



# TOWN OF APPLE VALLEY TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor and Town Council **Date:** March 25, 2014

**From:** Nikki Salas, Director **Item No:** 3  
Human Resources and Risk Management  
Human Resources Department

**Subject:** RESOLUTION NO. 2014-09, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE CLASSIFICATION AND SALARY PLAN AND AMENDING TWO JOB DESCRIPTIONS

**T.M. Approval:** \_\_\_\_\_ **Budgeted Item:**  Yes  No  N/A

**RECOMMENDED ACTION:**

Approve the Resolution of the Town Council of the Town of Apple Valley amending the Classification and Salary Plan.

**SUMMARY:**

The Town of Apple Valley Human Resources Department retained a consultant to perform a salary survey of the Town’s benchmarked classifications. At the conclusions of the salary study, the consultant determined that compensation for four (4) classifications were greater than 5% behind the market average and is recommending increases to those salary ranges. Therefore, the Human Resources Department recommends amending the Town’s Classification and Salary Plan by approving the proposed salary ranges for the following classifications:

Classification	Proposed Grade	Proposed Monthly Range	Number of Filled Positions
Director of Human Resources & Risk Management	N/A	\$9,418 to \$12,438	1
Economic Development Manager	N/A	\$7,120 to \$10,059	1
Records Technician	37	\$3,153 to \$4,456	0
Recreation Supervisor	48	\$4,138 to \$5,846	2

Approving this change will not result in an immediate impact to the Town’s budget. Existing employees will not receive an immediate salary increase. Employees will retain their current pay rate and will have the opportunity to receive future merit increases as they become eligible.

Additionally, the Human Resources Department recommends amending the job descriptions for two separate job classifications.

First, staff recommends consolidating the three (3) separate Assistant Town Manager job descriptions (Assistant Town Manager, Finance and Administration; Assistant Town Manager, Economic and Community Development; and Assistant Town Manager, Municipal Operations and Contract Services) into one universal Assistant Town Manager job description at the existing approved monthly salary range of \$14,576 to \$17,163. Currently, the three different Assistant Town Manager job descriptions narrowly limit the scope of responsibility assigned to the incumbents in each position. By creating one job description, the Town Manager will have one broadly defined job description which allows for easier delegation of job duties and responsibilities to each incumbent across the organization.

Staff also recommends updating the Special Projects Manager job description, renaming it to Environmental and Transit Services Manager to better reflect the duties and responsibilities assigned to this position. Currently, the Special Projects Manager title and job description are not representative of the work being performed by the incumbent in this position. By updating the job title and job description, there is no change to the salary range or benefits associated with this position.

**BACKGROUND:**

As part of the FY 2013/14 adopted Budget, the Human Resources staff undertook a salary survey for the Town's benchmarked positions. The Human Resources Department utilized Public Sector Personnel Consultant's to perform the salary survey. Based on the findings of the consultant's survey, the Human Resources staff recommends the salary range changes as listed. Additionally, the Human Resources staff also recommends updating two different job classifications: Assistant Town Manager and Special Projects Manager to better reflect the classification's job duties and ease of management.

**FISCAL IMPACT:**

There is no direct impact on the Town's budget. Employees, based on their current wage, will be moved to the closest step on the newly proposed salary range. Employees will receive merit increases as they become eligible under the Town's Personnel Policy and Procedure Manual. The Finance Department has reviewed and concurs with the fiscal impact of this item.

**RESOLUTION NO. 2014-09**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY**

**WHEREAS**, the Town Council of the Town of Apple Valley has established a Classification and Salary Plan including all employees of the Town of Apple Valley; and

**WHEREAS**, the Town Council of the Town of Apple Valley wishes to modify the existing Classification and Salary Plan to allow for the changes of established job descriptions and salary ranges:

NOW, THEREFORE, BE IT RESOLVED THAT:

1. All updated Assistant Town Manager and Environmental and Transit Services Manager job descriptions are hereby adopted in accordance with Exhibit A.
2. The Classification and Salary Plan is hereby adopted in accordance with Exhibit B.
3. This Resolution shall become effective on March 25, 2014.
4. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

APPROVED and ADOPTED by the TOWN COUNCIL of the Town of Apple Valley this 25<sup>th</sup> day of March 2014.

\_\_\_\_\_  
Art Bishop, Mayor

ATTEST:

\_\_\_\_\_  
La Vonda M-Pearson, Town Clerk



## EXHIBIT A

March 2014  
FLSA: EXEMPT

### ASSISTANT TOWN MANAGER

#### **DEFINITION**

The position of Assistant Town Manager is an appointed position that serves at the pleasure of the Town Manager. Under policy direction from the Town Manager, the Assistant Town Manager plans, organizes, directs and integrates major functions of assigned Town departments; provides expert professional assistance to Town management in areas of expertise, and performs related duties as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Town Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This is a department head classification that oversees, directs, and participates in all activities of assigned Town departments, including short and long-range planning, development, and administration. This class assists the Town Manager, Council, various Commissions, and various advisory committees in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies, conducting significant political outreach, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

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

- Manages and supervises the assigned Town departments to achieve the Town's goals within available resources, plans and organizes workloads and staff assignments, and evaluates assigned staff and reviews progress and directs changes as needed;

- Plans departmental long-range operational needs with respect to equipment, personnel, and services and supervises the implementation of such plans;
- Establishes policies and procedures for the department in order to implement directives from the Town Manager and Town Council;
- Formulates, issues, and enforces departmental rules, regulations, and procedures in accordance with applicable Town policies for all department members, handles grievances, and maintains departmental discipline and the general conduct of assigned personnel;
- Responds directly or through subordinate staff to public or other inquiries relative to assigned Town departments and resolves complex disputes involving department policies and procedures on specific projects and other information;
- Supervises and coordinates the development of subordinate managers, supervisors, and lead staff.
- Supervises and coordinates the preparation and presentation of the annual department budget for assigned areas of responsibility;
- Supervises and coordinates monthly reports to the Town Manager regarding the departments' activities and prepares a quarterly report as appropriate for presentation to the Town Council;
- Attends conferences and meetings to keep abreast of current trends in the profession, represents the department in a variety of local, county, state and other meetings and performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, town-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Technical, legal, financial, and public relations problems associated with the management of redevelopment, economic development, planning, engineering, building and safety, and housing programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person, in writing, and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Town.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff, and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Town programs and administrative activities.
- Conduct effective negotiations and effectively represent the Town and the department in meetings with governmental agencies, community groups, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to 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:*

A minimum of seven (7) years of progressively responsible administrative experience in a municipal government, including three (3) years of management responsibility. Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, or a closely related field of study. A Master's Degree in public administration or a closely related field is highly desirable.

License:

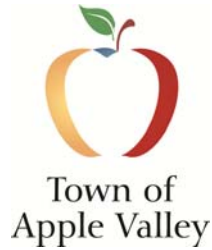
- Valid California Class C driver's license with satisfactory driving record and automobile insurance.

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 Town 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 necessary to perform job functions.

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.



March 2014  
FLSA: EXEMPT

## **ENVIRONMENTAL AND TRANSIT SERVICES MANAGER**

### **DEFINITION**

The individual in this position is appointed position by the Town Manager and works at the pleasure of the Town Manager and receives all direction and supervision from the Assistant Town Manager. Under general direction plans, organizes, manages, and provides direction to assigned functions and activities of the Environmental and Transit Services Program including waste management, storm water, Household Hazardous Waste, and transit, coordinates assigned activities with other Town departments, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies, and various public and private groups; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Town Manager. Exercises direction and supervision over professional, technical, and clerical staff.

### **CLASS CHARACTERISTICS**

This is a mid-level management classification that oversees, directs, and participates in specific activities within the Public Services Department, including assisting in short and long-range planning and development and administration. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the functions of the Department. The incumbent is accountable for assisting in departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

### **EXAMPLES OF ESSENTIAL 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. Listed are illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.



- Assist in the management, development, and implementation of goals, objectives, policies, and priorities for the Department; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Plans, manages, and oversees the daily functions, operations, applicable contracts, and activities of the waste management and transit programs.
- Monitors legislative and judicial developments and changes in environmental law and ensures the Town remains in compliance with all applicable standards.
- Assists in development and standardization of procedures and methods to improve the efficiency and effectiveness of waste management and transit programs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative, support systems, and internal reporting relationships.
- Manages and coordinates the work plan for the assigned staff; meets with staff to identify and resolve problems; ensures coverage of staff for all shifts and assignments; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates service delivery, methods, and procedures.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Attends and participates in professional group, committee, and task force meetings; stays abreast of new trends and innovations in waste management, transit programs, air quality, and environmental regulations.
- Oversees the Town's solid waste disposal, household hazardous waste, and recycling programs; serves as a liaison with private and public organizations, other city, county, and state agencies to address any problems, implement legal regulation changes, or determine the distribution of funds.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding waste management, storm water, and transit programs; and answers specific and general questions.
- Monitors changes in laws, regulations, and technology that may affect Town or departmental operations; recommends policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and complex reports on special projects as assigned.
- Participates on and makes presentations to the Town Council and a variety of boards and commissions.
- Updates Town and other websites with upcoming events related to waste management, transit, and volunteer programs.
- Maintains and directs the maintenance of working and official departmental files.
- Performs other duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE**

**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, court decisions, and regulations, including administrative and departmental policies concerning the operation of a municipal services department.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned department.
- Principles, practices, methods, and techniques of waste management and transit programs.
- Techniques and practices of public speaking and making presentations before small groups.
- Principles of record keeping and reporting.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.
- Operational characteristics, services and activities of a comprehensive program;
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
- Advanced principles and practices of budget preparation and administration;
- Pertinent federal, State, and local laws and regulations;
- Strategic planning principles
- Identify and respond to Town Manager, and Town Council issues, concerns and needs;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze, and evaluate new service delivery methods, procedures and techniques;
- Prepare clear and concise administrative reports;
- Interpret and apply Federal, State and local policies, procedures, laws and regulations;
- Exercise judgment and sensitivity in confidential matters;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain, and foster positive and harmonious working relationships with staff, management, general employees, applicants, public and private representatives, contractors, consultants, vendors, and other parties on behalf of the Town.

**Ability to:**

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.
- Analyze problems; and identify solutions and consequences of proposed action.

- Analyze and interpret research, evaluate alternatives and reach logical, fact-based conclusions and recommendations.
- Collect, compile and evaluate data, either in statistical or narrative form.
- Present proposals and recommendations clearly, logically and persuasively in public meetings.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Exercise sound independent judgment, common sense.
- Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
- Exercise good judgment in dealing with highly sensitive political, public policy, community and employee issues, and situations.
- Establish and maintain effective working relationships with the Town Council, all levels of Town management, other government officials, community, and civic organizations, employees, the public, and others encountered in the course of work.
- Communicate effectively with others both verbally and in writing.
- Represent the Town in a variety of meetings.
- Use initiative in making difficult decisions.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, schedule, assign, review, and evaluate the work of staff.
- Train staff in work procedures.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret and apply applicable Federal, State, and local laws, codes, and regulations, including administrative and departmental policies.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Identify and be responsive to community issues, concerns, and needs.
- Effectively respond to calls for services.
- Access, retrieve, enter, and update information using a computer terminal.
- Maintain accurate records and files of work performed.
- Organize work, set priorities, meet critical deadlines, and exercise sound, independent judgment within established guidelines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to 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 employees and 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 graduation from an accredited four-year college or university with major coursework in business or public administration or a related field, and five (5) years of experience in municipal government, with two (2) years of considerable supervisory or administrative experience. Possession of a Master's Degree is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance. San Bernardino County Fire Department HAZWOPER Training certification within six (6) months of appointment.

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 Town 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 necessary to perform job functions.

Environmental elements

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Occasionally, employees may visit sites with exposure to loud noise levels and may be exposed to inclement weather conditions and potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## EXHIBIT B

### Town of Apple Valley Fiscal Year 2013-2014

Position Classification	Range	Salary Min	To	Salary Max
<u>Account Clerk I</u>	<u>32</u>	\$2,787	to	\$3,938
<u>Account Clerk II</u>	<u>36</u>	\$3,077	to	\$4,347
<u>Accountant I</u>	<u>46</u>	\$3,938	to	\$5,565
<u>Accountant II</u>	<u>52</u>	\$4,567	to	\$6,453
<u>Accounting Technician</u>	<u>42</u>	\$3,568	to	\$5,041
<u>Administrative Analyst I</u>	<u>52</u>	\$4,567	to	\$6,453
<u>Administrative Analyst II</u>	<u>58</u>	\$5,297	to	\$7,484
<u>Administrative Secretary</u>	<u>44</u>	\$3,748	to	\$5,297
<u>Animal Services Officer II</u>	<u>42</u>	\$3,568	to	\$5,041
<u>Animal Services Supervisor</u>	<u>52</u>	\$4,567	to	\$6,453
<u>Animal Services Attendant</u>	<u>33</u>	\$2,857	to	\$4,037
<u>Animal Services Supervisor</u>	<u>52</u>	\$4,567	to	\$6,453
<u>Animal Health Assistant</u>	<u>35</u>	\$3,002	to	\$4,241
<u>Animal Services Assistant</u>	<u>24</u>	\$2,288	to	\$3,232
<u>Animal Services Manager</u>	<u>67</u>	\$6,615	to	\$9,346
<u>Animal Services Officer I</u>	<u>38</u>	\$3,232	to	\$4,567
<u>Animal Services Technician</u>	<u>36</u>	\$3,077	to	\$4,347
<u>Assistant Director of Community Development</u>	<u>74</u>	\$7,863	to	\$11,110
<u>Assistant Director of Econ Dev &amp; Housing</u>	<u>74</u>	\$7,863	to	\$11,110
<u>Assistant Director of Finance</u>	NR	\$7,302	to	\$10,317
<u>Assistant Planner</u>	<u>50</u>	\$4,347	to	\$6,142

Effective : 3/25/14

## Town of Apple Valley Fiscal Year 2013-2014

Position Classification	Range	Salary Min	To	Salary Max
<u>Assistant Pool Manager</u>	<u>22</u>	\$2,177	to	\$3,077
<u>Assistant Town Manager</u>	NR	\$14,576	to	\$17,163
<u>Associate Planner</u>	<u>56</u>	\$5,041	to	\$7,123
<u>Code Enforcement District Supervisor</u>	<u>58</u>	\$5,297	to	\$7,484
<u>Code Enforcement Manager</u>	NR	\$6,615	to	\$9,346
<u>Code Enforcement Officer I</u>	<u>42</u>	\$3,568	to	\$5,041
<u>Code Enforcement Officer II</u>	<u>48</u>	\$4,138	to	\$5,846
<u>Code Enforcement Technician</u>	<u>38</u>	\$3,232	to	\$4,567
<u>Community Development Director</u>	NR	\$9,056	to	\$11,960
<u>Community Enhancement Officer</u>	<u>40</u>	\$3,396	to	\$4,798
<u>Custodian</u>	<u>27</u>	\$2,463	to	\$3,481
<u>Customer Service Representative</u>	<u>34</u>	\$2,928	to	\$4,138
<u>Deputy Town Clerk</u>	<u>49</u>	\$4,241	to	\$5,993
<u>Director of Human Resources and Risk Management</u>	NR	\$9,418	to	\$12,438
<u>Economic Development Assistant</u>	<u>50</u>	\$4,347	to	\$6,142
<u>Economic Development Manager</u>	NR	\$7,120	to	\$10,059
<u>Economic Development Specialist I</u>	<u>56</u>	\$5,041	to	\$7,123
<u>Economic Development Specialist II</u>	<u>62</u>	\$5,846	to	\$8,261
<u>Environmental &amp; Transit Services Manager</u>	NR	\$7,120	to	\$10,059
<u>Equipment Operator</u>	<u>43</u>	\$3,657	to	\$5,167
<u>Event Assistant</u>	<u>22</u>	\$2,177	to	\$3,077
<u>Event Coordinator</u>	<u>47</u>	\$4,037	to	\$5,704

Effective : 3/25/14



## Town of Apple Valley Fiscal Year 2013-2014

Position Classification	Range	Salary Min	To	Salary Max
<u>Executive Assistant</u>	<u>52</u>	\$4,567	to	\$6,453
<u>Executive Secretary</u>	<u>50</u>	\$4,347	to	\$6,142
<u>Finance Manager</u>	NR	\$7,302	to	\$10,317
<u>Grounds Services Aide</u>	<u>16</u>	\$1,878	to	\$2,653
<u>Grounds Services Supervisor</u>	<u>48</u>	\$4,138	to	\$5,846
<u>Grounds Services Worker I</u>	<u>25</u>	\$2,345	to	\$3,313
<u>Grounds Services Worker II</u>	<u>29</u>	\$2,588	to	\$3,657
<u>Grounds Services Worker III</u>	<u>33</u>	\$2,857	to	\$4,037
<u>Household Hazardous Waste Center Operator</u>	<u>15</u>	\$1,832	to	\$2,588
<u>Housing &amp; Community Dev Specialist I</u>	<u>54</u>	\$4,798	to	\$6,780
<u>Housing &amp; Community Dev Specialist II</u>	<u>60</u>	\$5,565	to	\$7,863
<u>Housing Programs Supervisor</u>	<u>62</u>	\$5,846	to	\$8,261
<u>Human Resources Analyst</u>	<u>58</u>	\$5,297	to	\$7,484
<u>Human Resources Assistant</u>	<u>46</u>	\$3,938	to	\$5,565
<u>Human Resources Coordinator</u>	<u>52</u>	\$4,567	to	\$6,453
<u>Human Resources Manager</u>	NR	\$6,615	to	\$9,346
<u>Information Systems Specialist</u>	<u>52</u>	\$4,567	to	\$6,453
<u>Information Systems Supervisor</u>	<u>60</u>	\$5,565	to	\$7,863
<u>Information Systems Technician</u>	<u>42</u>	\$3,568	to	\$5,041
<u>Intern</u>	<u>20</u>	\$2,072	to	\$2,928
<u>Lifeguard</u>	<u>16</u>	\$1,878	to	\$2,653
<u>Maintenance Aide</u>	<u>21</u>	\$2,124	to	\$3,002

Effective : 3/25/14

## Town of Apple Valley Fiscal Year 2013-2014

Position Classification	Range	Salary Min	To	Salary Max
<u>Maintenance Worker I</u>	<u>33</u>	\$2,857	to	\$4,037
<u>Maintenance Worker II</u>	<u>37</u>	\$3,153	to	\$4,456
<u>Manager of Legislative Affairs and Grants</u>	NR	\$7,120	to	\$10,059
<u>Marketing and Public Affairs Officer</u>	NR	\$7,863	to	\$11,110
<u>Office Assistant</u>	<u>26</u>	\$2,403	to	\$3,396
<u>Park and Recreation Manager</u>	NR	\$7,123	to	\$10,065
<u>Pool Manager</u>	<u>26</u>	\$2,403	to	\$3,396
<u>Principal Planner</u>	<u>68</u>	\$6,780	to	\$9,580
<u>Program Assistant (P/T)</u>	<u>10</u>	\$1,619	to	\$2,288
<u>Public Relations Specialist</u>	<u>49</u>	\$4,241	to	\$5,993
<u>Public Services Assistant</u>	<u>50</u>	\$4,347	to	\$6,142
<u>Public Services Technician</u>	<u>39</u>	\$3,313	to	\$4,681
<u>Public Works Inspector</u>	<u>48</u>	\$4,138	to	\$5,846
<u>Public Works Manager</u>	NR	\$6,615	to	\$9,346
<u>Public Works Supervisor</u>	<u>56</u>	\$5,041	to	\$7,123
<u>Records Technician</u>	<u>37</u>	\$3,153	to	\$4,456
<u>Recreation Assistant</u>	<u>22</u>	\$2,177	to	\$3,077
<u>Recreation Coordinator</u>	<u>40</u>	\$3,396	to	\$4,798
<u>Recreation Leader I</u>	<u>10</u>	\$1,619	to	\$2,288
<u>Recreation Leader II</u>	<u>16</u>	\$1,878	to	\$2,653
<u>Recreation Supervisor</u>	<u>48</u>	\$4,138	to	\$5,846
<u>Registered Veterinary Technician</u>	<u>42</u>	\$3,568	to	\$5,041

Effective : 3/25/14



## Town of Apple Valley Fiscal Year 2013-2014

Position Classification	Range	Salary Min	To	Salary Max
<u>Secretary</u>	<u>38</u>	<b>\$3,232</b>	to	<b>\$4,567</b>
<u>Senior Accountant</u>	<u>58</u>	<b>\$5,297</b>	to	<b>\$7,484</b>
<u>Senior Animal Services Officer</u>	<u>48</u>	<b>\$4,138</b>	to	<b>\$5,846</b>
Senior Animal Services Specialist	<u>35</u>	<b>\$3,002</b>	to	<b>\$4,241</b>
<u>Senior Code Enforcement Officer</u>	<u>52</u>	<b>\$4,567</b>	to	<b>\$6,453</b>
<u>Senior Lifeguard</u>	<u>20</u>	<b>\$2,072</b>	to	<b>\$2,928</b>
<u>Senior Maintenance Worker</u>	<u>41</u>	<b>\$3,481</b>	to	<b>\$4,918</b>
<u>Senior Office Assistant</u>	<u>32</u>	<b>\$2,787</b>	to	<b>\$3,938</b>
<u>Senior Planner</u>	<u>62</u>	<b>\$5,846</b>	to	<b>\$8,261</b>
<u>Swim Coach</u>	<u>26</u>	<b>\$2,403</b>	to	<b>\$3,396</b>
<u>Town Clerk</u>	<b>NR</b>	<b>\$8,055</b>	to	<b>\$11,382</b>
Town Manager	<b>NR</b>	<b>\$19,365</b>	to	<b>\$19,365</b>