

## ITEM 4.5

### **CITY MANAGER'S REPORT JULY 10, 2023 CITY COUNCIL REGULAR MEETING**

**ITEM: APPROVE THE CREATION OF A DEPUTY CITY MANAGER POSITION**

**RECOMMENDATION: Adopt Resolution Creating a Deputy City Manager Position at Grade 90, Approving the Job Description, Updating the Grade Step Table, Un-funding the Deputy Finance Director Position, and Approving the Related Budget Amendment**

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#### **SUMMARY**

Over the past several years Lathrop has experienced unprecedented growth, making it the fastest growing city in the State of California. We are processing the development approvals for some of the largest master planned communities in the state, millions of square feet of industrial/manufacturing/retail/commercial properties and building various short term as well as long term capital projects on par with many medium to large sized cities. In 2020, the city had approximately 95 full time positions. Today, with the addition of the Police Department and support positions, the city has grown to approximately 177 full time positions.

The addition of the Police Department necessitates oversight of complex day to day matters that arise in finance, human resources, risk management and police budgeting. Staff requests Council consideration to approve the creation of a Deputy City Manager position at grade 90, un-fund the Deputy Finance Director position and approve a budget amendment in the amount of \$51,700 to cover the difference in salary and benefits.

#### **BACKGROUND:**

Over the past eleven years, City staff has worked tirelessly to position the city in a manner that is fiscally healthy and sustainable to support the steady growth and maintain high-levels of quality services to our community.

A nod to the collaborate efforts throughout the city are the rankings from Fiscal Year 2016-17 through 2020-21, in which the State Auditor classified the City of Lathrop with an overall "low risk" of financial distress: placing Lathrop as the 9th most fiscally sound city in California, with a fiscal grade of 96.24 of 100 points. Additionally, in May 2023, the State released the annual population and housing estimates report, in which it mentioned Lathrop as one of the top five cities in California where housing production drove population growth; placing Lathrop with an 11.1% growth as the fastest growing city in San Joaquin County, and the fastest growing city in the State with population over 30,000. These accomplishments are due to collaborate efforts across all city departments, in which every department contributed to the success of the City.

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APPROVE THE CREATION OF A DEPUTY CITY MANAGER POSITION**

Furthermore, the City of Lathrop has also doubled in staffing since 2020. Currently, with the adoption of the 2023-24 fiscal year budget, the city now has approximately 177 budgeted positions. With the steady growth and complex projects over the years, there comes a need to expand in high-level support positions. Therefore, staff requests that the City Council consider approving the creation of a Deputy City Manager Position at Grade 90, including the related job description, and updating the city’s grade step table. Additionally, staff is requesting to un-fund the Deputy Finance Director position, and approve a budget amendment in the amount of \$51,700 to cover the difference in salary and benefits from the Deputy Finance Director to a Deputy City Manager position.

**REASON FOR RECOMMENDATION:**

The City Manager serves as the Chief Administrative Officer for the City of Lathrop and is responsible for the day-to-day oversight and management of all City departments. Adding a Deputy City Manager will allow for additional support in the execution and implementation of higher-level complex projects, and oversight of the Finance and Human Resources Departments, and Police Department budget.

**FISCAL IMPACT:**

If approved by Council, the attached resolution will create a Deputy City Manager Position at Grade 90 in the City Manager’s Office, un-fund the Deputy Finance Director position, and approve a budget amendment in the amount of \$51,700 to cover the difference in salary and benefits from the Deputy Finance Director to a Deputy City Manager position.

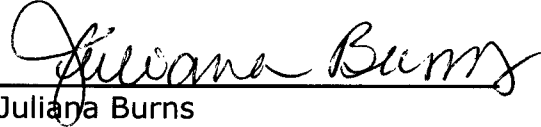
Increase Appropriations - City Manager Dept. Salaries		
1010-11-20-410-11-00	Salary	\$214,133
1010-11-20-410-xx-00	Benefits/PERS	\$75,921
Decrease Appropriations - Finance Dept. Salaries		
1010-15-10-410-11-00	Salary	\$167,181
1010-15-10-410-xx-00	Benefits/PERS	\$71,179
Net Fiscal Impact Change / Difference		\$51,694

**ATTACHMENTS:**

- A. Resolution Creating a Deputy City Manager Position at Grade 90, Approving the Job Description, Updating the Grade Step Table, Un-funding the Deputy Finance Director Position, and Approving the Related Budget Amendment
- B. Deputy City Manager Job Description, at Grade 90
- C. Updated Grade Step Table
- D. Updated Position Control Roster

**CITY MANAGER'S REPORT  
JULY 10, 2023 CITY COUNCIL MEETING  
APPROVE THE CREATION OF A DEPUTY CITY MANAGER POSITION**

**APPROVALS:**



Juliana Burns  
Human Resources Director

7-6-2023

Date



Salvador Navarrete  
City Attorney

7-6-2023

Date



Stephen J. Salvatore  
City Manager

7.6.23

Date

**RESOLUTION NO. 23-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP CREATING A DEPUTY CITY MANAGER POSITION AT GRADE 90, APPROVING THE JOB DESCRIPTION, UPDATING THE GRADE STEP TABLE, UN-FUNDING THE DEPUTY FINANCE DIRECTOR POSITION, AND APPROVING THE RELATED BUDGET AMENDMENT**

**WHEREAS**, over the past several years Lathrop has experienced unprecedented growth, making it the fastest growing city in the State of California; and

**WHEREAS**, the city is processing the development approvals for some of the largest master planned communities in the state, millions of square feet of industrial/manufacturing/retail/commercial properties and building various short term as well as long term capital projects on par with many medium to large sized cities; and

**WHEREAS**, in 2020, the city had approximately 95 full time positions. Today, with the addition of the Police Department and support positions, the city has grown to approximately 177 full time positions; and

**WHEREAS**, the addition of the Police Department necessitates oversight of complex day to day matters that arise in finance, human resources, risk management and police budgeting; and

**WHEREAS**, the City Manager serves as the Chief Administrative Officer for the City of Lathrop and is responsible for the day-to-day oversight and management of all City departments; and

**WHEREAS**, adding a Deputy City Manager will allow for additional support in the execution and implementation of higher-level complex projects, and oversight of the Finance and Human Resources Departments, and Police Department budget; and

**WHEREAS**, staff requests Council consideration to approve the creation of a Deputy City Manager position at grade 90, un-fund the Deputy Finance Director position and approve a budget amendment in the amount of \$51,700 to cover the difference in salary and benefits; and

**WHEREAS**, the Deputy City Manager position is an exempt, at-will, and unrepresented position appointed by the City Manager.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Lathrop hereby approves a Deputy City Manager position at Grade 90, approves the job description, updates the Grade Step Table, and un-funds the Deputy Finance Director position

**Increase Appropriations - City Manager Dept. Salaries**

1010-11-20-410-11-00	Salary	\$214,133
1010-11-20-410-xx-00	Benefits/PERS	\$75,921

**Decrease Appropriations - Finance Dept. Salaries**

1010-15-10-410-11-00	Salary	\$167,181
1010-15-10-410-xx-00	Benefits/PERS	\$71,179

Net Fiscal Impact Change / Difference \$51,694

The foregoing resolution was passed and adopted this 10<sup>th</sup> day of July 2023, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:


ABSTAIN:

\_\_\_\_\_  
Sonny Dhaliwal, Mayor

**ATTEST:**

\_\_\_\_\_  
Teresa Vargas, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Salvador Navarrete, City Attorney

**CITY OF LATHROP  
DEPUTY CITY MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general administrative direction, performs highly responsible and complex professional administrative work while assisting the City Manager, or Assistant City Manager, with the direction and coordination of the activities of assigned City departments and or divisions. Under administrative direction, plans, manages, oversees and directs operations and services of the Finance Department, Human Resources Department, and budget operations of the Police Department; assists the City Manager, or Assistant City Manager, in coordinating and directing citywide departmental activities and operations; relieves the City Manager of day-to-day duties associated with municipal operations of assigned Departments and Divisions; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the City Manager, City Council, and department heads; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Deputy City Manager** is an administrative management level class, responsible for the overall management and operations of the Finance Department, Human Resources Department, and budget operations of the Police Department. Under the direction of the City Manager, or Assistant City Manager, the incumbent may assist and provide direction to assigned departments or divisions; may manage a variety of citywide programs, activities, and high-level projects. The Deputy City Manager acts for the City Manager, or Assistant City Manager, in their absence. This class is distinguished from the next higher classification of Assistant City Manager, in that the latter has higher overall responsibility for administering and directing assigned City departments and operations.

**SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager, or Assistant City Manager. Exercises direct and indirect supervision over assigned departments, professional and support function personnel.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assumes full management responsibility for assigned functions, services, and activities of the City, including the City's Finance Department, Human Resources Department, and budget operations of the Police Department.
- Assists in the development and implementation of goals, objectives, policies and priorities for citywide government and the City Manager's Office.
- Provides professional analysis and advice to the City Manager, Assistant City Manager, City Council, and department representatives regarding governmental and administrative procedures and practices; conducts complex research and analysis for a variety of organizational projects and services; reviews, analyzes, and makes recommendations on state and federal legislation affecting municipal operations.

- Confers with department heads and employees regarding policy and procedural changes; administers, coordinates and monitors a variety of programs that cross a number of City operational lines; researches development opportunities to address funding needs.
- Oversees grant applications, grant-funded program activities and contracts on behalf of the City; identifies potential new funding sources; and assists departments with grant writing submittals.
- Coordinates activities of the City Manager's Office with other City departments and outside agencies; participates in developing and implementing policies, procedures, and objectives to ensure efficient, effective, and consistent delivery of services; identifies operational problems and issues and works with departments to resolve them.
- Manages and directs work plan of assigned departments and divisions; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues; determines and executes disciplinary actions; recommends and oversees the use of consultants and outside professional services.
- Represents the City Manager's Office and assigned Departments before the City Council, community, outside agencies, and professional organizations; makes public presentations to groups such as the City Council, boards and commissions, citizen groups, developers, and other public agencies; serves as the primary liaison with federal, regional, and local agencies; collaborates with interested parties in meetings with developers, contractors, and other public agencies.
- Serves as a member of the City's executive management team, assists the City Manager, or Assistant City Manager with the City's overall administrative detail and policy planning process; acts as City Manager, or Assistant City Manager as assigned during their absence; may serve as Acting Department Head when there is a vacancy or absence.
- Keeps abreast of changes in federal, state, and local laws, rules and regulations; monitors projects to ensure City and Agency compliance with applicable statutes and regulations
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Deputy City Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of progressively responsible administrative managerial or leadership experience in a public administration setting, including two years of management or supervisory experience, and a bachelor's degree in public administration, business administration, civil engineering, government law, organizational management or related field. A master's degree is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles and practices of municipal administration, organizations and functions; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; principles and practices of economic development and organizational management; principles and practices of public financing, including debt management and bond management; local and state legislative processes; assessment district operating requirements; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide effective leadership and coordinate a variety of program activities, including grants administration; research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; prepare and analyze a grants budget; serve effectively as the administrative agent of the City Council; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

**HISTORICAL DATA**

Updated: July 10, 2023 by Resolution: 23-\_\_\_\_\_

Employment Status: At-will

FLSA Status: Exempt / Bargaining Unit: Unrepresented



**CITY OF LATHROP  
GRADE-STEP TABLE  
Eff. 7/10/2023**

Adopted by Resolution No. 23-\_\_\_\_\_

\*FOR REFERENCE USE ONLY

**Attachment C**

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
20			hourly	\$ 15.7899	\$ 16.5795	\$ 17.4086	\$ 18.2789	\$ 19.1928
			bi-weekly	1,263	1,326	1,393	1,462	1,535
			monthly	2,737	2,874	3,017	3,168	3,327
			annual	32,843	34,485	36,210	38,020	39,921
21			hourly	\$ 16.1847	\$ 16.9941	\$ 17.8436	\$ 18.7358	\$ 19.6727
			bi-weekly	1,295	1,360	1,427	1,499	1,574
			monthly	2,805	2,946	3,093	3,248	3,410
			annual	33,664	35,348	37,115	38,970	40,919
22			hourly	\$ 16.5888	\$ 17.4185	\$ 18.2892	\$ 19.2037	\$ 20.1637
			bi-weekly	1,327	1,393	1,463	1,536	1,613
			monthly	2,875	3,019	3,170	3,329	3,495
			annual	34,505	36,230	38,042	39,944	41,941
23			hourly	\$ 17.0040	\$ 17.8543	\$ 18.7470	\$ 19.6846	\$ 20.6684
			bi-weekly	1,360	1,428	1,500	1,575	1,653
			monthly	2,947	3,095	3,249	3,412	3,583
			annual	35,368	37,137	38,994	40,944	42,990
24			hourly	\$ 17.4294	\$ 18.3009	\$ 19.2156	\$ 20.1764	\$ 21.1852
			bi-weekly	1,394	1,464	1,537	1,614	1,695
			monthly	3,021	3,172	3,331	3,497	3,672
			annual	36,253	38,066	39,968	41,967	44,065
25			hourly	\$ 17.8651	\$ 18.7580	\$ 19.6959	\$ 20.6809	\$ 21.7151
			bi-weekly	1,429	1,501	1,576	1,654	1,737
			monthly	3,097	3,251	3,414	3,585	3,764
			annual	37,159	39,017	40,967	43,016	45,167
26			hourly	\$ 18.3116	\$ 19.2272	\$ 20.1885	\$ 21.1978	\$ 22.2577
			bi-weekly	1,465	1,538	1,615	1,696	1,781
			monthly	3,174	3,333	3,499	3,674	3,858
			annual	38,088	39,993	41,992	44,091	46,296
27	RECREATION LEADER	UNREP	hourly	\$ 18.7693	\$ 19.7078	\$ 20.6935	\$ 21.7282	\$ 22.8144
			bi-weekly	1,502	1,577	1,655	1,738	1,825
			monthly	3,253	3,416	3,587	3,766	3,955
			annual	39,040	40,992	43,043	45,195	47,454
28			hourly	\$ 19.2385	\$ 20.2004	\$ 21.2105	\$ 22.2710	\$ 23.3848
			bi-weekly	1,539	1,616	1,697	1,782	1,871
			monthly	3,335	3,501	3,676	3,860	4,053
			annual	40,016	42,017	44,118	46,324	48,640
29			hourly	\$ 19.7196	\$ 20.7056	\$ 21.7408	\$ 22.8278	\$ 23.9693
			bi-weekly	1,578	1,656	1,739	1,826	1,918
			monthly	3,418	3,589	3,768	3,957	4,155
			annual	41,017	43,068	45,221	47,482	49,856
30			hourly	\$ 20.2125	\$ 21.2231	\$ 22.2842	\$ 23.3984	\$ 24.5684
			bi-weekly	1,617	1,698	1,783	1,872	1,965
			monthly	3,504	3,679	3,863	4,056	4,259
			annual	42,042	44,144	46,351	48,669	51,102
31			hourly	\$ 20.7179	\$ 21.7536	\$ 22.8414	\$ 23.9833	\$ 25.1826
			bi-weekly	1,657	1,740	1,827	1,919	2,015
			monthly	3,591	3,771	3,959	4,157	4,365
			annual	43,093	45,248	47,510	49,885	52,380
32	OFFICE ASSISTANT I SENIOR RECREATION LEADER	SEIU SEIU	hourly	\$ 21.2358	\$ 22.2974	\$ 23.4125	\$ 24.5827	\$ 25.8121
			bi-weekly	1,699	1,784	1,873	1,967	2,065
			monthly	3,681	3,865	4,058	4,261	4,474
			annual	44,170	46,379	48,698	51,132	53,689
33			hourly	\$ 21.7666	\$ 22.8549	\$ 23.9976	\$ 25.1977	\$ 26.4575
			bi-weekly	1,741	1,828	1,920	2,016	2,117
			monthly	3,773	3,962	4,160	4,368	4,586
			annual	45,274	47,538	49,915	52,411	55,032
34			hourly	\$ 22.3108	\$ 23.4265	\$ 24.5979	\$ 25.8279	\$ 27.1189
			bi-weekly	1,785	1,874	1,968	2,066	2,170
			monthly	3,867	4,061	4,264	4,477	4,701
			annual	46,406	48,727	51,164	53,722	56,407
35	OFFICE ASSISTANT II	SEIU	hourly	\$ 22.8688	\$ 24.0119	\$ 25.2125	\$ 26.4730	\$ 27.7968
			bi-weekly	1,830	1,921	2,017	2,118	2,224
			monthly	3,964	4,162	4,370	4,589	4,818
			annual	47,567	49,945	52,442	55,064	57,817

**CITY OF LATHROP  
GRADE-STEP TABLE  
Eff. 7/10/2023**

Adopted by Resolution No. 23-\_\_\_\_\_

*\*FOR REFERENCE USE ONLY*

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
36			hourly	\$ 23.4405	\$ 24.6122	\$ 25.8431	\$ 27.1350	\$ 28.4918
			bi-weekly	1,875	1,969	2,067	2,171	2,279
			monthly	4,063	4,266	4,479	4,703	4,939
			annual	48,756	51,193	53,754	56,441	59,263
37	RECREATION SPECIALIST	SEIU	hourly	\$ 24.0262	\$ 25.2274	\$ 26.4889	\$ 27.8136	\$ 29.2039
	SPECIAL ASSISTANT	SEIU	bi-weekly	1,922	2,018	2,119	2,225	2,336
	ANIMAL CENTER ASSISTANT	SEIU	monthly	4,165	4,373	4,591	4,821	5,062
			annual	49,974	52,473	55,097	57,852	60,744
38			hourly	\$ 24.6272	\$ 25.8584	\$ 27.1511	\$ 28.5086	\$ 29.9342
			bi-weekly	1,970	2,069	2,172	2,281	2,395
			monthly	4,269	4,482	4,706	4,941	5,189
			annual	51,225	53,785	56,474	59,298	62,263
39			hourly	\$ 25.2427	\$ 26.5049	\$ 27.8299	\$ 29.2216	\$ 30.6823
			bi-weekly	2,019	2,120	2,226	2,338	2,455
			monthly	4,375	4,594	4,824	5,065	5,318
			annual	52,505	55,130	57,886	60,781	63,819
40			hourly	\$ 25.8740	\$ 27.1677	\$ 28.5260	\$ 29.9521	\$ 31.4496
			bi-weekly	2,070	2,173	2,282	2,396	2,516
			monthly	4,485	4,709	4,945	5,192	5,451
			annual	53,818	56,509	59,334	62,300	65,415
41	ADMINISTRATIVE ASSISTANT I	SEIU	hourly	\$ 26.5206	\$ 27.8466	\$ 29.2390	\$ 30.7009	\$ 32.2358
	MAINTENANCE WORKER I	SEIU	bi-weekly	2,122	2,228	2,339	2,456	2,579
	WATER METER READER I	SEIU	monthly	4,597	4,827	5,068	5,321	5,588
			annual	55,163	57,921	60,817	63,858	67,050
42	CUSTOMER SERVICE REPRESENTATIVE I	SEIU	hourly	\$ 27.1835	\$ 28.5427	\$ 29.9702	\$ 31.4685	\$ 33.0422
			bi-weekly	2,175	2,283	2,398	2,517	2,643
			monthly	4,712	4,947	5,195	5,455	5,727
			annual	56,542	59,369	62,338	65,455	68,728
43	POLICE OFFICER TRAINEE	NON-SWORN	hourly	\$ 27.8628	\$ 29.2564	\$ 30.7191	\$ 32.2551	\$ 33.8677
	POLICE RECORDS ASSISTANT I	SEIU	bi-weekly	2,229	2,341	2,458	2,580	2,709
			monthly	4,830	5,071	5,325	5,591	5,870
			annual	57,955	60,853	63,896	67,091	70,445
44	INFORMATION TECHNOLOGY TECHNICIAN	SEIU	hourly	\$ 28.5596	\$ 29.9878	\$ 31.4872	\$ 33.0615	\$ 34.7147
			bi-weekly	2,285	2,399	2,519	2,645	2,777
			monthly	4,950	5,198	5,458	5,731	6,017
			annual	59,404	62,375	65,493	68,768	72,206
45	ADMINISTRATIVE ASSISTANT II	SEIU	hourly	\$ 29.2736	\$ 30.7373	\$ 32.2743	\$ 33.8881	\$ 35.5825
	MAINTENANCE WORKER II	SEIU	bi-weekly	2,342	2,459	2,582	2,711	2,847
	RECREATION COORDINATOR	SEIU	monthly	5,074	5,328	5,594	5,874	6,168
	WATER METER READER II	SEIU	annual	60,889	63,934	67,130	70,487	74,012
46	POLICE RECORDS ASSISTANT II	SEIU	hourly	\$ 30.0058	\$ 31.5059	\$ 33.0810	\$ 34.7354	\$ 36.4719
			bi-weekly	2,400	2,520	2,646	2,779	2,918
			monthly	5,201	5,461	5,734	6,021	6,322
			annual	62,412	65,532	68,809	72,250	75,861
47	ADMINISTRATIVE ASSISTANT III	SEIU	hourly	\$ 30.7555	\$ 32.2937	\$ 33.9081	\$ 35.6034	\$ 37.3836
	ADMINISTRATIVE TECHNICIAN 1	SEIU	bi-weekly	2,460	2,583	2,713	2,848	2,991
	HUMAN RESOURCES TECHNICIAN	SEIU	monthly	5,331	5,598	5,877	6,171	6,480
	PERMIT TECHNICIAN I	SEIU	annual	63,971	67,171	70,529	74,055	77,758
48	MAINTENANCE WORKER III	SEIU	hourly	\$ 31.5247	\$ 33.1011	\$ 34.7558	\$ 36.4935	\$ 38.3185
	SOLID WASTE&RESOURCE CONSERV. COORD	SEIU	bi-weekly	2,522	2,648	2,780	2,919	3,065
			monthly	5,464	5,738	6,024	6,326	6,642
			annual	65,571	68,850	72,292	75,906	79,703
49	CUSTOMER SERVICE REPRESENTATIVE II	SEIU	hourly	\$ 32.3127	\$ 33.9283	\$ 35.6250	\$ 37.4063	\$ 39.2765
	PROPERTY AND EVIDENCE TECHNICIAN	SEIU	bi-weekly	2,585	2,714	2,850	2,993	3,142
			monthly	5,601	5,881	6,175	6,484	6,808
			annual	67,210	70,571	74,100	77,805	81,695
50	ENGINEERING TECHNICIAN I	SEIU	hourly	\$ 33.1205	\$ 34.7765	\$ 36.5155	\$ 38.3411	\$ 40.2583
			bi-weekly	2,650	2,782	2,921	3,067	3,221
			monthly	5,741	6,028	6,329	6,646	6,978
			annual	68,891	72,335	75,952	79,749	83,737
51	ADMINISTRATIVE TECHNICIAN II	SEIU	hourly	\$ 33.9487	\$ 35.6464	\$ 37.4285	\$ 39.3000	\$ 41.2648
	CRIME & INTELLIGENCE ANALYST	SEIU	bi-weekly	2,716	2,852	2,994	3,144	3,301
	PERMIT TECHNICIAN II	SEIU	monthly	5,884	6,179	6,488	6,812	7,153
	SENIOR ADMINISTRATIVE ASSISTANT	LMCEA	annual	70,613	74,144	77,851	81,744	85,831
	SENIOR CUSTOMER SERVICE REP	SEIU						

**CITY OF LATHROP  
GRADE-STEP TABLE  
Eff. 7/10/2023**

Adopted by Resolution No. 23-\_\_\_\_\_

*\*FOR REFERENCE USE ONLY*

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
52	ACCOUNTANT I	SEIU	hourly	\$ 34,7972	\$ 36,5369	\$ 38,3639	\$ 40,2820	\$ 42,2962
	BUILDING INSPECTOR I	SEIU	bi-weekly	2,784	2,923	3,069	3,223	3,384
	COMMUNITY SERVICE OFFICER I	SEIU	monthly	6,032	6,333	6,650	6,982	7,331
	HR ANALYST I	LMCEA	annual	72,378	75,997	79,797	83,787	87,976
	UTILITY OPERATOR I	SEIU						
53	CONSTRUCTION INSPECTOR I	SEIU	hourly	\$ 35,6673	\$ 37,4503	\$ 39,3228	\$ 41,2891	\$ 43,3538
	POLICE RECORDS SUPERVISOR	LMCEA	bi-weekly	2,853	2,996	3,146	3,303	3,468
	LEGAL SECRETARY	LMCEA	monthly	6,182	6,491	6,816	7,157	7,515
	ANIMAL SHELTER SUPERVISOR	LMCEA	annual	74,188	77,897	81,791	85,881	90,176
54	ENGINEERING TECHNICIAN II	SEIU	hourly	\$ 36,5588	\$ 38,3868	\$ 40,3060	\$ 42,3214	\$ 44,4376
	EXECUTIVE ASSISTANT	LMCEA	bi-weekly	2,925	3,071	3,224	3,386	3,555
			monthly	6,337	6,654	6,986	7,336	7,703
			annual	76,042	79,845	83,836	88,028	92,430
55	BUILDING INSPECTOR II	SEIU	hourly	\$ 37,4729	\$ 39,3465	\$ 41,3138	\$ 43,3793	\$ 45,5484
	COMMUNITY SERVICE OFFICER II	SEIU	bi-weekly	2,998	3,148	3,305	3,470	3,644
	PERMIT TECHNICIAN III	SEIU	monthly	6,495	6,820	7,161	7,519	7,895
	SENIOR ACCOUNTING TECHNICIAN	SEIU	annual	77,944	81,841	85,933	90,229	94,741
56	ACCOUNTANT II	SEIU	hourly	\$ 38,4098	\$ 40,3301	\$ 42,3467	\$ 44,4642	\$ 46,6871
	DEPUTY CITY CLERK	LMCEA	bi-weekly	3,073	3,226	3,388	3,557	3,735
	HR ANALYST II	LMCEA	monthly	6,658	6,991	7,340	7,707	8,092
	MANAGEMENT ANALYST I (CONFIDENTIAL)	LMCEA	annual	79,892	83,887	88,081	92,486	97,109
	UTILITY OPERATOR II	SEIU						
57	CONSTRUCTION INSPECTOR II	SEIU	hourly	\$ 39,3698	\$ 41,3383	\$ 43,4054	\$ 45,5754	\$ 47,8544
	CUSTOMER SERVICE SUPERVISOR	LMCEA	bi-weekly	3,150	3,307	3,472	3,646	3,828
	LEGAL ASSISTANT	LMCEA	monthly	6,824	7,165	7,524	7,900	8,295
	PARKS & RECREATION SUPERVISOR	LMCEA	annual	81,889	85,984	90,283	94,797	99,537
58	ASSISTANT PLANNER	SEIU	hourly	\$ 40,3541	\$ 42,3718	\$ 44,4905	\$ 46,7147	\$ 49,0508
	JUNIOR ENGINEER	SEIU	bi-weekly	3,228	3,390	3,559	3,737	3,924
	SENIOR ENGINEERING TECHNICIAN	SEIU	monthly	6,995	7,344	7,712	8,097	8,502
	ELECTRICIAN / INSTRUMENT TECH	SEIU	annual	83,936	88,133	92,540	97,167	102,026
59	BUILDING INSPECTOR III	SEIU	hourly	\$ 41,3630	\$ 43,4312	\$ 45,6026	\$ 47,8825	\$ 50,2770
	CHIEF UTILITY OPERATOR	SEIU	bi-weekly	3,309	3,474	3,648	3,831	4,022
	COMMUNITY SERVICE OFFICER III	SEIU	monthly	7,170	7,528	7,904	8,300	8,715
	LANDSCAPE & IRRIGATION SPECIALIST	LMCEA	annual	86,035	90,337	94,853	99,596	104,576
	MAINTENANCE SERVICES SUPERVISOR	LMCEA						
60	EXECUTIVE ASSIST TO THE CITY MANAGER	LMCEA	hourly	\$ 42,3973	\$ 44,5171	\$ 46,7429	\$ 49,0801	\$ 51,5339
	INFORMATION TECHNOLOGY ENGINEER I	LMCEA	bi-weekly	3,392	3,561	3,739	3,926	4,123
	MANAGEMENT ANALYST II (CONFIDENTIAL)	LMCEA	monthly	7,349	7,716	8,102	8,507	8,933
			annual	88,186	92,596	97,225	102,087	107,191
61	CONSTRUCTION INSPECTOR III	SEIU	hourly	\$ 43,4569	\$ 45,6300	\$ 47,9112	\$ 50,3068	\$ 52,8222
	POLICE SERVICES MANAGER	LMCEA	bi-weekly	3,477	3,650	3,833	4,025	4,226
	UTILITY MAINTENANCE SUPERVISOR	LMCEA	monthly	7,533	7,909	8,305	8,720	9,156
	UTILITY OPERATOR III	SEIU	annual	90,390	94,910	99,655	104,638	109,870
62	WW TREATMENT PLANT SUPERVISOR	LMCEA	hourly	\$ 44,5434	\$ 46,7707	\$ 49,1090	\$ 51,5647	\$ 54,1427
			bi-weekly	3,563	3,742	3,929	4,125	4,331
			monthly	7,721	8,107	8,512	8,938	9,385
			annual	92,650	97,283	102,147	107,254	112,617
63	ASSOCIATE PLANNER	SEIU	hourly	\$ 45,6571	\$ 47,9399	\$ 50,3370	\$ 52,8535	\$ 55,4962
	SENIOR BUILDING INSPECTOR	SEIU	bi-weekly	3,653	3,835	4,027	4,228	4,440
			monthly	7,914	8,310	8,725	9,161	9,619
			annual	94,967	99,715	104,701	109,935	115,432
64	ASSISTANT ENGINEER	SEIU	hourly	\$ 46,7983	\$ 49,1381	\$ 51,5952	\$ 54,1752	\$ 56,8837
	COMPLIANCE ENGINEER	SEIU	bi-weekly	3,744	3,931	4,128	4,334	4,551
	PARKS AND FACILITATES MANAGER	LMCEA	monthly	8,112	8,517	8,943	9,390	9,860
	PARKS AND REC ADMINISTRATOR	SEIU	annual	97,341	102,207	107,318	112,684	118,318
	RECREATION MANAGER	LMCEA						
STREETS AND OPERATIONS MANAGER	LMCEA							
65	BUDGET MANAGER	LMCEA	hourly	\$ 47,9684	\$ 50,3670	\$ 52,8851	\$ 55,5294	\$ 58,3061
	POLICE OFFICER	SWORN	bi-weekly	3,837	4,029	4,231	4,442	4,664
	SENIOR ACCOUNTANT	LMCEA	monthly	8,315	8,730	9,167	9,625	10,106
			annual	99,774	104,763	110,001	115,501	121,277

**CITY OF LATHROP  
GRADE-STEP TABLE  
Eff. 7/10/2023**

Adopted by Resolution No. 23-\_\_\_\_\_

\*FOR REFERENCE USE ONLY

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
66			hourly	\$ 49,1676	\$ 51,6259	\$ 54,2073	\$ 56,9175	\$ 59,7638
			bi-weekly	3,933	4,130	4,337	4,553	4,781
			monthly	8,522	8,948	9,396	9,866	10,359
			annual	102,269	107,382	112,751	118,388	124,309
67	COMMUNITY SERVICES SUPERVISOR HUMAN RESOURCES MANAGER INFORMATION TECHNOLOGY ENGINEER II SENIOR MANAGEMENT ANALYST SPECIAL DISTRICTS MANAGER	LMCEA EXEMPT LMCEA LMCEA LMCEA	hourly	\$ 50,3967	\$ 52,9168	\$ 55,5624	\$ 58,3410	\$ 61,2575
			bi-weekly	4,032	4,233	4,445	4,667	4,901
			monthly	8,735	9,172	9,631	10,112	10,618
			annual	104,825	110,067	115,570	121,349	127,416
68	PERMIT AND PLAN CHECK SUPERVISOR	LMCEA	hourly	\$ 51,6565	\$ 54,2396	\$ 56,9514	\$ 59,7991	\$ 62,7892
			bi-weekly	4,133	4,339	4,556	4,784	5,023
			monthly	8,954	9,402	9,872	10,365	10,883
			annual	107,445	112,818	118,459	124,382	130,602
69	SENIOR PLANNER UTILITY PLANT SUPERVISOR	LMCEA LMCEA	hourly	\$ 52,9481	\$ 55,5955	\$ 58,3755	\$ 61,2941	\$ 64,3587
			bi-weekly	4,236	4,448	4,670	4,904	5,149
			monthly	9,178	9,637	10,118	10,624	11,156
			annual	110,132	115,639	121,421	127,492	133,866
70	ASSOCIATE ENGINEER	SEIU	hourly	\$ 54,2720	\$ 56,9857	\$ 59,8346	\$ 62,8265	\$ 65,9677
			bi-weekly	4,342	4,559	4,787	5,026	5,277
			monthly	9,407	9,878	10,371	10,890	11,434
			annual	112,886	118,530	124,456	130,679	137,213
71	INFORMATION TECH ENGINEER III PARKS AND REC SUPERINTENDENT	LMCEA LMCEA	hourly	\$ 55,6289	\$ 58,4100	\$ 61,3306	\$ 64,3969	\$ 67,6168
			bi-weekly	4,450	4,673	4,906	5,152	5,409
			monthly	9,642	10,124	10,631	11,162	11,720
			annual	115,708	121,493	127,568	133,946	140,643
72	POLICE SERGEANT	SWORN	hourly	\$ 57,0195	\$ 59,8704	\$ 62,8640	\$ 66,0070	\$ 69,3074
			bi-weekly	4,562	4,790	5,029	5,281	5,545
			monthly	9,883	10,378	10,896	11,441	12,013
			annual	118,600	124,530	130,757	137,295	144,159
73	ASSISTANT CHIEF BUILDING OFFICIAL	LMCEA	hourly	\$ 58,4447	\$ 61,3670	\$ 64,4356	\$ 67,6572	\$ 71,0400
			bi-weekly	4,676	4,909	5,155	5,413	5,683
			monthly	10,130	10,637	11,169	11,727	12,314
			annual	121,565	127,643	134,026	140,727	147,763
74	CITY CLERK FINANCE MANAGER PRINCIPAL PLANNER SENIOR CIVIL ENGINEER	EXEMPT LMCEA LMCEA LMCEA	hourly	\$ 59,9062	\$ 62,9013	\$ 66,0461	\$ 69,3486	\$ 72,8159
			bi-weekly	4,792	5,032	5,284	5,548	5,825
			monthly	10,384	10,903	11,448	12,020	12,621
			annual	124,605	130,835	137,376	144,245	151,457
75			hourly	\$ 61,4039	\$ 64,4739	\$ 67,6973	\$ 71,0824	\$ 74,6363
			bi-weekly	4,912	5,158	5,416	5,687	5,971
			monthly	10,643	11,175	11,734	12,321	12,937
			annual	127,720	134,106	140,810	147,851	155,243
76	ACCOUNTING MANAGER CONSTRUCTION SUPERINTENDENT DEPUTY DIRECTOR OF PARKS, REC & MAINT PARKS PROJECT MANAGER PROJECTS MANAGER UTILITY OPERATIONS SUPERINTENDENT	LMCEA LMCEA LMCEA LMCEA LMCEA	hourly	\$ 62,9387	\$ 66,0858	\$ 69,3898	\$ 72,8594	\$ 76,5023
			bi-weekly	5,035	5,287	5,551	5,829	6,120
			monthly	10,909	11,455	12,028	12,629	13,260
			annual	130,913	137,458	144,331	151,548	159,125
77	ASSISTANT CITY ATTORNEY	EXEMPT	hourly	\$ 64,5119	\$ 67,7378	\$ 71,1246	\$ 74,6807	\$ 78,4149
			bi-weekly	5,161	5,419	5,690	5,974	6,273
			monthly	11,182	11,741	12,328	12,945	13,592
			annual	134,185	140,895	147,939	155,336	163,103
78	DEPUTY FINANCE DIRECTOR	LMCEA	hourly	\$ 66,1252	\$ 69,4311	\$ 72,9028	\$ 76,5478	\$ 80,3755
			bi-weekly	5,290	5,554	5,832	6,124	6,430
			monthly	11,462	12,035	12,636	13,268	13,932
			annual	137,540	144,417	151,638	159,219	167,181
79	ECONOMIC DEV ADMINISTRATOR LAND DEVELOPMENT MANAGER	LMCEA LMCEA	hourly	\$ 67,7782	\$ 71,1668	\$ 74,7257	\$ 78,4617	\$ 82,3847
			bi-weekly	5,422	5,693	5,978	6,277	6,591
			monthly	11,748	12,336	12,952	13,600	14,280
			annual	140,979	148,027	155,429	163,200	171,360

**CITY OF LATHROP  
GRADE-STEP TABLE  
Eff. 7/10/2023**

Adopted by Resolution No. 23-\_\_\_\_\_

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GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<u>2023 Compensation May Be Subject to CalPERS Compensation Limits Beginning at Grade 80/Step 5</u>								
80	ASSISTANT COM DEV DIRECTOR CHIEF PLANNING OFFICIAL PRINCIPAL ENGINEER	LMCEA LMCEA LMCEA	hourly	\$ 69,4724	\$ 72,9462	\$ 76,5935	\$ 80,4231	\$ 84,4443
			bi-weekly	5,558	5,836	6,127	6,434	6,756
			monthly	12,042	12,644	13,276	13,940	14,637
			annual	144,503	151,728	159,315	167,280	175,644
81	CHIEF BUILDING OFFICIAL CHIEF INFORMATION OFFICER POLICE LIEUTENANT SENIOR CONSTRUCTION MANAGER	EXEMPT EXEMPT SWORN LMCEA	hourly	\$ 71,2096	\$ 74,7701	\$ 78,5089	\$ 82,4341	\$ 86,5557
			bi-weekly	5,697	5,982	6,281	6,595	6,924
			monthly	12,343	12,960	13,608	14,289	15,003
			annual	148,116	155,522	163,299	171,463	180,036
82	ASSISTANT PUBLIC WORKS DIRECTOR	LMCEA	hourly	\$ 72,9896	\$ 76,6395	\$ 80,4711	\$ 84,4945	\$ 88,7197
			bi-weekly	5,839	6,131	6,438	6,760	7,098
			monthly	12,652	13,284	13,948	14,646	15,378
			annual	151,818	159,410	167,380	175,749	184,537
83			hourly	\$ 74,8145	\$ 78,5550	\$ 82,4829	\$ 86,6066	\$ 90,9372
			bi-weekly	5,985	6,284	6,599	6,929	7,275
			monthly	12,968	13,616	14,297	15,012	15,762
			annual	155,614	163,394	171,564	180,142	189,149
84	POLICE COMMANDER	SWORN	hourly	\$ 76,6846	\$ 80,5191	\$ 84,5448	\$ 88,7719	\$ 93,2110
			bi-weekly	6,135	6,442	6,764	7,102	7,457
			monthly	13,292	13,957	14,654	15,387	16,157
			annual	159,504	167,480	175,853	184,646	193,879
85	DIRECTOR OF GOV'T SERV/CITY CLERK DIRECTOR OF HUMAN RESOURCES DIRECTOR OF INFORMATION SYSTEMS DIRECTOR OF PARKS, REC & MAINT SERV	EXEMPT EXEMPT EXEMPT EXEMPT	hourly	\$ 78,6017	\$ 82,5320	\$ 86,6586	\$ 90,9915	\$ 95,5410
			bi-weekly	6,288	6,603	6,933	7,279	7,643
			monthly	13,624	14,306	15,021	15,772	16,560
			annual	163,492	171,667	180,250	189,262	198,725
86	CITY ENGINEER	EXEMPT	hourly	\$ 80,5667	\$ 84,5953	\$ 88,8249	\$ 93,2662	\$ 97,9295
			bi-weekly	6,445	6,768	7,106	7,461	7,834
			monthly	13,965	14,663	15,396	16,166	16,974
			annual	167,579	175,958	184,756	193,994	203,693
87	DIRECTOR OF FINANCE	EXEMPT	hourly	\$ 82,5811	\$ 86,7102	\$ 91,0458	\$ 95,5978	\$ 100,3779
			bi-weekly	6,606	6,937	7,284	7,648	8,030
			monthly	14,314	15,030	15,781	16,570	17,399
			annual	171,769	180,357	189,375	198,844	208,786
88	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS	EXEMPT EXEMPT	hourly	\$ 84,6456	\$ 88,8778	\$ 93,3216	\$ 97,9878	\$ 102,8872
			bi-weekly	6,772	7,110	7,466	7,839	8,231
			monthly	14,672	15,405	16,176	16,985	17,834
			annual	176,063	184,866	194,109	203,815	214,005
89			hourly	\$ 86,7618	\$ 91,0998	\$ 95,6550	\$ 100,4378	\$ 105,4594
			bi-weekly	6,941	7,288	7,652	8,035	8,437
			monthly	15,039	15,791	16,580	17,409	18,280
			annual	180,465	189,488	198,962	208,911	219,356
90	DEPUTY CITY MANAGER	EXEMPT	hourly	\$ 88,9310	\$ 93,3772	\$ 98,0462	\$ 102,9486	\$ 108,0960
			bi-weekly	7,114	7,470	7,844	8,236	8,648
			monthly	15,415	16,185	16,995	17,844	18,737
			annual	184,977	194,225	203,936	214,133	224,840
91	ASSISTANT CITY MANAGER	EXEMPT	hourly	\$ 91,1541	\$ 95,7115	\$ 100,4975	\$ 105,5226	\$ 110,7986
			bi-weekly	7,292	7,657	8,040	8,442	8,864
			monthly	15,800	16,590	17,420	18,291	19,205
			annual	189,601	199,080	209,035	219,487	230,461
92			hourly	\$ 93,4394	\$ 98,1119	\$ 103,0116	\$ 108,1600	\$ 113,5680
			bi-weekly	7,475	7,849	8,241	8,653	9,085
			monthly	16,196	17,006	17,855	18,748	19,685
			annual	194,354	204,073	214,264	224,973	236,221
93			hourly	\$ 95,7757	\$ 100,5564	\$ 105,5858	\$ 110,8640	\$ 116,4126
			bi-weekly	7,662	8,045	8,447	8,869	9,313
			monthly	16,601	17,430	18,302	19,216	20,178
			annual	199,213	209,157	219,618	230,597	242,138
94	POLICE CHIEF	EXEMPT	hourly	\$ 98,1660	\$ 103,0765	\$ 108,2249	\$ 113,6437	\$ 119,3221
			bi-weekly	7,853	8,246	8,658	9,091	9,546
			monthly	17,015	17,867	18,759	19,698	20,682
			annual	204,185	214,399	225,108	236,379	248,190
95			hourly	\$ 100,6104	\$ 105,6399	\$ 110,9289	\$ 116,4667	\$ 122,2965
			bi-weekly	8,049	8,451	8,874	9,317	9,784
			monthly	17,439	18,311	19,228	20,188	21,198
			annual	209,270	219,731	230,732	242,251	254,377
96			hourly	\$ 103,1306	\$ 108,2898	\$ 113,6978	\$ 119,3870	\$ 125,3574
			bi-weekly	8,250	8,663	9,096	9,551	10,029

**CITY OF LATHROP  
GRADE-STEP TABLE  
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GRADE	CLASSIFICATION	UNIT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
		monthly	17,876	18,770	19,708	20,694	21,729
		annual	214,512	225,243	236,491	248,325	260,743

CONTRACT							
	CITY ATTORNEY	EXEMPT	annual	\$ 258,153			
	CITY MANAGER	EXEMPT	annual	\$ 277,023			

**Changes**

Add:  
DEPUTY CITY MANAGER, GRADE 90

# AUTHORIZED POSITIONS BY DEPARTMENT

## Summary by Department

	2022/23 Adopted	2022/23 Amended 03/13/23	2023/24 Adopted Budget	2023/24 Amended 07/10/23
<b>CITY MANAGER</b>				
<b>City Manager</b>				
Assistant City Manager	0.00	0.25	0.25	0.25
Deputy City Manager	0.00	0.00	0.00	1.00
City Engineer	0.15	0.00	0.00	0.00
City Manager	1.00	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50	0.50
Economic Development Administrator	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.65</b>	<b>2.75</b>	<b>2.75</b>	<b>3.75</b>
<b>CITY MANAGER - Total</b>	<b>2.65</b>	<b>2.75</b>	<b>2.75</b>	<b>3.75</b>
<b>CITY CLERK</b>				
<b>City Clerk</b>				
Deputy City Clerk	1.00	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50	0.50
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>CITY CLERK - Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>CITY ATTORNEY</b>				
<b>City Attorney</b>				
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00
Legal Secretary	0.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	0.00	0.00	0.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>CITY ATTORNEY - Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>HUMAN RESOURCES</b>				
<b>Human Resources</b>				
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
HR Analyst I/II	0.00	1.00	1.00	1.00
HR Technician	0.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>HUMAN RESOURCES - Total</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

# AUTHORIZED POSITIONS BY DEPARTMENT

## Summary by Department

	2022/23 Adopted	2022/23 Amended 03/13/23	2023/24 Adopted Budget	2023/24 Amended 07/10/23
<b>FINANCE</b>				
<b>Finance</b>				
Accountant I/II	1.00	0.00	0.00	0.00
Accounting Manager	1.00	0.00	0.00	0.00
Accounting Specialist I/II/Technician	5.00	0.00	0.00	0.00
Administrative Technician I/II	1.00	1.00	1.00	1.00
Customer Service Representatives I/II	0.00	5.00	5.00	5.00
Customer Service Supervisor	0.00	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	0.00
Director of Finance	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Management Analyst I/II	0.50	2.00	2.00	2.00
Senior Administrative Assistant	1.00	0.00	0.00	0.00
Senior Customer Service Representative	0.00	1.00	1.00	1.00
Senior Accountant	0.00	0.50	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
<b>Total</b>	<b>13.50</b>	<b>14.50</b>	<b>15.00</b>	<b>14.00</b>
<b>FINANCE - Total</b>	<b>13.50</b>	<b>14.50</b>	<b>15.00</b>	<b>14.00</b>
<b>INFORMATION SYSTEMS</b>				
<b>Information Systems</b>				
Administrative Assistant I/II/III	0.50	0.00	0.00	0.00
Director of Information Systems	0.00	1.00	1.00	1.00
Chief Information Officer	1.00	1.00	1.00	1.00
Information Technology Technician	0.00	1.00	0.00	0.00
Information Technology Engineer I/II/III	3.00	5.00	6.00	6.00
Management Analyst I/II	0.00	1.00	1.00	1.00
<b>Total</b>	<b>4.50</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>INFORMATION SYSTEMS - Total</b>	<b>4.50</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>COMMUNITY DEVELOPMENT</b>				
<b>Planning</b>				
Administrative Assistant I/II/III	0.33	0.33	0.10	0.10
Assistant Community Development Director	0.00	1.00	0.00	0.00
Associate Planner	1.00	1.00	1.00	1.00
Director of Community Development	1.00	1.00	1.00	1.00
Executive Assistant	0.00	1.00	1.00	1.00
Principal Planner	1.00	0.00	0.00	0.00
Senior Administrative Assistant	1.00	0.00	0.00	0.00
Senior Planner	0.00	1.00	1.00	1.00
<b>Total</b>	<b>4.33</b>	<b>5.33</b>	<b>4.10</b>	<b>4.10</b>
<b>COMMUNITY DEVELOPMENT - Total</b>	<b>4.33</b>	<b>5.33</b>	<b>4.10</b>	<b>4.10</b>



# AUTHORIZED POSITIONS BY DEPARTMENT

## Summary by Department

	2022/23 Adopted	2022/23 Amended 03/13/23	2023/24 Adopted Budget	2023/24 Amended 07/10/23
<b>PUBLIC SAFETY</b>				
<b>Police</b>				
<b>Sworn</b>				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00
Police Lieutenant	0.00	1.00	1.00	1.00
Police Officer	24.00	32.00	32.00	32.00
Police Sergeant	6.00	6.00	6.00	6.00
<b>Total</b>	<b>33.00</b>	<b>42.00</b>	<b>42.00</b>	<b>42.00</b>
<b>Non-Sworn</b>				
Police Forensic Analyst I/II	0.00	0.00	0.00	0.00
Police Records Assistant I/II	0.00	2.00	2.00	2.00
Police Records Supervisor	0.00	1.00	1.00	1.00
Property & Evidence Technician	0.00	1.00	1.00	1.00
<b>Total</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Administration</b>				
Management Analyst I/II	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	0.00	0.00	0.00
<b>Total</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Community Services Division</b>				
Community Services Supervisor	1.00	1.00	1.00	1.00
Community Services Officer I/II/III	3.00	5.00	5.00	5.00
Administrative Assistant I/II/III	0.50	1.00	1.00	1.00
Animal Center Assistant	0.00	0.00	1.00	1.00
Animal Shelter Supervisor	0.00	1.00	1.00	1.00
Animal Services Assistant	1.00	0.00	0.00	0.00
<b>Total</b>	<b>5.50</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>
<b>PUBLIC SAFETY - Total</b>	<b>41.50</b>	<b>56.00</b>	<b>57.00</b>	<b>57.00</b>
<b>PARKS, RECREATION AND MAINTENANCE SERVICES</b>				
<b>Parks and Recreation</b>				
Administrative Assistant I/II/III	2.00	3.00	3.00	3.00
Director of Parks, Recreation and Maintenance	1.00	1.00	1.00	1.00
Deputy Director of Parks, Recreation and Maintenance	1.00	0.00	0.00	0.00
Management Analyst I/II	1.25	1.00	1.00	1.00
Recreation Coordinator	3.00	3.00	3.00	3.00
Recreation Leaders	9.45	9.45	9.45	9.45
Recreation Manager	0.00	1.00	1.00	1.00
Recreation Supervisor	1.00	2.00	2.00	2.00
Senior Accountant	0.00	0.25	0.00	0.00
Senior Administrative Assistant	0.00	1.00	1.00	1.00
Senior Recreation Leaders	5.35	7.00	5.00	5.00
<b>Total</b>	<b>24.05</b>	<b>28.70</b>	<b>26.45</b>	<b>26.45</b>

# AUTHORIZED POSITIONS BY DEPARTMENT

## Summary by Department

	2022/23 Adopted	2022/23 Amended 03/13/23	2023/24 Adopted Budget	2023/24 Amended 07/10/23
<b>Maintenance Services</b>				
Landscape and Irrigation Specialist	0.00	1.00	1.00	1.00
Maintenance Services Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker I/II/III	9.00	9.00	5.00	5.00
Parks and Facilities Manager	0.00	0.00	0.00	0.00
Parks and Recreation Supervisor	0.00	0.00	1.00	1.00
Senior Recreation Leaders	0.00	0.00	2.00	2.00
<b>Total</b>	<b>10.00</b>	<b>11.00</b>	<b>10.00</b>	<b>10.00</b>
<b>PARKS, RECREATION AND MAINTENANCE - Total</b>	<b>34.05</b>	<b>39.70</b>	<b>36.45</b>	<b>36.45</b>
<b>BUILDING SAFETY AND INSPECTIONS</b>				
<b>Building</b>				
Administrative Assistant I/II/III	0.33	0.33	0.60	0.60
Assistant City Manager	0.00	0.32	0.32	0.32
Building Inspector I/II/III	2.00	3.00	3.00	3.00
Chief Building Official	1.00	1.00	1.00	1.00
Management Analyst I/II	0.00	0.00	1.00	1.00
Permit and Plan Check Supervisor	1.00	1.00	1.00	1.00
Permit Technician I/II/III	2.00	4.00	3.00	3.00
<b>Total</b>	<b>6.33</b>	<b>9.65</b>	<b>9.92</b>	<b>9.92</b>
<b>BUILDING SAFETY AND INSPECTIONS - Total</b>	<b>6.33</b>	<b>9.65</b>	<b>9.92</b>	<b>9.92</b>
<b>PUBLIC WORKS</b>				
<b>Public Works</b>				
Administrative Assistant I/II/III	2.34	2.34	3.30	3.30
Assistant City Manager	0.00	0.43	0.43	0.43
Assistant Engineer	1.00	3.00	3.00	3.00
Associate Engineer	1.00	1.00	1.00	1.00
City Engineer	0.85	1.00	1.00	1.00
Compliance Engineer	0.00	0.00	1.00	1.00
Construction Inspector I/II/III	3.00	3.00	3.00	3.00
Construction Superintendent	1.00	1.00	1.00	1.00
Director of Public Works	1.00	0.00	0.00	0.00
Electrician / Instrument Technician	0.00	0.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Maintenance Worker I/II/III	0.00	0.00	3.00	3.00
Management Analyst I/II	0.25	1.00	1.00	1.00
Meter Reader I/II	1.00	2.00	2.00	2.00
Senior Accountant	0.00	0.25	0.00	0.00
Senior Administrative Assistant	1.00	0.00	0.00	0.00
Senior Civil Engineer	1.00	2.00	2.00	2.00

# AUTHORIZED POSITIONS BY DEPARTMENT

## Summary by Department

	2022/23 Adopted	2022/23 Amended 03/13/23	2023/24 Adopted Budget	2023/24 Amended 07/10/23
Senior Construction Manager	1.00	1.00	1.00	1.00
Streets and Maintenance Operation Manager	0.00	1.00	1.00	1.00
Utility Operations Superintendent	1.00	1.00	1.00	1.00
Utility Operator I/II/III	6.00	6.00	7.00	7.00
Utility Plant Supervisor	1.00	1.00	1.00	1.00
<b>Total</b>	<b>24.44</b>	<b>28.02</b>	<b>34.73</b>	<b>34.73</b>
<b>PUBLIC WORKS - Total</b>	<b>24.44</b>	<b>28.02</b>	<b>34.73</b>	<b>34.73</b>
<b>Grand Total</b>	<b>137.8</b>	<b>173.45</b>	<b>177.45</b>	<b>177.45</b>

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