



DANVILLE CITY COUNCIL WORK SESSION AGENDA

MUNICIPAL BUILDING

June 7, 2022

7:30 P.M.

MEETING CALLED TO ORDER

WORK SESSION ITEMS

- A. Consideration of Changes to the City's Personnel System Regulations.
Council Letter Number CL - 2775.

PROGRAM UPDATE

ECONOMIC DEVELOPMENT UPDATE

COMMUNICATIONS FROM

- A. City Manager
- B. Deputy City Manager
- C. City Attorney
- D. City Clerk
- E. Roll Call

CLOSED MEETING

As Permitted by Subsection (A)(3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion or consideration of the acquisition of real property or of the disposition of publicly held real property.

As Permitted by Subsection (A)(5) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion concerning a prospective business or industry related to economic development.

- A. Motion to Convene in Closed Meeting
- B. Motion to Reconvene in Open Meeting
- C. Motion to Certify Closed Meeting

ADJOURNMENT

Council Letter

City of Danville, Virginia



CL-2775

Work Session A.

Work Session Meeting

Meeting Date: 06/07/2022

Subject: Personnel Ordinance

From: Sara Weller, Director of Human Resources

COUNCIL ACTION

Work Session: 06/07/2022

SUMMARY

Amendments to the City of Danville's Personnel System are submitted no less than annually to City Council for adoption. Proposed changes for Fiscal Year 2023 include revisions to the City of Danville's Personnel System Regulations, compensation plan, and classification plan.

BACKGROUND

The original Personnel System of the City of Danville was adopted in 1983. The System includes the City's Personnel System Regulations, compensation plan, and classification plan. Since initial adoption, the System has been continually revised as legal or business needs require.

Changes to the Personnel System are recommended for Fiscal Year 2023, as follows:

Personnel System Regulations

There are very few changes to the Personnel System Regulations recommended this year. The changes presented correct job titles and State Code references and clarifies wording in one section. There are no policy changes recommended.

Compensation System

Changes to the current compensation system include the assignment of new classifications to pay grades and grade reassignment for a few current positions. This system is effective through December 31, 2022. A revised compensation system is proposed effective January 1, 2023. This system is recommended by the Berkley Group as part of the first phase of the minimum wage adjustment study. It encompasses the State's minimum wage adjustment to \$11 per hour, which went into effect January 1, 2022.

Classification System

The City continues to review, update, and reformat current job descriptions to maintain alignment with the classification and compensation systems throughout the year. New job descriptions are included for review and adoption.

RECOMMENDATION

It is recommended that City Council adopt the attached ordinance reflecting changes to the City of Danville's Personnel System Regulations.

Attachments

Ordinance

Personnel Regulation Revisions

Job Descriptions

Schematic List

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2022-____.____

AN ORDINANCE AMENDING THE PERSONNEL SYSTEM OF THE CITY OF DANVILLE PROVIDING FOR THE CLASSIFICATION, COMPENSATION, AND EMPLOYEE DEVELOPMENT FOR EMPLOYMENT POSITIONS OF THE CITY.

WHEREAS, certain revisions need to be made to the Personnel System of the City of Danville for the purpose of providing for the Classification of and Compensation for the employment positions of the City, responsibilities hereunder and the administration thereof, and to make other appropriate changes in the provisions of the Personnel System of the City of Danville, as adopted and ordained in Ordinance No. 83-11.16, adopted November 28, 1983.

WHEREAS, revisions to the Classification system including formatting, editing, and creation of new class descriptions is necessary for alignment with the Compensation system the City Manager upon recommendation of the Director of Human Resources may, during the fiscal year, make necessary adjustments to the Classification system without presentation of each class description to the Council of the City of Danville.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the Personnel System of the City of Danville be, and is hereby, amended and reordained, as attached hereto and made a part hereof as if fully set out herein; and

BE IT FURTHER ORDAINED that all Chapters, Sections, Subsections, Sub-subsections, Paragraphs, Subparagraphs, Class Descriptions, and provisions of said Personnel System of the City of Danville, as heretofore amended, which are not amended or repealed by this Ordinance, shall continue in full force and effect unless and until the same be, and are hereby, reordained; and

BE IT FINALLY ORDAINED that this Ordinance shall become and be effective
on and as of July 1, 2022.

APPROVED:

Mayor

ATTEST:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

**City of Danville Personnel System Regulations
Proposed Revisions Effective 7/1/22**

6.3.3. Promotion Within the Fire Department

6.3.3.1. General

It is recognized that professionally developed tests when used in conjunction with other personnel procedures, may significantly aid in the overall development and proper utilization of human resources. Therefore, promotions within the Fire Department shall be made on the basis of written examinations, skill tests, panel interviews, longevity, and supervisory and performance evaluations, as required.

The Fire Chief, in consultation with the Director of Human Resources, is responsible for the creation and maintenance of the Fire Department's promotional procedures through departmental policies and procedures. At least one member of Human Resources staff shall be present during promotional processes to assist with and/or oversee the process.

The following classes are appointive at the discretion of the Fire Chief and City Manager:

~~Assistant~~ **Deputy** Fire Chief
Battalion Chief
Division Chief Fire Marshal
Assistant Fire Marshal
Fire Lieutenant/Assistant Training Officer
Division Chief Training & Safety

The Fire Chief shall be appointed by the City Manager.

6.4. Educational Incentive Program for Employees of the Police Department and Fire Department

Each employee in the Police Department and Fire Department assigned to one of the classes listed in this section shall be entitled to receive an increment to his or her regular compensation after successfully completing one-half of an approved program of study at an approved regionally accredited educational institution. Approved programs of study vary by the department, but may include criminal justice, criminology, public administration, fire science, fire administration, emergency management, and paramedicine. The Fire Chief and Police Chief, in conjunction with the Director of Human Resources, may approve other relevant programs of study for the educational incentive. The increment shall be in an amount equal to five percent of the employee's rate of pay on the date such portion of the program of study is completed and shall become payable on and as of the next pay cycle thereafter.

Upon successful completion of the full program of study, the employee shall be entitled to receive an additional increment to his or her regular compensation in an amount equal to five percent of the employee's rate of pay on the date of such completion, to be payable on and as of the first day of the next duty cycle thereafter.

A new employee assigned to one of the eligible classes in these departments who has successfully completed the prescribed program of study or portion thereof prior to his or her employment in such class shall be entitled, to an increment of compensation equivalent to that herein provided for other like qualified employees. It is at the discretion of the department director whether such compensation is granted upon initial employment or upon successful completion of the probationary

period. If such compensation is granted upon successful completion of the probationary period it will not be retroactive to the initial date of hire.

The approval and granting of such increments to the compensation of an eligible employee is conditioned upon the employee first providing to the City such proof as it may require of the employee's successful completion of the prescribed program of study or portion thereof.

All such increments shall be considered separate and apart from regular compensation for purposes of calculating other increases in compensation. Such increments shall, however, be adjusted in an amount equal to the average increase in the compensation when authorized and approved by the Council for all City employees.

The positions eligible for the compensation increments provided by this section are:

Police Officer
Police Corporal
Police Sergeant
Police Lieutenant
Police Captain
Animal Control Officer
Fire Fighter
Fire Fighter/Engineer
Division Chief Fire Marshal
Assistant Fire Marshal
Fire Captain
Fire Lieutenant/Assistant Training Officer
Division Chief Training & Safety
Battalion Chief of EMS and Training
Battalion Chief
Assistant Deputy Fire Chief
Fire Code Inspector

10.4.2. Non-Covered Personnel

Personnel not entitled to file grievances under the Grievance Procedure are:

Temporary and part-time employees;

Probationary employees, including employees whose probationary period may have been extended, except employees on probation as a result of discipline, promotion, transfer or non-disciplinary demotion who may utilize the grievance procedure for all permitted purposes except to challenge demotion or transfer to their prior position;

Employees of the School Board of the City;

Constitutional Officers, other elected officers, and their employees;

Members of Boards, Commissions, and Committees, and Officers appointed by Council;

All other persons excluded from access to the grievance procedure described in this Section under the provisions of Section 1 of this Personnel System;

Law Enforcement Officers of the Police Department who have elected to pursue a resolution of their grievances under Chapter ~~10-4~~ **5** of Title ~~2-4~~ **9.1** of the Code of Virginia, 1950, as amended; and

Assistant City Attorneys.

10.10. Limitations on Panel Members and Administrative Hearing Officer

Neither an Administrative Hearing Officer nor a panel has the authority to do any of the following:

Formulate policies or procedures or alter existing policies or procedures;

Circumscribe or modify the rights of the City as outlined in this Procedure;

Exonerate an employee from all discipline when the employee admits ~~guilt~~ **to committing the act(s) that is the basis of the grievance;**

Grant relief greater than that which the grievant has requested in the grievance forms;

Award legal fees;

Grant back pay.



COMMUNITY LIAISON – 1933

FLSA Status: Non-Exempt

Computer Code:

BRIEF DESCRIPTION

This position is the link between the Youth and Family Resource Collaborative and the people in the community that they serve. Creates and maintains networks with a variety of agencies to support youth programs and services. Assists in supervising and implementing recreational programs. Position reports to the Community Programmer.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Coordinates with a variety of agencies such as social services, healthcare providers, educational institutions, and government to provide resources to meet the community member's basic needs, health, and educational connections.*
- *Creates and maintains records for each community member involved in the collaborative.*
- *Documents all contact with youth and their families and compiles status reports.*
- *Reinitiates contact with employers, schools, or agencies on behalf of the community member.*
- *Recruits community members by providing access to job skills training, information resources, role modeling and encouragement.*
- *Serves as advocate for the community member in securing services, education, and job-related opportunities.*
- *Assesses needs of family members and makes referrals to appropriate services.*
- *Networks with various organizations, schools, courts, probation officers, community residents, and grass roots organizations to gather resources and information to offer the youth and their affected family members.*
- *Assists with social and recreational activities for community members.*

ADDITIONAL DUTIES

- *Performs additional duties as assigned*

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED; basic computer skills.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- **Valid Driver's License with acceptable driving record according to City Criteria**

Job Knowledge

Basic familiarity with the work to know common principles and terminology and to understand and solve simple problems

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.

PHYSICAL DEMANDS

Work is light in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in an office. The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



OUTREACH DIRECTOR – 1934

FLSA Status: Exempt

Computer Code:

BRIEF DESCRIPTION

This position will assist with the coordination of activities and programs for the Youth and Family Resource Collaborative. Establish and maintain relationships with various organizations, schools, courts, residents, etc. Research and provide community members access to available resources to improve program utilization. Implement the community outreach plan. Position reports to the Program Director.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Assists in the coordination of activities and programs for the Youth and Family Resource Collaborative.*
- *Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.*
- *Prepare an annual budget for community outreach activities.*
- *Schedule regular outreach exhibitions in the community and educate employees on community responsibility.*
- *Implement the community outreach plan constructed by the Program Director.*
- *Link community members to services and institutions and provide access to resources to improve utilization in the community.*
- *Manage relationships with various organizations, schools, courts, probation offices, community residents, and grass roots organization to gather resources and information to offer youth and their family members.*

ADDITIONAL DUTIES

- *Performs additional duties as assigned.*

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree, with broad knowledge in a professional or technical field, and one to three years' related experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- *Valid Driver's License with acceptable driving record according to City Criteria*

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write marketing materials, public information documents, editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.

Communication Skills

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size: programs, activities, projects or small organizational units. May recommend budget allocations.

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns, or temps.

PHYSICAL DEMANDS

- ***Work is sedentary in nature, requiring sitting and moving between office equipment and occasional light physical exertion.***
- ***Adequate vision, hearing and talking to use a computer, telephone, communicate effectively with others and make public presentations.***

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.*
- *Regular and predictable attendance is expected.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in an office. The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



TRAVEL COUNSELOR I – 1970

FLSA Status: Non-Exempt

Computer Code: 4

BRIEF DESCRIPTION

This position will greet all visitors, assist the traveling public, support the operations of the Visitor Center, and interact with tourism partners as directed. The Travel Counselor will interact professionally and collaboratively, enthusiastically representing the City of Danville and Pittsylvania County to citizens and visitors. Displays top quality customer service. Reports to the Visitor Center Manager.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Acknowledge all visitors in a timely manner.*
- *Present a friendly and “willing to assist” manner to the public, show enthusiasm and thank visitors for coming.*
- *Provide the traveling public with accurate and understandable information.*
- *Offer each visitor the opportunity to sign the guest register and receive assistance with lodging reservations.*
- *As requested by manager, respond to written, telephone, or e-mail inquiries and requests.*
- *Assist with data entry into the online visitation reporting system/Simpleview Consumer User Group.*
- *Supports the Visitor Center Manager in implementing and staffing programs, events, and activities.*
- *Assembles and provides information to groups, individuals, and business visitors.*
- *Review new brochures and publications to enhance knowledge of areas tourism industry and attractions.*
- *Review and be familiar with the City of Danville’s Tourism website to strengthen knowledge of the area tourism assets and special events.*
- *Participate in annual Visitor Center Seminar/Study Tour as offered by the Virginia Tourism Corporation; Typically held in March each year.*
- *May be required to travel out-of-town and out-of-state, as needed, for conferences and marketplaces.*
- *Keep brochure racks orderly and well stocked and assist in maintaining appropriate brochure inventory levels to meet needs of the traveling public.*
- *Assist with inventory control and incoming mail or literature.*
- *Actively participate in staff meetings.*

ADDITIONAL DUTIES

- *Performs additional duties as assigned.*

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED; basic computer skills; with at least two years' experience in the hospitality industry preferred.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- ***Valid Driver's License with acceptable driving record according to City Criteria***

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.

Technical Skills

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

- *Work is medium in nature, exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly; walking, standing, sitting, lifting, carrying, pushing/pulling, reaching, handling, kneeling, and crouching.*
- *May occasionally experience weather-related emergencies such as snow removal.*
- *Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.*

NON-PHYSICAL DEMANDS

- *May frequently experience time pressure, working closely with others as a part of a team and multi-tasking.*
- *May occasionally experience irregular work schedule/overtime.*
- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

This work is performed in an office environment where the noise level is moderate. The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



MARKETING COORDINATOR – 1973

FLSA Status: Non-Exempt

Computer Code: 4

BRIEF DESCRIPTION

This position is responsible for assisting with the promotion and marketing of the City of Danville and Pittsylvania County to the traveling public and business community. The Marketing Coordinator will work as part of a marketing team using all available tools, technology, and methods to stimulate economic growth for the region.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Assists the Marketing and Research Manager with the development, implementation, and coordination of an annual media plan that promotes Danville and Pittsylvania County to the traveling public and business community.*
- *Helps develop creative copy of design of print and electronic advertising and marketing materials, including promotional brochures, community calendars, newsletters, social media posts, print and online advertisements, radio and television features, promotional videos, etc.*
- *Assists in developing and maintaining websites and social media accounts, such as Facebook, Twitter, LinkedIn, YouTube, Instagram, and travel-related blogs.*
- *Maintains effective working relationships with local media and industry media and writers*
- *Writes content for website and social media account, in addition to drafting media releases, radio and television promotions, and public service announcements.*
- *Maintains effective working relationships with internal and external photographers to maintain a library of current and high-quality photographic images.*

ADDITIONAL DUTIES

- *Performs additional duties to support operational requirements as assigned.*

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree in Public or Business Administration, Marketing, Graphic Design or a related field and one to three years of related experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- *Valid Driver's License with acceptable driving record according to City Criteria*

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, industry journals, abstracts, financial reports, and/or legal documents.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

Normally performs the duty assignment with substantial discretion and within broad parameters designed by general organizations requirements and accepted practices. Overall results determine job performance.

Technical Skills

Advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

No responsibility for the direction or supervision of others.

PHYSICAL DEMANDS

- *Work is sedentary in nature, requiring moving between office equipment and occasional light physical exertion.*
- *Adequate vision, hearing and talking to use a computer, telephone and communicate effectively with others.*

NON-PHYSICAL DEMANDS

- *May frequently experience time pressure, changing tasks, multitasking, working closely with others as a part of a team, irregular work schedules, emergency situations and exacting work.*
- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment to included telephone, computer, Microsoft Office, job specific software, such as Photoshop and InDesign, and related hardware.

WORK ENVIRONMENT

The work is normally performed in an office setting, primarily at a desk in a quiet environment. The employee is not exposed to environmental hazards and does not normally require the use of protective equipment.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



TOURISM SALES COORDINATOR – 1974

FLSA Status: Non-Exempt

Computer Code: 4

BRIEF DESCRIPTION

This position is responsible supporting the sales, marketing, and administrative efforts of the Office of Economic Development and Tourism. The primary role of the Tourism Sales Coordinator is to assist the Tourism Manager in the implementation of a strategy that will differentiate the City of Danville and Pittsylvania County from other regional competitors through advertising, promotions, trade events, and visitor experience initiatives to stimulate economic growth for the region.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Manages and reports on a portfolio of assigned business relationships.*
- *Enters data into Simpleview and other software, as well as produces reports and manages customer records such as:*
 - *Sales Mission Contacts and Leads*
 - *Economic Impact Reports*
 - *Monthly/Quarterly/Annual Sales Reports*
 - *Custom Databases and Searches*
 - *Updated Stakeholder Information*
- *Responsible for generating a positive return on investment for group tour/travel and government meetings markets.*
- *Maintains effective working relationships with area facilities, attractions, hospitality businesses, and other stakeholders to promote effective sales efforts.*
- *Works with departmental staff in coordinating the facilities and the services needed to plan events, such as meetings, conferences, sports events, weddings and family reunions, group tours, etc.*
- *Build itineraries and assist with the planning and execution of Familiarizations (FAM) Tours for travel writers, tour operators, wedding planners, meeting and sports planners, and other parties.*
- *Assist with coordinating and staffing information tables and/or booths at meetings, conferences, and special events.*
- *Maintains a well-informed, up-to-date knowledge of all area facilities and keeps Tourism and Visitor Services staff informed of new developments at such facilities.*
- *Prepares RFPs for meetings, conference, sports events, weddings, family reunions, tours, etc. as needed.*
- *Maintains accurate and current listings on various platforms, including Virginia.org and SCOUT.*
- *Responds to inquiries with information about the Danville-Pittsylvania County region.*
- *Develops and/or obtains step-on guides and shuttle bus services as needed for group tours.*

- *Prepares and reports on economic impact for special events, partnerships, and leads.*
- *Prepares reports for economic development and tourism projects using JobsEQ.*
- *Coordinates the fulfillment of convention and visitor services' needs.*
- *Assists in qualifying prospective leads.*
- *Researches, analyzes, disseminates, and maintains market intelligence information on prospect accounts.*
- *Maintains knowledge of visitor-related topics, such as current events, lodging, shopping, food/beverage outlets, area attractions and street/highway routing.*
- *Prepares analysis, agendas, content, materials, and follow-up documentation as appropriate.*
- *Assists the Tourism Manager in preparing data for annual budget, grant applications, and grant audits.*
- *Works with colleagues to collaborate and develop an understanding of tourism and an economic development strategy.*
- *Represents the City of Danville and Pittsylvania County at local, state, and national industry-related events and conferences.*
- *Possesses strong administrative skills.*

ADDITIONAL DUTIES

- *Performs additional duties to support operational requirements as assigned.*

JOB REQUIREMENTS

Education and Experience

Bachelor's degree in Marketing, Sales, Business, or related field with direct tourism industry sales experience. Must demonstrate success in applying marketing practices, sound business theories, and industry best-practices. Candidate must have a proven sales track record.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- *Valid Driver's License with acceptable driving record according to City Criteria*

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the specific aspects of the subject.

Reading

Advanced: Ability to read literature, books, reviews, industry journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to compose and edit reports, presentations, proposals, grant submissions, editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations, methods and functions of real and complex variables.

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

Normally performs the duty assignment with substantial discretion and within broad parameters designed by general organizations requirements and accepted practices. Overall results determine job performance.

Technical Skills

Comprehensive, practical knowledge of a technical fields with use of analytical judgement and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

No responsibility for the direction or supervision of others.

PHYSICAL DEMANDS

- Work is sedentary in nature, requiring sitting, moving between office equipment and occasional light physical exertion.
- Adequate vision, hearing, and talking to use a computer, telephone, and communicate effectively with others.

NON-PHYSICAL DEMANDS

- May frequently experience time pressure, changing tasks, multitasking, working closely with others as part of a team and work in emergency situations.
- May frequently work an irregular work schedule and be exposed to a noisy or distracting environment.
- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of internet, standard office equipment, to include telephone and computer, Microsoft Office, social media platforms, SCOUT, Simpleview, and related software and hardware.

WORK ENVIRONMENT

The work is normally performed in an office setting, primarily at a desk in a quiet environment. The employee is not exposed to environmental hazards and does not normally require the use of protective equipment.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



LEAD SAFE PROGRAM MANAGER – 2198

FLSA Status: Non-Exempt

Computer Code: 4

BRIEF DESCRIPTION

The Program Manager will oversee a 3-year Lead Hazard Control Grant Program whose goal is to create safe homes for kids who are susceptible of becoming poisoned by lead-based paint. Responsibilities include monitoring the achievements and compliance with the program's standards and regulations, coordinating resident education, environmental assessments, and delivery of lead hazard control activities to eligible homes in the City.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Manages overall Lead Safe Danville Program in accordance with the grant.*
- *Manages and administers the procurement of lead hazard evaluation and clearance testing, lead-based paint hazard control/reduction, healthy homes initiatives and other necessary program services.*
- *Advocates for the program in order to secure partnerships and referrals from local health department, code enforcement, medical facilities and other community-based organizations and sources.*
- *Selects and manages vendors in order to arrange lead hazard evaluations in coordination with property owners and service providers.*
- *Obtains and reviews work write-ups for housing units received from lead-based paint hazard evaluators.*
- *Ensures completion of HUD Environmental Review Checklist for each eligible property.*
- *Manages and coordinates contractors and residents to schedule performance of lead hazard control activities and risk assessments; where necessary, coordinates resident relocation.*
- *Coordinates clearance testing with contractors, property owners and service providers upon completion of lead hazard control work activities.*
- *Monitors the program's achievement of meeting quarterly program benchmarks, reporting data in and monitoring for compliance with the program's standards and regulations.*
- *Coordinates and participates in outreach, education, and ensures compliance with quality control aspects of grant.*
- *Prepares and presents a variety of information and reports such as workshops, speeches, press releases, etc.*
- *Manages and updates the LSR website and educational material.*
- *Researches Geographical Information System (GIS), environmental issues and grant requirements to ensure applicants meet Housing and Urban Development funding guidelines.*

- Prepares and writes grant applications for Lead Hazard Control activities.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree in Business, Accounting, or a related field; broad knowledge in a general professional, administrative, or technical field and one to three years of experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Decisions regarding interpretation of policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact, and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the job by following established standard operating procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Supervisory Responsibilities

Supervises and monitors performance for a regular group of employees or department. Provides input on hiring, discipline, work objectives/goals, performance evaluation and work assignments. Typically, a first line supervisor.

PHYSICAL DEMANDS

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing, and talking to use a computer, telephone, and communicating effectively with others.

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *Frequently performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work.*
- *May occasionally experience time pressure, frequent change of tasks, irregular work schedule/overtime.*
- *May rarely experience emergency situations, a noisy/distracting environment.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

This work is performed in an office environment where there may be extreme temperatures seasonally. The employee must wear appropriate protective equipment as apparent or assigned, if any.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



AUTOMOTIVE SERVICE ATTENDANT – 3498

FLSA Status: Non-Exempt

Computer Code: 1

BRIEF DESCRIPTION

Performs responsible semiskilled work on a variety of automotive equipment; does related work as required. Work is performed under immediate supervision.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Changes and repairs tires on automotive, buses, trucks, construction and heavy equipment; Operates and maintains heavy tire changing equipment and supplies; Changes oil filters; lubricates equipment; Ensures all equipment has proper amount of fluids; Washes, cleans, waxes and details automobiles, buses and trucks; Performs road service, operates fuel trucks and pumps; Picks up and delivers vehicles, parts, supplies and equipment to and from garage, customers and supplies; Performs cleaning, maintenance and minor repairs in shop in assigned work area; Responds for snow and ice removal and other storm and emergency events as directed; Reports to work on assigned duty schedule; Performs other reasonable duties as assigned.*

ADDITIONAL DUTIES

- *Provides assistance to Automotive Mechanics in diagnosing, adjusting and repairing vehicles when needed or as a trainee.*
- *Performs additional duties as assigned*

JOB REQUIREMENTS

Education and Experience

Graduation from high school and some experience in automotive repair and maintenance

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- *Possession of or ability to obtain a class A commercial driver's license within 90 days of employment.*

Job Knowledge

General knowledge of hand tools, equipment and techniques used in the service and repair of automotive equipment; some knowledge of shop tools and machinery; ability to detect by inspection any worn or broken automotive parts; ability to follow oral and

written instructions accurately; ability to establish and maintain effective working relationships with associates.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Basic: Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Requires providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.

Technical Skills

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

Work is heavy in nature, requiring heavy lifting up to 75 pounds. Subject to inside and outside environmental conditions, noise, vibrations, and hazards. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *May experience*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of shop tools and machinery, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in a garage.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



HEAVY EQUIPMENT MECHANIC – 3517

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION

This position is responsible for the skilled technical maintenance and repair of a variety of heavy construction equipment that includes but is not limited to bulldozers, graders, front-end loaders, etc. Operates shop equipment, tools, and machinery.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Troubleshoots, diagnoses, and performs minor and major repairs and services a wide variety of construction equipment to include bulldozers, graders, front-end loaders, road rollers, backhoes, air compressors, and all other specialized and track equipment.*
- *Repairs and maintains heavy truck/bus equipment.*
- *Overhauls, services, fabricates, and maintains major components, assemblies, and accessories such as diesel and gasoline engines, automatic transmissions, final drives, hydraulic systems, pneumatic systems, tracks, and electric controls.*
- *Operates various types of shop equipment, tools, machinery, precision instruments, specialized tools, and devices such as dial indicators, micrometers, lathes, drill presses, grinders, and a variety of electric and air operated power tools and torch and welding equipment.*
- *Responds for snow and ice removal and other storm and emergency situations as directed.*

ADDITIONAL DUTIES

- *Provides assistance to Automotive Mechanics in diagnosing, adjusting, and repairing vehicles when needed.*
- *Researches part numbers and requisitions parts and materials.*
- *Maintains records of repair and service operations.*
- *Performs additional duties as assigned*

JOB REQUIREMENTS

Education and Experience

High school education with considerable experience in heavy equipment repair and maintenance.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- Possession of or ability to obtain a class A commercial driver's license with 90 days of employment; Possession of or ability to obtain air conditioning certificate.

Job Knowledge

Advanced knowledge of the methods, tools and equipment including diagnostic equipment used equipment, trucks, and buses. Thorough knowledge and skill in the use and operation of shop tools. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve in the repair of heavy construction as a resource on the subject for others.

Reading

Intermediate: Ability to read papers, manuals, and to interpret and work from sketches, diagrams, and installation charts.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Requires providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

No budgetary/fiscal responsibility

Supervisory Responsibilities

No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

Work is heavy in nature, requiring heavy physical exertion. Requires adequate vision, hearing and talking to communicate effectively with others.

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *Subject to inside and severe outside environmental conditions, noise, vibration, and hazard.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in a garage.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



TRANSPORTATION GRANT SPECIALIST - ASSISTANT – 3714

FLSA Status: Non-Exempt

Computer Code: 3

BRIEF DESCRIPTION

Complete administrative and dispatch functions to support transportation services for the elderly population of Danville through funding provided by both the Older Americans Act and the Virginia General Assembly; assist with preparing annual work scope, programs, and budgets to the Southern Area Agency on Aging; prepare schedules for staff; and assist with providing community outreach programs to several locations.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- Provides administration of the senior transportation program by maintaining budget expenses and revenues; performs senior transportation grants administrative duties, assist with developing scope and budget for each grant year; monitor grants related to senior transportation services; prepare monthly reports to comply with grant requirements and collect data on each participant as required by the grant terms.*
- Data Entry*

ADDITIONAL DUTIES

- Attends meetings and training sessions.*
- Performs additional duties to support operational requirements as assigned.*

JOB REQUIREMENTS

Education and Experience

Associate's Degree, with knowledge of a specific vocational, administrative, or technical nature obtained from a college, technical, business, or vocational school and over one year up to and including three years of experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria*

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables.

Communication Skills

Requires providing basic advice to others outside direct reporting relationships on procedures or general policies. Contacts may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.

PHYSICAL DEMANDS

- Sedentary physical effort, exerting up to 10 lbs. occasionally, or negligible weights frequently; sitting most of the time.
- Constant handling, fine dexterity; adequate vision, hearing, talking to use computer, telephone and communicate effectively with others.
- Frequent sitting, walking, reaching, bending, twisting.
- Occasional standing, lifting, carrying, pushing/pulling, kneeling, crouching, climbing.
- Rare balancing.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.

- *Frequently experiences time pressure, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment.*
- *May occasionally experience emergency situations, irregular work schedule/overtime.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment and telephone, and related software and hardware; and any other equipment as appropriate or as assigned.

WORK ENVIRONMENT

This work is performed in an office environment where there is rare exposure to communicable diseases. The employee must wear appropriate protective equipment as apparent or assigned, if any.

ACKNOWLEDGEMENT

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SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



UTILITIES PIPELINE TECHNICIAN I – 4511

FLSA Status: Non-Exempt

Computer Code: 1

BRIEF DESCRIPTION

Performs responsible skilled and semi-skilled work aiding in the construction, maintenance, repair, and abandonment of distribution infrastructure for water and gas utilities. Natural gas work includes PHMSA regulated installation of mains and services made of polyethylene and steel. Water work includes VDH regulated construction of water mains and services made of polyethylene, ductile iron, and copper.

Maintenance of both utilities is regulated by the same authorities as construction. The maintenance of gas utilities during an emergency may require working in hazardous conditions. Water maintenance may be performed in a physically challenging environment combined with an urgency of repair. Knowledge and skill to repair cast iron, PVC, ductile iron, polyethylene, copper, and galvanized steel is required. Maintenance requires detailed knowledge of safety requirements of trenching and shoring, confined space, traffic control, and equipment operation.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Works as part of a crew installing or maintaining water and gas mains and services, locates water and gas lines, taps live lines and repairs them; joins pipe by mechanical means and by fusion*
- *Operates construction equipment including skid-steer, excavator, back-hoe, trencher, pneumatic piercing tools, valve exerciser, vacuum excavator, augers, concrete mixers, and compaction equipment all in the act of performing construction or maintenance of water or gas pipelines.*
- *Drives and operates a dump truck; loads and unloads dirt, stone, gravel, utility pipe and other materials; drives light vehicles;*
- *PHMSA regulations require initial and periodic confirmation of qualification to perform various tasks on the pipeline; maintains qualification to perform up to 40 covered skilled tasks through computer-based training, knowledge test, and field evaluation.*
- *Recognizes Abnormal Operating Conditions and knows how to respond to them*
- *Possesses a Commercial Driver's License (CDL-A) to drive a crew truck pulling a trailer and excavator, backhoe, skid-steer, etc. or has ability to timely obtain*
- *Sawing, cutting, and digging; locating and replacing water and gas lines.*
- *Performs manual labor including hand-digging to expose utilities; rakes right-of-way for restoration; uses shovel to remove debris for disposal; pours concrete and installs asphalt as necessary.*

ADDITIONAL DUTIES

- *Uses mobile technology to obtain up to date information from geographical information system and operations and maintenance procedures*

- *Completes as-built drawings and/or collects field locational data and attributes*
- *Performs additional duties as assigned.*

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED, and one to two years of experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- *Valid Driver's License (CDL-Class A) or ability to obtain with an acceptable driving record according to City Criteria. (Note: A CDL-A learner's permit is required within 60 days of hire and a CDL-A license within 120 days of hire.)*

Job Knowledge

Basic familiarity with the work to know common principles and terminology and to understand and solve simple problems

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Writing

Basic: Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Requires regular & routine interaction involving exchange and receipt of information.

Independence and Decision-Making

Normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed frequently.

Technical Skills

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns or temps.

PHYSICAL DEMANDS

- *Work requires heavy physical effort, exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.*
- *Adequate vision, hearing and talking to drive and communicate effectively with others.*
- *Frequent sitting, walking, lifting, carrying, twisting, and handling equipment.*
- *Occasional standing, pushing/pulling, kneeling, crouching, bending, climbing, and fine dexterity to operate computer.*
- *Rarely needs to reach, crawl and balance.*

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *May frequently work closely with others as part of a team, and experience noisy/distracting environment.*
- *May occasionally experience time pressure, frequent change of tasks, and tedious or exacting work.*
- *May rarely experience time pressure, irregular work schedule/overtime, and performing multiple tasks simultaneously*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of various vehicles and trucks used in performing maintenance duties; asphalt roller, hand tools, jack hammer, computer and associated hardware and software, etc.; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is performed outdoors, in vehicles or equipment, where there is daily exposure to noise and vibrations, and to physical hazards, and frequent exposure to respiratory hazards. There is occasional exposure to mechanical and fire hazards, physical danger or abuse, and wetness/humidity. There is seasonal exposure to extreme temperatures. There is rare exposure to chemical and electrical hazards, explosives and communicable diseases.

The employee is expected to use appropriate protective equipment for the assigned task (hard hat, safety vest, steel-toe shoes, etc.); and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



WATER & GAS SENIOR GIS/CAD TECHNICIAN – 4614

FLSA Status: Non-Exempt

Computer Code: 3

BRIEF DESCRIPTION

Creates, maintains, administers, and disseminates GIS data and AutoCAD files. Oversees and directs the efforts for system integration and software updates; coordinates information process and flow with key stakeholders; disseminates data across the department; coordinate crew efforts for field data integrity and verification; oversees and directs redline update efforts, and ensures information is placed in system, utilizing ARCGIS, AutoCAD, and CityWorks software. Administers CityWorks for the electric division, administers and troubleshoots field data collection equipment, and prepares maps; provides GIS training as needed; distributes standards, maps, and drawings, and assists the Division with staking.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- Maintains GIS maps by keeping the data up to date; troubleshooting GIS computer problems; providing training as needed; preparing maps; creating, maintaining and administering the GIS data and AutoCAD files. Coordinates software tools between various applications such as Innovyze's asset management, modeling and flushing modules, CIS, and GasWorks or other gas modeling software. Trains others with the use of the tool and works closely with engineers and technicians on a routine basis.*
- Assists in project management by completing as-builds and files closeout. Assists in the administration of digital data distribution and mobile equipment inspections.*
- Creates and edits AUTOCAD drawings and maintains filing system. Makes sure trace is 95% or more accurate for modeling systems. Collects field data and verifies existing data and system information.*

ADDITIONAL DUTIES

- Assists with staking, easement exhibit preparation and recordation, and production and distribution of standards, maps, and drawings.*
- Performs additional duties as assigned.*

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree, with broad knowledge in a general professional or technical field, and two to four years of experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- *Valid Driver's License with acceptable driving record according to City Criteria*
- *First Aid/CPR certification*

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Requires providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns or temps.

PHYSICAL DEMANDS

- *Work requires light physical effort, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.*
- *Adequate vision, hearing and talking to drive, use computer, and communicate effectively with others.*
- *Frequent standing, sitting, and fine dexterity*
- *Occasional walking, lifting, carrying, pushing/pulling, reaching and handling.*
- *Rarely requires kneeling, crouching, bending, twisting, climbing, and balancing.*

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *May experience occasional time pressure, emergency situations, frequent change of tasks, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment.*
- *May rarely experience irregular work schedule/overtime.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software; GPS equipment, various hand tools; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in an office setting, with occasional work outdoors, where there is seasonal exposure to extreme temperatures and wetness/humidity.

The employee is expected to use appropriate protective equipment for the assigned task (hard hat, safety vest, steel toe shoes, etc.); and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



PARKS AND RECREATION PROJECT MANAGER – 6659

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Perform complex professional work directing and implementing the design, bidding, construction, maintenance, and documentation of major long-term Parks and Recreation projects, construction projects (new park facilities, buildings or maintenance and alterations of existing buildings and park facilities, both indoor and outdoor). Oversees construction projects from inception through concept, design, and engineering through completion and occupancy. Responsible for keeping projects flowing smoothly while remaining on time and within budget. Coordinates with city, state, and federal agencies, as well as with the City's Utilities and Public Works Departments. Keeps City team informed of project statuses and makes recommendations for sound projects.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Works as a project manager by initiating, planning, and executing projects; monitoring, controlling, reviewing, approving, and tracking the project budget; receiving feedback from the owners, contractors, engineers, etc.; escalating project issues as warranted; and ensuring completion of projects.*
- *Designs specifications and writes contracts.*
- *Coordinating site inspections for compliance with project plans and specifications.*
- *Reviewing and approving project submittals; coordinating project team meetings and project reviews.*
- *Making presentations to boards, council, state and local officials.*
- *Provide emergency response during severe weather (snow, flood, storms, etc.)*

ADDITIONAL DUTIES

- *Performs additional duties as assigned*

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree, with broad knowledge in a general professional or technical field, and five to seven years of experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- *Valid Driver's License with acceptable driving record according to City Criteria*

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

Prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.

Supervisory Responsibilities

Performs essentially the same work as those directed. Includes oversight of quality, training, instructing and scheduling work.

PHYSICAL DEMANDS

- ***Work requires light physical effort, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree***
- ***Adequate vision, hearing and talking to drive, use computer, and communicate effectively with others.***
- ***Constant fine dexterity.***

- Frequent standing, sitting, handling, and twisting.
- Occasional walking, reaching and climbing.
- Rare lifting, carrying, pushing/pulling, kneeling, crouching, bending, and balancing.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- May experience frequent time pressure, performing multiple tasks simultaneously, and working closely with others as part of a team.
- May experience frequent change of task, and noise/distracting environment.
- Rarely experiences emergency situations, irregular work schedule/overtime, and tedious or exacting work.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related software and hardware; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is performed on job sites, where there is occasional exposure to mechanical, chemical, electrical and fire hazards. There is seasonal exposure to extreme temperatures. There is rare exposure to communicable diseases and physical danger or abuse.

The employee is expected to use appropriate protective equipment for the assigned task (hard hat, safety vest, steel toe shoes, eye and hearing protection, etc.); and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



POLICE PUBLIC RELATIONS SPECIALIST – 8308

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

The purpose of this position is to build and maintain a positive image for the police department by establishing and maintaining relationships with internal and external consumers, the community, employees, and coaching employees in the correct way of communicating with co-workers and the public. Performs public relations activities involving the development and maintenance of a variety of community information and media relations programs, services, and activities designed to keep the community and the department informed on Police related matters. Responsible for internal Command Staff messaging to Department employees. Collaborates with the Recruitment and Retention Unit on marketing needs to reach the best potential candidates to serve the department. Develop a strong relationship with the Community Engagement Unit and the Community Relations Liaison in order to make their programming and services more impactful. Identify and organize various resources to effect public relations. Develops educational programs relating to public relations. Makes written and verbal presentations to the public, civic, school, and church groups. Updating and maintaining Web content. Produces quality graphics and text for pamphlets, brochures, and other departmental engagement literature. Serves as the liaison between the Police Department and community groups. Other duties to provide direct or indirect service to citizens may be assigned.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- Develops public relations plans and programs to include prioritizing the focus of the establishment of relationships and solidifying bonds between the department, employees, and the community. Conducts a variety of studies and special projects that are designed improve relationships with stakeholder who encounter the department.*
- Organizes the development and implementation of methods for communicating information to employees and the public by use of videos, email, Internet, social media, brochures, news releases, presentations, media outlets, public broadcasting, or other mediums. Establishes strategies to build relationships by ensuring the open exchange of accurate information through employee and community input and partnerships.*
- Oversees the Department's Facebook, Twitter, Instagram, YouTube, and other social media platforms. Assists with the periodic review and assessment of the Danville Police Department's branding, including images and logos, slogans, public-facing design elements, internet presence, etc. Suggests improvements in Department practices relevant to police, employee, and community interaction. Collaborates with the Recruitment and Retention Unit on marketing needs to reach the best potential candidates to serve the department.*

- *Surveys employees, citizens, and businesses to obtain and evaluate information regarding department activities. Films and edits internal and external videos for communication of key messaging. Leads event planning Department-wide. Conducts public relations training for Department staff. Maintains the Department's calendar of community group events. Creates brochures and flyers to inform employees and the community about activities and programming offered by the Department. Collaborates with City departments in planning for major events and festivals. Assists with design and preparation of the Department's annual report.*
- *Public Information Officer - Coordinating the Danville Police Department's public information response before, during, and after an emergency. Managing the Danville Police Department footprint on all social media platforms.*

ADDITIONAL DUTIES

- *Public Information Officer – Connect government to citizens through traditional media, digital media, and social media; engage City employees; and maintain media relations. Communicate critical information effectively to the public. Write press releases and prepare information for distribution by media outlets. Respond to requests for information from media outlets. Maintaining a social media presence may be part of the duties. The position may require you to work long hours on an irregular schedule, especially when publicized situations or incidents affect the Danville Police Department.*
- *Performs additional duties as assigned*

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree with broad knowledge in a general professional or technical field; and three to five years of experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- ***Valid Driver's License with acceptable driving record according to City Criteria***

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.

Communication Skills

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.

PHYSICAL DEMANDS

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to relate information through traditional media, digital media, and social media, to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *Frequently experiences time pressure, frequent change of tasks, irregular work schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work.*
- *May occasionally experience emergency situations.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including Computers, databases and related query applications, GIS tools and applications, electronic spread sheets, word processing, statistical applications, desktop publications, department Records Management System (RMS) and Computer Aided Dispatch (CAD) systems.

WORK ENVIRONMENT

This work is performed in an office environment where there are no health, safety, or environmental factors. The employee does not normally wear protective equipment.

ACKNOWLEDGEMENT

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SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



POLICE RECRUITMENT INVESTIGATOR (Part-time) – 8501

FLSA Status: Non-Exempt

Computer Code: 3

BRIEF DESCRIPTION

Conduct a thorough investigation to verify police candidates' personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the City of Danville Police Department.

ESSENTIAL FUNCTIONS *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Perform interviews with police candidates, candidates' family, associates, references, friends, etc. to determine the moral and ethical traits.*
- *Conduct an extensive interview with the candidates exploring all facets of the candidates' characteristics.*
- *Maintain and document all findings in the candidate's pre-employment folder*
- *Responsible for completing a final recommendation report along with all supporting documentation maintain to make the final recommendation*
- *Maintain candidates' pre-employment folder to ensure all supporting documents are included from the candidate's background investigation file.*

ADDITIONAL DUTIES

- *Maintain mental, physical, and professional ability to perform the job of background investigator*
- *Performs additional duties to support operational requirements as assigned*

JOB REQUIREMENTS

Education and Experience

A minimum of 10 years of previous law-enforcement employment or similar responsibilities.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- *Valid driver's license and an acceptable driving record according to City criteria*

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and reference materials.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

- *Work requires medium physical exertion, exerting up to exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. Requires walking, carrying equipment, reaching and handling paperwork, sitting, and standing to a significant degree, handling paperwork, moving between office equipment.*
- *Adequate vision, hearing and talking to use a computer, telephone, make public presentations and communicate effectively with others.*

NON-PHYSICAL DEMANDS

- *May frequently experience time pressure, emergency situations, irregular schedule, frequent change of tasks, multi-tasking, working closely with others as a part of a team and tedious or exacting work.*
- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of standard office equipment to include telephone, radio, computer, personal devices, MS Office, other software and related hardware. Standard law enforcement equipment including a firearm, baton, taser and other equipment as assigned.

WORK ENVIRONMENT

The work is normally performed in various locations including office, vehicle, schools and throughout the community. The employee is frequently exposed to health and safety hazards and environmental hazards. Requires body armor, shield, safety vest and other law enforcement protective equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date

FY23 Schematic List

CLASS CODE	JOB TITLE	Effective July 1, 2022 - December 31, 2022				Effective January 1, 2023			
		GRADE	MINIMUM	MIDPOINT	MAXIMUM	GRADE	MINIMUM	MIDPOINT	MAXIMUM
1002	FILE CLERK	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
1003	ADMINISTRATIVE SPECIALIST	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
1005	SENIOR ADMINISTRATIVE SPECT	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
1007	SECRETARY	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
1009	SENIOR SECRETARY	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1011	EXECUTIVE SECRETARY	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
~~1015~~	~~EXECUTIVE ASSISTANT~~	~~GE4~~	~~\$ 40,550.00~~	~~\$ 52,715.00~~	~~\$ 64,880.00~~	~~GE4~~	~~\$ 43,354.95~~	~~\$ 59,514.53~~	~~\$ 75,674.10~~
1025	LEGAL SECRETARY	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1028	LEGAL ASSISTANT	GE3	\$ 36,864.00	\$ 47,923.00	\$ 58,982.00	GE3	\$ 39,413.59	\$ 54,104.11	\$ 68,794.64
1029	JUDICIAL ASSISTANT	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
1032	ADMINISTRATIVE ASSISTANT	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
1039	LAW CLERK	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
1042	DEPUTY CLERK	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1045	DEPUTY REGISTRAR	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
1046	ASSISTANT DEPUTY REGISTRAR	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
1047	CLERK OF COUNCIL	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1049	SENIOR ADMINISTRATIVE ASSISTNT	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1075	INTERN	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
~~1099~~	~~INTAKE DIVERSION SPECIALIST~~	~~GE3~~	~~\$ 36,864.00~~	~~\$ 47,923.00~~	~~\$ 58,982.00~~	~~GE3~~	~~\$ 39,413.59~~	~~\$ 54,104.11~~	~~\$ 68,794.64~~
1101	CASHIER	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
1102	SENIOR CASHIER	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1105	COLLECTIONS CLERK I	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
1106	COLLECTIONS CLERK II	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
1107	SENIOR COLLECTIONS CLERK	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1108	CUSTOMER ACCOUNT REPRESENTATIV	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
1111	DELINQUENT COLLECTIONS CORDNTR	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1120	DIV DIR OF CUSTOMER ACCOUNTS	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1121	COLLECTIONS CUST ACCT MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1122	SERV/BILL CUST ACCT MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1131	UTILITY BILLING CLERK	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1133	UTILITY SPECIAL BILLING CLERK	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
1134	SENIOR UTILITY BILLING CLERK	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
1137	AMI SUPPORT TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
		GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00				
1139	SR CUS ACCOUNT/TRAINING REP	~~GN6~~	~~\$ 31,560.00~~	~~\$ 41,028.00~~	~~\$ 50,496.00~~	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
1201	ACCOUNT CLERK	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
1203	SENIOR ACCOUNT CLERK	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1211	PAYROLL TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
1220	ACCOUNTANT III	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1221	ACCOUNTANT I	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
1223	ACCOUNTANT II	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66

1224 BUSINESS SYSTEMS ACCOUNTANT	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1226 INTERNAL AUDITOR	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1227 STAFF AUDITOR	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1228 SENIOR INTERNAL AUDITOR	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1229 ASSISTANT DIRECTOR OF FINANCE	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
1241 REAL ESTATE ASSESSMENT CLERK	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
1242 SENIOR REAL ESTATE ASSEST CLK	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
1246 REAL ESTATE APPRAISER I	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1247 REAL ESTATE APPRAISER II	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
1248 REAL ESTATE APPRAISER III	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1249 DIVISN DIR OF REAL ESTATE ASSE	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1303 PRINTER	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
1305 SENIOR PRINTER	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
1309 PRINT SHOP TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
1311 PRINT SHOP SUPERVISOR	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
1321 PURCHASING CLERK	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
1323 SENIOR PURCHASING CLERK	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00				
1325 PROCUREMENT OFFICER BUYER	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1327 DIVISION DIR OF PURCHASING	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1329 CHIEF FINANCIAL OFFICER	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
1401 HR TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
1404 HR CONSULTANT	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1408 ORGANIZATION DEVELOPMENT CNSLT	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1409 DIRECTOR OF HUMAN RESOURCES	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
1505 TRAINING & SAFETY MANAGER	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
1509 APPLICATIONS SPECIALIST III	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1510 SOLUTIONS INTEGRATION DEVELOPR	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1511 TECHNICAL SUPPORT SPECIALST II	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
1512 CLIENT SOLUTION SPECIALIST III	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1514 TECHNICAL SUPPORT SPECIALIST I	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
1516 CLIENT SOLUTIONS SPECIALIST II	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1517 SERVICE DESK ANALYST III	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
1521 PROGRAMMER I	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
1524 DIV DIR APPLICATION SOLUTIONS	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
1525 PROGRAMMER III	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1526 GIS SPECIALIST II	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1527 APPLICATIONS SPECIALIST IV	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1529 NETWORK ADMINISTRATOR I	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
1530 APPLICATIONS SPECIALIST I	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
1531 TECHNICAL SUPPORT MANAGER	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1532 DIVN DIR OF INFRA & OPERATIONS	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
1533 NETWORK ADMINISTRATOR III	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1534 SYSTEM ADMINISTRATOR III	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1535 NETWORK ENGINEER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45

1537 PROJECT MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1539 DEP. CHIEF INFORMATION OFFICER	GE12	\$ 88,511.00	\$ 115,064.00	\$ 141,617.00	GE12	\$ 92,935.19	\$ 129,056.05	\$ 165,176.91
1540 CHIEF INFORMATION OFFICER	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
1541 DIV DIR OF CLIENT SERVICES	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1543 CLIENT SOLUTIONS SPECIALIST I	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
1547 SERVICE DESK ANALYST II	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
1549 SERVICE DESK ANALYST I	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
1560 SOLUTIONS INTEGRATION SPEC	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1563 APPLICATIONS SPECIALIST II	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1565 PROGRAMMER IV	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1567 PROGRAMMER II	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1569 GIS SPECIALIST IV	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1571 GIS SPECIALIST I	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
1573 CHIEF SEC OFFICER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1575 NETWORK ADMINISTRATOR II	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1577 SYSTEMS ENGINEER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1579 SYSTEMS ADMINISTRATOR IV	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1581 SYSTEMS ADMINISTRATOR II	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
1583 SYSTEMS ADMINISTRATOR I	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
1585 TECHNICAL SUPPORT SPEC III	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
1730 GIS TECHNICIAN	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
1731 GIS COORDINATOR	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1732 GIS SPECIALIST III	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1734 IT SCADA SYSTEMS ANALYST	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1810 ASSISTANT CITY ATTORNEY I	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1811 ASSISTANT CITY ATTORNEY II	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
1812 DEPUTY CITY ATTORNEY	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00	GE11	\$ 84,486.54	\$ 116,647.28	\$ 148,808.02
1917 HOUSING COORDINATOR	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00				
1918 ASSISTANT TO THE CITY MANAGER	GE6	~~\$ 49,066.00~~	~~\$ 63,786.00~~	~~\$ 78,505.00~~	GE10	76805.94	105433.61	134061.28
	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00				
1919 DIRECTOR OF BUDGET	EXEC	~~\$ 99,678.00~~	~~\$ 149,517.00~~	~~\$ 199,356.00~~	GE11	84486.54	116647.28	148808.02
1925 MULTIMEDIA DESIGN MANAGER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1927 PUBLIC INFORMATION OFFICER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1930 YOUTH & GANG VIOL COORD	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1932 Y&G VIOL PREV OUTREACH WORKER	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
1933 COMMUNITY LIAISON	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
1934 OUTREACH DIRECTOR	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1970 TRAVEL COUNSELOR I	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
1971 TRAVEL COUNSELOR II	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
1972 WELCOME CENTER MANAGER	GE3	\$ 36,864.00	\$ 47,923.00	\$ 58,982.00	GE3	\$ 39,413.59	\$ 54,104.11	\$ 68,794.64
1973 MARKETING COORDINATOR	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
1974 TOURISM SALES COORDINATOR	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
1975 SPECIAL PROJECT MANAGER	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
1976 ED TOURISM MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45

1977 MARKETING & RESEARCH MANAGER	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
1978 ASST DIR OF ECONOMIC DEVELOPMT	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
1979 ECONOMIC DEVELOP PROJECT MGR	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
1980 DIRECTOR OF ECONOMIC DEVELOPMT	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
1991 DEPUTY CITY MANAGER	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
2001 PERMIT TECHNICIAN	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
2009 PROP MAINT CODE SUPERVISOR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
2010 PROPERTY MAINTENANCE INSPECTOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
2013 BUILDING INSPECTOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
2014 ELECTRICAL INSPECTOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
2015 MECHANICAL INSPECTOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
2017 PLUMBING/CROSS CONNECTION INSP	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
2020 LEAD SAFE PROGRAM MANAGER (GRANT)	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
2021 LEAD GRANT ASSESSOR (GRANT)	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
2025 INSPECTIONS SUPERVISOR	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
2029 DIVISION DIR OF INSPECTIONS	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
2041 COST ESTIMATOR/INSPECTOR	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
HOUSING GRANT & ENVIRONMENTAL REVIEW H&D								
2045 ~~PLANNING~~ SPECIALIST	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
2047 HOUSING & REDEVELOPMENT SPCST	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
2061 PLANNING TECHNICIAN	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
2063 ASSOCIATE PLANNER	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
2064 SENIOR PLANNER	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
2099 DIVISION DIRECTOR OF PLANNING	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
2199 DIRECTOR OF COMMUNITY DEVELOP	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
3001 CUSTODIAN	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
3003 SENIOR CUSTODIAN	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
3005 CUSTODIAN SUPERVISOR	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
3011 PUBLIC SERVICE WORKER	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
3012 PUBLIC SERVICE WORKER/OPERATOR	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
3014 SOLID WASTE COLLECTOR	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
3016 GROUNDSKEEPER	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
3019 CONSTRUCTION WORKER	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
3022 SANITATION OPERATOR I	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3024 SANITATION OPERATOR II	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
3031 MOTOR EQUIPMENT OPERATOR I	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
3032 MOTOR EQUIPMENT OPERATOR II	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
3033 MOTOR EQUIPMENT OPERATOR III	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3035 CCTV TECHNICIAN	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
3036 HEAVY EQUIPMENT OPERATOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
3040 RECYCLING CENTER OPERATOR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
3101 CREW SUPERVISOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
3102 PW CREW SUPERVISOR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
3105 GENERAL SUPERVISOR	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
3109 CEMETERY SUPERVISOR	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36

3201 WAREHOUSE STOCK CLERK	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
3203 PW WAREHOUSE CLERK	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
3303 BUILDING MAINTENANCE MECH I	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
3304 BUILDING MAINTENANCE MECH II	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3305 BUILDING MAINTENANCE SUPERINT	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
3306 BUILDING MAINTENANCE MCHNC III	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
3401 HORTICULTURIST	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3498 AUTOMOTIVE SERVICE ATTENDANT	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
3501 AUTOMOTIVE EQUIPMENT MECH I	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
3511 AUTOMOTIVE EQUIPMENT MECH II	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3512 TRANSIT MECHANIC	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3515 WELDER	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
3517 HEAVY EQUIPMENT MECHANIC	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
3519 AUTOMOTIVE EQUIPMENT MECH III	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
3521 AUTOMOTIVE SERVICE TECHNICIAN	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
3525 EQUIPMENT MAINTENANCE SUPERVIS	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
3601 SIGN TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3603 TRAFFIC SIGNAL TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3605 SR TRAFFIC SIGNAL TECHNICIAN	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
3607 TRAFFIC CONTROL CREW SUPERVISR	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
3609 TRAFFIC CONTROL OPS ENGINEER	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
3651 CODE ENFORCEMENT INSPECTOR	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3653 CONSTRUCTION INSPECTOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
3655 CONSTRUCTION INSPECTIONS SUPVR	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
3701 VAN DRIVER	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
3702 BUS ATTENDANT	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
3703 AMTRAK STATION ATTENDANT	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
3710 TRANSIT DRIVER I	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
3711 TRANSIT DRIVER II	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
3712 TRANSPORTATION DISPATCHER	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
3714 TRANSPORTATION GRANT SPEC - ASSISTANT	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
3719 TRANSPORTATION SUPERVISOR	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
3731 AIRPORT MAINTEN/SECURITY TCH I	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
3733 AIRPORT MAINTEN/SECURTY TCH II	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
3734 AIRPORT OPERATIONS TOWER TECH	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
3735 TRANSPORTATION BLD & GRDS SUPT	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
3736 TRANS OPERATIONS & MAINT MGR	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
3748 DIVISION DIR OF TRANS SERV	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
3749 DIRECTOR OF TRANSPORATION SERV	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
3801 ENGINEERING AIDE	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
3802 SR ENGINEERING TECHNICIAN	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
3803 ENGINEERING TECHNICIAN	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
3804 SR PUBLIC WORKS GIS/CAD TECH	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
3805 SURVEY PARTY SUPERVISOR	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
3815 PW PROJECT ENGINEER	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23

3819 PW CHIEF ENGINEER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
3951 COMMUNICATIONS SYSTEMS MANAGER	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
3965 DIVISION DIR OF SANITATION	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
3975 DIVISION DIRECTOR OF BUILDINGS	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
3985 DIVISION DIRECTOR OF STREETS	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
3990 DIV DIR OF PW ADMINISTRATION	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
3994 PW PROJECT MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
3995 ASST DIR PW/CITY ENGINEER	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00	GE11	\$ 84,486.54	\$ 116,647.28	\$ 148,808.02
3999 DIRECTOR OF PUBLIC WORKS	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
4001 WATER TREATMENT PLT OPTR TRAIN	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
4005 WATER TREATMENT PLT OPTR III	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
4006 WATER TREATMENT PLT OPTR II	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
4007 WATER TREATMENT OPTR I	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
4008 WATER TREATMENT PLT OPTR SPVR	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
4103 INDUSTRIAL MECHANIC	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
4104 SENIOR INDUSTRIAL MECHANIC	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
4355 WATER TREATMENT MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
4360 WATER CHEMIST	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
4399 DIVISION DIR WTR/WSTWTR TRTMNT	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00	GE11	\$ 84,486.54	\$ 116,647.28	\$ 148,808.02
4501 DISPATCHER	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
4511 UTILITIES PIPELINE TECHNICIAN I	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
4512 W&G HEAVY EQUIPMENT OPERATOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
4513 W&G SERVICE TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
4515 W&G METER TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
4517 W&G CORROSION TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
4518 W&G PROJECT MANAGER	GE8	\$ 59,370.00	\$ 77,180.50	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
4519 W&G CREW SUPERVISOR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
4521 W&G WELDER/CREW SUPERVISOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
4529 W&G CONSTRUCTION CREW SUPERVSR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
4530 FLEET & FACILITIES MANAGER	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
4613 WG GIS ENGINEERING TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
4614 W&G SENIOR GIS/CAD TECHNICIAN	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
4615 W&G SR ENGINEERING TECHNICIAN	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
4619 W&G CHIEF ENGINEER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
4725 W&G SYSTEMS CONTROL SUPERINTEN	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
4735 W&G DISTRIBUTION SUPERVISOR	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
4745 W&G COMPLIANCE COORDINATOR	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
4811 GAS CONTROL TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
4815 GAS SUPPLY ANALYST	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
4835 W&G DISTRIBUTION SUPERINTENDEN	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
4899 DIVISION DIR OF WATER & GAS	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00	GE11	\$ 84,486.54	\$ 116,647.28	\$ 148,808.02
5001 HYDRO-ELECTRIC ATTENDENT	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
5005 HYDRO-ELECTRIC OPERATOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
5007 HYDRO-ELECTRIC MAINTNANCE TECH	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
5009 HYDRO-ELECTRIC SUPERINTENDENT	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66

5101 ELECTRIC GROUND WORKER	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
5103 ELECT LINE OH/UG EQUIP OPER	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
5111 ELECTRIC LINE TECHNICIAN I	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
5112 ELECTRIC LINE TECHNICIAN II	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
5113 ELECTRIC LINE TECHNICIAN III	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
5115 ELECTRIC LINE CREW SUPERVISOR	GN12	\$ 52,916.00	\$ 68,791.00	\$ 84,666.00	GN12	\$ 55,011.92	\$ 76,888.09	\$ 98,764.26
5116 ELECTRIC VEGETATION ROW SUPER	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
5119 ELECTRIC DISTRIBUTION SUPT	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
5212 UTILITY OPERATIONS SUPERVISOR	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
5213 ELECTRIC SUBSTATION TECHNICIAN	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
5214 UTILITY OPERATOR	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
5215 ELECTRIC SUBSTATION SUPERVISOR	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
5219 ELECTRIC SUBSTATION SUPT	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
5312 ELECTRIC RIGHT OF WAY TRIMMER	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
5315 INSPECTOR-CONTRACTOR MANAGER	GN12	\$ 52,916.00	\$ 68,791.00	\$ 84,666.00	GN12	\$ 55,011.92	\$ 76,888.09	\$ 98,764.26
5411 ELECTRIC METER TECHNICIAN I	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
5413 ELECTRIC METER TECHNICIAN II	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
5415 ELECTRIC METER TECHNICIAN III	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
5429 ELECTRIC METER SUPERVISOR	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
5431 UTILITIES WAREHOUSE MANAGER	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
5521 ELECTRIC ENGINEERING AIDE	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
5525 ELECTRIC GIS/CAD TECHNICIAN	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
5526 SR ELEC GIS/CAD TECHNICIAN	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
5530 ELECTRIC ENG & OPS MANAGER	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
5531 ELECTRIC ENGINEERING TECHNICIAN	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
5532 ELECTRIC SR ENGINEERING TECH	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
5534 ELEC ENG TECH/COMPLIANCE COOR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
5535 ELECTRIC ENGINEERING TECH SPVR	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
5536 SENIOR ELECTRIC ENGINEER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
5537 ELECTRIC ENGINEER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
5538 BROADBAND NETWORK ENGINEER TECH	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
5539 ENGINEERING TECHNICIAN MANAGER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
5560 DIVSN DIR OF TELECOMMUNICATION	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
5690 KEY ACCOUNTS MANAGER	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
5691 UTILITIES ENERGY ADVISOR	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
5695 DIVSN DIR OF SUPPORT SERVICES	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
5699 DIVISION DIR OF POWER & LIGHT	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00	GE11	\$ 84,486.54	\$ 116,647.28	\$ 148,808.02
5999 DIRECTOR OF UTILITIES	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
6011 INFORMATION SPECIALIST	GN3	\$ 25,053.00	\$ 32,569.00	\$ 40,086.00	GN3	\$ 26,789.88	\$ 36,775.19	\$ 46,760.51
6012 CIRCULATION SPECIALIST	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
6015 LIBRARY SERVICES SPECIALIST	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
6017 LAW LIBRARY INFO SPECIALIST	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
6021 LIBRARY TECHNOLOGY SPECIALIST	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
6105 TECHNICAL SERVICES LIBRARIAN	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
6110 COMMUNITY OUTREACH COORDINATOR	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10

6111 CHILDREN'S LIBRARIAN	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
6114 CIRCULATION SUPERVISOR	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
6121 ADULT SERVICES LIBRARIAN	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
6199 DIVISION DIRECTOR OF LIBRARY	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
6211 RECREATION AIDE	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
6213 RECREATION LEADER	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
6221 RECREATION PROGRAM SUPERVISOR	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
6225 RECREATION SPORTS OFFICIAL	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
6233 RECREATION INSTRUCTOR	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
6311 RECREATION FACILITY OPERATOR	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
6315 RECREATION SITE SUPERVISOR	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
6329 PROGRAM COORDINATOR	GE4	\$ 40,550.00	\$ 52,715.00	\$ 64,880.00	GE4	\$ 43,354.95	\$ 59,514.53	\$ 75,674.10
6330 P&R COMMUNICATIONS SPECIALIST	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
6410 DIV DIR OF COMMUNITY RECREATIN	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
6415 P&R FACILITIES & SERVICES PLAN	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
6421 SPECIAL POPULATION ASSISTANT	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
6425 DIV DIR OF SPECIAL RECREATION	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
6442 OUTDOOR REC PROGRAM SUPERVISOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
6445 DIVISION DIRECTOR OF ATHLETICS	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
6555 RECREATION GRANT SPECIALIST	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
6556 TRANSPORTATION GRANT SPEC	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
6558 DIV DIR PARKS ADMINISTRATION	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
6659 P&R PROJECT MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
6560 DIV DIR OF PARKS MAINTENANCE	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
6561 PARKS SUPERVISOR	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
6562 PARKS GROUNDSKEEPER I	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35
6563 PARKS GROUNDSKEEPER II	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
6564 PARK MAINTENANCE TECHNICIAN	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
6599 DIRECTOR OF PARKS & RECREATION	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
7011 ELIGIBILITY WORKER	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
7012 SENIOR ELIGIBITY WORKER	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
7015 ELIGIBILITY SUPERVISOR	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
7018 FRAUD INVESTIGATOR	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
7019 ELIGIBILITY SERVICES MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
7025 CSA COORDINATOR	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
7101 EMPLOYMENT SERVICE AIDE	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
7105 EMPLOYMENT SERVICE WORKER	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
7106 SR EMPLOYMENT SERVICE WORKER	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
7109 EMPLOYMENT SERVICE SUPERVISOR	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
7111 SOCIAL SERVICE AIDE	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
7112 FAMILY SERVICES SPECIALIST	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
7113 SR FAMILY SERVICES SPECIALIST	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
7115 CHILD PROTECTIVE SERV. WORKER	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
7117 FAMILY SERVICES SUPERVISOR	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
7125 FAMILY SERVICES MANAGER	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45

7126 SNAPET COORDINATOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
7198 DIV DIR TRAINING & OPERATIONS	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
7199 DIRECTOR OF SOCIAL SERVICES	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
7311 YOUTH CARE WORKER	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
7312 SENIOR YOUTH CARE WORKER	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
7313 SHIFT SUPERVISOR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
7315 JUVENILE PROGRAM COORDINATOR	GE5	\$ 44,605.00	\$ 57,987.00	\$ 71,368.00	GE5	\$ 47,690.45	\$ 65,465.98	\$ 83,241.51
7316 JUVENILE TRAINING COORDINATOR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
7322 POST DISPOSITIONAL COORDINATOR	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00				
7323 ALTERNATIVE DETENTION CASE WKR	~~GN8~~	~~\$ 36,812.00~~	~~\$ 47,855.00~~	~~\$ 58,899.00~~	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
7325 NURSE	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
7337 ASST DIV DIR OF JUVENILE DETEN	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
7339 DIVN DIR OF JUVENILE DETENTION	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
7401 CORRECTIONAL OFFICER I	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
7402 CORRECTIONAL OFFICER II	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
7403 CORRECTIONAL LIEUTENANT	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
7404 ADMINISTRATIVE LIEUTENANT	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
7405 CORRECTIONAL CAPTAIN	GN13	\$ 58,208.00	\$ 75,670.00	\$ 93,132.00	GN13	\$ 60,513.11	\$ 84,576.90	\$ 108,640.69
7409 CHIEF CORRECTIONAL OFFICER	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
7411 CORRECTIONAL HEALTH ASSISTANT	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
7413 LICENSED PHYSICIAN	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00	GE11	\$ 84,486.54	\$ 116,647.28	\$ 148,808.02
7421 WORK PROGRAM COORDINATOR	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
7425 SERVICE PROGRAM COORDINATOR	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
7499 DIVISIN DIR OF ADULT DETENTION	GE10	\$ 71,837.00	\$ 93,388.00	\$ 114,940.00	GE10	\$ 76,805.94	\$ 105,433.61	\$ 134,061.28
8003 ECC TELECOMMUNICATOR I	GN6	\$ 31,560.00	\$ 41,028.00	\$ 50,496.00	GN6	\$ 32,810.10	\$ 45,857.44	\$ 58,904.77
8004 ECC TELECOMMUNICATOR II	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
8005 EM COMMUNICATIONS TLMNCTR SPR	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
8101 CERT COORDINATOR	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
8103 FIREFIGHTER	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
8105 FIRE FIGHTER/ENGINEER	GN9	\$ 39,757.00	\$ 51,684.00	\$ 63,611.00	GN9	\$ 41,331.27	\$ 57,767.16	\$ 74,203.05
8106 FIRE SUPPORT ADMINISTRATOR ANALYST	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
8107 FIRE LIEUTENANT	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
8108 FIRE CODE INSPECTOR	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
8109 FIRE CAPTAIN	GN12	\$ 52,916.00	\$ 68,791.00	\$ 84,666.00	GN12	\$ 55,011.92	\$ 76,888.09	\$ 98,764.26
8110 911 EMERGENCY COMMUNICATNS MGR	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
8111 FIRE LOGISTICS OFFICER	GN12	\$ 52,916.00	\$ 68,791.00	\$ 84,666.00	GN12	\$ 55,011.92	\$ 76,888.09	\$ 98,764.26
8115 ASSISTANT FIRE MARSHAL	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11	\$ 50,010.84	\$ 69,898.27	\$ 89,785.69
8116 DIV CHIEF FIRE MARSHAL	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
8117 DIV CHIEF TRAINING & SAFETY	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
8118 BATTALION CHIEF	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
8295 DEPUTY FIRE CHIEF	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00	GE11	\$ 84,486.54	\$ 116,647.28	\$ 148,808.02
8299 FIRE CHIEF	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79
8302 PD RECORDS & TECHNOLOGY MGR	GE8	\$ 59,370.00	\$ 77,181.00	\$ 94,991.00	GE8	\$ 63,475.99	\$ 87,135.22	\$ 110,794.45
8303 POLICE RECORDS CLERK	GN4	\$ 27,058.00	\$ 35,175.00	\$ 43,292.00	GN4	\$ 28,129.37	\$ 39,315.36	\$ 50,501.35

8304 QUARTERMASTER	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
8305 POLICE VIDEO TECHNICIAN	GN5	\$ 29,222.00	\$ 37,989.00	\$ 46,756.00	GN5	\$ 30,379.72	\$ 42,460.59	\$ 54,541.46
8306 POLICE PROP & EVID TECH	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10	\$ 45,464.40	\$ 63,543.88	\$ 81,623.36
8307 PD ACCREDITATION MANAGER	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
8308 PD PUBLIC RELATIONS SPECIALIST	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
8311 PARKING ATTENDENT	GN2	\$ 23,198.00	\$ 30,157.00	\$ 37,116.00	GN2	\$ 24,805.44	\$ 34,051.10	\$ 43,296.77
8315 SCHOOL CROSSING GUARD	GN1	\$ 21,479.00	\$ 27,923.00	\$ 34,367.00	GN1	\$ 22,968.00	\$ 31,528.80	\$ 40,089.60
8317 ANIMAL CONTROL OFFICER	GN7	\$ 34,085.00	\$ 44,310.00	\$ 54,536.00	GN7	\$ 35,434.90	\$ 49,526.03	\$ 63,617.16
8501 PD RECRUITMENT INVESTIGATOR (PART-TIME)	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
8502 PD COMMUNITY ENGAGEMENT SPEC	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8	\$ 38,269.70	\$ 53,488.11	\$ 68,706.53
8503 POLICE OFFICER	GN8	\$ 36,812.00	\$ 47,855.00	\$ 58,899.00	GN8x	\$ 38,269.70	\$ 55,398.35	\$ 72,527.00
8505 POLICE CORPORAL	GN10	\$ 43,732.00	\$ 56,852.00	\$ 69,972.00	GN10x	\$ 45,464.40	\$ 65,030.20	\$ 84,596.00
8507 POLICE SERGEANT	GN11	\$ 48,106.00	\$ 62,537.00	\$ 76,969.00	GN11x	\$ 50,010.84	\$ 70,686.92	\$ 91,363.00
8510 POLICE CRIME ANALYST	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
8512 COMMUNITY RELATIONS LIAISON	GE6	\$ 49,066.00	\$ 63,786.00	\$ 78,505.00	GE6	\$ 52,459.49	\$ 72,012.58	\$ 91,565.66
8513 POLICE LIEUTENANT	GE7	\$ 53,972.00	\$ 70,164.00	\$ 86,356.00	GE7	\$ 57,705.44	\$ 79,213.83	\$ 100,722.23
8525 POLICE CAPTAIN	GE9	\$ 65,307.00	\$ 84,899.00	\$ 104,491.00	GE9	\$ 69,823.58	\$ 95,848.74	\$ 121,873.89
8690 POLICE MAJOR	GE11	\$ 79,739.00	\$ 103,661.00	\$ 127,583.00	GE11	\$ 84,486.54	\$ 116,647.28	\$ 148,808.02
8695 LIEUTENANT COLONEL	GE12	\$ 88,511.00	\$ 115,064.00	\$ 141,617.00	GE12	\$ 92,935.19	\$ 129,056.05	\$ 165,176.91
8699 POLICE CHIEF	EXEC	\$ 99,678.00	\$ 149,517.00	\$ 199,356.00	EXEC	\$ 104,663.61	\$ 168,595.70	\$ 232,527.79