



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** November 10, 2015

From: Nikki Salas, Human Resources/
Risk Director **Item No:** 8
Human Resources Department

Subject: ADOPT RESOLUTION NO. 2015-40, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY

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

RECOMMENDED ACTION:

That the Town Council adopt the attached Resolution No. 2015-40, a Resolution of the Town Council of The Town of Apple Valley amending the current Classification Plan.

SUMMARY:

The Human Resources Department is updating the Classification Plan in accordance with California Code of Regulations 570.5. Additionally, the Human Resources Department is proposing the establishment of the Director of Animal Services salary range.

BACKGROUND:

California Code of Regulations requires that all pay schedules meet certain requirements such as identifying the position title for each employee position, the rate of pay for each position, and the time based for each pay rate. The Human Resources Department is updating the published Classification Plan in accordance with these requirements and requesting approval by Town Council of the Town of Apple Valley for approval. Additionally, Human Resources is requesting the creation of the Director of Animal Services salary range at \$10,295.00 to \$13,103.00 per month.

FISCAL IMPACT:

The Finance Department budgeted for the costs in the Fiscal Year 2015/2016 Budget.

ATTACHMENTS:

1. Resolution No. 2015-40
2. Town of Apple Valley Classification Plan FY 2015/2016

RESOLUTION NO. 2015-40

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

WHEREAS, the Town Council of the Town of Apple Valley has established a classification plan for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the classification plan for the Town of Apple Valley employees;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Revised classification plan is hereby adopted in accordance with Exhibit A.
2. Said salary schedules and classification plan shall become effective on November 10, 2015.
3. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

Unless otherwise noted, the effective date of this Resolution shall be November 10, 2015.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 10th day of November, 2015.

Larry Cusack, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Account Clerk I</u>	<u>32</u>	\$2,956	to	\$4,178
<u>Account Clerk II</u>	<u>36</u>	\$3,263	to	\$4,611
<u>Accountant I</u>	<u>46</u>	\$4,178	to	\$5,903
<u>Accountant II</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Accounting Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Administrative Analyst I</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Administrative Analyst II</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Administrative Secretary</u>	<u>44</u>	\$3,976	to	\$5,619
<u>Animal Services Officer II</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Animal Services Supervisor</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Animal Services Attendant</u>	<u>33</u>	\$3,030	to	\$4,282
<u>Animal Health Assistant</u>	<u>35</u>	\$3,184	to	\$4,499
<u>Animal Services Assistant</u>	<u>24</u>	\$2,426	to	\$3,429
<u>Animal Services Manager</u>	<u>67</u>	\$7,017	to	\$9,915
<u>Animal Services Manager (Y-Rate)</u>	<u>67</u>	\$7,017	to	\$12,378
<u>Animal Services Officer I</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Animal Services Technician</u>	<u>36</u>	\$3,263	to	\$4,611
<u>Assistant Director of Community Development</u>	<u>74</u>	\$8,341	to	\$11,786
<u>Assistant Director of Econ Dev & Housing</u>	<u>74</u>	\$8,341	to	\$11,786
<u>Assistant Director of Finance</u>	NR	\$7,746	to	\$10,945

Effective :11/10/15

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Assistant Planner</u>	<u>50</u>	\$4,611	to	\$6,516
<u>Assistant Pool Manager</u>	<u>22</u>	\$2,309	to	\$3,263
<u>Assistant Town Manager</u>	NR	\$15,463	to	\$18,208
<u>Associate Planner</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Code Enforcement District Supervisor</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Code Enforcement Manager</u>	NR	\$7,017	to	\$9,914
<u>Code Enforcement Officer I</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Code Enforcement Officer II</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Code Enforcement Technician</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Community Development Director</u>	NR	\$9,607	to	\$12,688
<u>Community Enhancement Officer</u>	<u>40</u>	\$3,602	to	\$5,090
<u>Custodian</u>	<u>27</u>	\$2,613	to	\$3,692
<u>Customer Service Representative</u>	<u>34</u>	\$3,106	to	\$4,389
<u>Deputy Town Clerk</u>	<u>49</u>	\$4,499	to	\$6,357
<u>Director of Animal Services</u>	NR	\$9,992	to	\$12,378
<u>Director of Human Resources and Risk Management</u>	NR	\$9,992	to	\$13,195
<u>Director of Public Works</u>	NR	\$10,295	to	\$13,103
<u>Economic Development Assistant</u>	<u>50</u>	\$4,611	to	\$6,516
<u>Economic Development Manager</u>	NR	\$7,554	to	\$10,671
<u>Economic Development Specialist I</u>	<u>56</u>	\$5,348	to	\$7,557

Effective :11/10/15

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Economic Development Specialist II</u>	<u>62</u>	\$6,202	to	\$8,763
<u>Emergency Services Officer</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Environmental & Transit Services Manager</u>	NR	\$7,554	to	\$10,671
<u>Equipment Operator</u>	<u>43</u>	\$3,879	to	\$5,482
<u>Event Assistant</u>	<u>22</u>	\$2,309	to	\$3,263
<u>Event Coordinator</u>	<u>47</u>	\$4,282	to	\$6,051
<u>Executive Assistant</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Executive Secretary</u>	<u>50</u>	\$4,611	to	\$6,516
<u>Finance Manager</u>	NR	\$7,746	to	\$10,945
<u>Grounds Services Aide</u>	<u>16</u>	\$1,991	to	\$2,814
<u>Grounds Services Supervisor</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Grounds Services Worker I</u>	<u>25</u>	\$2,487	to	\$3,514
<u>Grounds Services Worker II</u>	<u>29</u>	\$2,745	to	\$3,879
<u>Grounds Services Worker III</u>	<u>33</u>	\$3,030	to	\$4,282
<u>Household Hazardous Waste Center Operator</u>	<u>15</u>	\$1,943	to	\$2,745
<u>Housing & Community Dev Specialist I</u>	<u>54</u>	\$5,090	to	\$7,192
<u>Housing & Community Dev Specialist II</u>	<u>60</u>	\$5,903	to	\$8,341
<u>Housing Programs Supervisor</u>	<u>62</u>	\$6,202	to	\$8,763
<u>Human Resources Analyst</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Human Resources Assistant</u>	<u>46</u>	\$4,178	to	\$5,903

Effective :11/10/15

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Human Resources Coordinator</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Human Resources Manager</u>	NR	\$7,017	to	\$9,914
<u>Information Systems Specialist</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Information Systems Supervisor</u>	<u>60</u>	\$5,903	to	\$8,341
<u>Information Systems Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Intern</u>	<u>20</u>	\$2,198	to	\$3,107
<u>Lifeguard</u>	<u>16</u>	\$1,991	to	\$2,814
<u>Maintenance Aide</u>	<u>21</u>	\$2,253	to	\$3,184
<u>Maintenance Worker I</u>	<u>33</u>	\$3,030	to	\$4,282
<u>Maintenance Worker II</u>	<u>37</u>	\$3,345	to	\$4,727
<u>Manager of Legislative Affairs and Grants</u>	NR	\$7,554	to	\$10,671
<u>Marketing and Public Affairs Officer</u>	NR	\$8,341	to	\$11,786
<u>Office Assistant</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Park and Recreation Manager</u>	NR	\$7,557	to	\$10,678
<u>Pool Manager</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Principal Planner</u>	<u>68</u>	\$7,192	to	\$10,163
<u>Program Assistant</u>	<u>11</u>	\$1,760	to	\$2,487
<u>Public Relations Specialist</u>	<u>49</u>	\$4,499	to	\$6,357
<u>Public Services Assistant</u>	<u>50</u>	\$4,611	to	\$6,516
<u>Public Services Technician</u>	<u>39</u>	\$3,514	to	\$4,966

Effective :11/10/15

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Public Works Inspector</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Public Works Manager</u>	NR	\$7,017	to	\$9,914
<u>Public Works Supervisor</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Records Technician</u>	<u>37</u>	\$3,345	to	\$4,727
<u>Recreation Assistant</u>	<u>22</u>	\$2,309	to	\$3,263
<u>Recreation Coordinator</u>	<u>40</u>	\$3,602	to	\$5,090
<u>Recreation Leader I</u>	<u>11</u>	\$1,760	to	\$2,487
<u>Recreation Leader II</u>	<u>16</u>	\$1,991	to	\$2,814
<u>Recreation Supervisor</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Registered Veterinary Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Secretary</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Senior Accountant</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Senior Animal Services Officer</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Senior Animal Services Specialist</u>	<u>35</u>	\$3,184	to	\$4,499
<u>Senior Code Enforcement Officer</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Senior Lifeguard</u>	<u>20</u>	\$2,198	to	\$3,106
<u>Senior Maintenance Worker</u>	<u>41</u>	\$3,692	to	\$5,217
<u>Senior Office Assistant</u>	<u>32</u>	\$2,956	to	\$4,178
<u>Senior Planner</u>	<u>62</u>	\$6,202	to	\$8,763
<u>Special Projects Manager</u>	NR	\$7,554	to	\$10,671

Effective :11/10/15

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Swim Coach</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Town Clerk</u>	NR	\$8,545	to	\$12,074
Town Manager	NR	\$21,160	to	\$21,160

Effective :11/10/15