

**CITY MANAGER'S REPORT
FEBRUARY 12, 2018 CITY COUNCIL REGULAR MEETING****ITEM: BIENNIAL BUDGET FISCAL YEAR (FY) 2018 – 2019
MID-YEAR REPORT****RECOMMENDATION: Adopt a Resolution Accepting the Biennial Budget
FY 2018 – 2019 Mid-Year Report; Grade Step Table;
and Staffing Requests**

SUMMARY:

As part of the Biennial Budget process approved by Council in June 2017, a mid-cycle review is conducted on the first year's programmed allocations (Year 1 or FY 2018). The financial review as of December 31, 2017 provides a mid-year budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through December 31, 2017 measures the budget's adherence to the Adopted Budget. The primary focus of the report is on the General Fund, which accounts for a majority of the City's basic administrative operations.

Staff recommends that the City Council:

- 1) Amend Year 1 (FY 2018) of the Adopted Biennial Budget for various funds and various projects as identified in Attachment B.
- 2) Amend the City's Grade Step Table in Attachment C for:
 - a. Revised minimum wage to comply with State mandated standards for eligible classifications.
 - b. Miscellaneous technical corrections to reflect Council approved actions or clarification on existing classifications.
- 3) Approve Job Descriptions for new positions:
 - a. New classification of Senior Construction Manager, Attachment D.

BACKGROUND:

As part of the Biennial Budget process approved by Council in June 2017, a mid-cycle review is conducted on the first year's programmed allocations (Year 1 or FY 2018). The Mid-Year Budget Report as of December 31, 2017 provides a mid-year budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through December 31, 2017 measures the budget's adherence to the Adopted Budget. In limited instances, budget actions are recommended in this report to address unforeseen events at the time the budget document was produced and adopted.

The Mid-Year Budget Report for FY 2018 is presented in two categories:

- **General Fund Mid-Year Status:** provides an overview of the general fund revenue, expenditures, and fund balance performance compared to the fiscal plan.
- **Mid-Year Requests:** summarizes staff's recommendations to amend the fiscal plan to address program needs or perform technical adjustments.

General Fund Mid-Year Status

Most of the City's administrative expenditures are supported by the General Fund. After six months' experience in Year 1 of the Biennial Budget, overall, the General Fund is tracking within budgeted levels and is anticipated to end the year as projected.

Revenues:

Overall, staff is projecting General Fund revenues will finish the year at \$23.2 million as projected in the Amended Biennial Budget approved by Council. Current revenue trends in Property Tax and Sales Tax seem favorable and will be evaluated at the end of Year 1 (FY 2018) to recommend adjustments to our projections if needed.

Expenditures:

General Fund expenditures are trending below the amended budget level. The reductions are primarily the result of salary savings from vacant positions and projects yet to be started.

GF Reserves/Fund Balance:

The City's General Fund Reserve provides some flexibility to address one-time priority programs, smooth out economic swings, buffer the loss of state and federal revenues, and temporarily support City operations in the event of a catastrophic event (such as an earthquake or fire). At Year-End for FY 2017, staff reported a General Fund Reserves balance of \$6.9 million. Staff is projecting a General Fund Reserves balance of \$7.5 million at the end of FY 2018.

Mid-Year Requests

As part of the Biennial Budget process approved by Council in June 2017, a mid-cycle review is conducted on the first year's programmed allocations (Year 1 or FY 2018). The Mid-Year Budget Report includes budget amendments reflecting changes to revenues and expenses in the first six months of Year 1 (FY 2018). Adjustments to the fiscal plan are grouped by Staffing; Program/Project Requests; and Technical Adjustments as follows:

Staffing

Due to recent unforeseen vacancies and the constant search of workflow efficiencies, departments have had the opportunity to review their staffing needs and recommend the following actions:

- Fund one (1) Senior Construction Manager: Oversight of Capital Improvement Projects is a vital function for the success of each City project. The Public Works Department has determined the need for a skilled and knowledgeable worker to meet the growing construction compliance requirements from State and Federal regulations. The position requested will be classified at Grade 81 position in the Grade Step Table. In FY 2018, this position will be funded from salary savings from the vacant Public Works Director position. The annual cost of this position is approximately \$178 thousand. When the Public Works Director position is filled, a budget amendment will be needed to fund the position.
- Fund one (1) Administrative Assistant I/II: The City Attorney's Office is requesting an Administrative Assistant I/II position to assist with the increasing number of Public Records Act (PRA) requests and additional administrative duties.
- Reclass one (1) Budget Analyst I/II (Confidential) to Management Analyst I/II (Confidential): Historically, both positions were used interchangeably. After a thorough review of the job classification for both positions, it has been determined that both positions are essentially performing the same duties and residing under the same salary step (Grade 56 and 60). For those reasons, the Finance Department is requesting the reclass in the confidential series of one (1) Budget Analyst to Management Analyst. In addition, this action will establish uniformity within the paraprofessional positions in the City having all filled positions at the Management Analyst level. Upon approval, the Budget Analyst I/II (including the Confidential series) title will be removed from the Grade Step Table.
- Redirect 0.5 FTE and reclass Executive Assistant to Administrative Assistant I/II: This vacant position is currently approved to support the City Clerk and Human Resources departments. However, due to the high service demands in the City Clerk's Office, 0.5 FTE has been redirected to this department. Additionally, it is recommended to reclass the vacant Executive Assistant position to an Administrative Assistant I/II position to better align the department's clerical tasks.

Program/Project Requests

The following program/project requests require additional funding to address a specific need:

- Back-Up Server and Network Tower (Information Technology - \$24,000): The Information Technology Department requests an appropriation increase of \$13 thousand to cover the purchase of a back-up server to support the City's need for document storage of digital files. The server was purchased as an emergency measure to prevent any digital storage failures. Additionally, funding for a network tower located near the Flying J premises is requested in the amount of \$11 thousand to enhance our network reach with the newly annexed area.

- Booster Pumps (Parks and Recreation - \$75,000): During a recent maintenance inspection, it was recommended for three (3) booster pumps to be installed to reduce brown patches and allow for adequate water pressure to flow through the parks' irrigation system. The parks needing booster pumps are The Green, The Commons, and Crescent Park. Each booster pump is estimated at \$25 thousand (\$75 thousand for all three (3) locations).

GENERAL FUND MID-YEAR REQUESTS SUMMARY			
<i>(in millions)</i>	FY 2018 Amended	FY 2018 Mid-Year	FY 2019 Adopted
Revenue	23.2	23.2	18.8
Expenditures	22.7	22.8	19.0
Fund Balance	7.5	7.4	7.4

Technical Adjustments

These actions are recommended to align the budget levels with previously approved Council actions or fix inadvertent oversights from the approved Adopted budget as follows:

- Grade Step Table: Accept the City's salary schedule for existing classifications and miscellaneous adjustments as follows:
 - o Minimum Wage: With the State's mandated minimum wage increased to \$11 per hour effective January 1, 2018, impacted positions have been redirected to Grade 17 to comply with this requirement.
 - o Senior Recreation Leader (Part-Time): The position title has been moved to Grade 24 to align the position with the full-time classification as approved by Council. The part-time position is vacant with no fiscal impact in the current budget report.
 - o Geography Information Systems (GIS) Specialist II: The position title has been added to Grade 57 to align with Council's approved action. This position is unfunded with no fiscal impact in the current budget report.
 - o Projects and Program Manager: The position's title will be adjusted to Project Manager to maximize the scope of responsibilities and allow for flexibility among departments hiring for this position. There are no changes recommended to the current grade level for this position (Grade 76).

REASON FOR RECOMMENDATION:

The Mid-Year Budget Report provides an opportunity to make adjustments in order to be in alignment with the budget forecast.

COUNCIL GOALS ADVANCED BY THIS AGENDA ITEM:

The Mid-Year Budget Report adheres to the established City Council's goal to achieve long-term financial solvency.

FISCAL IMPACT:

The Mid-Year Budget Report provides the City Council a periodic update on the City's Biennial Budget FY 2017/18 & 2018/19. There are no fiscal impacts associated with the recommended staffing requests due to existing salary savings from vacant positions. Program requests totaling \$99 thousand are recommended to be funded from General Fund Reserves.

ATTACHMENTS:

- A. A Resolution of the City Council of the City of Lathrop Approving the Mid-Year Budget Report for Year 1 of the Biennial Budget 2017/18 and 2018/19 and Related Staffing Requests
- B. Recommended Amendments for Year 1 of the Biennial Budget FY2017/18 and 2018/19
- C. Grade Step Table, Effective 1/1/2018
- D. Job Description: Senior Construction Manager

**CITY MANAGER'S REPORT
FEBRUARY 12, 2018 CITY COUNCIL REGULAR MEETING**

APPROVALS:

Vanessa R. Portillo.
Vanessa L. Portillo
Deputy Finance Director

2.5.2018
Date

[Signature]
Cari James
Director of Finance

2/6/18
Date

[Signature]
Salvador Navarrete
City Attorney

2-5-18
Date

[Signature]
Stephen Salvatore
City Manager

2.6.18
Date

RESOLUTION NO. 18-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP
APPROVING THE MID-YEAR BUDGET REPORT FOR YEAR 1 OF THE
BIENNIAL BUDGET 2017/18 AND 2018/19 AND RELATED STAFFING
REQUESTS**

WHEREAS, the City Council of the City of Lathrop adopted the Biennial Budget for Fiscal Year 2017/18 and 2018/19 on June 13, 2017 by Resolution No. 17-4249; and

WHEREAS, Staff proposes amendments to expenditures to more accurately project estimates for activity in the General Fund; and

WHEREAS, the proposed Mid-Year Report recommends using General Fund Unassigned Fund Balance to support the equipment purchases in Information Technology and Parks and Recreation departments in the amount of \$84,000; and

WHEREAS, the proposed Mid-Year Report recommends the following staffing actions:

- Fund one (1) Senior Construction Manager in support of the Public Works Department;
- Fund one (1) Administrative Assistant in support of the City Attorney's Department;
- Reclass one (1) Budget Analyst I/II (Confidential) to Management Analyst I/II (Confidential) in the Finance Department;
- Redirect 0.5 FTE and reclass vacant Executive Assistant position to Administrative Assistant I/II in support of the City Clerk's Department.

WHEREAS, the proposed Mid-Year Report recommends approving the Grade Step Table including various technical adjustments and supplemental Job Descriptions; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve the Mid-Year Budget Report for Year 1 of the Biennial Budget 2017/18 and 2018/19.

The foregoing resolution was passed and adopted this 12th day of February, 2018, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSTAIN:

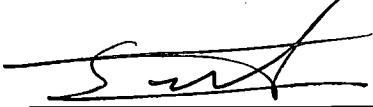
ABSENT:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

**CITY OF LATHROP
RECOMMENDED AMENDMENTS FOR YEAR 1 OF THE BIENNIAL BUDGET
FY2017/18 & 2018/19**

Department		Revenue Adjustments	Expense Adjustments
GENERAL FUND (1010)			
<i>Information Technology</i>	Backup Server (1010-15-20-450-38-00) This action adjust the equipment fund to support the purchase of a back-up server for document storage.		\$ 13,000
	Network Tower (1010-15-20-450-38-00) This action adjust the equipment fund to support funding for a network tower located near Flying J premises.		\$ 11,000
<i>Parks and Recreation</i>	Booster Pumps (1010-50-80-450-38-00) This action adjust the equipment fund to install booster pumps at three (3) City parks to reduce brown patches and allow for adequate water pressure.		\$ 75,000
GENERAL FUND (1010) TOTAL		\$ -	\$ 99,000

**CITY OF LATHROP
GRADE-STEP TABLE**

ATTACHMENT C

**FOR REFERENCE USE ONLY*

Eff. 01/01/2018

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
NON-PUBLIC EMPLOYEES' RETIREMENT SYSTEM (NON-PERS) SCHEDULE								
17	RECREATION LEADER	Unrep	hourly	\$11.1274	\$11.6838	\$12.2680	\$12.8814	\$13.5254
			bi-weekly	890.19	934.70	981.44	1,030.51	1,082.03
			monthly	1,929	2,025	2,126	2,233	2,344
			annual	23,145	24,302	25,517	26,793	28,133
18			hourly	\$11.4056	\$11.9759	\$12.5747	\$13.2034	\$13.8636
			bi-weekly	912.45	958.07	1,005.97	1,056.27	1,109.09
			monthly	1,977	2,076	2,180	2,289	2,403
			annual	23,724	24,910	26,155	27,463	28,836
19			hourly	\$11.6908	\$12.2753	\$12.8891	\$13.5336	\$14.2102
			bi-weekly	935.26	982.03	1,031.13	1,082.68	1,136.82
			monthly	2,026	2,128	2,234	2,346	2,463
			annual	24,317	25,533	26,809	28,150	29,557
20			hourly	\$11.9831	\$12.5823	\$13.2114	\$13.8719	\$14.5655
			bi-weekly	958.65	\$1,006.58	\$1,056.91	\$1,109.75	\$1,165.24
			monthly	2,077	2,181	2,290	2,404	2,525
			annual	24,925	26,171	27,480	28,854	30,296
21	FACILITY SUPERVISOR	Unrep	hourly	\$12.2825	\$12.8966	\$13.5415	\$14.2185	\$14.9295
			bi-weekly	982.60	\$1,031.73	\$1,083.32	\$1,137.48	\$1,194.36
			monthly	2,129	2,235	2,347	2,465	2,588
			annual	25,548	26,825	28,166	29,575	31,053
22			hourly	\$12.5893	\$13.2188	\$13.8797	\$14.5737	\$15.3024
			bi-weekly	1,007.14	\$1,057.50	\$1,110.38	\$1,165.90	\$1,224.19
			monthly	2,182	2,291	2,406	2,526	2,652
			annual	26,186	27,495	28,870	30,313	31,829
23			hourly	\$12.9044	\$13.5496	\$14.2271	\$14.9385	\$15.6854
			bi-weekly	1,032.35	\$1,083.97	\$1,138.17	\$1,195.08	\$1,254.83
			monthly	2,237	2,349	2,466	2,589	2,719
			annual	26,841	28,183	29,592	31,072	32,626
24	SENIOR RECREATION LEADER	Unrep	hourly	\$13.2271	\$13.8885	\$14.5829	\$15.3120	\$16.0776
			bi-weekly	1,058.17	\$1,111.08	\$1,166.63	\$1,224.96	\$1,286.21
			monthly	2,293	2,407	2,528	2,654	2,787
			annual	27,512	28,888	30,332	31,849	33,441
25			hourly	\$13.5578	\$14.2357	\$14.9475	\$15.6948	\$16.4796
			bi-weekly	1,084.62	\$1,138.86	\$1,195.80	\$1,255.59	\$1,318.37
			monthly	2,350	2,468	2,591	2,720	2,856
			annual	28,200	29,610	31,091	32,645	34,278
26			hourly	\$13.8967	\$14.5915	\$15.3211	\$16.0872	\$16.8915
			bi-weekly	1,111.74	\$1,167.32	\$1,225.69	\$1,286.97	\$1,351.32
			monthly	2,409	2,529	2,656	2,788	2,928
			annual	28,905	30,350	31,868	33,461	35,134
27			hourly	\$14.2441	\$14.9563	\$15.7041	\$16.4893	\$17.3138
			bi-weekly	1,139.53	\$1,196.50	\$1,256.33	\$1,319.15	\$1,385.10
			monthly	2,469	2,592	2,722	2,858	3,001
			annual	29,628	31,109	32,665	34,298	36,013
28			hourly	\$14.6001	\$15.3301	\$16.0966	\$16.9014	\$17.7465
			bi-weekly	1,168.01	\$1,226.41	\$1,287.73	\$1,352.12	\$1,419.72
			monthly	2,531	2,657	2,790	2,930	3,076
			annual	30,368	31,887	33,481	35,155	36,913
29			hourly	\$14.9652	\$15.7135	\$16.4991	\$17.3241	\$18.1903
			bi-weekly	1,197.22	\$1,257.08	\$1,319.93	\$1,385.93	\$1,455.22
			monthly	2,594	2,724	2,860	3,003	3,153
			annual	31,128	32,684	34,318	36,034	37,836
30			hourly	\$15.3392	\$16.1062	\$16.9115	\$17.7570	\$18.6449
			bi-weekly	1,227.14	\$1,288.49	\$1,352.92	\$1,420.56	\$1,491.59
			monthly	2,659	2,792	2,931	3,078	3,232
			annual	31,906	33,501	35,176	36,935	38,781

**CITY OF LATHROP
GRADE-STEP TABLE**

ATTACHMENT C

**FOR REFERENCE USE ONLY*

Eff. 01/01/2018

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
31			hourly	\$15.7227	\$16.5088	\$17.3343	\$18.2010	\$19.1110
			bi-weekly	1,257.82	\$1,320.71	\$1,386.74	\$1,456.08	\$1,528.88
			monthly	2,725	2,862	3,005	3,155	3,313
			annual	32,703	34,338	36,055	37,858	39,751
32	OFFICE ASSISTANT I	Unrep	hourly	\$16.1158	\$16.9216	\$17.7677	\$18.6561	\$19.5889
			bi-weekly	1,289.26	\$1,353.73	\$1,421.41	\$1,492.48	\$1,567.11
			monthly	2,793	2,933	3,080	3,234	3,395
			annual	33,521	35,197	36,957	38,805	40,745
33			hourly	\$16.5186	\$17.3445	\$18.2118	\$19.1223	\$20.0785
			bi-weekly	1,321.49	\$1,387.56	\$1,456.94	\$1,529.79	\$1,606.28
			monthly	2,863	3,006	3,157	3,315	3,480
			annual	34,359	36,077	37,880	39,774	41,763
34			hourly	\$16.9317	\$17.7783	\$18.6672	\$19.6006	\$20.5806
			bi-weekly	1,354.54	\$1,422.26	\$1,493.38	\$1,568.04	\$1,646.45
			monthly	2,935	3,082	3,236	3,397	3,567
			annual	35,218	36,979	38,828	40,769	42,808
35	OFFICE ASSISTANT II	Unrep	hourly	\$17.3551	\$18.2229	\$19.1340	\$20.0907	\$21.0952
			bi-weekly	1,388.41	\$1,457.83	\$1,530.72	\$1,607.26	\$1,687.62
			monthly	3,008	3,159	3,317	3,482	3,657
			annual	36,099	37,904	39,799	41,789	43,878
36			hourly	\$17.7888	\$18.6782	\$19.6122	\$20.5928	\$21.6224
			bi-weekly	1,423.10	\$1,494.26	\$1,568.97	\$1,647.42	\$1,729.79
			monthly	3,083	3,238	3,399	3,569	3,748
			annual	37,001	38,851	40,793	42,833	44,975
37	ANIMAL SERVICES ASSISTANT RECREATION SPECIALIST	Unrep Unrep	hourly	\$18.2335	\$19.1452	\$20.1024	\$21.1076	\$22.1629
			bi-weekly	1,458.68	\$1,531.61	\$1,608.19	\$1,688.60	\$1,773.03
			monthly	3,160	3,318	3,484	3,659	3,842
			annual	37,926	39,822	41,813	43,904	46,099
38	MAINTENANCE WORKER I METER READER SENIOR CENTER REC. COORDINATOR ACCOUNTING SPECIALIST I	Unrep Unrep Unrep Unrep	hourly	\$18.6895	\$19.6240	\$20.6052	\$21.6354	\$22.7172
			bi-weekly	1,495.16	\$1,569.92	\$1,648.41	\$1,730.83	\$1,817.38
			monthly	3,240	3,401	3,572	3,750	3,938
			annual	38,874	40,818	42,859	45,002	47,252
39			hourly	\$19.1566	\$20.1144	\$21.1202	\$22.1762	\$23.2850
			bi-weekly	1,532.53	\$1,609.15	\$1,689.61	\$1,774.09	\$1,862.80
			monthly	3,320	3,487	3,661	3,844	4,036
			annual	39,846	41,838	43,930	46,126	48,433
40	RECREATION COORDINATOR		hourly	\$19.6356	\$20.6174	\$21.6482	\$22.7307	\$23.8672
			bi-weekly	1,570.85	\$1,649.39	\$1,731.86	\$1,818.45	\$1,909.38
			monthly	3,404	3,574	3,752	3,940	4,137
			annual	40,842	42,884	45,028	47,280	49,644
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) SCHEDULE								
12			hourly	\$10.6457	\$11.1780	\$11.7369	\$12.3237	\$12.9399
			bi-weekly	852	894	939	986	1,035
			monthly	1,845	1,938	2,034	2,136	2,243
			annual	22,143	23,250	24,413	25,633	26,915
13			hourly	\$10.9118	\$11.4574	\$12.0303	\$12.6318	\$13.2634
			bi-weekly	873	917	962	1,011	1,061
			monthly	1,891	1,986	2,085	2,190	2,299
			annual	22,697	23,831	25,023	26,274	27,588
14			hourly	\$11.1848	\$11.7440	\$12.3312	\$12.9478	\$13.5952
			bi-weekly	895	940	986	1,036	1,088
			monthly	1,939	2,036	2,137	2,244	2,357
			annual	23,264	24,428	25,649	26,931	28,278
15	RECREATION LEADER	SEIU	hourly	\$11.4642	\$12.0374	\$12.6393	\$13.2712	\$13.9348
			bi-weekly	917	963	1,011	1,062	1,115
			monthly	1,987	2,086	2,191	2,300	2,415
			annual	23,846	25,038	26,290	27,604	28,984

**CITY OF LATHROP
GRADE-STEP TABLE**

ATTACHMENT C

**FOR REFERENCE USE ONLY*

Eff. 01/01/2018

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
16			hourly	\$11.7510	\$12.3386	\$12.9555	\$13.6033	\$14.2834
			bi-weekly	940	987	1,036	1,088	1,143
			monthly	2,037	2,139	2,246	2,358	2,476
			annual	24,442	25,664	26,947	28,295	29,710
17			hourly	\$12.0446	\$12.6468	\$13.2792	\$13.9431	\$14.6403
			bi-weekly	964	1,012	1,062	1,115	1,171
			monthly	2,088	2,192	2,302	2,417	2,538
			annual	25,053	26,305	27,621	29,002	30,452
18			hourly	\$12.3458	\$12.9631	\$13.6112	\$14.2918	\$15.0064
			bi-weekly	988	1,037	1,089	1,143	1,201
			monthly	2,140	2,247	2,359	2,477	2,601
			annual	25,679	26,963	28,311	29,727	31,213
19			hourly	\$12.6545	\$13.2872	\$13.9516	\$14.6492	\$15.3816
			bi-weekly	1,012	1,063	1,116	1,172	1,231
			monthly	2,193	2,303	2,418	2,539	2,666
			annual	26,321	27,637	29,019	30,470	31,994
20			hourly	\$12.9708	\$13.6193	\$14.3003	\$15.0153	\$15.7661
			bi-weekly	1,038	1,090	1,144	1,201	1,261
			monthly	2,248	2,361	2,479	2,603	2,733
			annual	26,979	28,328	29,745	31,232	32,793
21	FACILITY SUPERVISOR	SEIU	hourly	\$13.2951	\$13.9599	\$14.6578	\$15.3907	\$16.1603
			bi-weekly	1,064	1,117	1,173	1,231	1,293
			monthly	2,304	2,420	2,541	2,668	2,801
			annual	27,654	29,036	30,488	32,013	33,613
22			hourly	\$13.6270	\$14.3084	\$15.0238	\$15.7750	\$16.5637
			bi-weekly	1,090	1,145	1,202	1,262	1,325
			monthly	2,362	2,480	2,604	2,734	2,871
			annual	28,344	29,761	31,249	32,812	34,453
23			hourly	\$13.9681	\$14.6665	\$15.3998	\$16.1698	\$16.9783
			bi-weekly	1,117	1,173	1,232	1,294	1,358
			monthly	2,421	2,542	2,669	2,803	2,943
			annual	29,054	30,506	32,032	33,633	35,315
24	SENIOR RECREATION LEADER SENIOR FACILITY ATTENDANT	SEIU SEIU	hourly	\$14.3174	\$15.0333	\$15.7849	\$16.5742	\$17.4029
			bi-weekly	1,145	1,203	1,263	1,326	1,392
			monthly	2,482	2,606	2,736	2,873	3,017
			annual	29,780	31,269	32,833	34,474	36,198
25			hourly	\$14.6753	\$15.4091	\$16.1795	\$16.9885	\$17.8379
			bi-weekly	1,174	1,233	1,294	1,359	1,427
			monthly	2,544	2,671	2,804	2,945	3,092
			annual	30,525	32,051	33,653	35,336	37,103
26			hourly	\$15.0422	\$15.7943	\$16.5840	\$17.4132	\$18.2839
			bi-weekly	1,203	1,264	1,327	1,393	1,463
			monthly	2,607	2,738	2,875	3,018	3,169
			annual	31,288	32,852	34,495	36,220	38,030
27			hourly	\$15.4183	\$16.1892	\$16.9987	\$17.8486	\$18.7410
			bi-weekly	1,233	1,295	1,360	1,428	1,499
			monthly	2,673	2,806	2,946	3,094	3,248
			annual	32,070	33,674	35,357	37,125	38,981
28			hourly	\$15.8036	\$16.5938	\$17.4235	\$18.2946	\$19.2094
			bi-weekly	1,264	1,328	1,394	1,464	1,537
			monthly	2,739	2,876	3,020	3,171	3,330
			annual	32,871	34,515	36,241	38,053	39,955
29			hourly	\$16.1988	\$17.0087	\$17.8592	\$18.7521	\$19.6897
			bi-weekly	1,296	1,361	1,429	1,500	1,575
			monthly	2,808	2,948	3,096	3,250	3,413
			annual	33,694	35,378	37,147	39,004	40,955

**CITY OF LATHROP
GRADE-STEP TABLE**

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GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
30			hourly	\$16.6037	\$17.4339	\$18.3056	\$19.2209	\$20.1819
			bi-weekly	1,328	1,395	1,464	1,538	1,615
			monthly	2,878	3,022	3,173	3,332	3,498
			annual	34,536	36,262	38,076	39,979	41,978
31			hourly	\$17.0188	\$17.8697	\$18.7632	\$19.7014	\$20.6865
			bi-weekly	1,362	1,430	1,501	1,576	1,655
			monthly	2,950	3,097	3,252	3,415	3,586
			annual	35,399	37,169	39,028	40,979	43,028
32	OFFICE ASSISTANT I	SEIU	hourly	\$17.4443	\$18.3165	\$19.2323	\$20.1940	\$21.2037
			bi-weekly	1,396	1,465	1,539	1,616	1,696
			monthly	3,024	3,175	3,334	3,500	3,675
			annual	36,284	38,098	40,003	42,003	44,104
33			hourly	\$17.8803	\$18.7743	\$19.7130	\$20.6987	\$21.7336
			bi-weekly	1,430	1,502	1,577	1,656	1,739
			monthly	3,099	3,254	3,417	3,588	3,767
			annual	37,191	39,051	41,003	43,053	45,206
34			hourly	\$18.3274	\$19.2438	\$20.2060	\$21.2163	\$22.2771
			bi-weekly	1,466	1,540	1,616	1,697	1,782
			monthly	3,177	3,336	3,502	3,677	3,861
			annual	38,121	40,027	42,028	44,130	46,336
35	OFFICE ASSISTANT II	SEIU	hourly	\$18.7857	\$19.7250	\$20.7112	\$21.7468	\$22.8341
			bi-weekly	1,503	1,578	1,657	1,740	1,827
			monthly	3,256	3,419	3,590	3,769	3,958
			annual	39,074	41,028	43,079	45,233	47,495
36			hourly	\$19.2553	\$20.2181	\$21.2290	\$22.2904	\$23.4049
			bi-weekly	1,540	1,617	1,698	1,783	1,872
			monthly	3,338	3,504	3,680	3,864	4,057
			annual	40,051	42,054	44,156	46,364	48,682
37	ANIMAL SERVICES ASSISTANT RECREATION SPECIALIST	SEIU	hourly	\$19.7364	\$20.7232	\$21.7594	\$22.8474	\$23.9897
			bi-weekly	1,579	1,658	1,741	1,828	1,919
		SEIU	monthly	3,421	3,592	3,772	3,960	4,158
			annual	41,052	43,104	45,260	47,522	49,899
38	MAINTENANCE WORKER I WATER METER READER I SENIOR CENTER RECREATION COORDINATOR ACCOUNTING SPECIALIST I	SEIU	hourly	\$20.2301	\$21.2416	\$22.3037	\$23.4189	\$24.5898
		SEIU	bi-weekly	1,618	1,699	1,784	1,874	1,967
		SEIU	monthly	3,507	3,682	3,866	4,059	4,262
		SEIU	annual	42,079	44,183	46,392	48,711	51,147
39			hourly	\$20.7357	\$21.7725	\$22.8611	\$24.0042	\$25.2044
			bi-weekly	1,659	1,742	1,829	1,920	2,016
			monthly	3,594	3,774	3,963	4,161	4,369
			annual	43,130	45,287	47,551	49,929	52,425
40			hourly	\$21.2542	\$22.3169	\$23.4328	\$24.6044	\$25.8346
			bi-weekly	1,700	1,785	1,875	1,968	2,067
			monthly	3,684	3,868	4,062	4,265	4,478
			annual	44,209	46,419	48,740	51,177	53,736
41	UTILITY OPERATOR I ADMINISTRATIVE ASSISTANT I	SEIU	hourly	\$21.7854	\$22.8747	\$24.0184	\$25.2193	\$26.4803
		SEIU	bi-weekly	1,743	1,830	1,921	2,018	2,118
		SEIU	monthly	3,776	3,965	4,163	4,371	4,590
		SEIU	annual	45,314	47,579	49,958	52,456	55,079
42	WATER METER READER II MAINTENANCE WORKER II ACCOUNTING SPECIALIST II	SEIU	hourly	\$22.3301	\$23.4466	\$24.6189	\$25.8499	\$27.1424
		SEIU	bi-weekly	1,786	1,876	1,970	2,068	2,171
		SEIU	monthly	3,871	4,064	4,267	4,481	4,705
		SEIU	annual	46,447	48,769	51,207	53,768	56,456
43			hourly	\$22.8882	\$24.0326	\$25.2342	\$26.4960	\$27.8208
			bi-weekly	1,831	1,923	2,019	2,120	2,226
			monthly	3,967	4,166	4,374	4,593	4,822
			annual	47,607	49,988	52,487	55,112	57,867

**CITY OF LATHROP
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GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			
44	INFORMATION TECHNOLOGY TECHNICIAN	SEIU	hourly	\$23.4605	\$24.6335	\$25.8652	\$27.1585	\$28.5164			
			bi-weekly	1,877	1,971	2,069	2,173	2,281			
			monthly	4,066	4,270	4,483	4,707	4,943			
			annual	48,798	51,238	53,800	56,490	59,314			
45	UTILITY OPERATOR II RECREATION COORDINATOR ADMINISTRATIVE ASSISTANT II	SEIU	hourly	\$24.0470	\$25.2494	\$26.5118	\$27.8374	\$29.2293			
			bi-weekly	1,924	2,020	2,121	2,227	2,338			
			monthly	4,168	4,377	4,595	4,825	5,066			
			annual	50,018	52,519	55,145	57,902	60,797			
46	ANIMAL SERVICES OFFICER	SEIU	hourly	\$24.6484	\$25.8808	\$27.1749	\$28.5336	\$29.9603			
			bi-weekly	1,972	2,070	2,174	2,283	2,397			
			monthly	4,272	4,486	4,710	4,946	5,193			
			annual	51,269	53,832	56,524	59,350	62,317			
47	PERMIT TECHNICIAN	SEIU	hourly	\$25.2643	\$26.5275	\$27.8539	\$29.2466	\$30.7089			
			bi-weekly	2,021	2,122	2,228	2,340	2,457			
			monthly	4,379	4,598	4,828	5,069	5,323			
			annual	52,550	55,177	57,936	60,833	63,875			
48	SOLID WASTE&RESOURCE CONSERV. COORD. SR. MAINTENANCE WORKER	SEIU	hourly	\$25.8961	\$27.1909	\$28.5505	\$29.9780	\$31.4769			
			bi-weekly	2,072	2,175	2,284	2,398	2,518			
			monthly	4,489	4,713	4,949	5,196	5,456			
			annual	53,864	56,557	59,385	62,354	65,472			
49	ACCOUNTING TECHNICIAN	SEIU	hourly	\$26.5435	\$27.8707	\$29.2642	\$30.7274	\$32.2638			
			bi-weekly	2,123	2,230	2,341	2,458	2,581			
			monthly	4,601	4,831	5,072	5,326	5,592			
			annual	55,210	57,971	60,870	63,913	67,109			
50	ENGINEERING TECHNICIAN I SENIOR ANIMAL SERVICES OFFICER	SEIU	hourly	\$27.2070	\$28.5674	\$29.9957	\$31.4955	\$33.0703			
			bi-weekly	2,177	2,285	2,400	2,520	2,646			
			monthly	4,716	4,952	5,199	5,459	5,732			
			annual	56,591	59,420	62,391	65,511	68,786			
51	SENIOR ADMINISTRATIVE ASSISTANT CRIME & INTELLEGENCE ANALYST	LMCEA	hourly	\$27.8874	\$29.2818	\$30.7459	\$32.2832	\$33.8973			
			bi-weekly	2,231	2,343	2,460	2,583	2,712			
			monthly	4,834	5,076	5,329	5,596	5,876			
			annual	58,006	60,906	63,951	67,149	70,506			
52	BUILDING INSPECTOR I CODE COMPLIANCE OFFICER I ACCOUNTANT I	SEIU	hourly	\$28.5843	\$30.0135	\$31.5142	\$33.0899	\$34.7444			
			bi-weekly	2,287	2,401	2,521	2,647	2,780			
			monthly	4,955	5,202	5,462	5,736	6,022			
			annual	59,455	62,428	65,550	68,827	72,268			
53	CONSTRUCTION INSPECTOR I LEGAL SECRETARY GIS SPECIALIST I	SEIU	hourly	\$29.2991	\$30.7641	\$32.3023	\$33.9174	\$35.6132			
			bi-weekly	2,344	2,461	2,584	2,713	2,849			
			monthly	5,079	5,332	5,599	5,879	6,173			
			annual	60,942	63,989	67,189	70,548	74,076			
54	ENGINEERING TECHNICIAN II EXECUTIVE ASSISTANT	SEIU	hourly	\$30.0315	\$31.5331	\$33.1097	\$34.7652	\$36.5035			
			bi-weekly	2,403	2,523	2,649	2,781	2,920			
			monthly	5,205	5,466	5,739	6,026	6,327			
			annual	62,466	65,589	68,868	72,312	75,927			
55	BUILDING INSPECTOR II BUDGET ANALYST I MANAGEMENT ANALYST I ASSISTANT PLANNER CODE COMPLIANCE OFFICER II SENIOR ACCOUNTING TECHNICIAN	SEIU	hourly	\$30.7823	\$32.3214	\$33.9375	\$35.6344	\$37.4161			
			bi-weekly	2,463	2,586	2,715	2,851	2,993			
			monthly	5,336	5,602	5,882	6,177	6,485			
			annual	64,027	67,229	70,590	74,119	77,825			
			56	ACCOUNTANT II MANAGEMENT ANALYST I (CONFIDENTIAL) BUDGET ANALYST I (CONFIDENTIAL)	LMCEA	bi-weekly	2,524	2,650	2,783	2,922	3,068
						monthly	5,469	5,742	6,030	6,331	6,648
57	GIS SPECIALIST II CONSTRUCTION INSPECTOR II LEGAL ASSISTANT PARKS & RECREATION SUPERVISOR	SEIU	hourly	\$32.3406	\$33.9576	\$35.6555	\$37.4383	\$39.3102			
			bi-weekly	2,587	2,717	2,852	2,995	3,145			
			monthly	5,606	5,886	6,180	6,489	6,814			
			annual	67,268	70,632	74,163	77,872	81,765			

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GRADE-STEP TABLE**

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GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
58	BUDGET ANALYST II	SEIU	hourly	\$33,1491	\$34,8066	\$36,5469	\$38,3742	\$40,2929
	SENIOR ENGINEERING TECHNICIAN	SEIU	bi-weekly	2,652	2,785	2,924	3,070	3,223
	JUNIOR ENGINEER	SEIU	monthly	5,746	6,033	6,335	6,652	6,984
	ASSOCIATE PLANNER	SEIU	annual	68,950	72,398	76,018	79,818	83,809
	MANAGEMENT ANALYST II	SEIU						
59	CODE COMPLIANCE OFFICER III	SEIU	hourly	\$33,9779	\$35,6768	\$37,4606	\$39,3337	\$41,3003
	MAINTENANCE SERVICES SUPERVISOR	LMCEA	bi-weekly	2,718	2,854	2,997	3,147	3,304
	CHIEF UTILITY OPERATOR	SEIU	monthly	5,890	6,184	6,493	6,818	7,159
	INFORMATION TECHNOLOGY ANALYST	LMCEA	annual	70,674	74,208	77,918	81,814	85,905
	UTILITY OPERATOR III	SEIU						
60	BUILDING INSPECTOR III	SEIU						
	HUMAN RESOURCES MANAGER	LMCEA	hourly	\$34,8275	\$36,5689	\$38,3973	\$40,3172	\$42,3330
	MANAGEMENT ANALYST II (CONFIDENTIAL)	LMCEA	bi-weekly	2,786	2,926	3,072	3,225	3,387
	BUDGET ANALYST II (CONFIDENTIAL)	LMCEA	monthly	6,037	6,339	6,656	6,988	7,338
	EXECUTIVE ASSISTANT TO THE CITY MANAGER	LMCEA	annual	72,441	76,063	79,866	83,860	88,053
61	UTILITY MAINTENANCE SUPERVISOR	LMCEA	hourly	\$35,6980	\$37,4829	\$39,3570	\$41,3249	\$43,3911
	SENIOR CONSTRUCTION INSPECTOR	LMCEA	bi-weekly	2,856	2,999	3,149	3,306	3,471
	POLICE SERVICES MANAGER	LMCEA	monthly	6,188	6,497	6,822	7,163	7,521
			annual	74,252	77,964	81,863	85,956	90,254
62	WASTEWATER TREATMENT PLANT SUPERVISOR	LMCEA	hourly	\$36,5905	\$38,4200	\$40,3410	\$42,3581	\$44,4760
			bi-weekly	2,927	3,074	3,227	3,389	3,558
			monthly	6,342	6,659	6,992	7,342	7,709
			annual	76,108	79,914	83,909	88,105	92,510
63	SENIOR BUILDING INSPECTOR	SEIU	hourly	\$37,5053	\$39,3806	\$41,3496	\$43,4171	\$45,5879
			bi-weekly	3,000	3,150	3,308	3,473	3,647
			monthly	6,501	6,826	7,167	7,526	7,902
			annual	78,011	81,912	86,007	90,308	94,823
64	PARKS AND RECREATION ADMINISTRATOR	SEIU	hourly	\$38,4428	\$40,3649	\$42,3832	\$44,5023	\$46,7275
	PLANS EXAMINER	SEIU	bi-weekly	3,075	3,229	3,391	3,560	3,738
	ANIMAL SERVICES MANAGER	LMCEA	monthly	6,663	6,997	7,346	7,714	8,099
	ASSISTANT ENGINEER	SEIU	annual	79,961	83,959	88,157	92,565	97,193
65	SENIOR ACCOUNTANT	LMCEA	hourly	\$39,4040	\$41,3742	\$43,4429	\$45,6151	\$47,8958
	BUDGET MANAGER	LMCEA	bi-weekly	3,152	3,310	3,475	3,649	3,832
			monthly	6,830	7,172	7,530	7,907	8,302
			annual	81,960	86,058	90,361	94,879	99,623
66			hourly	\$40,3890	\$42,4085	\$44,5289	\$46,7553	\$49,0931
			bi-weekly	3,231	3,393	3,562	3,740	3,927
			monthly	7,001	7,351	7,718	8,104	8,509
			annual	84,009	88,210	92,620	97,251	102,114
67	SPECIAL DISTRICTS MANAGER	LMCEA	hourly	\$41,3987	\$43,4686	\$45,6421	\$47,9242	\$50,3204
	CODE COMPLIANCE SUPERVISOR	LMCEA	bi-weekly	3,312	3,477	3,651	3,834	4,026
	PROGRAMMER ANALYST	LMCEA	monthly	7,176	7,535	7,911	8,307	8,722
	SENIOR PLANNER	LMCEA	annual	86,109	90,415	94,935	99,682	104,666
	SENIOR MANAGEMENT ANALYST	LMCEA						
68			hourly	\$42,4336	\$44,5553	\$46,7830	\$49,1222	\$51,5783
			bi-weekly	3,395	3,564	3,743	3,930	4,126
			monthly	7,355	7,723	8,109	8,515	8,940
			annual	88,262	92,675	97,309	102,174	107,283
69			hourly	\$43,4946	\$45,6693	\$47,9528	\$50,3504	\$52,8680
			bi-weekly	3,480	3,654	3,836	4,028	4,229
			monthly	7,539	7,916	8,312	8,727	9,164
			annual	90,469	94,992	99,742	104,729	109,965
70	ASSOCIATE ENGINEER	SEIU	hourly	\$44,5820	\$46,8111	\$49,1517	\$51,6092	\$54,1897
			bi-weekly	3,567	3,745	3,932	4,129	4,335
			monthly	7,728	8,114	8,520	8,946	9,393
			annual	92,731	97,367	102,235	107,347	112,715

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GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
71	PARKS AND RECREATION SUPERINTENDENT CITY CLERK	LMCEA EXEMPT	hourly	\$45.6967	\$47.9815	\$50.3806	\$52.8996	\$55.5446
			bi-weekly	3,656	3,839	4,030	4,232	4,444
			monthly	7,921	8,317	8,733	9,169	9,628
			annual	95,049	99,802	104,792	110,031	115,533
72	PRINCIPAL PLANNER	LMCEA	hourly	\$46.8390	\$49.1810	\$51.6400	\$54.2220	\$56.9331
			bi-weekly	3,747	3,934	4,131	4,338	4,555
			monthly	8,119	8,525	8,951	9,398	9,868
			annual	97,425	102,296	107,411	112,782	118,421
73	ASSISTANT CHIEF BUILDING OFFICIAL	LMCEA	hourly	\$48.0098	\$50.4103	\$52.9308	\$55.5773	\$58.3562
			bi-weekly	3,841	4,033	4,234	4,446	4,668
			monthly	8,322	8,738	9,175	9,633	10,115
			annual	99,860	104,853	110,096	115,601	121,381
74	SENIOR CIVIL ENGINEER SENIOR ENGINEER	LMCEA	hourly	\$49.2103	\$51.6708	\$54.2544	\$56.9671	\$59.8154
		LMCEA	bi-weekly	3,937	4,134	4,340	4,557	4,785
			monthly	8,530	8,956	9,404	9,874	10,368
			annual	102,357	107,475	112,849	118,492	124,416
75	INFORMATION TECHNOLOGY MANAGER	LMCEA	hourly	\$50.4406	\$52.9626	\$55.6108	\$58.3913	\$61.3109
			bi-weekly	4,035	4,237	4,449	4,671	4,905
			monthly	8,743	9,180	9,639	10,121	10,627
			annual	104,916	110,162	115,670	121,454	127,527
76	PROJECTS AND PROGRAM MANAGER ACCOUNTING MANAGER UTILITIES & STREET MAINTENANCE SUPERINTENDENT PERMIT CENTER MANAGER PARKS PROJECT MANAGER	LMCEA	hourly	\$51.7014	\$54.2865	\$57.0008	\$59.8508	\$62.8434
		LMCEA	bi-weekly	4,136	4,343	4,560	4,788	5,027
		LMCEA	monthly	8,962	9,410	9,880	10,374	10,893
		LMCEA	annual	107,539	112,916	118,562	124,490	130,714
77	CHIEF BUILDNG OFFICIAL ASSISTANT CITY ATTORNEY	LMCEA EXEMPT	hourly	\$52.9938	\$55.6435	\$58.4257	\$61.3469	\$64.4143
			bi-weekly	4,240	4,451	4,674	4,908	5,153
			monthly	9,186	9,645	10,127	10,633	11,165
			annual	110,227	115,738	121,525	127,602	133,982
78	DEPUTY FINANCE DIRECTOR	LMCEA	hourly	\$54.3188	\$57.0347	\$59.8865	\$62.8808	\$66.0248
			bi-weekly	4,346	4,563	4,791	5,030	5,282
			monthly	9,415	9,886	10,380	10,899	11,444
			annual	112,983	118,632	124,564	130,792	137,332
79	ECONOMIC DEVELOPMENT ADMINISTRATOR	LMCEA	hourly	\$55.6768	\$58.4606	\$61.3837	\$64.4529	\$67.6755
			bi-weekly	4,454	4,677	4,911	5,156	5,414
			monthly	9,651	10,133	10,640	11,172	11,730
			annual	115,808	121,598	127,678	134,062	140,765
80	ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR PRINCIPAL ENGINEER CHIEF PLANNING OFFICIAL	LMCEA LMCEA LMCEA	hourly	\$57.0686	\$59.9220	\$62.9181	\$66.0640	\$69.3672
			bi-weekly	4,565	4,794	5,033	5,285	5,549
			monthly	9,892	10,386	10,906	11,451	12,024
			annual	118,703	124,638	130,870	137,413	144,284
81	SENIOR CONSTRUCTION MANAGER <i>(new)</i>		hourly	\$58.4956	\$61.4204	\$64.4914	\$67.7160	\$71.1018
			bi-weekly	4,680	4,914	5,159	5,417	5,688
			monthly	10,139	10,646	11,179	11,737	12,324
			annual	121,671	127,754	134,142	140,849	147,892
82	ASSISTANT PUBLIC WORKS DIRECTOR	LMCEA	hourly	\$59.9578	\$62.9557	\$66.1035	\$69.4086	\$72.8791
			bi-weekly	4,797	5,036	5,288	5,553	5,830
			monthly	10,393	10,912	11,458	12,031	12,632
			annual	124,712	130,948	137,495	144,370	151,588
83	DIRECTOR OF HUMAN RESOURCES DIRECTOR OF PARKS & RECREATION	EXEMPT EXEMPT	hourly	\$61.4568	\$64.5296	\$67.7561	\$71.1439	\$74.7011
			bi-weekly	4,917	5,162	5,420	5,692	5,976
			monthly	10,653	11,185	11,744	12,332	12,948
			annual	127,830	134,222	140,933	147,979	155,378
84			hourly	\$62.9930	\$66.1427	\$69.4498	\$72.9223	\$76.5684
			bi-weekly	5,039	5,291	5,556	5,834	6,125
			monthly	10,919	11,465	12,038	12,640	13,272
			annual	131,025	137,577	144,456	151,678	159,262

**CITY OF LATHROP
GRADE-STEP TABLE**

ATTACHMENT C

**FOR REFERENCE USE ONLY*

Eff. 01/01/2018

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
85	DIRECTOR OF ADMINISTRATIVE SERVICES	EXEMPT	hourly	\$64,5679	\$67,7963	\$71,1861	\$74,7454	\$78,4827
			bi-weekly	5,165	5,424	5,695	5,980	6,279
			monthly	11,192	11,751	12,339	12,956	13,604
			annual	134,301	141,016	148,067	155,470	163,244
86	DIRECTOR OF FINANCE	EXEMPT	hourly	\$66,1820	\$69,4911	\$72,9657	\$76,6139	\$80,4446
			bi-weekly	5,295	5,559	5,837	6,129	6,436
			monthly	11,472	12,045	12,647	13,280	13,944
			annual	137,659	144,541	151,769	159,357	167,325
87	DEPUTY CITY MANAGER/DIRECTOR OF PUBLIC WORKS	EXEMPT	hourly	\$67,8368	\$71,2286	\$74,7901	\$78,5296	\$82,4561
			bi-weekly	5,427	5,698	5,983	6,282	6,596
			monthly	11,758	12,346	12,964	13,612	14,292
			annual	141,101	148,156	155,563	163,342	171,509
88	DIRECTOR OF PUBLIC WORKS DIRECTOR OF COMMUNITY DEVELOPMENT	EXEMPT	hourly	\$69,5326	\$73,0092	\$76,6597	\$80,4927	\$84,5173
		EXEMPT	bi-weekly	5,563	5,841	6,133	6,439	6,761
		EXEMPT	monthly	12,052	12,655	13,288	13,952	14,650
		EXEMPT	annual	144,628	151,859	159,452	167,425	175,796
89	CITY ENGINEER	EXEMPT	hourly	\$71,2711	\$74,8347	\$78,5764	\$82,5052	\$86,6305
			bi-weekly	5,702	5,987	6,286	6,600	6,930
			monthly	12,354	12,971	13,620	14,301	15,016
			annual	148,244	155,656	163,439	171,611	180,191
90			hourly	\$73,0529	\$76,7055	\$80,5408	\$84,5679	\$88,7963
			bi-weekly	5,844	6,136	6,443	6,765	7,104
			monthly	12,663	13,296	13,960	14,658	15,391
			annual	151,950	159,548	167,525	175,901	184,696
91	ASSISTANT CITY MANAGER	EXEMPT	hourly	\$74,8790	\$78,6230	\$82,5541	\$86,6818	\$91,0159
			bi-weekly	5,990	6,290	6,604	6,935	7,281
			monthly	12,979	13,628	14,309	15,025	15,776
			annual	155,748	163,536	171,713	180,298	189,313
CONTRACT								
	CITY ATTORNEY	EXEMPT	annual	\$192,347				
	CITY MANAGER	EXEMPT	annual	\$204,458				

Changes

Per Resolution 16-4093, City Council approved the following: (1) 3% COLA effective on July 1 2016, 2017, and 2018; and (2) one-time salary adjustments based on the Compensation Study Recommendations for SEIU & LMCEA positions including: GIS Specialist, Parks & Re Superintendent, Parks & Recreation Supervisor (LMCEA & SEIU) Permit Technician, Police Services Manager, Recreation Coordinator Senior Accounting Technician, Senior Management Analyst, Senior Planner, Senior Recreation Leader.

Per Resolution 16-4093, City Council approved salary adjustments based on the Compensation Study Recommendations for all Department Head positions on the grade step table over the next three fiscal years (effective July 1 2016, 2017, and 2018) as follows: Administrative Services Director, City Clerk, City Engineer, Community Development Director, Finance Director, Parks & Recreation Director, Public Works Director.

Removed:

Budget Analyst I/II including Confidential (classification title)

Added:

GIS Specialist II (Grade 57)
Senior Construction Manager (Grade 81)

* Step calculations in this workbook are formula driven, thus, causing minimal decimal differences when compared to the salaries shown in the financial software, New World System. Also, the Grade Step Table does not reflect special salary arrangements adopted for Y-Rated classifications. To obtain Y-Rated salaries, please contact the Human Resources Department.

CITY OF LATHROP

SENIOR CONSTRUCTION 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:

The **Senior Construction Manager** is a manager within the Public Works Department and exercises full responsibility for planning, organizing and directing the work activities of city-wide construction and Capital Improvement Projects (CIP). Under general direction, plans, manages, oversees and directs the operations and staff responsible for construction, inspection and project management.

DISTINGUISHING CHARACTERISTICS:

The **Senior Construction Manager** is a management level class responsible for the overall operation of the City's construction and inspection services, including all related work for future, current and planned projects. This classification is distinguished from the next higher class of Public Works Director in that the latter has overall responsibility for administering the responsibilities of the Public Work Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Director, or designee. Exercises direct and indirect supervision over assigned professional, technical and functional construction inspection staff.

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

- Responsible for the work progress, inspections, repair or alteration work on major projects as it relates to citywide construction and CIP projects including street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, lighting systems, landscaping, landscaping irrigation systems and facilities; performs and oversees the final inspection upon completion of projects.
- Accepts responsibility for all construction related activities and services; coordinates activities with City officials, departments, contractors, outside agencies, organizations and the public; provides staff assistance to the Public Works Department as needed; attends City Council and other public meetings as necessary.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved Department budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Evaluates and inspects traffic control plans and field traffic control and construction sites for safety, construction schedules, and construction workmanship; responsible for the preparation and updating of Standard Operating Procedures (SOPs).

- Observes, reviews, monitors and documents the work of contractors according to established procedures, including management of all project correspondence (incoming and outgoing oral and written communications, Requests for Proposals, memos, letters, submittals, change orders, contracts, and progress payments).
- Assures projects are constructed in accordance with the approved budget and schedule, plans and specifications; coordinates and manages City sub-contractors and consultants including special inspections for construction projects.
- 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.
- Provides responsible and complex staff support to the City Council, City Manager, and Commissions; develops recommendations for policies, laws, ordinances, resolutions, and programs related to construction and inspection activities.
- Oversees the selection, training, supervision and evaluation for all assigned staff; provides and/or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of assigned department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Plans, directs, coordinates and participates in activities related to construction management/inspections and CIP's; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Attends and participates in professional and community meetings; stays current on issues relative to the construction and CIPs; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

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.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Construction Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible construction inspection experience in the public right-of-way, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering or construction technology.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

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

Knowledge of:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; 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:

Plan, organize, direct and evaluate the work of subordinate staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; 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 a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.