TOWN OF APPLE VALLEY, CALIFORNIA

AGENDA MATTER

Subject Item:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY ADOPTING A NEW COMPENSATION GRADE AND STEP PLAN AND PROPOSED SALARY RANGES FOR JOB CLASSIFICATIONS IN THE TOWN OF APPLE VALLEY

Summary Statement:

On May 13, 2008, the Town Council adopted Ordinance No. 382, which authorizes the Town Manager or the Town Manager's designee to conduct an annual total compensation survey of all positions within the Town of Apple Valley Employee Classification Plan.

The Town Manager contracted with Public Sector Personnel Consultants to conduct a comprehensive survey to include proposed salary grades and step plans per job classifications based on a scientific evaluation and to provide recommendations to the Town Manager based on its findings.

Pursuant to Ordinance 382, and the consultant's recommendations, the following cities and towns in Southern California were surveyed in addition to other published resources:

Apple Valley USD	Highland	Redlands
Barstow	Lancaster	Rialto
Chino Hills	Montclair	San Bernardino
Colton	Ontario	San Bernardino County
Fontana	Palmdale	Upland
Hesperia	Rancho Cucamonga	
-	-	
ICMA Yearbook	Economic Research I	nstitute

(Continued)

Recommended Action:

Adopt Resolution No. 2009-08, a Resolution of the Town Council of the Town of Apple Valley adopting a New Compensation Grade and Step Plan and Proposed Salary Ranges for Job Classifications in the Town of Apple Valley.

Proposed by:	Frank W. Robinson, Town Manager	_ Item Numb	per
T. M. Approval:	Budgeted Iter	n 🗌 Yes 🗌] No 🖂 N/A

Summary Statement Continued Page 2

The technique used to average the salary plan year for the FY 2009/2010 salary structure at its desired position in the competitive marketplace by an annual prevailing rate increase factor of 3% will accommodate any future anticipated pay plan adjustments in uncertain economic times.

On March 3, 2009, the Personnel Committee received the Consultant's recommendation to adopt the proposed grade and step plan and classification assignments as presented. In addition, the Personnel Committee is recommending any consideration of a Cost of Living Allowance (COLA) for the 2009/10 budget cycle be deferred until the California economy shows signs of significant improvement.

RESOLUTION NO. 2009 – 08

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE SALARY SCHEDULES AND THE EMPLOYEE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established a salary schedule for positions within the Town of Apple Valley; and

WHEREAS, the Town Council of the Town of Apple Valley recognizes that to remain competitive in the personnel marketplace certain adjustments to salaries are necessary; and

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

WHEREAS, the Town Council conducted a Classification Study using Public Sector Personnel Consultants to perform said study; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the existing classification plan with respect to all positions and implement the recommendations of the Public Sector Personnel Consultants survey; and

WHEREAS, Section 2.60.070 of the Town of Apple Valley Municipal Code provides that a compensation survey be conducted to determine the estimated average total compensation; and

WHEREAS, in accordance to Ordinance No. 382, it is the policy of the Town whenever economically feasible, to compensate Town employees based on the estimated average total compensation as compared to comparable cities established for this purpose;

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. Revised salary Grade and Step Pay Plan are hereby adopted in accordance with Exhibit A.
- 2. All position Job Class Orders are hereby adopted in accordance with Exhibit B as a result of a comprehensive classification study completed by Public Sector Personnel Consultants and reviewed by the Personnel Committee.
- 3. This Resolution shall become effective on March 10, 2009.
- 4. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

PASS, APPROVED AND ADOPTED THIS 10th DAY OF MARCH 2009.

RICK ROELLE, MAYOR

ATTEST:

LA VONDA PEARSON TOWN CLERK

Town of Apple Valley Grade and Step Pay Plan 40% Spread

NJ.	-	-	+	\$66,098		\$62,913		\$59,881	⊢	⊢	H
\$71,180	\$69,444	+	+	\$64,486	-	\$61,378	-	\$58,421	-	-	\$54,250
+	\$67.750	+	-+-	\$62.913	+	\$59,881	-	\$56,996	-+	-	\$52,926
\$00,U90	\$66 008	\$64 486 G	\$62 913	\$61,378	\$59.881	\$58.421	-	\$55,606	-	_	-
+	\$62,913	-	-	\$50,421	_	400,000	\$55.606	\$54.250	\$52.926	\$51.635	-
+	\$61,378	+	-	\$56,996	-	\$54,250	\$52,926	\$51,635	\$51,3/6	_	\$40 147
+	\$59,881	+	+	\$55,606	+-	\$52,926	\$51,635	\$50,376	\$49,147	-	-
	\$58,421		\$55,606	\$54,250	\$52,926	\$51,635	\$50,376	\$49,147	+	+-	+
	\$56,996		\$54,250	\$52,926	\$51,635	\$50,376	\$49,147	\$47,949	+	+	\$44,525
-	\$55,606	_	\$52,926	\$51,635	\$50,376	\$49,147	\$47,949	\$46,779	\$45,638	\$44,525	\$43,439
-	\$54,250		-	\$50,376	-	\$47,949	\$46,779	\$45,638	\$44,525	\$43,439	\$42,380
-+	52,92		_	\$49,147	_	\$46,779	\$45,638	\$44,525	\$43,439	\$42,380	\$41,346
-	\$51,635	_		\$47,949	_	\$45,638	\$44,525	\$43,439		\$41,346	\$40,338
-	\$50.376		\$47,949	_		\$44,525	\$43,439	\$42,380	_	\$40,338	\$39,354
-+	\$49.147	_	\$46,779	_		\$43,439	\$42,380	\$41,346	\$40,338	\$39,354	\$38,394
-+	\$47,949	_	\$45,638			\$42,380	_	\$40,338	-	\$38,394	\$37,457
+	\$46,779	-+		\$43,439				\$39,354	\$38,394	\$37,457	\$36,544
-	345	-	\$43,439	\$42,380			\$39,354	\$38,394	\$37,457	\$36,544	\$35,653
-	4	-	\$42,380	\$41,346		\$39,354	\$38,394	\$37,457	\$36,544	\$35,653	\$34,783
-	43	-	\$41,346	\$40,338	_	\$38,394	\$37,457	\$36,544	\$35,653	\$34,783	\$33,935
-	43	-	\$40,338	\$39,354	\$38,394	\$37,457	\$36,544	\$35,653	\$34,783	\$33,935	\$33,107
-	22	-	\$39,354	\$38,394		\$36,544		\$34,783	_	\$33,107	\$32,299
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-+	S	-	\$37,457	\$36,544	_	\$34,783	\$33,935	\$33,107		_	\$30,743
-+	ŝ	-	\$36,544	\$35,653	-	\$33,935	\$33,107	\$32,299	\$31,512	\$30,743	\$29,993
+	ឌ	-	\$35,653	\$34,783	\$33,935	\$33,107	\$32,299	\$31,512	\$30,743		\$29,262
-+	3	-	\$34,783	\$33,935	_	\$32,299	\$31,512	\$30,743	\$29,993	\$29,262	\$28,548
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	\$31			\$29,262	_	\$27,852	\$27,172	\$26,510	\$25,863	\$25,232	\$24,617
-+	\$30	-	_	\$28,548	_	\$27,172	\$26,510	\$25,863	\$25,232	\$24,617	\$24,016
-+	\$29	-		\$27,852	_	\$26,510	\$25,863	\$25,232	\$24,617	\$24,016	\$23,431
-+	\$29	-	\$27,852	\$27,172	_	\$25,863	\$25,232	\$24,617	\$24,016	\$23,431	\$22,859
-	\$28,548	_	\$27,172	\$26,510	_	\$25,232	\$24,617	\$24,016	\$23,431	\$22,859	\$22,302
\$27,852 \$28,548	\$27	-	\$26,510	\$25,863	_	\$24,617	\$24,016	\$23,431	\$22,859	\$22,302	\$21,758
-	\$27	_	\$25,863	\$25,232	_	\$24,016	\$23,431	\$22,859	\$22,302	\$21,758	\$21,227
-	\$26	-	\$25,232	\$24,617	\$24,016	\$23,431	\$22,859	\$22,302	\$21,758	\$21,227	\$20,709
-	\$25,863	-	\$24,617	\$24,016	\$23,431	\$22,859	\$22,302	\$21,758	\$21,227	\$20,709	\$20,204
-	\$25,232	-	\$24,016	\$23,431	\$22,859	\$22,302	\$21,758	\$21,227	\$20,709	\$20,204	\$19,711
-	\$24,616	-	\$23,430	\$22,859	\$22,301	\$21,757	\$21,227	\$20,709	\$20,204	\$19,711	\$19,231
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TOWN OF APPLE VALLEY

FEBRUARY 2009

PSPC

Town of Apple Valley Grade and Step Pay Plan 40% Spread

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\$227 185	\$221,644	\$216,238	\$210,964	\$205,819	\$200,799	\$195,901							\$168.925	\$164.805	\$160 785			\$149 305	\$145.663	\$142,111			\$131,964	\$128,745	\$125,605			\$116,637			\$108.309			\$98,123	\$95,729	\$93,394	\$91,117	\$88,894	\$86,726	-	-	-	-	-	\$74,784	
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\$238 687	\$232,865	\$227,185	\$221,644	\$216,238	\$210,964	\$205,819	\$200,799	\$195,901	\$191,123	\$101 100	C186 A60	\$181 014	\$177 477	\$173 148	\$168 025							\$142,111	\$135,263 \$138,645	\$131,964 \$135,263	\$128,745 \$131,964	\$125,605 \$128,745	\$125.605				\$113 702			-			\$95,729	\$93,394		-	+	-+	+	-+	\$78,570	
\$044 REA	\$238.687	\$232,865	\$227,185	\$221,644	\$216,238	\$210,964	\$205,819	\$200,799	106'C61¢	\$101,120	\$101 100	\$186 A60	\$181 014	\$177 477	\$173 148	\$168 005	\$164 DOE	\$160 705	C155 864						\$135,263				\$122 542					-	-	\$100,576	\$98,123	\$95,729	\$93,394	\$91,117	\$88,894	\$86,726	\$84,611	\$82,547	\$80.534	

TOWN OF APPLE VALLEY

PROPOSED

Town of Apple Valley FY 2009/10 Salary Plan <u>Table 2</u> - Salary Ranges Per Job Class - (Job Class Order)

		-	Reco	mmended	-
	Occupational Job Families and Job Classes	Grade	Min Step	Calculated Midpoint	Max Step
	Public Information Group				
•	Public Information Officer	63	\$69,444	\$83,783	\$98,123
	Public Relations Specialist	49	\$49,147	\$59,296	\$69,444
1	Event Coordinator	47	\$46,779	\$56,439	\$66,098
	Town Clerk Group				
•	Town Clerk	69	\$80,534	\$97,163	\$113,792
1	Deputy Town Clerk	49	\$49,147	\$59,296	\$69,444
•	Records Technician	36	\$35,653	\$43,014	\$50,376
	Administrative Services Group				
	Administrative Services Manager	71	\$84,611	\$102,082	\$119,553
•	Ass't Manager/Human Resources - new job	56	\$58,421	\$70,484	\$82,547
•	Human Resources Coordinator	52	\$52,926	\$63,855	\$74,784
	Human Resources Assistant	46	\$45,638	\$55,062	\$64,486
	Finance Group				
	Assistant Director of Finance	71	\$84,611	\$102,082	\$119,553
•	Senior Accountant	58	\$61,378	\$74,052	\$86,726
•	Accountant II	52	\$52,926	\$63,855	\$74,784
•	Accountant I	46	\$45,638	\$55,062	\$64,486
	Accounting Technician	42	\$41,346	\$49,883	\$58,421
	Account Clerk II	36	\$35,653	\$43,014	\$50,376
•	Account Clerk I	32	\$32,299	\$38,969	\$45,638
•	Customer Service Representative	34	\$33,935	\$40,942	\$47,949
•	Information Systems Supervisor	60	\$64,486	\$77,801	\$91,117
	Information Systems Specialist Information Systems Technician	52 42	\$52,926 \$41,346	\$63,855 \$49,883	\$74,784 \$58,421
	Administrative Support Group	50	004 070	074.050	
	Administrative Analyst II	58	\$61,378	\$74,052	\$86,726
	Administrative Analyst I	52 50	\$52,926	\$63,855	\$74,784
	Executive Secretary	50 44	\$50,376	\$60,778	\$71,180
	Administrative Secretary Secretary	38	\$43,439 \$37,457	\$52,409 \$45,192	\$61,378 \$52,926
	Secretary Senior Office Assistant	30	\$32,299	\$38,969	\$45,638
•	Office Assistant	26	\$27,852	\$33,603	\$39,354
	Municipal Services Group				
	Director of Municipal Services	80	\$105,667	\$127,486	\$149,305
	Municipal Services Manager	70	\$82,547	\$99,592	\$116,637
•	Grant Specialist	50	\$50,376	\$60,778	\$71,180
	Economic Development Group				
•	Asst Director of Economic Dev & Housing	74	\$91,117	\$109,931	\$128,745
	Economic Development Specialist II	62	\$67,750	\$81,740	\$95,729
•	Economic Development Specialist I	56	\$58,421	\$70,484	\$82,547
	Economic Development Assistant	50	\$50,376	\$60,778	\$71,180
	Housing Program Supervisor	62	\$67,750	\$81,740	\$95,729
•	Housing & Comm Dev Specialist II	60	\$64,486	\$77,801	\$91,117
•	Housing & Comm Dev Specialist I	54	\$55,606	\$67,088	\$78,570
1	Intern	20	\$24,016	\$28,976	\$33,935

*Salary Survey Benchmark PSPC

TOWN OF APPLE VALLEY

FEBRUARY 2009

EXHIBIT B

PROPOSED

Town of Apple Valley FY 2009/10 Salary Plan <u>Table 2</u> - Salary Ranges Per Job Class - (Job Class Order)

			Heco	mmended	-
Oc	cupational Job Families and Job Classes	Grade	Min Step	Calculated Midpoint	Max Step
	bic Service Administration Group			****	
	ector of Public Services blic Services Assistant	74 48	\$91,117 \$47,949	\$109,931 \$57,849	\$128,745 \$67,750
Pu	blic Works Group (Streets, Wastewater, Pa	rks. Comm	Svc)		
	blic Works Supervisor	56	\$58,421	\$70,484	\$82,547
• Pa	rk Supervisor	56	\$58,421	\$70,484	\$82,547
	blic Works Inspector	48	\$47,949	\$57,849	\$67,750
	blic Services Technician	39	\$38,394	\$46,322	\$54,250
• Ea	uipment Operator	43	\$42,380	\$51,131	\$59,881
	Maintenance Worker	41	\$40,338	\$48,667	\$56,996
	intenance Worker II	37	\$36,544	\$44,090	\$51,635
	intenance Worker I	33	\$33,107	\$39,943	\$46,779
IVIC			400,107	000,040	Q.10,119
	de Enforcement Group				
	de Enforcement District Supervisor	58	\$61,378	\$74,052	\$86,726
* Se	nior Code Enforcement Officer	52	\$52,926	\$63,855	\$74,784
* Co	de Enforcement Officer II	48	\$47,949	\$57,849	\$67,750
* Co	de Enforcement Officer I	42	\$41,346	\$49,883	\$58,421
Co	mmunity Enhancement Officer	40	\$39,354	\$47,480	\$55,606
Co	de Enforcement Technician	38	\$37,457	\$45,192	\$52,926
An	imal Control Group				
	imal Control Supervisor	52	\$52,926	\$63,855	\$74,784
	nior Animal Control Officer	48	\$47,949	\$57,849	\$67,750
	imal Control Officer II	42	\$41,346	\$49,883	\$58,421
	imal Control Technician	36	\$35,653	\$43,014	\$50,376
An	imal Shelter Group				
	imal Shelter Supervisor	52	\$52,926	\$63,855	\$74,784
	gistered Veterinary Technician	42	\$41,346	\$49,883	\$58,421
	imal Control Officer I	38	\$37,457	\$45,192	\$52,926
	imal Shelter Assistant	33	\$33,107	\$39,943	\$46,779
DI					
	anning Group st Dir of Community Development	74	\$91,117	\$109,931	\$128,745
110	ncipal Planner	68	\$78,570	\$94,793	\$111,017
	nior Planner	62	\$67,750	\$81,740	\$95,729
	sociate Planner	56	\$58,421	\$70,484	\$82,547
	sistant Planner	50	\$50,376	\$60,778	\$71,180
-	mmunity Services Group				
	mmunity Services Manager	67	\$76,653	\$92,481	\$108,309
	creation Supervisor	46	\$45,638	\$55,062	\$64,486
	creation Coordinator	40	\$39,354	\$47,480	\$55,606
	st Pool Manager	22	\$25,232	\$30,442	\$35,653
	ent Assistant	22	\$25,232	\$30,442	\$35,653
	creation Assistant	22	\$25,232	\$30,442	\$35,653
		1000			
	nior Lifeguard	20	\$24,016	\$28,976	\$33,935
Lin	eguard	16	\$21,758	\$26,250	\$30,743
	creation Leader II	16	\$21,758	\$26,250	\$30,743
	creation Leader I	10	\$18,762	\$22,636	\$26,510
- CII	stodian	27	\$28,548	\$34,443	\$40,338
Benchmark					

FEBRUARY 2009

EXHIBIT B

PROPOSED

Town of Apple Valley FY 2009/10 Salary Plan <u>Table 2</u> - Salary Ranges Per Job Class - (Job Class Order)

		Reco	mmended	-
Occupational Job Families and Job Classes	Grade	Min Step	Calculated Midpoint	Max Step
Maintenance Aide	21	\$24,617	\$29,700	\$34,783

*Salary Survey Benchmark PSPC

TOWN OF APPLE VALLEY

FEBRUARY 2009

EXHIBIT B