

**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 Institute	

(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 Number _____

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

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

PROPOSED

Town of Apple Valley
FY 2009/10 Salary Plan

Table 2 - Salary Ranges Per Job Class - (Job Class Order)

Occupational Job Families and Job Classes	-- Recommended --			
	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
* Event Coordinator	47	\$46,779	\$56,439	\$66,098
Town Clerk Group				
* Town Clerk	69	\$80,534	\$97,163	\$113,792
* 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	52	\$52,926	\$63,855	\$74,784
* Information Systems Technician	42	\$41,346	\$49,883	\$58,421
Administrative Support Group				
* Administrative Analyst II	58	\$61,378	\$74,052	\$86,726
Administrative Analyst I	52	\$52,926	\$63,855	\$74,784
* Executive Secretary	50	\$50,376	\$60,778	\$71,180
* Administrative Secretary	44	\$43,439	\$52,409	\$61,378
* Secretary	38	\$37,457	\$45,192	\$52,926
* Senior Office Assistant	32	\$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
* 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

Table 2 - Salary Ranges Per Job Class - (Job Class Order)

Occupational Job Families and Job Classes	-- Recommended --			
	Grade	Min Step	Calculated Midpoint	Max Step
Public Service Administration Group				
* Director of Public Services	74	\$91,117	\$109,931	\$128,745
Public Services Assistant	48	\$47,949	\$57,849	\$67,750
Public Works Group (Streets, Wastewater, Parks, Comm Svc)				
* Public Works Supervisor	56	\$58,421	\$70,484	\$82,547
* Park Supervisor	56	\$58,421	\$70,484	\$82,547
* Public Works Inspector	48	\$47,949	\$57,849	\$67,750
* Public Services Technician	39	\$38,394	\$46,322	\$54,250
* Equipment Operator	43	\$42,380	\$51,131	\$59,881
* Sr. Maintenance Worker	41	\$40,338	\$48,667	\$56,996
* Maintenance Worker II	37	\$36,544	\$44,090	\$51,635
* Maintenance Worker I	33	\$33,107	\$39,943	\$46,779
Code Enforcement Group				
* Code Enforcement District Supervisor	58	\$61,378	\$74,052	\$86,726
* Senior Code Enforcement Officer	52	\$52,926	\$63,855	\$74,784
* Code Enforcement Officer II	48	\$47,949	\$57,849	\$67,750
* Code Enforcement Officer I	42	\$41,346	\$49,883	\$58,421
Community Enhancement Officer	40	\$39,354	\$47,480	\$55,606
Code Enforcement Technician	38	\$37,457	\$45,192	\$52,926
Animal Control Group				
* Animal Control Supervisor	52	\$52,926	\$63,855	\$74,784
Senior Animal Control Officer	48	\$47,949	\$57,849	\$67,750
* Animal Control Officer II	42	\$41,346	\$49,883	\$58,421
Animal Control Technician	36	\$35,653	\$43,014	\$50,376
Animal Shelter Group				
Animal Shelter Supervisor	52	\$52,926	\$63,855	\$74,784
* Registered Veterinary Technician	42	\$41,346	\$49,883	\$58,421
* Animal Control Officer I	38	\$37,457	\$45,192	\$52,926
Animal Shelter Assistant	33	\$33,107	\$39,943	\$46,779
Planning Group				
* Asst Dir of Community Development	74	\$91,117	\$109,931	\$128,745
* Principal Planner	68	\$78,570	\$94,793	\$111,017
* Senior Planner	62	\$67,750	\$81,740	\$95,729
* Associate Planner	56	\$58,421	\$70,484	\$82,547
* Assistant Planner	50	\$50,376	\$60,778	\$71,180
Community Services Group				
* Community Services Manager	67	\$76,653	\$92,481	\$108,309
* Recreation Supervisor	46	\$45,638	\$55,062	\$64,486
* Recreation Coordinator	40	\$39,354	\$47,480	\$55,606
* Asst Pool Manager	22	\$25,232	\$30,442	\$35,653
Event Assistant	22	\$25,232	\$30,442	\$35,653
Recreation Assistant	22	\$25,232	\$30,442	\$35,653
* Senior Lifeguard	20	\$24,016	\$28,976	\$33,935
* Lifeguard	16	\$21,758	\$26,250	\$30,743
* Recreation Leader II	16	\$21,758	\$26,250	\$30,743
* Recreation Leader I	10	\$18,762	\$22,636	\$26,510
* Custodian	27	\$28,548	\$34,443	\$40,338

*Salary Survey Benchmark
PSPC

PROPOSED

Town of Apple Valley
FY 2009/10 Salary Plan

Table 2 - Salary Ranges Per Job Class - (Job Class Order)

Occupational Job Families and Job Classes	-- Recommended --			
	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