

RESOLUTION NO. 5145

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING THE JOB CLASSIFICATION OF ADMINISTRATIVE SPECIALIST,
ADOPTING A JOB DESCRIPTION, ESTABLISHING A SALARY RANGE AND
APPROVING AMENDMENT NO. 2 OF THE CLASSIFICATION AND
COMPENSATION PLAN FOR FISCAL YEAR 2015/16
FOR THE CITY OF SOLEDAD**

WHEREAS, in June 2015, Staff retained Koff & Associates, a professional human resources firm, to perform a classification study on the Human Resources Technician classification; and

WHEREAS, the classification study results concluded the incumbent is performing duties associated with an Administrative Specialist level; and

WHEREAS, Staff is recommending the elimination of the Human Resources Technician classification; and

WHEREAS, as a result of the classification study and upon recommendation of Koff & Associates, Staff is proposing a new job classification of Administrative Specialist, adopting a job description outlining the scope of duties, responsibilities and minimum qualifications for the classification and establishing a salary range; and

WHEREAS, Staff is recommending approval of Amendment No. 2 to the City's Classification and Compensation Plan for FY 2015/16 to establish Range 47, of the Unrepresented Confidential salary schedule, which is proposed to be set at \$4,174.08 - \$4,977.67 per month.

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Soledad hereby (1) Approves the job classification of Administrative Specialist, (2) Adopts the attached job description, marked herein as Exhibit "A", (3) Establishes a salary range, and (4) Approves Amendment No. 2 to the City's Classification and Compensation Plan for FY 2015/16, marked herein as Exhibit "B".

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Soledad duly held on the 6th day of January 2016, by the following vote:

AYES, and in favor thereof, Councilmembers: Christopher K. Bourke, Richard J. Perez, Patricia D. Stephens, Mayor Pro Tem Alejandro Chavez and Mayor Fred J. Ledesma

NOES, Councilmembers: None

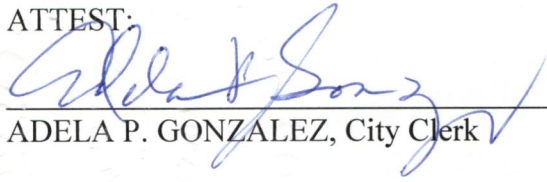
ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None



FRED J. LEDESMA, Mayor

ATTEST:



ADELA P. GONZALEZ, City Clerk

EXHIBIT "A"

CITY OF SOLEDAD

Approved: 1/6/2016
FLSA: NON-EXEMPT

ADMINISTRATIVE SPECIALIST

DEFINITION

Under general supervision, provides paraprofessional and technical administrative, human resources, program, financial, purchasing, and work-flow support to an assigned department; develops, summarizes, and maintains administrative, human resources, and fiscal records; coordinates and implements operations of programs, special projects, and studies, and performs related technical administrative support functions; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is a confidential paraprofessional class in the office administrative support class series. Incumbents perform a variety of specialized and technical administrative work for various City departments, including coordinating assigned functions, programs and projects, providing general information to other City staff and the public, and other administrative, human resources, reporting, financial, database, and support work. Responsibilities require a high level of tact, discretion, and independent judgment as well as knowledge of City and departmental activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public, as well as performing various research and financial functions. Incumbents in this classification have access to confidential information regarding the administration of employer-employee relations. This class is distinguished from Management Analyst in that the latter is a professional level requiring completion of a Bachelor's degree.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing all assignments:

- Organizes and implements administrative assignments and special projects related to assigned area of responsibility; maintains accurate and detailed department-specific records, schedules, reports, files, permits, databases, and other operational and/or confidential information; verifies accuracy of information; researches discrepancies and records information.
- Researches, compiles, organizes, and analyzes information and data for special projects and various reports, publications, and newsletters; prepares, reviews, and processes specialized analytical and technical reports, legal documents, contracts, policies, and procedures relating to a core function of departmental operations; designs and implements forms; prepares written materials to explain City programs and procedures.
- Assists in compiling program and departmental budgets, including developing a variety of projections, and preparing the initial draft of program and departmental budgets; revises and edits budget documents and reports for accuracy and content.
- Coordinates and schedules meetings, appointments, and speaking engagements for departmental personnel and appointed boards and commissions; arranges for meeting rooms, may attend meetings and take minutes.
- Coordinates travel arrangements and accommodations for department personnel; submits all related paperwork.
- Serves as a liaison, through a variety of media, between key department personnel and other City departments, governmental agencies, business and private organizations, and the general public.
- Addresses concerns, inquiries, or complaints from City staff and the general public in a professional manner; researches information; identifies and reports findings and takes appropriate action to ensure an expedient and satisfactory resolution.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries.
- Develops, verifies, and reviews forms, contracts, and reports for completeness and conformance with established regulations and procedures; interprets, explains, and applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Processes and provides information regarding programs, policies, procedures, rules, regulations, contracts and insurance documents.
- Coordinates the completion of one or more departmental processes with little to no supervision; including processing Personnel Action Forms (PAF's), payroll, incident reports, workers' compensation paperwork, contracts, applications, licenses, insurance documents, and permits.
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
- Prepares, copies, and distributes a variety of documents including maintenance work orders, agendas, bid packages, contracts, and specifications; ensures proper filing of copies in departmental or central files and databases.
- Serves as back-up for various different City functions, such utility billing, front counter service, taking in payments, processing accounts payable and receivable, and invoice payments.
- Composes, types, transcribes, researches, formats, and proofreads a wide variety of correspondence, minutes, forms, reports, letters, memoranda, presentations, and graphic

materials, including confidential documents, for management staff; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts.

- Performs other duties as assigned.

When performing the Human Resources assignment:

- Participates in labor negotiations, takes notes during meet-and-confer sessions and maintains meeting files, researches information and compiles data, performs basic costing, assists in preparing draft proposals and draft/final memoranda of understanding documents for City Council approval.
- Assists in researching, developing, distributing, and initiating policies and procedures; maintains the City's personnel rules and regulations manual; advises employees on the same, including various leave policies and required documentation.
- Assists and/or personally performs classification and compensation studies, maintains the City's classification and compensation plans, including all amendments; maintains and updates class descriptions, as necessary, and works with bargaining units regarding changes.
- Participates in the recruitment and selection program by processing job announcements and advertisements, providing and receiving employment applications, designing and implementing interview schedules; coordinating interview panels, providing information and assistance to applicants, managers, and supervisors, assisting with testing, and scheduling and maintaining records of drug screens, medical examinations, and background checks; maintains recruitment files.
- Participates in the employee benefits program by providing basic benefit data to employees; contacts third-party benefits providers as needed; coordinates employee orientations and prepares new-hire orientation packets; prepares benefits packets.
- Assists with the coordination of the annual open enrollment process for employee benefit programs; computes City and employee share of premiums; reviews completed benefits for accuracy; summarizes open enrollment data; provides completed enrollment materials to vendor.
- Maintains all personnel files for active and inactive employees; responds to inquiries from regulatory agencies regarding employee records, employment verification requests, and wage garnishments.

When performing the Executive Assistant back-up assignment:

- Serves as Deputy City Clerk and performs all operational duties related to the function, including the maintenance of administrative files, resolutions, ordinances, contracts, agreements, deeds, easements, annexations, and other official documents.
- Plans, manages, and implements the records management program; sets and ensures legal compliance with retention schedules for City records; develops and updates records retention policies and procedures.
- Organizes and maintains various administrative, confidential, reference, and follow-up files and records for the City Council.
- Assists in the planning and conducting of elections as required by State law; handles all aspects of elections, including preparing and distributing official notifications, providing

information to candidates and campaign committees and ensuring compliance with all laws, rules, and regulations.

- Administers policies and procedures for elections and monitors filings of campaign statements for candidates, Council members, and all active committees as required by State law.

QUALIFICATIONS

Knowledge of:

- Organization and function of government agencies, including the role of an elected City Council and other committees.
- Principles, practices, and procedures of public administration in a special district setting.
- Research and reporting methods, techniques, and procedures.
- Applicable Federal, State, and local codes, regulations, and departmental policies, technical processes and procedures, and legislative processes related to the department to which assigned.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business arithmetic and statistical techniques.
- Record keeping principles and procedures.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform varied, confidential, and responsible paraprofessional administrative and technical support work with accuracy, speed, and minimal supervision requiring the use of independent judgment, tact, and discretion.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial, and statistical computations.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to an Associate of Arts degree in finance, human resources management, business administration, office management, or a related field and three (3) years of increasingly responsible technical experience in administrative support, customer service, account maintenance, or financial record keeping in a public agency. Additional experience can be substituted for the required education on a year-for-year basis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California class C driver's license with satisfactory driving record acceptable for insurability may be required for some assignments.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Section One of Classification and Compensation Plan
 SUMMARY OF JOB CLASSIFICATIONS AND SALARY SCHEDULE
 FY 2015/16

| Classification | FLSA Exempt Status | See Footnote | Salary Range | Salary Schedule | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | # Auth. Positions |
|--|--------------------|--------------|--------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| ELECTED OFFICIAL | | | | | | | | | | | |
| Mayor and City Council | N/A | | N/A | N/A | | | | | | | 5.00 |
| EXECUTIVE MANAGEMENT GROUP (EM) | | | | | | | | | | | |
| City Manager | Exempt | | N/A | N/A | | | | | | | 1.00 |
| Community/Economic Development Director | Exempt | | 81 | EM | \$9,567.06 | \$9,997.58 | \$10,447.47 | \$10,917.61 | \$11,408.90 | \$11,408.90 | 1.00 |
| Police Chief | Exempt | | 86 | EM | \$10,811.38 | \$11,297.89 | \$11,806.30 | \$12,337.58 | \$12,892.77 | \$12,892.77 | 1.00 |
| Public Works Director | Exempt | | 81 | EM | \$9,567.06 | \$9,997.58 | \$10,447.47 | \$10,917.61 | \$11,408.90 | \$11,408.90 | 1.00 |
| PROFESSIONAL/MID-MGMT (MM) | | | | | | | | | | | |
| Building Official | Exempt | | 69-A | MM | \$7,036.14 | \$7,352.76 | \$7,683.64 | \$8,029.40 | \$8,390.72 | \$8,390.72 | 0.80 |
| Econ. Develop./Housing Coord. | Exempt | | 52-A | MM | \$4,648.95 | \$4,850.46 | \$5,076.76 | \$5,305.22 | \$5,543.95 | \$5,543.95 | 1.00 |
| Laboratory Director | Exempt | | 62-A | MM | \$5,933.36 | \$6,200.36 | \$6,479.38 | \$6,770.95 | \$7,075.65 | \$7,075.65 | 1.00 |
| Police Records Supervisor | Exempt | | 47-A | MM | \$4,113.88 | \$4,299.01 | \$4,492.46 | \$4,694.62 | \$4,905.88 | \$4,905.88 | 1.00 |
| Principal Laboratory Analyst | Exempt | | 56-A | MM | \$5,125.46 | \$5,356.11 | \$5,597.13 | \$5,849.00 | \$6,112.21 | \$6,112.21 | 1.00 |
| Public Works Supervisor | Exempt | | 52-A | MM | \$4,648.95 | \$4,850.46 | \$5,076.76 | \$5,305.22 | \$5,543.95 | \$5,543.95 | 1.00 |
| Water Reclamation Chief Plant Operator | Exempt | | 62-A | MM | \$5,933.36 | \$6,200.36 | \$6,479.38 | \$6,770.95 | \$7,075.65 | \$7,075.65 | 1.00 |
| Water Reclamation Shift Supervisor | Exempt | | 56-A | MM | \$5,125.46 | \$5,356.11 | \$5,597.13 | \$5,849.00 | \$6,112.21 | \$6,112.21 | 2.00 |
| Water Resources Manager | Exempt | | 71-A | MM | \$7,387.94 | \$7,720.40 | \$8,067.82 | \$8,430.87 | \$8,810.26 | \$8,810.26 | 1.00 |
| Water Systems Supervisor | Exempt | | 59-A | MM | \$5,513.00 | \$5,761.08 | \$6,020.33 | \$6,291.25 | \$6,574.35 | \$6,574.35 | 1.00 |
| UNREPRESENTED CONFIDENTIAL GROUP (CF) | | | | | | | | | | | |
| Police Commander | Exempt | | 73-A | CF | \$8,067.62 | \$8,430.66 | \$8,810.04 | \$9,206.49 | \$9,620.78 | \$9,620.78 | 1.00 |
| Assistant to the City Manager | Exempt | | 68-A | CF | \$7,143.34 | \$7,464.79 | \$7,800.71 | \$8,151.74 | \$8,518.57 | \$8,518.57 | 1.00 |
| <i>Administrative Specialist</i> | | (9) | 47-A | CF | \$ 4,174.08 | \$ 4,361.91 | \$ 4,558.20 | \$ 4,763.32 | \$ 4,977.67 | \$ 4,977.67 | 1.00 |
| Executive Assistant to the City Manager | | | 41-A | CF | \$3,695.87 | \$3,862.18 | \$4,035.98 | \$4,217.60 | \$4,407.39 | \$4,407.39 | 1.00 |
| Human Resources Technician | | | 40-A | CF | \$3,607.87 | \$3,770.23 | \$3,939.89 | \$4,117.18 | \$4,302.45 | \$4,302.45 | 0.00 |

**EXECUTIVE MANAGEMENT (EM)
CLASSIFICATION AND COMPENSATION PLAN
FY 2015/16**

| Classification | Range | Frequency | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|--------------|------------------|---------------|---------------|---------------|---------------|---------------|
| Community/Economic Development Director | 81 | Yearly | \$114,804.76 | \$119,970.97 | \$125,369.67 | \$131,011.30 | \$136,906.81 |
| | | Monthly | \$9,567.06 | \$9,997.58 | \$10,447.47 | \$10,917.61 | \$11,408.90 |
| Public Works Director | | Bi-weekly | \$4,415.57 | \$4,614.27 | \$4,821.91 | \$5,038.90 | \$5,265.65 |
| | | Hourly | \$55.19 | \$57.68 | \$60.27 | \$62.99 | \$65.82 |
| Police Chief | 86 | Yearly | \$129,736.55 | \$135,574.70 | \$141,675.56 | \$148,050.96 | \$154,713.25 |
| | | Monthly | \$10,811.38 | \$11,297.89 | \$11,806.30 | \$12,337.58 | \$12,892.77 |
| | | Bi-weekly | \$4,989.87 | \$5,214.41 | \$5,449.06 | \$5,694.27 | \$5,950.51 |
| | | Hourly | \$62.37 | \$65.18 | \$68.11 | \$71.18 | \$74.38 |

**UNREPRESENTED CONFIDENTIAL GROUP (CF)
CLASSIFICATION AND COMPENSATION PLAN
FY 2015/16**

| Classification | Range | Frequency | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|-------|-----------|-------------|-------------|-------------|--------------|--------------|
| Executive Assistant to the City Manager | 41 | Yearly | \$43,268.71 | \$45,215.80 | \$47,250.51 | \$49,376.78 | \$51,598.74 |
| | | Monthly | \$3,605.73 | \$3,767.98 | \$3,937.54 | \$4,114.73 | \$4,299.89 |
| | | Bi-weekly | \$1,664.18 | \$1,739.07 | \$1,817.33 | \$1,899.11 | \$1,984.57 |
| | | Hourly | \$20.80 | \$21.74 | \$22.72 | \$23.74 | \$24.81 |
| Effective 10/10/15 | 41-A | Yearly | \$44,350.42 | \$46,346.19 | \$48,431.77 | \$50,611.20 | \$52,888.71 |
| | | Monthly | \$3,695.87 | \$3,862.18 | \$4,035.98 | \$4,217.60 | \$4,407.39 |
| | | Bi-weekly | \$1,705.79 | \$1,782.55 | \$1,862.76 | \$1,946.58 | \$2,034.18 |
| | | Hourly | \$21.32 | \$22.28 | \$23.28 | \$24.33 | \$25.43 |
| Effective 7/2/16 | 41-B | Yearly | \$45,459.18 | \$47,504.85 | \$49,642.57 | \$51,876.48 | \$54,210.92 |
| | | Monthly | \$3,788.27 | \$3,958.74 | \$4,136.88 | \$4,323.04 | \$4,517.58 |
| | | Bi-weekly | \$1,748.43 | \$1,827.11 | \$1,909.33 | \$1,995.25 | \$2,085.04 |
| | | Hourly | \$21.86 | \$22.84 | \$23.87 | \$24.94 | \$26.06 |
| <i>Administrative Specialist</i> | 47-A | Yearly | \$50,088.94 | \$52,342.94 | \$54,698.37 | \$57,159.80 | \$59,731.99 |
| | | Monthly | \$4,174.08 | \$4,361.91 | \$4,558.20 | \$4,763.32 | \$4,977.67 |
| | | Bi-weekly | \$1,926.50 | \$2,013.19 | \$2,103.78 | \$2,198.45 | \$2,297.38 |
| | | Hourly | \$24.08 | \$25.16 | \$26.30 | \$27.48 | \$28.72 |
| | 47-B | Yearly | \$51,341.16 | \$53,651.51 | \$56,065.83 | \$58,588.79 | \$61,225.29 |
| | | Monthly | \$4,278.43 | \$4,470.96 | \$4,672.15 | \$4,882.40 | \$5,102.11 |
| | | Bi-weekly | \$1,974.66 | \$2,063.52 | \$2,156.38 | \$2,253.42 | \$2,354.82 |
| | | Hourly | \$24.68 | \$25.79 | \$26.95 | \$28.17 | \$29.44 |
| Assistant to the City Manager | 68 | Yearly | \$83,629.34 | \$87,392.66 | \$91,325.33 | \$95,434.97 | \$99,729.54 |
| | | Monthly | \$6,969.11 | \$7,282.72 | \$7,610.44 | \$7,952.91 | \$8,310.80 |
| | | Bi-weekly | \$3,216.51 | \$3,361.26 | \$3,512.51 | \$3,670.58 | \$3,835.75 |
| | | Hourly | \$40.21 | \$42.02 | \$43.91 | \$45.88 | \$47.95 |
| Effective 10/10/15 | 68-A | Yearly | \$85,720.07 | \$89,577.48 | \$93,608.46 | \$97,820.84 | \$102,222.78 |
| | | Monthly | \$7,143.34 | \$7,464.79 | \$7,800.71 | \$8,151.74 | \$8,518.57 |
| | | Bi-weekly | \$3,296.93 | \$3,445.29 | \$3,600.33 | \$3,762.34 | \$3,931.65 |
| | | Hourly | \$41.21 | \$43.07 | \$45.00 | \$47.03 | \$49.15 |
| Effective 7/2/16 | 68-B | Yearly | \$87,863.07 | \$91,816.91 | \$95,948.67 | \$100,266.36 | \$104,778.35 |
| | | Monthly | \$7,321.92 | \$7,651.41 | \$7,995.72 | \$8,355.53 | \$8,731.53 |
| | | Bi-weekly | \$3,379.35 | \$3,531.42 | \$3,690.33 | \$3,856.40 | \$4,029.94 |
| | | Hourly | \$42.24 | \$44.14 | \$46.13 | \$48.20 | \$50.37 |

| | | | | | | | |
|---------------------------|------|-----------|-------------|--------------|--------------|--------------|--------------|
| Police Commander | 73 | Yearly | \$94,450.16 | \$98,700.42 | \$103,141.93 | \$107,783.32 | \$112,633.57 |
| | | Monthly | \$7,870.85 | \$8,225.03 | \$8,595.16 | \$8,981.94 | \$9,386.13 |
| | | Bi-weekly | \$3,632.70 | \$3,796.17 | \$3,967.00 | \$4,145.51 | \$4,332.06 |
| | | Hourly | \$45.41 | \$47.45 | \$49.59 | \$51.82 | \$54.15 |
| Effective 10/10/15 | 73-A | Yearly | \$96,811.41 | \$101,167.93 | \$105,720.48 | \$110,477.90 | \$115,449.41 |
| | | Monthly | \$8,067.62 | \$8,430.66 | \$8,810.04 | \$9,206.49 | \$9,620.78 |
| | | Bi-weekly | \$3,723.52 | \$3,891.07 | \$4,066.17 | \$4,249.15 | \$4,440.36 |
| | | Hourly | \$46.54 | \$48.64 | \$50.83 | \$53.11 | \$55.50 |
| Effective 7/2/16 | 73-B | Yearly | \$99,231.70 | \$103,697.12 | \$108,363.50 | \$113,239.85 | \$118,335.65 |
| | | Monthly | \$8,269.31 | \$8,641.43 | \$9,030.29 | \$9,436.65 | \$9,861.30 |
| | | Bi-weekly | \$3,816.60 | \$3,988.35 | \$4,167.83 | \$4,355.38 | \$4,551.37 |
| | | Hourly | \$47.71 | \$49.85 | \$52.10 | \$54.44 | \$56.89 |

Unrepresented Confidential Group (CF)

Amended: 1/6/16

**PROFESSIONAL/MID-MANAGEMENT (MM)
CLASSIFICATION AND COMPENSATION PLAN
FY 2015/16**

| Classification | Range | Frequency | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|--------------|------------------|---------------|---------------|---------------|---------------|---------------|
| Police Records Supervisor | 47 | Yearly | \$48,162.54 | \$50,329.85 | \$52,594.69 | \$54,961.46 | \$57,434.72 |
| | | Monthly | \$4,013.54 | \$4,194.15 | \$4,382.89 | \$4,580.12 | \$4,786.23 |
| | | Bi-weekly | \$1,852.41 | \$1,935.76 | \$2,022.87 | \$2,113.90 | \$2,209.03 |
| | | Hourly | \$23.16 | \$24.20 | \$25.29 | \$26.42 | \$27.61 |
| Effective 8/29/15 | 47-A | Yearly | \$49,366.60 | \$51,588.10 | \$53,909.56 | \$56,335.50 | \$58,870.59 |
| | | Monthly | \$4,113.88 | \$4,299.01 | \$4,492.46 | \$4,694.62 | \$4,905.88 |
| | | Bi-weekly | \$1,898.72 | \$1,984.16 | \$2,073.44 | \$2,166.75 | \$2,264.25 |
| | | Hourly | \$23.73 | \$24.80 | \$25.92 | \$27.08 | \$28.30 |
| Effective 7/2/16 | 47-B | Yearly | \$50,600.77 | \$52,877.80 | \$55,257.30 | \$57,743.88 | \$60,342.35 |
| | | Monthly | \$4,216.73 | \$4,406.48 | \$4,604.77 | \$4,811.99 | \$5,028.53 |
| | | Bi-weekly | \$1,946.18 | \$2,033.76 | \$2,125.28 | \$2,220.92 | \$2,320.86 |
| | | Hourly | \$24.33 | \$25.42 | \$26.57 | \$27.76 | \$29.01 |
| Public Works Supervisor Economic Development/Housing Program Coordinator | 52 | Yearly | \$54,426.68 | \$56,785.88 | \$59,435.29 | \$62,109.88 | \$64,904.82 |
| | | Monthly | \$4,535.56 | \$4,739.66 | \$4,952.94 | \$5,175.82 | \$5,408.74 |
| | | Bi-weekly | \$2,093.33 | \$2,187.53 | \$2,285.97 | \$2,388.84 | \$2,496.34 |
| | | Hourly | \$26.17 | \$27.34 | \$28.57 | \$29.86 | \$31.20 |
| Effective 8/29/15 | 52-A | Yearly | \$55,787.35 | \$58,205.53 | \$60,921.17 | \$63,662.63 | \$66,527.44 |
| | | Monthly | \$4,648.95 | \$4,850.46 | \$5,076.76 | \$5,305.22 | \$5,543.95 |
| | | Bi-weekly | \$2,145.67 | \$2,238.67 | \$2,343.12 | \$2,448.56 | \$2,558.75 |
| | | Hourly | \$26.82 | \$27.98 | \$29.29 | \$30.61 | \$31.98 |
| Effective 7/2/16 | 52-B | Yearly | \$57,182.03 | \$59,660.67 | \$62,444.20 | \$65,254.19 | \$68,190.63 |
| | | Monthly | \$4,765.17 | \$4,971.72 | \$5,203.68 | \$5,437.85 | \$5,682.55 |
| | | Bi-weekly | \$2,199.31 | \$2,294.64 | \$2,401.70 | \$2,509.78 | \$2,622.72 |
| | | Hourly | \$27.49 | \$28.68 | \$30.02 | \$31.37 | \$32.78 |
| Principal Laboratory Analyst Water Reclamation Shift Supv | 56 | Yearly | \$60,005.41 | \$62,705.65 | \$65,527.41 | \$68,476.14 | \$71,557.57 |
| | | Monthly | \$5,000.45 | \$5,225.47 | \$5,460.62 | \$5,706.35 | \$5,963.13 |
| | | Bi-weekly | \$2,307.90 | \$2,411.76 | \$2,520.28 | \$2,633.70 | \$2,752.21 |
| | | Hourly | \$28.85 | \$30.15 | \$31.50 | \$32.92 | \$34.40 |
| Effective 8/29/15 | 56-A | Yearly | \$61,505.55 | \$64,273.29 | \$67,165.60 | \$70,188.04 | \$73,346.51 |
| | | Monthly | \$5,125.46 | \$5,356.11 | \$5,597.13 | \$5,849.00 | \$6,112.21 |
| | | Bi-weekly | \$2,365.60 | \$2,472.05 | \$2,583.29 | \$2,699.54 | \$2,821.02 |
| | | Hourly | \$29.57 | \$30.90 | \$32.29 | \$33.74 | \$35.26 |

| | | | | | | | |
|---|------|-----------|-------------|-------------|-------------|-------------|--------------|
| Effective 7/2/16 | 56-B | Yearly | \$63,043.18 | \$65,880.12 | \$68,844.74 | \$71,942.74 | \$75,180.17 |
| | | Monthly | \$5,253.60 | \$5,490.01 | \$5,737.06 | \$5,995.23 | \$6,265.01 |
| | | Bi-weekly | \$2,424.74 | \$2,533.85 | \$2,647.87 | \$2,767.03 | \$2,891.55 |
| | | Hourly | \$30.31 | \$31.67 | \$33.10 | \$34.59 | \$36.14 |
| Water Systems Supervisor | 59 | Yearly | \$64,542.41 | \$67,446.81 | \$70,481.92 | \$73,653.61 | \$76,968.02 |
| | | Monthly | \$5,378.53 | \$5,620.57 | \$5,873.49 | \$6,137.80 | \$6,414.00 |
| | | Bi-weekly | \$2,482.40 | \$2,594.11 | \$2,710.84 | \$2,832.83 | \$2,960.31 |
| | | Hourly | \$31.03 | \$32.43 | \$33.89 | \$35.41 | \$37.00 |
| Effective 8/29/15 | 59-A | Yearly | \$66,155.97 | \$69,132.98 | \$72,243.97 | \$75,494.95 | \$78,892.22 |
| | | Monthly | \$5,513.00 | \$5,761.08 | \$6,020.33 | \$6,291.25 | \$6,574.35 |
| | | Bi-weekly | \$2,544.46 | \$2,658.96 | \$2,778.61 | \$2,903.65 | \$3,034.32 |
| | | Hourly | \$31.81 | \$33.24 | \$34.73 | \$36.30 | \$37.93 |
| Effective 7/2/16 | 59-B | Yearly | \$67,809.87 | \$70,861.30 | \$74,050.07 | \$77,382.32 | \$80,864.53 |
| | | Monthly | \$5,650.82 | \$5,905.11 | \$6,170.84 | \$6,448.53 | \$6,738.71 |
| | | Bi-weekly | \$2,608.07 | \$2,725.43 | \$2,848.08 | \$2,976.24 | \$3,110.17 |
| | | Hourly | \$32.60 | \$34.07 | \$35.60 | \$37.20 | \$38.88 |
| Laboratory Director Water Reclamation Chief Plant Op | 62 | Yearly | \$69,463.76 | \$72,589.63 | \$75,856.17 | \$79,269.69 | \$82,836.83 |
| | | Monthly | \$5,788.65 | \$6,049.14 | \$6,321.35 | \$6,605.81 | \$6,903.07 |
| | | Bi-weekly | \$2,671.68 | \$2,791.91 | \$2,917.54 | \$3,048.83 | \$3,186.03 |
| | | Hourly | \$33.40 | \$34.90 | \$36.47 | \$38.11 | \$39.83 |
| Effective 8/29/15 | 62-A | Yearly | \$71,200.35 | \$74,404.37 | \$77,752.57 | \$81,251.43 | \$84,907.75 |
| | | Monthly | \$5,933.36 | \$6,200.36 | \$6,479.38 | \$6,770.95 | \$7,075.65 |
| | | Bi-weekly | \$2,738.48 | \$2,861.71 | \$2,990.48 | \$3,125.06 | \$3,265.68 |
| | | Hourly | \$34.23 | \$35.77 | \$37.38 | \$39.06 | \$40.82 |
| Effective 7/2/16 | 62-B | Yearly | \$72,980.36 | \$76,264.48 | \$79,696.39 | \$83,282.72 | \$87,030.44 |
| | | Monthly | \$6,081.70 | \$6,355.37 | \$6,641.37 | \$6,940.23 | \$7,252.54 |
| | | Bi-weekly | \$2,806.94 | \$2,933.25 | \$3,065.25 | \$3,203.18 | \$3,347.32 |
| | | Hourly | \$35.09 | \$36.67 | \$38.32 | \$40.04 | \$41.84 |
| Building Official | 69 | Yearly | \$82,374.28 | \$86,081.12 | \$89,954.78 | \$94,002.74 | \$98,232.86 |
| | | Monthly | \$6,864.52 | \$7,173.43 | \$7,496.23 | \$7,833.56 | \$8,186.07 |
| | | Bi-weekly | \$3,168.24 | \$3,310.81 | \$3,459.80 | \$3,615.49 | \$3,778.19 |
| | | Hourly | \$39.60 | \$41.39 | \$43.25 | \$45.19 | \$47.23 |
| Effective 8/29/15 | 69-A | Yearly | \$84,433.64 | \$88,233.15 | \$92,203.65 | \$96,352.81 | \$100,688.68 |
| | | Monthly | \$7,036.14 | \$7,352.76 | \$7,683.64 | \$8,029.40 | \$8,390.72 |
| | | Bi-weekly | \$3,247.45 | \$3,393.58 | \$3,546.29 | \$3,705.88 | \$3,872.64 |
| | | Hourly | \$40.59 | \$42.42 | \$44.33 | \$46.32 | \$48.41 |

| | | | | | | | |
|--------------------------|-------------|-----------|--------------------|--------------------|--------------------|---------------------|---------------------|
| Effective 7/2/16 | 69-B | Yearly | \$86,544.48 | \$90,438.98 | \$94,508.74 | \$98,761.63 | \$103,205.90 |
| | | Monthly | \$7,212.04 | \$7,536.58 | \$7,875.73 | \$8,230.14 | \$8,600.49 |
| | | Bi-weekly | \$3,328.63 | \$3,478.42 | \$3,634.95 | \$3,798.52 | \$3,969.46 |
| | | Hourly | \$41.61 | \$43.48 | \$45.44 | \$47.48 | \$49.62 |
| Water Resources Manager | 71 | Yearly | \$86,493.00 | \$90,385.18 | \$94,452.51 | \$98,702.88 | \$103,144.51 |
| | | Monthly | \$7,207.75 | \$7,532.10 | \$7,871.04 | \$8,225.24 | \$8,595.38 |
| | | Bi-weekly | \$3,326.65 | \$3,476.35 | \$3,632.79 | \$3,796.26 | \$3,967.10 |
| | | Hourly | \$41.58 | \$43.45 | \$45.41 | \$47.45 | \$49.59 |
| Effective 8/29/15 | 71-A | Yearly | \$88,655.33 | \$92,644.81 | \$96,813.82 | \$101,170.45 | \$105,723.12 |
| | | Monthly | \$7,387.94 | \$7,720.40 | \$8,067.82 | \$8,430.87 | \$8,810.26 |
| | | Bi-weekly | \$3,409.82 | \$3,563.26 | \$3,723.61 | \$3,891.17 | \$4,066.27 |
| | | Hourly | \$42.62 | \$44.54 | \$46.55 | \$48.64 | \$50.83 |
| Effective 7/2/16 | 71-B | Yearly | \$90,871.71 | \$94,960.93 | \$99,234.17 | \$103,699.71 | \$108,366.20 |
| | | Monthly | \$7,572.64 | \$7,913.41 | \$8,269.51 | \$8,641.64 | \$9,030.52 |
| | | Bi-weekly | \$3,495.07 | \$3,652.34 | \$3,816.70 | \$3,988.45 | \$4,167.93 |
| | | Hourly | \$43.69 | \$45.65 | \$47.71 | \$49.86 | \$52.10 |

Mid-Management (MM)

CLASSIFIED (CL)
CLASSIFICATION AND COMPENSATION PLAN
FY 2015/16

| Classification | Range | Frequency | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|-------|-----------|-------------|-------------|-------------|-------------|-------------|
| Property and Evidence Tech | 34 | Yearly | \$36,990.04 | \$38,654.59 | \$40,394.05 | \$42,211.78 | \$44,111.31 |
| | | Monthly | \$3,082.50 | \$3,221.22 | \$3,366.17 | \$3,517.65 | \$3,675.94 |
| | | Bi-weekly | \$1,422.69 | \$1,486.71 | \$1,553.62 | \$1,623.53 | \$1,696.59 |
| | | Hourly | \$17.78 | \$18.58 | \$19.42 | \$20.29 | \$21.21 |
| Effective 8/29/15 | 34-A | Yearly | \$37,914.79 | \$39,620.95 | \$41,403.90 | \$43,267.07 | \$45,214.09 |
| | | Monthly | \$3,159.57 | \$3,301.75 | \$3,450.32 | \$3,605.59 | \$3,767.84 |
| | | Bi-weekly | \$1,458.26 | \$1,523.88 | \$1,592.46 | \$1,664.12 | \$1,739.00 |
| | | Hourly | \$18.23 | \$19.05 | \$19.91 | \$20.80 | \$21.74 |
| Effective 7/2/16 | 34-B | Yearly | \$38,862.66 | \$40,611.48 | \$42,438.99 | \$44,348.75 | \$46,344.44 |
| | | Monthly | \$3,238.55 | \$3,384.29 | \$3,536.58 | \$3,695.73 | \$3,862.04 |
| | | Bi-weekly | \$1,494.72 | \$1,561.98 | \$1,632.27 | \$1,705.72 | \$1,782.48 |
| | | Hourly | \$18.68 | \$19.52 | \$20.40 | \$21.32 | \$22.28 |
| Animal Control Officer Maintenance Worker Water Reclamation Operator In Training | 38 | Yearly | \$40,781.52 | \$42,616.68 | \$44,534.44 | \$46,538.49 | \$48,632.72 |
| | | Monthly | \$3,398.46 | \$3,551.39 | \$3,711.20 | \$3,878.21 | \$4,052.73 |
| | | Bi-weekly | \$1,568.52 | \$1,639.10 | \$1,712.86 | \$1,789.94 | \$1,870.49 |
| | | Hourly | \$19.61 | \$20.49 | \$21.41 | \$22.37 | \$23.38 |
| Effective 8/29/15 | 38-A | Yearly | \$41,801.05 | \$43,682.10 | \$45,647.80 | \$47,701.95 | \$49,848.53 |
| | | Monthly | \$3,483.42 | \$3,640.18 | \$3,803.98 | \$3,975.16 | \$4,154.04 |
| | | Bi-weekly | \$1,607.73 | \$1,680.08 | \$1,755.68 | \$1,834.69 | \$1,917.25 |
| | | Hourly | \$20.10 | \$21.00 | \$21.95 | \$22.93 | \$23.97 |
| Effective 7/2/16 | 38-B | Yearly | \$42,846.08 | \$44,774.15 | \$46,788.99 | \$48,894.50 | \$51,094.75 |
| | | Monthly | \$3,570.51 | \$3,731.18 | \$3,899.08 | \$4,074.54 | \$4,257.90 |
| | | Bi-weekly | \$1,647.93 | \$1,722.08 | \$1,799.58 | \$1,880.56 | \$1,965.18 |
| | | Hourly | \$20.60 | \$21.53 | \$22.49 | \$23.51 | \$24.56 |
| Administrative Secretary Customer Service Utility Billing Technician | 39 | Yearly | \$41,776.19 | \$43,656.12 | \$45,620.64 | \$47,673.57 | \$49,818.88 |
| | | Monthly | \$3,481.35 | \$3,638.01 | \$3,801.72 | \$3,972.80 | \$4,151.57 |
| | | Bi-weekly | \$1,606.78 | \$1,679.08 | \$1,754.64 | \$1,833.60 | \$1,916.11 |
| | | Hourly | \$20.08 | \$20.99 | \$21.93 | \$22.92 | \$23.95 |
| Effective 8/29/15 | 39-A | Yearly | \$42,820.59 | \$44,747.52 | \$46,761.16 | \$48,865.41 | \$51,064.35 |
| | | Monthly | \$3,568.38 | \$3,728.96 | \$3,896.76 | \$4,072.12 | \$4,255.36 |
| | | Bi-weekly | \$1,646.95 | \$1,721.06 | \$1,798.51 | \$1,879.44 | \$1,964.01 |
| | | Hourly | \$20.59 | \$21.51 | \$22.48 | \$23.49 | \$24.55 |

| | | | | | | | |
|--|------|-----------|-------------|-------------|-------------|-------------|-------------|
| Effective 7/2/16 | 39-B | Yearly | \$43,891.11 | \$45,866.21 | \$47,930.19 | \$50,087.04 | \$52,340.96 |
| | | Monthly | \$3,657.59 | \$3,822.18 | \$3,994.18 | \$4,173.92 | \$4,361.75 |
| | | Bi-weekly | \$1,688.12 | \$1,764.08 | \$1,843.47 | \$1,926.42 | \$2,013.11 |
| | | Hourly | \$21.10 | \$22.05 | \$23.04 | \$24.08 | \$25.16 |
| Code Enforcement and Community Services Officer | 40 | Yearly | \$42,820.59 | \$44,747.52 | \$46,761.16 | \$48,865.41 | \$51,064.35 |
| | | Monthly | \$3,568.38 | \$3,728.96 | \$3,896.76 | \$4,072.12 | \$4,255.36 |
| | | Bi-weekly | \$1,646.95 | \$1,721.06 | \$1,798.51 | \$1,879.44 | \$1,964.01 |
| | | Hourly | \$20.59 | \$21.51 | \$22.48 | \$23.49 | \$24.55 |
| Effective 8/29/15 | 40-A | Yearly | \$43,891.11 | \$45,866.21 | \$47,930.19 | \$50,087.04 | \$52,340.96 |
| | | Monthly | \$3,657.59 | \$3,822.18 | \$3,994.18 | \$4,173.92 | \$4,361.75 |
| | | Bi-weekly | \$1,688.12 | \$1,764.08 | \$1,843.47 | \$1,926.42 | \$2,013.11 |
| | | Hourly | \$21.10 | \$22.05 | \$23.04 | \$24.08 | \$25.16 |
| Effective 7/2/16 | 40-B | Yearly | \$44,988.38 | \$47,012.86 | \$49,128.44 | \$51,339.22 | \$53,649.49 |
| | | Monthly | \$3,749.03 | \$3,917.74 | \$4,094.04 | \$4,278.27 | \$4,470.79 |
| | | Bi-weekly | \$1,730.32 | \$1,808.19 | \$1,889.56 | \$1,974.59 | \$2,063.44 |
| | | Hourly | \$21.63 | \$22.60 | \$23.62 | \$24.68 | \$25.79 |
| Utility Maint. Mechanic Electrician Mechanic/Maintenance Worker | 43 | Yearly | \$46,058.25 | \$48,130.87 | \$50,296.76 | \$52,560.11 | \$54,925.32 |
| | | Monthly | \$3,838.19 | \$4,010.91 | \$4,191.40 | \$4,380.01 | \$4,577.11 |
| | | Bi-weekly | \$1,771.47 | \$1,851.19 | \$1,934.49 | \$2,021.54 | \$2,112.51 |
| | | Hourly | \$22.14 | \$23.14 | \$24.18 | \$25.27 | \$26.41 |
| Effective 8/29/15 | 43-A | Yearly | \$47,209.70 | \$49,334.14 | \$51,554.18 | \$53,874.11 | \$56,298.45 |
| | | Monthly | \$3,934.14 | \$4,111.18 | \$4,296.18 | \$4,489.51 | \$4,691.54 |
| | | Bi-weekly | \$1,815.76 | \$1,897.47 | \$1,982.85 | \$2,072.08 | \$2,165.32 |
| | | Hourly | \$22.70 | \$23.72 | \$24.79 | \$25.90 | \$27.07 |
| Effective 7/2/16 | 43-B | Yearly | \$48,389.95 | \$50,567.49 | \$52,843.03 | \$55,220.97 | \$57,705.91 |
| | | Monthly | \$4,032.50 | \$4,213.96 | \$4,403.59 | \$4,601.75 | \$4,808.83 |
| | | Bi-weekly | \$1,861.15 | \$1,944.90 | \$2,032.42 | \$2,123.88 | \$2,219.46 |
| | | Hourly | \$23.26 | \$24.31 | \$25.41 | \$26.55 | \$27.74 |
| Water Reclamation Op 1 | 45 | Yearly | \$48,361.16 | \$50,537.41 | \$52,811.59 | \$55,188.12 | \$57,671.58 |
| | | Monthly | \$4,030.10 | \$4,211.45 | \$4,400.97 | \$4,599.01 | \$4,805.97 |
| | | Bi-weekly | \$1,860.04 | \$1,943.75 | \$2,031.22 | \$2,122.62 | \$2,218.14 |
| | | Hourly | \$23.25 | \$24.30 | \$25.39 | \$26.53 | \$27.73 |
| Effective 8/29/15 | 45-A | Yearly | \$49,570.19 | \$51,800.85 | \$54,131.88 | \$56,567.82 | \$59,113.37 |
| | | Monthly | \$4,130.85 | \$4,316.74 | \$4,510.99 | \$4,713.98 | \$4,926.11 |
| | | Bi-weekly | \$1,906.55 | \$1,992.34 | \$2,082.00 | \$2,175.69 | \$2,273.59 |
| | | Hourly | \$23.83 | \$24.90 | \$26.02 | \$27.20 | \$28.42 |

| | | | | | | | |
|--|-------------|-----------|-------------|-------------|-------------|-------------|-------------|
| Effective 7/2/16 | 45-B | Yearly | \$50,809.44 | \$53,095.87 | \$55,485.18 | \$57,982.01 | \$60,591.21 |
| | | Monthly | \$4,234.12 | \$4,424.66 | \$4,623.77 | \$4,831.83 | \$5,049.27 |
| | | Bi-weekly | \$1,954.21 | \$2,042.15 | \$2,134.05 | \$2,230.08 | \$2,330.43 |
| | | Hourly | \$24.43 | \$25.53 | \$26.68 | \$27.88 | \$29.13 |
| Water Reclamation Op 2 Water Systems Operator | 51 | Yearly | \$55,984.09 | \$58,503.37 | \$61,136.02 | \$63,887.14 | \$66,762.06 |
| | | Monthly | \$4,665.34 | \$4,875.28 | \$5,094.67 | \$5,323.93 | \$5,563.51 |
| | | Bi-weekly | \$2,153.23 | \$2,250.13 | \$2,351.39 | \$2,457.20 | \$2,567.77 |
| | | Hourly | \$26.92 | \$28.13 | \$29.39 | \$30.71 | \$32.10 |
| Effective 8/29/15 | 51-A | Yearly | \$57,383.69 | \$59,965.95 | \$62,664.42 | \$65,484.32 | \$68,431.12 |
| | | Monthly | \$4,781.97 | \$4,997.16 | \$5,222.04 | \$5,457.03 | \$5,702.59 |
| | | Bi-weekly | \$2,207.06 | \$2,306.38 | \$2,410.17 | \$2,518.63 | \$2,631.97 |
| | | Hourly | \$27.59 | \$28.83 | \$30.13 | \$31.48 | \$32.90 |
| Effective 7/2/16 | 51-B | Yearly | \$58,818.28 | \$61,465.10 | \$64,231.03 | \$67,121.43 | \$70,141.89 |
| | | Monthly | \$4,901.52 | \$5,122.09 | \$5,352.59 | \$5,593.45 | \$5,845.16 |
| | | Bi-weekly | \$2,262.24 | \$2,364.04 | \$2,470.42 | \$2,581.59 | \$2,697.77 |
| | | Hourly | \$28.28 | \$29.55 | \$30.88 | \$32.27 | \$33.72 |

Classified (CL)

**POLICE SERGEANT (PS)
CLASSIFICATION AND COMPENSATION PLAN
FY 2015/16**

| Classification | Range | Frequency | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-----------------|-------|-----------|-------------|-------------|-------------|-------------|--------------|
| Police Sergeant | 59 | Yearly | \$85,652.68 | \$89,507.05 | \$93,534.86 | \$97,743.93 | \$102,142.41 |
| | | Monthly | \$7,137.72 | \$7,458.92 | \$7,794.57 | \$8,145.33 | \$8,511.87 |
| | | Bi-weekly | \$3,294.33 | \$3,442.58 | \$3,597.49 | \$3,759.38 | \$3,928.55 |
| | | Hourly | \$39.22 | \$40.98 | \$42.83 | \$44.76 | \$46.77 |

**POLICE OFFICER (PO)
 CLASSIFICATION AND COMPENSATION PLAN
 FY 2015/16**

| Classification | Range | Frequency | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|-----------------------|--------------|------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Police Officer | 45 | Yearly | \$62,320.07 | \$65,124.47 | \$68,055.07 | \$71,117.55 | \$74,317.84 | \$77,662.14 |
| | | Monthly | \$5,193.34 | \$5,427.04 | \$5,671.26 | \$5,926.46 | \$6,193.15 | \$6,471.85 |
| | | Bi-weekly | \$2,396.93 | \$2,504.79 | \$2,617.50 | \$2,735.29 | \$2,858.38 | \$2,987.01 |
| | | Hourly | \$28.54 | \$29.82 | \$31.16 | \$32.56 | \$34.03 | \$35.56 |

