

RESOLUTION NO. 2012-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, RESCINDS RESOLUTION NO. 2010-47 AND ESTABLISHES ALLOCATED CLASSIFICATIONS, SALARY SCHEDULE, AND SALARY RANGES, "EXHIBIT A", FOR THE PERIOD OF July 1, 2011 THROUGH JUNE 30, 2012.

WHEREAS, the City of Palm Desert has met and conferred in good faith with the Palm Desert Employees Organization (PDEO) in accordance with the Meyers-Milias-Brown Act and the City employer - employee relations Ordinance No. 1042; and

WHEREAS, the City of Palm Desert has reached agreement and entered into a Memorandum of Understanding with the employees represented by the Palm Desert Employees Organization, for the period June 23, 2011, through June 30, 2014; and

WHEREAS, the City of Palm Desert has reached agreement with the employees represented by the Palm Desert Employees Organization, to adopt "Addendum 1" to the Memorandum of Understanding for the period February 21, 2008, through February 20, 2011, deferring any cost of living adjustment to July 1, 2011; and

WHEREAS, "EXHIBIT A" is consistent with the MOU/Agreement between the Palm Desert Employees Organization and the City of Palm Desert.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM DESERT AS FOLLOWS:

SECTION I - SALARY SCHEDULE, RANGES & ALLOCATED CLASSIFICATIONS

All employees shall be classified and shall receive compensation for services performed. This compensation shall be in accordance with the established salary schedule and salary ranges for their respective classification as shown below.

The City of Palm Desert's Personnel System, Section 2.52 of the Palm Desert Municipal Code prescribes specific terms for appointment and tenure of all City employees.

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>
CITY MANAGER	(5)	City Manager / Executive Director of Redevelopment Agency	1	1
		Assistant to the City Manager	135	1
		Risk Manager	129	1
		Secretary to the City Manager	116	1
		Sr. Office Assistant	107	1 A
Special Programs	(4)	Director of Special Programs	137	1
		Recycling Technician	113	1
		Administrative Secretary	113	1
		Office Assistant II - OR - Office Assistant I	104 100	1
City Clerk	(7)	City Clerk	139	1
		Deputy City Clerk	118	1
		Secretary to the City Council	116	1
		Administrative Secretary	113	1
		Records Technician	113	1
		Main Lobby Receptionist	106	1
		Office Assistant II - OR - Office Assistant I	104 100	1
Human Resources	(3)	Human Resources Director - OR - Human Resources Manager	139 131	1
		Human Resources Technician	113	2
FINANCE/CITY TREASURER	(12)	Director of Finance/City Treasurer	145	1
Accounting/Investments		Assistant Finance Director	135	1
		Deputy City Treasurer	127	1
		Senior Financial Analyst	127	1
		Management Analyst II - OR - Management Analyst I	123 120	1
		Administrative Secretary	113	1
Payroll	(1)	Accounting Technician II	118	1
Accounts Payable	(1)	Accounting Technician II	118	1
Accounts Receivable	(1)	Accounting Technician II	118	1
Purchasing/Fixed Assets	(1)	Accounting Technician II	118	1
Business License	(2)	Business License Technician II - OR - Business License Technician I	116 113	1
		Sr. Office Assistant - Business License	107	1
Information Technology	(5)	Information Systems Manager	135	1
		G.I.S. Technician	114	1
		Information Systems Technician	114	2
		Office Assistant II - OR - Office Assistant I	104 100	1 B
COMMUNITY DEVELOPMENT	(14)			
Community Development / Planning	(6)	Director of Community Development	144	1
		Principal Planner	135	1
		Associate Planner - OR - Assistant Planner	127 123	2
		Administrative Secretary	113	1

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>	
		Senior Office Assistant	107	1	
Art in Public Places	(2)	Public Arts Coordinator	118	1	
		Public Arts Technician	113	1	
Code Inspection	(6)	Code Compliance Manager	127	1	A
		Senior Code Compliance Officer	121	1	
		Code Compliance Officer II - OR - Code Compliance Officer I	118	3	
		Code Compliance Technician	114	1	
			113	1	
PUBLIC WORKS (51)					
Public Works Administration	(17)	Director of Public Works	145	1	
		City Engineer	139	1	
		Transportation Engineer	130	1	
		Senior Engineer/City Surveyor	130	1	
		Senior Engineer - OR -	129	1	A
		Associate Engineer	127		
		Sr. Management Analyst	127	2	
		Project Administrator	127	1	
		Assistant Engineer	125	1	
		Management Analyst II - OR - Management Analyst I	123	1	
		Public Works Inspector II - OR - Public Works Inspector I	120	3	
		Capital Improvement Projects Technician	118		
		Administrative Secretary	113	1	
		Senior Office Assistant	113	1	
		Office Assistant II - OR - Office Assistant I	107	1	
			104	1	
			100		
Public Works Streets Maintenance	(21)	Maintenance Services Manager	130	1	
		Engineering Technician II - OR - Engineering Technician I	118	1	
		Traffic Signal Specialist	113		
		Traffic Signal Technician II	121	1	
		Traffic Signal Technician II	118		
		Mechanic II	118	1	
		Senior Maintenance Worker	113	1	
		Equipment Operator I	111	2	
		Maintenance Worker II - OR - Maintenance Worker I	109	3	
			106	8	
			101		
		Maintenance Worker I	101	2	A
		Senior Office Assistant	107	1	
Building Operations/ Maintenance	(4)	Building Maintenance Supervisor	114	1	
		Maintenance Worker II - OR - Maintenance Worker I - OR - Custodian II - OR - Custodian I	106	2	
			101		
			104	1	
			100		
Landscape Services	(9)	Landscape Manager	129	1	
		Landscape Specialist	121	1	
		Senior Landscape Inspector	121	1	
		Landscape Inspector II - OR -	118	4	

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>	
		Landscape Inspector I	114		
		Parks Facilities Manager	127	1	
		Park Inspector	113	1	
BUILDING AND SAFETY	12	Director of Building & Safety	140	1	
		Plan Check Manager	127	1	
		Building Permit Specialist II - OR - Building Permit Specialist	118	2	
		Building Inspector II - OR - Building Inspector I	118	4	
		Building Inspector I	114	1	A
		Administrative Secretary	113	1	
		Building & Safety Technician	111	1	
		Office Assistant II - OR - Office Assistant I	104	1	
			100		
REDEVELOPMENT AGENCY	(25)				
Redevelopment	(16)	ACM/RDA/Housing Redevelopment Manager	151	1	
		Economic Development Manager	131	1	
		Marketing Manager	134	1	A
		Senior Management Analyst	127	1	
		Project Administrator	127	1	
		Accountant II - OR - Accountant I	121	1	
		Project Coordinator	118		
		Management Analyst I	121	1	
		Economic Development Technician II - OR - Economic Development Technician I	120	1	
		Energy Project Technician	118	1	
		Redevelopment Finance Technician	114		
		Administrative Secretary	114	1	
		Office Assistant II - OR - Office Assistant I	113	1	
			104	1	
			100		
		Office Assistant I	100	1	A
Visitor Information Center	(4)	Visitor Information Center Manager	131	1	
		Senior Office Assistant	107	1	
		Office Assistant II - OR - Office Assistant I	104	1	
			100		
		Office Assistant I	100	1	A
Housing	(5)	Director of Housing	138	1	
		Management Analyst II - OR - Management Analyst I	123	1	
		Project Coordinator	120		
		Housing Programs Technician	121	1	
			113	2	
TOTAL ALLOCATED POSITIONS				138	

Footnotes:

A: Allocated but not budgeted. Represents positions unfilled during FY 10/11 due to the Hiring Freeze, which would require an appropriation prior to filling.

B: Allocated and budgeted, but vacant effective July 1, 2011 due to Hiring Freeze.

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SECTION II - EXEMPT PERSONNEL

The following positions are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305.

The positions designated as Group A have a higher level of responsibility and authority and among other things, these positions require spending numerous extra hours at meetings, conferences and work.

Group A:

City Manager
Assistant City Manager Redevelopment/Housing Authority/Economic Dev.
City Clerk
City Engineer
Director of Building & Safety
Director of Community Development
Director of Finance/City Treasurer
Director of Housing
Director of Public Works
Director of Special Programs

The following positions are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305.

The positions designated as Group B are professional in nature and among other things, these positions require spending occasional extra hours at meetings, conferences and work.

Group B:

Assistant to the City Manager	Landscape Manager
Assistant Finance Director	Management Analyst I/II
Assistant Engineer	Maintenance Services Manager
Assistant Planner	Park Facilities Manager
Associate Engineer	Plan Check Manager
Associate Planner	Principal Planner
Building Maintenance Supervisor	Project Administrator
Code Compliance Manager	Public Arts Coordinator
Deputy City Treasurer	Redevelopment Manager
Economic Development Manager	Risk Manager
Human Resources Manager	Secretary to the City Council
Marketing Manager	Secretary to the City Manager

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Senior Engineer
Senior Engineer/City Surveyor
Senior Financial Analyst
Senior Management Analyst

Transportation Engineer
Visitor Information Center Manager
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SECTION III - MILEAGE REIMBURSEMENT

The mileage reimbursement rate to employees required to use their personal car on City business shall be set by Council and conform to current Internal Revenue Service guidelines.

SECTION IV - OTHER COMPENSATION

While this resolution establishes the ranges and gross salary for certain positions in the classified service for the City of Palm Desert, there are other benefits both tangible and intangible that are not addressed in this document. Unless referenced otherwise, all benefits in place on June 30, 2011, will continue as constituted.

SECTION V

This resolution is effective upon adoption. The provisions relating to salary and other compensation shall be effective and where applicable, accrue on, and from July 1, 2011.

PASSED, APPROVED AND ADOPTED by the Palm Desert City Council this _____ day of June 2011 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:
ATTEST:

JEAN M. BENSON, MAYOR

APPROVED:

RACHELLE KLASSEN, CITY CLERK
CITY OF PALM DESERT

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS
Effective 7/1/2011 - 6/30/12

Resolution 2011-_____
Attachment "A"

POSITION CLASSIFICATION		new GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
10001	City Manager/ Executive Director of RDA	1	110.60						
1	City Council Member	999	3,868.51	Monthly stipend					
1	Redevelopment Board Member		50 per meeting attended (Maximum 4 meetings per month)						
1	Housing Board Member		30 per meeting attended (Maximum 4 meetings per month)						
10002	ACM for RDA/Housing	151	71.76	75.36	79.12	83.07	87.22	91.58	98.46
		150	70.01	73.49	77.17	81.02	85.08	89.34	96.05
		149	68.30	71.72	75.31	79.07	83.03	87.18	93.72
		148	66.64	69.97	73.45	77.12	80.98	85.04	91.42
		147	65.01	68.26	71.66	75.24	79.01	82.95	89.17
		146	63.42	66.59	69.93	73.41	77.08	80.94	87.01
10006	Dir. of Finance/City Treasurer	145	61.88	64.96	68.23	71.63	75.21	78.98	84.89
10011	Director of Public Works	145	61.88	64.96	68.23	71.63	75.21	78.98	84.89
10009	Director of Community Development	144	60.37	63.38	66.55	69.88	73.38	77.05	82.83
		142	57.45	60.33	63.34	66.51	69.83	73.33	78.81
		141	56.06	58.86	61.82	64.89	68.13	71.55	76.92
10010	Director of Building & Safety	140	54.68	57.41	60.30	63.31	66.46	69.79	75.04
10015	City Clerk	139	53.36	56.04	58.84	61.77	64.86	68.10	73.21
10018	City Engineer	139	53.36	56.04	58.84	61.77	64.86	68.10	73.21
10014	Director of Housing	138	52.04	54.65	57.38	60.27	63.28	66.43	71.43
10016	Director of Special Programs	137	50.79	53.33	55.99	58.80	61.71	64.82	69.67
		136	49.55	52.02	54.63	57.36	60.24	63.24	67.99
20003	Engineering Manager	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20028	Information System Manager	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20060	Assistant to the City Manager	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20066	Assistant Finance Director	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20075	Principal Planner	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20071	Parks and Recreation Services Manager	134	47.16	49.53	52.00	54.61	57.34	60.21	64.72
20074	Economic Development Manager	134	47.16	49.53	52.00	54.61	57.34	60.21	64.72

CITY OF PALM DESERT
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Effective 7/1/2011 - 6/30/12

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POSITION CLASSIFICATION		new GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
		133	46.00	48.31	50.73	53.27	55.93	58.73	63.14
		132	44.90	47.14	49.50	51.97	54.58	57.31	61.61
20030	Redevelopment Manager	131	43.80	45.98	48.28	50.69	53.22	55.88	60.07
20034	Human Resources Manager	131	43.80	45.98	48.28	50.69	53.22	55.88	60.07
20051	Visitors Information Center Manager	131	43.80	45.98	48.28	50.69	53.22	55.88	60.07
20061	Marketing Manager	131	43.80	45.98	48.28	50.69	53.22	55.88	60.07
20006	Transportation Engineer	130	42.74	44.87	47.11	49.46	51.94	54.54	58.62
20009	Maintenance Services Manager	130	42.74	44.87	47.11	49.46	51.94	54.54	58.62
20056	Senior Engineer/City Surveyor	130	42.74	44.87	47.11	49.46	51.94	54.54	58.62
20008	Senior Engineer	129	41.68	43.77	45.96	48.25	50.67	53.19	57.19
20017	Risk Manager	129	41.68	43.77	45.96	48.25	50.67	53.19	57.19
20048	Landscape Manager	129	41.68	43.77	45.96	48.25	50.67	53.19	57.19
		128	40.66	42.68	44.82	47.07	49.42	51.88	55.78
20013	Senior Management Analyst	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20015	Associate Planner	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20019	Code Compliance Manager	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20036	Project Administrator	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20038	Plan Check Manager	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20064	Deputy City Treasurer	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20067	Senior Financial Analyst	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20076	Parks Facilities Manager	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20018	Assistant Engineer	125	37.77	39.65	41.65	43.74	45.93	48.22	51.84
		124	36.84	38.69	40.63	42.65	44.79	47.03	50.54
20020	Management Analyst II	123	35.94	37.75	39.63	41.62	43.70	45.88	49.31
20021	Assistant Planner	123	35.94	37.75	39.63	41.62	43.70	45.88	49.31
		122	35.07	36.82	38.65	40.58	42.61	44.75	48.11
20022	Parks Maintenance Supervisor	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93

CITY OF PALM DESERT
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POSITION CLASSIFICATION		new GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
30002	Accountant II	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30046	Senior Public Works Inspector	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30061	Landscape Specialist	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30063	Senior Code Compliance Officer	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30082	Traffic Signal Specialist	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30088	Project Coordinator	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30090	Senior Landscape Inspector	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
20058	Management Analyst I	120	33.38	35.05	36.80	38.62	40.55	42.59	45.79
30013	Sr. Engineering Technician	120	33.38	35.05	36.80	38.62	40.55	42.59	45.79
30076	Public Works Inspector II	120	33.38	35.05	36.80	38.62	40.55	42.59	45.79
		119	32.56	34.19	35.90	37.69	39.57	41.55	44.66
30006	Public Works Inspector I	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30008	Building Inspector II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30009	Building Permit Specialist II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30011	Accountant I	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30012	Code Compliance Officer II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30016	Engineering Technician II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30041	GIS Technician	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30071	Public Arts Coordinator	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30073	Information Systems Analyst	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30075	Landscape Inspector II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30080	Accounting Technician II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30081	Traffic Signal Technician II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30084	Deputy City Clerk	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30087	Economic Development Technician II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
		117	31.00	32.54	34.17	35.88	37.66	39.55	42.52
20024	Secretary to the City Manager	116	30.23	31.74	33.33	34.98	36.76	38.58	41.48

CITY OF PALM DESERT
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POSITION CLASSIFICATION		new GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
20044	Secretary to the City Council	116	30.23	31.74	33.33	34.98	36.76	38.58	41.48
30068	Buisness License Tech II	116	30.23	31.74	33.33	34.98	36.76	38.58	41.48
		115	29.50	30.99	32.53	34.16	35.87	37.65	40.48
20072	Building Maintenance Supervisor	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30014	Code Compliance Officer I	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30015	Building Inspector I	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30045	Landscape Inspector I	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30047	Economic Development Technician I	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30056	Information Systems Technician	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30085	GIS Technician - Entry Level	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30091	Energy Project Technician	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30005	Engineering Technician I	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30018	Human Resources Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30019	Accounting Technician I	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30020	Administrative Secretary	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30025	Mechanic II	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30048	Records Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30059	RDA Finance Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30064	Code Compliance Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30072	Business License Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30074	Housing Programs Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30077	Public Arts Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30083	Capital Improvement Projects Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30089	Recycling Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30093	Parks Inspector	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
		112	27.39	28.75	30.18	31.70	33.27	34.94	37.55
30086	Building and Safety Technician	111	26.74	28.07	29.48	30.94	32.50	34.12	36.67

CITY OF PALM DESERT
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POSITION CLASSIFICATION		new GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
30021	Senior Maintenance Worker	111	26.74	28.07	29.48	30.94	32.50	34.12	36.67
30023	Building Permit Specialist	111	26.74	28.07	29.48	30.94	32.50	34.12	36.67
30053	Equipment Operator II	111	26.74	28.07	29.48	30.94	32.50	34.12	36.67
		110	26.08	27.39	28.75	30.18	31.70	33.27	35.79
30052	Equipment Operator I	109	25.45	26.73	28.05	29.46	30.91	32.48	34.90
		108	24.81	26.06	27.37	28.73	30.16	31.67	34.05
30026	Senior Office Assistant	107	24.21	25.44	26.71	28.04	29.45	30.90	33.22
30027	Accounting Assistant II	106	23.60	24.79	26.04	27.34	28.70	30.13	32.39
30029	Maintenance Worker II	106	23.60	24.79	26.04	27.34	28.70	30.13	32.39
30051	Receptionist	106	23.60	24.79	26.04	27.34	28.70	30.13	32.39
30028	Mechanic I	105	23.04	24.19	25.40	26.68	28.01	29.40	31.61
30030	Office Assistant II	104	22.48	23.60	24.79	26.04	27.34	28.70	30.85
30031	Custodian II	104	22.48	23.60	24.79	26.04	27.34	28.70	30.85
		103	21.95	23.04	24.18	25.39	26.67	28.00	30.10
		102	21.40	22.46	23.58	24.77	26.02	27.31	29.36
30036	Maintenance Worker I	101	20.88	21.92	23.03	24.17	25.38	26.66	28.66
30034	Custodian I	100	20.37	21.40	22.46	23.58	24.77	26.02	27.96
30035	Office Assistant I	100	20.37	21.40	22.46	23.58	24.77	26.02	27.96