



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council November 13, 2018

From: Douglas B. Robertson, Town Manager Item No: 7
Town Manager's Office

Subject: ADOPT RESOLUTION NO. 2018-52, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE CLASSIFICATION AND SALARY PLAN FOR THE TOWN OF APPLE VALLEY

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

RECOMMENDED ACTION:

That the Town Council adopt Resolution No. 2018-52, a Resolution of the Town Council of the Town of Apple Valley, California, amending the current Classification and Salary plan.

BACKGROUND:

Starting January 1, 2019, California minimum wage will increase to \$12.00 an hour. The Human Resources Department has updated the Classification Plan to accommodate for the upcoming change with the State of California's minimum wage law. The update to the minimum wage requires updates to current town classifications to meet the obligations of the state's minimum wage law.

SUMMARY:

The Human Resources Department is proposing increasing the salary range change for the Recreation Leader I, Program Assistant, Grounds Services Aide, and Household Hazardous Waste Operator classifications. These proposed changes would bring the Recreation Leader I, Program Assistant, and Household Hazardous Waste Operator classifications currently starting at salary range 15 (\$11.22 per hour) to salary range 18 (\$12.07 per hour) and the Grounds Services Aide classification currently starting at salary

range 16 (\$11.50 per hour) to salary range 18 (\$12.07 per hour) in accordance with the minimum wage increase effective January 1, 2019.

Due to the mandatory increases to these four classifications, the following classifications become compacted leaving less than 7.5% differences between the higher-level classifications and the lower-level classifications.

- Recreation Leader I compacts Recreation Leader II and Lifeguard
- Recreation Leader II compacts Recreation Assistant
- Lifeguard compacts Senior Lifeguard

Therefore, Human Resources recommends increasing the salary range for the Recreation Leader II and Lifeguard classifications from salary range 18 (\$12.07 per hour) to salary range 21 (\$13.01 per hour), the Recreation Assistant classification from salary range 22 (\$13.33 per hour) to salary range 24 (\$14.01 per hour) and the Senior Lifeguard classification from salary range 20 (\$12.69 per hour) to salary range 23 (\$13.67 per hour) to maintain the internal equity between the classifications.

FISCAL IMPACT:

The Finance Department budgeted for the increased costs in the Fiscal Year 2018/2019 budget.

ATTACHMENTS:

1. Resolution No. 2018-52
2. Exhibit A – Revised Classification and Salary Plan

RESOLUTION NO. 2018-52

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 classification and salary plan for the Town of Apple Valley employees; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Revised classification and salary plan is hereby adopted in accordance with Exhibit A.
2. Said classification and salary plan shall become effective on January 1, 2019.
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 January 1, 2019.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 13th day of November, 2018.

Art Bishop, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk

EXHIBIT A

Town of Apple Valley Classification Plan FY 2018-2019

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>NR</u>	\$7,017	to	\$9,915
<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>NR</u>	\$8,341	to	\$11,786
<u>Assistant Director of Econ Dev & Housing</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Director of Energy & Environmental Services</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Director of Finance</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Planner</u>	<u>50</u>	\$4,611	to	\$6,516

Effective: 01/01/2019

EXHIBIT A

Town of Apple Valley Classification Plan FY 2018-2019

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Assistant Pool Manager	22	\$2,309	to	\$3,263
Assistant Town Manager	NR	\$15,463	to	\$18,208
Associate Planner	56	\$5,348	to	\$7,557
Code Enforcement District Supervisor	58	\$5,619	to	\$7,939
Code Enforcement Manager	NR	\$7,017	to	\$9,914
Code Enforcement Officer I	42	\$3,785	to	\$5,348
Code Enforcement Officer II	48	\$4,389	to	\$6,202
Code Enforcement Technician	38	\$3,429	to	\$4,845
Community Development Director	NR	\$9,607	to	\$12,688
Community Enhancement Officer	40	\$3,602	to	\$5,090
Custodial Aide	21	\$2,253	to	\$3,184
Custodian	27	\$2,613	to	\$3,692
Customer Service Representative	34	\$3,106	to	\$4,389
Deputy Town Clerk	49	\$4,499	to	\$6,357
Director of Animal Services	NR	\$9,992	to	\$13,103
Director of Communications	NR	\$8,341	to	\$11,786
Director of Finance	NR	\$11,556	to	\$14,056
Director of Human Resources and Risk Management	NR	\$9,992	to	\$13,195
Director of Marketing & Quality of Life	NR	\$8,341	to	\$11,786
Director of Public Works	NR	\$10,295	to	\$14,056
Director of Stakeholder Engagement & Communication	NR	\$10,295	to	\$14,056

Effective: 01/01/2019

EXHIBIT A

Town of Apple Valley Classification Plan FY 2018-2019

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Economic Development Assistant	50	\$4,611	to	\$6,516
Economic Development Manager	NR	\$7,554	to	\$10,671
Economic Development Specialist I	56	\$5,348	to	\$7,557
Economic Development Specialist II	62	\$6,202	to	\$8,763
Emergency Services Officer	58	\$5,619	to	\$7,939
Environmental & Transit Services Manager	NR	\$7,554	to	\$10,671
Equipment Operator	43	\$3,879	to	\$5,482
Event Assistant	22	\$2,309	to	\$3,263
Event Coordinator	47	\$4,282	to	\$6,051
Executive Assistant	52	\$4,845	to	\$6,846
Executive Secretary	50	\$4,611	to	\$6,516
Finance Manager	NR	\$7,746	to	\$10,945
Grounds Services Aide	18	\$2,092	to	\$2,956
Grounds Services Supervisor	48	\$4,389	to	\$6,202
Grounds Services Worker I	25	\$2,487	to	\$3,514
Grounds Services Worker II	29	\$2,745	to	\$3,879
Grounds Services Worker III	33	\$3,030	to	\$4,282
Household Hazardous Waste Center Operator	18	\$2,092	to	\$2,956
Housing & Community Dev Specialist I	54	\$5,090	to	\$7,192
Housing & Community Dev Specialist II	60	\$5,903	to	\$8,341
Housing Programs Supervisor	62	\$6,202	to	\$8,763

Effective: 01/01/2019

EXHIBIT A

Town of Apple Valley Classification Plan FY 2018-2019

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Human Resources Analyst	58	\$5,619	to	\$7,939
Human Resources Assistant	46	\$4,178	to	\$5,903
Human Resources Coordinator	52	\$4,845	to	\$6,846
Human Resources Manager	NR	\$7,017	to	\$9,914
Information Systems Specialist	52	\$4,845	to	\$6,846
Information Systems Supervisor	60	\$5,903	to	\$8,341
Information Systems Technician	42	\$3,785	to	\$5,348
Intern	20	\$2,198	to	\$3,107
Lifeguard	21	\$2,253	to	\$3,184
Maintenance Aide	21	\$2,253	to	\$3,184
Maintenance Supervisor	56	\$5,348	to	\$7,557
Maintenance Worker I	33	\$3,030	to	\$4,282
Maintenance Worker II	37	\$3,345	to	\$4,727
Manager of Legislative Affairs and Grants	NR	\$7,554	to	\$10,671
Office Assistant	26	\$2,549	to	\$3,602
Park and Recreation Manager	NR	\$7,557	to	\$10,678
Pool Manager	26	\$2,549	to	\$3,602
Principal Planner	68	\$7,192	to	\$10,163
Program Assistant	18	\$2,092	to	\$2,956
Public Relations Specialist	49	\$4,499	to	\$6,357
Public Services Assistant	50	\$4,611	to	\$6,516

Effective: 01/01/2019

EXHIBIT A

Town of Apple Valley Classification Plan FY 2018-2019

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Public Services Technician	39	\$3,514	to	\$4,966
Public Works Inspector	48	\$4,389	to	\$6,202
Public Services Manager	NR	\$7,554	to	\$10,671
Public Works Manager	NR	\$7,017	to	\$9,914
Public Works Supervisor	56	\$5,348	to	\$7,557
Records Technician	37	\$3,345	to	\$4,727
Recreation Assistant	24	\$2,426	to	\$3,429
Recreation Coordinator	40	\$3,602	to	\$5,090
Recreation Leader I	18	\$2,092	to	\$2,956
Recreation Leader II	21	\$2,253	to	\$3,184
Recreation Specialist	30	\$2,814	to	\$3,976
Recreation Supervisor	48	\$4,389	to	\$6,202
Registered Veterinary Technician	42	\$3,785	to	\$5,348
Secretary	38	\$3,429	to	\$4,845
Senior Accountant	58	\$5,619	to	\$7,939
Senior Animal Services Officer	48	\$4,389	to	\$6,202
Senior Animal Services Specialist	35	\$3,184	to	\$4,499
Senior Code Enforcement Officer	52	\$4,845	to	\$6,846
Senior Lifeguard	23	\$2,367	to	\$3,345
Senior Maintenance Worker	41	\$3,692	to	\$5,217
Senior Office Assistant	32	\$2,956	to	\$4,178

Effective: 01/01/2019

EXHIBIT A

Town of Apple Valley Classification Plan FY 2018-2019

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Senior Planner</u>	<u>62</u>	\$6,202	to	\$8,763
<u>Special Projects Manager</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Swim Coach</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Town Clerk</u>	<u>NR</u>	\$8,545	to	\$12,074
Town Manager	<u>NR</u>	\$20,545	to	\$20,545

Effective: 01/01/2019