



TOWN OF APPLE VALLEY TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** January 8, 2019

From: Doug Robertson, Town Manager **Item No:** 4
Town Manager's Office

Subject: 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 the attached Resolution No. 2019-01, a Resolution of the Town Council of the Town of Apple Valley, California, amending the current Classification and Salary plan.

BACKGROUND:

The Human Resources Department has updated the Classification Plan to accommodate for the upcoming change with the State of California's minimum wage law. In addition to that update the creation and deletion of new classifications will utilize internal staff to meet the needs of the organization. The Human Resources Department, working in conjunction with the Town Manager's office, recommends updating the Town Clerk's job classification to better reflect current job duties as well as adding the Information Systems Manger and the Finance Analyst on the approved classification and salary plan.

SUMMARY:

The Town Manager's department is proposing creating and deleting several town positions. To facilitate this, the Human Resources department worked with the Town Manager's office and is recommending adding two (2) new job classifications: Information

Systems Manager, salary range NR: \$7,557 - \$10,687; Finance Analyst, salary range 65, \$6,679 - \$9,437 and deleting two job classifications: Director of Marketing & Quality of Life, salary range NR: \$8,341 - \$11,786; and Director of Stakeholder Engagement & Communication, NR: \$10,295 – \$14,056. It was also identified that the previously approved addition of the Town Clerk's job title: Director of Government Services was inadvertently left off the table after it was approved via Resolution 2017-30.

FISCAL IMPACT:

The additional cost for these changes for the remainder of the 2018/2019 Fiscal Year is approximately \$22,652.

ATTACHMENTS:

1. Resolution No. 2019-01
2. Exhibit A - Financial Analyst Classification
3. Information Systems Manager Classification

RESOLUTION NO. 2019 –01

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 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 salary and classification plan is hereby adopted in accordance with Exhibit A.
2. Said salary schedules and classification plan shall become effective on January 1, 2019.
3. Said job classifications shall be established effective on January 1, 2019.
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 January 1, 2019.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 8TH day of January 2019.

Larry Cusack, 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
Account Clerk I	32	\$2,956	to	\$4,178
Account Clerk II	36	\$3,263	to	\$4,611
Accountant I	46	\$4,178	to	\$5,903
Accountant II	52	\$4,845	to	\$6,846
Accounting Technician	42	\$3,785	to	\$5,348
Administrative Analyst I	52	\$4,845	to	\$6,846
Administrative Analyst II	58	\$5,619	to	\$7,939
Administrative Secretary	44	\$3,976	to	\$5,619
Animal Services Officer II	42	\$3,785	to	\$5,348
Animal Services Supervisor	52	\$4,845	to	\$6,846
Animal Services Attendant	33	\$3,030	to	\$4,282
Animal Health Assistant	35	\$3,184	to	\$4,499
Animal Services Assistant	24	\$2,426	to	\$3,429
Animal Services Manager	NR	\$7,017	to	\$9,915
Animal Services Officer I	38	\$3,429	to	\$4,845
Animal Services Technician	36	\$3,263	to	\$4,611
Assistant Director of Community Development	NR	\$8,341	to	\$11,786
Assistant Director of Econ Dev & Housing	NR	\$8,341	to	\$11,786
Assistant Director of Energy & Environmental Services	NR	\$8,341	to	\$11,786
Assistant Director of Finance	NR	\$8,341	to	\$11,786
Assistant Planner	50	\$4,611	to	\$6,516

Effective: 1/1/2019 Resolution 2018-52 and 2018-__

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 Government Services (Town Clerk)	NR	\$8,545	to	\$12,074
Director of Finance	NR	\$11,556	to	\$14,056
Director of Human Resources and Risk Management	NR	\$9,992	to	\$13,195
Director of Public Works	NR	\$10,295	to	\$14,056
Economic Development Assistant	50	\$4,611	to	\$6,516

Effective: 1/1/2019 Resolution 2018-52 and 2018-___

Town of Apple Valley Classification Plan FY 2018-2019

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
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 Analyst	65	\$6,679	to	\$9,437
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: 1/1/2019 Resolution 2018-52 and 2018-___

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 Manager	NR	\$7,557	to	\$10,678
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

Effective: 1/1/2019 Resolution 2018-52 and 2018-__

Town of Apple Valley Classification Plan FY 2018-2019

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Public Services Assistant	50	\$4,611	to	\$6,516
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

Effective: 1/1/2019 Resolution 2018-52 and 2018-__

Town of Apple Valley Classification Plan FY 2018-2019

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Senior Office Assistant	32	\$2,956	to	\$4,178
Senior Planner	62	\$6,202	to	\$8,763
Special Projects Manager	NR	\$7,554	to	\$10,671
Swim Coach	26	\$2,549	to	\$3,602
Town Clerk	NR	\$8,545	to	\$12,074
Town Manager	NR	\$20,545	to	\$20,545

Effective: 1/1/2019 Resolution 2018-52 and 2018-___

Financial Analyst Classification

Finance Analyst
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Town of
Apple Valley

January 2019
FLSA: EXEMPT

FINANCE ANALYST DRAFT

DEFINITION

Under limited supervision, plans, organizes, coordinates, and leads staff engaged in various financial activities of the Town; performs related duties, as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Director of Finance. Will likely exercise general and direct supervision over accounting, professional, and technical staff.

CLASS CHARACTERISTICS

This is a non-supervisory position in the Finance Department; but maybe needed to supervise in the absence of the Finance Director at times. The incumbent organizes and oversees day-to-day financial processing, reporting, and record keeping activities and is responsible for providing professional-level support to the Director of Finance in a variety of areas. Assists in short- and long-range planning, development, and administration. Responsibilities include oversight of payroll, accounts payable, accounts receivable, general ledger, and fixed assets. The incumbent performs a variety of customer service, analysis of accounts and revenue, record keeping, reconciliation, and financial report preparation activities. Responsibilities regularly include the use of one or more automated systems, although some manual processing may be required.

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.

- Plan, organize, coordinate and direct staff in the daily operations of various finance activities including, but not limited to, accounts payable, payroll, utility billing, cash receipts, and customer service.
- Review and approve work of staff.
- Develop and implement policies and procedures.
- Perform financial system functions including entering user-defined codes and settings, inputting and posting transactions, importing third-party system files, initiating and verifying system processes, researching data and processing reports.
- Initiate support cases and work with system support representatives to resolve financial system issues.
- Reconcile general ledger accounts and subsidiary ledgers.
- Prepare and enter journal entries.
- Review and approve financial transactions and journal entries.

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- Track, reconcile, and submit payment of various taxes and fees, and process reports, files and returns due to state and federal government agencies.
- Resolve banking issues related to assigned finance functions.
- Prepare year-end entries, reconciliations, and reports; work with external auditors.
- Retrieve and prepare documents for response to public records requests.
- Investigate, resolve, address, and/or respond to issues, complaints or inquiries from external entities or within the Town.
- Provide staff with tactical and strategic direction.
- Set work priorities, create work schedules, provide training, conduct performance evaluations, and reward and/or discipline employees.
- Participate in external audits and assist in the preparation of the Comprehensive Annual Financial Report by gathering information, providing financial reports, preparing detailed reconciliations, updating related notes and responding to questions from auditors, including analytical review and internal control review.
- Oversee bond disclosure requirements and annual reports.
- Oversee and review the assessments, accounting, and monitoring of the Community Facility Districts
- (CFDs), including annual tax levies and budgets and bond disclosures.

QUALIFICATIONS

Knowledge of:

- Town policies, procedures, and Municipal Code.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of government accounting and budgeting.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Ability to:

- Organizing, implementing, and directing professional accounting and financial analysis activities.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying Town, state, and federal policies, laws and regulations.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, and the general public.
- Applying safe work practices.

Education and Experience:

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

High school diploma OR GED equivalent; Bachelor's degree from an accredited college or university with major course work in Accounting, Finance or a closely related field AND five years government accounting experience, INCLUDING three years of controlling and decision-making experience OR an equivalent combination of education, training, and experience. Master's degree or possession of an active Certified Public Accountant (CPA) license is desirable.

License:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the Town of Apple Valley.

PHYSICAL DEMANDS

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.

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.

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Information Systems Manager

Information Systems Manager
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January 2019
FLSA: EXEMPT

INFORMATION SYSTEMS MANAGER DRAFT

DEFINITION

Under administrative direction, plans, organizes, oversees, coordinates, and reviews the activities and operations of the Town's Information Systems Division; coordinates assigned activities with other Town departments, divisions, outside agencies, and the general public; manages the effective use of the Town's computer and electronic office automation resources to improve organizational productivity, customer service, and public access to Town information; assists with the selection, development, and maintenance of Town business applications; assigns and reviews the work of staff; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director of Economic Development & Housing and exercises general supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a mid-level management classification that oversees, directs, and participates in specific activities within the Information Systems 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.

- Manage the Town's Information Systems Division's operations including computer operations, technical support, systems analysis, programming, database management, geographic, network and telecommunication systems, IT training and other related technologies.
- Oversee the information and data integrity of the Town and its related agency's information technology functions.
- Review all computerized and manual systems for business process improvement, information processing equipment, and software for acquisition, and storage and retrieval.

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- Review and evaluate information such as status reports and requests for services to determine compliance with Town and department policies, state and federal laws.
- Oversee and/or participate in project management for both new system implementations and enhancements to existing systems and services.
- Develop the Information System Division's Annual Work Plan, with direction from the Department Director.
- Assist in the development and implementation of divisional policies and procedures, and short- and long-term objectives.
- Stay informed of technology standards in line with legal and industry best practices and assesses new and emerging technologies to determine applicability to Town business services.
- Manage subordinate staff, set work priorities, create work schedules, conduct performance evaluations, reward and/or discipline employees.
- Select and supervise consultants and vendors working on information technology projects.
- Prepare and administer the information technology operating budget; develop 5-year forecasting of funds for additional staff, equipment, materials and supplies.
- Maintain confidentiality of work-related issues and Town information.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Knowledge of current technology trends and capabilities as they relate to hardware and software solutions to meet the business needs and goals of the Town.
- Microsoft desktop and server operating systems, mobile operating systems, and related networking environments.
- Relational database management; principles of general business practices and processes with data systems and relational database systems.
- Principles and practices of public administration, effective employee supervision, administrative management, and project management.

Skilled in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Establishing and maintaining cooperative working relationships with Town Manager, department heads, managers, supervisors, employees, external public and private agencies, consultants, vendors, suppliers, and the general public.
- Applying safe work practices.

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:

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Bachelor's degree in Information Technology or a closely related field AND five years professional information technology experience, including three years of supervisory or management experience; OR an equivalent combination of education, training, and experience.

LICENSE(S) & CERTIFICATION(S):

- Valid California class C driver's license with a satisfactory driving record and automobile insurance.
- Microsoft Certified System Engineer and Cisco Certified Network Professional.

PHYSICAL DEMANDS:

Work is performed in an office environment and in close proximity to other workers. May be exposed to excessive noise levels. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. May be required to lift and carry items weighing up to 75 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

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.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays. Participates in an after-hours emergency response program for on-call and callback assignments.

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