	1,006.40	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40
25	1,033.60	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80
26	1,059.20	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20
27	1,084.00	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20
28	1,112.00	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20
29	1,139.20	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80
30	1,167.20	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60
31	1,196.80	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40
32	1,227.20	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60
33	1,257.60	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20

EXHIBIT A
CITY OF MOORPARK
BI WEEKLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED November 21, 2014

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
34	1,289.60	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80
35	1,320.80	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40
36	1,354.40	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40
37	1,388.80	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40
38	1,423.20	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80
39	1,459.20	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80
40	1,495.20	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40
41	1,532.80	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80
42	1,569.60	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80
43	1,610.40	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60
44	1,649.60	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20
45	1,691.20	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20
46	1,732.80	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20
47	1,778.40	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40
48	1,822.40	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60
49	1,866.40	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20
50	1,912.80	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60
51	1,960.80	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60
52	2,010.40	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20
53	2,060.80	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00
54	2,112.80	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80
55	2,165.60	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00
56	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60
57	2,275.20	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20
58	2,331.20	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00
59	2,390.40	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60
60	2,449.60	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60
61	2,511.20	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00
62	2,573.60	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80
63	2,637.60	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00
64	2,703.20	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80

EXHIBIT A													
CITY OF MOORPARK													
BI WEEKLY SALARY SCHEDULE													
EFFECTIVE WITH PAYCHECK DATED November 21, 2014													
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
65	2,772.00	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20
66	2,840.80	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20
67	2,912.00	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00
68	2,985.60	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60
69	3,059.20	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60
70	3,136.00	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80
71	3,213.60	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20
72	3,293.60	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40
73	3,376.00	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60
74	3,460.80	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40
75	3,548.00	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20
76	3,636.80	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20
77	3,727.20	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80
78	3,819.20	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40
79	3,916.00	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40
80	4,013.60	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20
81	4,113.60	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80
82	4,216.80	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00
83	4,323.20	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60
84	4,430.40	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40
85	4,541.60	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00
86	4,654.40	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00
87	4,771.20	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00
88	4,891.20	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60
89	5,012.80	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40
90	5,138.40	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40
91	5,266.40	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20
92	5,399.20	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20
93	5,532.80	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20	7,440.80
94	5,672.00	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20	7,440.80	7,627.20
95	5,813.60	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20	7,440.80	7,627.20	7,819.20

EXHIBIT A													
CITY OF MOORPARK													
BI WEEKLY SALARY SCHEDULE													
EFFECTIVE WITH PAYCHECK DATED November 21, 2014													
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
96	5,958.40	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20	7,440.80	7,627.20	7,819.20	8,013.60
97	6,108.00	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20	7,440.80	7,627.20	7,819.20	8,013.60	8,215.20
98	6,260.00	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20	7,440.80	7,627.20	7,819.20	8,013.60	8,215.20	8,419.20
99	6,416.00	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20	7,440.80	7,627.20	7,819.20	8,013.60	8,215.20	8,419.20	8,631.20
100	6,577.60	6,742.40	6,910.40	7,083.20	7,259.20	7,440.80	7,627.20	7,819.20	8,013.60	8,215.20	8,419.20	8,631.20	8,846.40

EXHIBIT A
CITY OF MOORPARK
MONTHLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED November 21, 2014

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
6	--	--	--	--	--	1,584.26	1,618.93	1,660.53	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13
7	--	--	--	--	1,584.26	1,618.93	1,660.53	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20
8	--	--	--	1,584.26	1,618.93	1,660.53	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26
9	--	--	1,584.26	1,618.93	1,660.53	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00
10	--	1,584.26	1,618.93	1,660.53	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26
11	1,584.26	1,618.93	1,660.53	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26
12	1,618.93	1,660.53	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53
13	1,660.53	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46
14	1,705.60	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93
15	1,747.20	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66
16	1,788.80	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33
17	1,832.13	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26
18	1,884.13	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93
19	1,929.20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06
20	1,974.26	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93
21	2,028.00	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80
22	2,078.26	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13
23	2,130.26	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73
24	2,180.53	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53
25	2,239.46	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06
26	2,294.93	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60
27	2,348.66	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60
28	2,409.33	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60
29	2,468.26	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06
30	2,528.93	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80
31	2,593.06	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20
32	2,658.93	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13
33	2,724.80	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26

EXHIBIT A													
CITY OF MOORPARK													
MONTHLY SALARY SCHEDULE													
EFFECTIVE WITH PAYCHECK DATED November 21, 2014													
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
34	2,794.13	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40
35	2,861.73	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20
36	2,934.53	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53
37	3,009.06	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86
38	3,083.60	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40
39	3,161.60	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40
40	3,239.60	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86
41	3,321.06	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06
42	3,400.80	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73
43	3,489.20	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13
44	3,574.13	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26
45	3,664.26	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60
46	3,754.40	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93
47	3,853.20	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20
48	3,948.53	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46
49	4,043.86	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93
50	4,144.40	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13
51	4,248.40	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80
52	4,355.86	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93
53	4,465.06	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00
54	4,577.73	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06
55	4,692.13	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33
56	4,808.26	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80
57	4,929.60	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26
58	5,050.93	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66
59	5,179.20	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80
60	5,307.46	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13
61	5,440.93	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66
62	5,576.13	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40
63	5,714.80	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33
64	5,856.93	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73

EXHIBIT A
CITY OF MOORPARK
MONTHLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED November 21, 2014

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
65	6,006.00	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60
66	6,155.06	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93
67	6,309.33	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66
68	6,468.80	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13
69	6,628.26	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80
70	6,794.66	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40
71	6,962.80	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93
72	7,136.13	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20
73	7,314.66	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13
74	7,498.40	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53
75	7,687.33	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60
76	7,879.73	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60
77	8,075.60	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06
78	8,274.93	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20
79	8,484.66	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53
80	8,696.13	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26
81	8,912.80	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73
82	9,136.40	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33
83	9,366.93	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13
84	9,599.20	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86
85	9,840.13	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00
86	10,084.53	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33
87	10,337.60	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33
88	10,597.60	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46
89	10,861.06	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53
90	11,133.20	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53
91	11,410.53	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93
92	11,698.26	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26
93	11,987.73	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26	16,121.73
94	12,289.33	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26	16,121.73	16,525.60
95	12,596.13	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26	16,121.73	16,525.60	16,941.60

EXHIBIT A
CITY OF MOORPARK
MONTHLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED November 21, 2014

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
96	12,909.86	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26	16,121.73	16,525.60	16,941.60	17,362.80
97	13,234.00	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26	16,121.73	16,525.60	16,941.60	17,362.80	17,799.60
98	13,563.33	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26	16,121.73	16,525.60	16,941.60	17,362.80	17,799.60	18,241.60
99	13,901.33	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26	16,121.73	16,525.60	16,941.60	17,362.80	17,799.60	18,241.60	18,700.93
100	14,251.46	14,608.53	14,972.53	15,346.93	15,728.26	16,121.73	16,525.60	16,941.60	17,362.80	17,799.60	18,241.60	18,700.93	19,167.20