



## Town Council Agenda Report

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Date: December 10, 2019 Item No. 11

To: Honorable Mayor and Town Council

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

From: Douglas Robertson, Town Manager

Submitted by: Douglas Robertson, Town Manager

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION

That the Town Council adopt the attached Resolution No. 2019-34, a Resolution of the Town Council of the Town of Apple Valley, California, amending the current Classification and Salary plan.

### BACKGROUND

Starting January 1, 2020, California minimum wage will increase to \$13.00 an hour. The Human Resources Department has updated the Classification Plan to accommodate for the upcoming change in the State of California's minimum wage law. The update to the minimum wage requires updates to the current Town classifications to meet the obligations of the state's minimum wage law.

### ANALYSIS

The Human Resources Department is proposing adjusting the salary range for the following classifications in accordance with the mandatory minimum wage increase effective January 1, 2020:

- Grounds Services Aide
- Program Assistant
- Recreation Leader I
- Intern

These proposed changes would adjust the Ground Services Aide, Program Assistant, Recreation Leader I and Intern classifications currently starting at salary range 18 (\$12.07 per hour) to salary range 21 (\$13.01 per hour) in accordance with the updated minimum wage requirements.

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 Lifeguard and Recreation Leader II
- Lifeguard compacts Senior Lifeguard
- Recreation Leader II compacts Recreation Assistant
- Senior Lifeguard compacts Assistant Pool Manager
- Recreation Assistant compacts Recreation Specialist
- Assistant Pool Manager compacts Pool Manager

Therefore, the Human Resources Department recommends adjusting the salary range for the Recreation Leader II and Lifeguard classifications from salary range 21 (\$13.01 per hour) to salary range 24 (\$14.01 per hour), the Senior Lifeguard classification from salary range 23 (\$13.67 per hour) to salary range 27 (\$15.08 per hour), the Recreation Assistant classification from salary range 24 (\$14.01 per hour) to salary range 27 (\$15.08 per hour), the Assistant Pool Manager classification from salary range 22 (\$13.33 per hour) to salary range 27 (\$15.08 per hour), the Pool Manager classification from salary range 26 (\$14.72 per hour) to salary range 30 (\$16.24 per hour) and the Recreation Specialist classification from salary range 30 (\$16.24 per hour) to salary range 33 (\$17.48 per hour) to maintain the internal equity between the classifications.

## **FISCAL IMPACT**

The Finance Department budgeted for the increased costs in the Fiscal Year 2020/2021 budget.

## **ATTACHMENTS**

- A. Resolution 2019-34
  - Exhibit A – Classification and Salary Plan for Fiscal Year 2020/2021
  - Exhibit B – Grade and Step Plan for Fiscal Year 2020/2021

**RESOLUTION NO. 2019 – 34**

**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 classification and salary plan is hereby adopted in accordance with Exhibit A.
2. Said classification and salary plan shall become effective on January 1, 2020.
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, 2020.

**APPROVED** and **ADOPTED** by the Town Council and signed by the Mayor and attested to by the Town Clerk this 10<sup>th</sup> day of December 2019.

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Mayor.

ATTEST:

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Town Clerk, La Vonda M-Pearson

EXHIBIT A

**Town of Apple Valley Classification Plan FY 2020-2021**

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	48	\$4,389	to	\$6,202
Accountant II	52	\$4,845	to	\$6,846
Accountant, Senior	58	\$5,619	to	\$7,939
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 Assistant	38	\$3,429	to	\$4,845
Administrative Assistant, Senior	44	\$3,976	to	\$5,619
Animal Health Supervisor	52	\$4,845	to	\$6,846
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	67	\$7,017	to	\$9,915
Animal Services Officer I	38	\$3,429	to	\$4,845
Animal Services Officer, Senior	48	\$4,389	to	\$6,202
Animal Services Specialist, Senior	35	\$3,184	to	\$4,499
Animal Services Technician	36	\$3,263	to	\$4,611

### Town of Apple Valley Classification Plan FY 2020-2021

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Assistant Director of Community Development	74	\$8,341	to	\$11,786
Assistant Director of Econ Dev & Housing	74	\$8,341	to	\$11,786
Assistant Director of Energy & Environmental Services	74	\$8,341	to	\$11,786
Assistant Director of Finance	74	\$8,341	to	\$11,786
Assistant Planner	50	\$4,611	to	\$6,516
Assistant Pool Manager	27	\$2,613	to	\$3,692
Assistant Town Manager	NR	\$15,087	to	\$18,208
Associate Planner	56	\$5,348	to	\$7,557
Code Enforcement Manager	67	\$7,017	to	\$9,915
Code Enforcement Officer I	42	\$3,785	to	\$5,348
Code Enforcement Officer II	48	\$4,389	to	\$6,202
Code Enforcement Officer, Senior	52	\$4,845	to	\$6,846
Code Enforcement Technician	38	\$3,429	to	\$4,845
Community Development Director	84	\$10,677	to	\$15,087
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	84	\$10,677	to	\$15,087
Director of Business Development and Communication	84	\$10,677	to	\$15,087

### Town of Apple Valley Classification Plan FY 2020-2021

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Director of Finance	84	\$10,677	to	\$15,087
Director of Government Services	84	\$10,677	to	\$15,087
Director of Public Works	84	\$10,677	to	\$15,087
Economic Development Assistant	50	\$4,611	to	\$6,516
Economic Development Manager	70	\$7,557	to	\$10,678
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
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	50	\$4,611	to	\$6,516
Executive Assistant to the Town Manager	52	\$4,845	to	\$6,846
Finance Analyst	65	\$6,679	to	\$9,437
Finance Manager	70	\$7,557	to	\$10,678
Fleet Mechanic	41	\$3,692	to	\$5,217
Grounds Services Aide	21	\$2,253	to	\$3,184
Grounds Services Supervisor	48	\$4,389	to	\$6,202
Grounds Services Worker I	29	\$2,745	to	\$3,879
Grounds Services Worker II	33	\$3,030	to	\$4,282
Grounds Services Worker, Senior	37	\$3,345	to	\$4,727

### Town of Apple Valley Classification Plan FY 2020-2021

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
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
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	67	\$7,017	to	\$9,914
Innovation and Technology Officer	73	\$8,138	to	\$11,498
Innovation and Technology Specialist	52	\$4,845	to	\$6,846
Innovation and Technology Supervisor	60	\$5,903	to	\$8,341
Innovation and Technology Technician	45	\$4,076	to	\$5,759
Intern	21	\$2,253	to	\$3,184
Lifeguard	24	\$2,426	to	\$3,429
Lifeguard, Senior	27	\$2,613	to	\$3,692
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
Maintenance Worker, Senior	41	\$3,692	to	\$5,217
Manager of Legislative Affairs and Grants	70	\$7,557	to	\$10,678
Office Assistant	26	\$2,549	to	\$3,602

### Town of Apple Valley Classification Plan FY 2020-2021

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Office Assistant, Senior	32	\$2,956	to	\$4,178
Park and Recreation Manager	70	\$7,557	to	\$10,678
Planner, Senior	62	\$6,202	to	\$8,763
Pool Manager	30	\$2,814	to	\$3,976
Principal Planner	68	\$7,192	to	\$10,163
Program Assistant	21	\$2,253	to	\$3,184
Public Relations Specialist	49	\$4,499	to	\$6,357
Public Relations Specialist, Senior	53	\$4,966	to	\$7,017
Public Works Inspector	48	\$4,389	to	\$6,202
Public Works Manager	67	\$7,017	to	\$9,915
Public Works Supervisor	56	\$5,348	to	\$7,557
Records Technician	37	\$3,345	to	\$4,727
Recreation Assistant	27	\$2,613	to	\$3,692
Recreation Coordinator	40	\$3,602	to	\$5,090
Recreation Leader I	21	\$2,253	to	\$3,184
Recreation Leader II	24	\$2,426	to	\$3,429
Recreation Specialist	33	\$3,030	to	\$4,282
Recreation Supervisor	48	\$4,389	to	\$6,202
Registered Veterinary Technician	42	\$3,785	to	\$5,347
Rescue Coordinator	35	\$3,184	to	\$4,499
Special Projects Manager	70	\$7,557	to	\$10,678



### Town of Apple Valley Classification Plan FY 2020-2021

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Town Clerk	74	\$8,341	to	\$11,786
Town Manager	NR	\$20,545	to	\$20,545



