



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** December 8, 2015

From: Nikki Salas, Director of HR/Risk Department **Item No:** 15

Subject: ADOPT RESOLUTION NO. 2015-46, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, 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. 2015-46, a Resolution of the Town Council of The Town of Apple Valley, California, amending the current Classification Plan.

SUMMARY:

The Human Resources Department is proposing the establishment of a new classification, Custodial Aide, at salary range 21, \$2,253 to \$3,184 per month. With the establishment of this new classification, the Human Resources Department is requesting to update the Classification Plan accordingly.

BACKGROUND:

The Parks & Recreation Department requested a review of the Custodial job classification. After the completion of the market study, the HR Director and the Parks & Recreation Manager determined there was a need for an entry-level Custodial classification. Therefore, Human Resources staff recommends the creation of the Custodial Aide job classification.

FISCAL IMPACT:

The department budgeted for the costs in the Fiscal Year 2015/2016 Budget. No additional funding is necessary.

ATTACHMENTS:

1. Resolution No. 2015-46
2. Exhibit A Classification Plan
3. Exhibit B – Job Description

RESOLUTION NO. 2015-46

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 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; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Revised Classification Plan is hereby adopted in accordance with Exhibit A.
2. The Custodial Aide classification is hereby adopted in accordance with Exhibit B.
3. Said Salary Schedules and Classification Plan shall become effective on December 8, 2015.
4. 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 December 8, 2015.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 8th day of December 2015.

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
<u>Assistant Planner</u>	<u>50</u>	\$4,611	to	\$6,516

Effective :12/8/15

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<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>Custodial Aide</u>	<u>21</u>	\$2,253	to	\$3,184
<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
<u>Economic Development Specialist II</u>	<u>62</u>	\$6,202	to	\$8,763

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EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<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
<u>Human Resources Coordinator</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Human Resources Manager</u>	NR	\$7,017	to	\$9,914

Effective :12/8/15

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<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
<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

Effective :12/8/15

EXHIBIT A

Town of Apple Valley Classification Plan FY 2015-2016

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

Effective :12/8/15

EXHIBIT B



December 2015
FLSA: NON-EXEMPT

CUSTODIAL AIDE

DEFINITION

Under direct supervision, trains in a full range of custodial duties related to the care and cleaning of assigned buildings and facilities; moves furniture and equipment to set up for classes, activities, and functions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This position receives direct supervision from assigned supervisory or management personnel.

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CLASS CHARACTERISTICS

This is an entry-level class in the Custodial series that performs the full range of duties required to ensure that Town buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other Town staff and/or the public, depending upon assignment. This class is distinguished from the Custodian class in that the latter performs the custodial functions in addition to basic maintenance responsibilities.

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.

- Learns a wide variety of custodial duties in the care, and upkeep of Town buildings and facilities.
- Learns to clean and sanitize office, meeting, and conference rooms, kitchen and break areas, and restroom facilities and fixtures, including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Learns to sweep, vacuum, mop, wax, strip, and polish floors, and shampoo carpets.
- Learns to dust and polish furniture, woodwork, fixtures, and equipment.
- Learns to wash windows, mirrors, and walls.
- Learns to clean furniture and counter tops.
- Learns to empty, clean, and sanitizes waste receptacles.
- Learns to set up rooms and equipment for classes, conferences, meetings, special events, and other functions; moves and arranges furniture; sets up audio-visual equipment.
- Interfaces with the public in a non-disruptive manner; answers questions and provides standard

- information to the public if working in a public facility.
- Reports unauthorized persons and other security problems.
 - Learns to replace lights.
 - Learns and observes safe working practices, including maintaining storage areas in a safe condition and handling cleaning agents and detergents.
 - Learns to follow label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.
 - Learns to maintain records of cleaning activities; maintains inventory of equipment and supplies.
 - Learns to assist groups using facilities as requested; may explain or enforce facility rules.
 - Learns to perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Ability to learn methods, materials, and operate equipment used in custodial work.
- Ability to learn proper cleaning methods and the safe usage of cleaning materials, disinfectants, and custodial tools and equipment.
- Ability to learn use and minor maintenance of hand and power tools and equipment used in custodial work.
- Basic shop mathematics.
- Basic techniques for dealing with the public.
- Ability to learn basic principles and procedures of record-keeping.
- Ability to learn safe work methods and safety practices pertaining to the work.
- Ability to learn basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Ability to learn techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Use and operate a variety of custodial equipment, including high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, and broom.
- Clean and care for assigned areas and equipment.
- Work independently in the absence of supervision.
- Travel to different sites and locations.
- Meet and deal tactfully and effectively with the public.
- Correctly interpret and apply the policies, procedures, and regulations pertaining to assigned programs and functions.
- Use a variety of small hand tools.
- Operate a variety of audio/visual equipment including TV, VCR, sound systems, portable public address system, slide projector, overhead projector, and portable movie screen.
- Operate modern office equipment including computer equipment and software programs.
- Maintain basic records.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- 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:

Equivalent to the completion of the twelfth (12th) grade and 6 months continuous of related work experience which demonstrates the ability to follow oral and written job-related instruction. The successful candidate must have a willingness to perform heavy manual labor.

License:

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

PHYSICAL DEMANDS

Must possess mobility to work on all types of floor surfaces, in a variety of facilities, and at considerable heights from a manual lift; and to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; and smell in order to detect the possible presence of waste or hazardous materials. The job involves field inspection work requiring frequent walking at work sites to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform the work. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. In this position there may be frequent lifting and carrying of 10 lbs. and occasionally up to 50 lbs. and must have the ability to move 80 lbs. containers, etc.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, vibration, confining workspace, chemicals, dust, fumes, waste products, mechanical, and/or electrical hazards. Incumbents may be exposed to blood and body fluids while cleaning and are required to wear appropriate attire for the area to which they are assigned. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.