

**RESOLUTION NO. 2009-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
TO ADOPT THE FISCAL YEAR 2009-2010 FULL TIME EQUIVALENT (FTE)  
EMPLOYEES SALARY SCHEDULE**

**WHEREAS**, it has been determined that adjusting annual compensation on the salary schedule for position classifications is an effective management practice to recruit and retain employees; and

**WHEREAS**, the City annually updates compensation and the salary schedule ranges for employees to reflect changes in the cost of living and labor conditions; and

**WHEREAS**, employees classified as represented employees receive updated compensation and salary schedule range increases in accordance with a collectively bargained agreement for the new fiscal year; and

**WHEREAS**, employees classified as non-represented employees require Council action to update their annual compensation and salary schedule ranges; and

**WHEREAS**, City policy endeavors to treat represented and full time equivalent (FTE) non-represented employees similarly in matters related to increases in employee compensation whenever possible; and

**WHEREAS**, historically, regular part-time employees also receive the same increase as represented and non-represented FTE employees; and

**WHEREAS**, increases in salary ranges on the FY 2009-2010 FTE Salary Schedule are to take effect in the first full pay period in July; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby adjusts the salary ranges on the FY 2009-2010 Salary Schedule, as listed on Attachment C1, for all full time equivalent (FTE) employees, except for the City Manager and Department Heads, and for regular part-time employees by 3%.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 23<sup>rd</sup> day of June, 2009 by the following vote:

AYES:           PACKARD, CARPENTER, CASAS, BECKER, SATTERLEE  
NOES:           NONE  
ABSENT:        NONE  
ABSTAIN:       NONE

  
Susan Kitchens, CITY CLERK

  
Megan Satterlee, MAYOR

# ATTACHMENT C1

## CITY OF LOS ALTOS, CA



### FULL TIME EQUIVALENT BIWEEKLY SALARY SCHEDULE EFFECTIVE JULY 12, 2009 - JULY 3, 2010

<u>Position Classification</u>	<u>Salary Range</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Accounting Office Assistant I	1,698	1,783	1,872	1,966	2,064
Accounting Office Assistant II	1,839	1,931	2,027	2,129	2,235
Accounting Office Assistant III	1,930	2,027	2,128	2,234	2,346
Accounting Technician	2,222	2,333	2,450	2,572	2,701
Assistant Civil Engineer	2,824	2,965	3,113	3,269	3,432
Assistant Planner	2,730	2,866	3,010	3,160	3,318
Associate Civil Engineer	3,194	3,353	3,521	3,697	3,882
Associate Planner	3,017	3,168	3,326	3,492	3,667
Building Inspector	2,693	2,827	2,969	3,117	3,273
Building Official	3,862	4,055	4,258	4,469	4,694
Building Technician	2,163	2,271	2,385	2,504	2,629
Childcare Teacher	1,516	1,592	1,672	1,755	1,843
Communications Officer	2,567	2,695	2,830	2,966	3,120
Community Programs Coordinator	2,860	3,003	3,153	3,310	3,476
Community Service Officer	2,060	2,163	2,271	2,385	2,504
Economic Development Coordinator <sup>2</sup>	3,312	3,478	3,652	3,834	4,026
Engineering Technician	2,445	2,567	2,696	2,830	2,972
Equipment Mechanic	2,118	2,224	2,335	2,451	2,574
Executive Assistant	2,098	2,203	2,313	2,429	2,550
Financial Services Manager	3,708	3,893	4,088	4,292	4,507
Fleet Facilitator	1,803	1,894	1,988	2,088	2,192
Human Resources Manager	4,243	4,455	4,678	4,911	5,157
Human Resources Technician	2,222	2,333	2,450	2,572	2,701
Information Technology Analyst	3,110	3,265	3,429	3,600	3,780
Information Technology Manager	3,659	3,842	4,034	4,236	4,448
Junior Civil Engineer	2,568	2,696	2,831	2,972	3,121
Lead Communications Officer	2,824	2,966	3,114	3,270	3,433
Lead Records Specialist	1,957	2,055	2,158	2,266	2,379
Maintenance Leadworker	2,118	2,224	2,335	2,451	2,574
Maintenance Supervisor <sup>1</sup>	2,738	2,875	3,019	3,170	3,328

## ATTACHMENT C1

Maintenance Technician	2,118	2,224	2,335	2,451	2,574
Maintenance Trainee I	978	1,027	1,078	1,132	1,189
Maintenance Trainee II	1,269	1,333	1,400	1,470	1,543
Maintenance Worker I	1,699	1,784	1,873	1,967	2,065
Maintenance Worker II	1,920	2,016	2,117	2,223	2,334
Maintenance Worker III	2,016	2,117	2,223	2,334	2,451
Office Assistant I	1,519	1,595	1,674	1,758	1,846
Office Assistant II	1,691	1,775	1,864	1,957	2,055
Planning Services Manager	3,862	4,055	4,258	4,470	4,694
Police Agent	2,970	3,118	3,274	2,572	3,610
Police Captain	4,426	4,647	4,880	5,124	5,380
Police Officer	2,829	2,971	3,119	3,160	3,439
Police Officer Trainee	2,694	2,828	2,970	3,697	3,274
Police Sergeant	3,339	3,505	3,681	3,492	4,058
Police Services Manager	3,984	4,183	4,392	4,611	4,842
Records Specialist	1,778	1,867	1,960	2,058	2,161
Recreation Coordinator	2,017	2,118	2,224	2,335	2,452
Recreation Supervisor	2,657	2,789	2,929	3,075	3,229
Senior Accounting Office Assistant	1,953	2,051	2,153	2,261	2,374
Senior Engineer	3,661	3,844	4,036	4,238	4,450
Senior Leadworker	2,171	2,280	2,394	2,513	2,639
Senior Office Assistant	1,956	2,054	2,157	2,265	2,378
Senior Planner	3,575	3,754	3,942	4,139	4,346
Senior Recreation Supervisor	2,793	2,933	3,079	3,233	3,395
Site Coordinator/Childcare	1,890	1,984	2,083	2,188	2,297
Transportation Engineer	3,194	3,353	3,521	3,697	3,882

### Executive<sup>3</sup>

	Min.	Max.	
Department Head	3,720	7,027	(Resolution 2008-31)
City Manager		8,038	

1. Changed Public Works Supervisor to Maintenance Supervisor
2. Changed Management Analyst/Business Liaison to Economic Development Coordinator
3. Maintenance Services Manager and Engineering Services Manager added to Executive Salary Range

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**WHEREAS**, historically, regular part-time employees also receive the same increase as represented and non-represented FTE employees; and

**WHEREAS**, increases in salary ranges on the FY 2009-2010 FTE Salary Schedule (attached hereto as Exhibit "A" and incorporated by this reference) are to take effect in the first full pay period in July; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby adjusts the salary ranges on the FY 2009-2010 Salary Schedule, as listed on Attachment C1, for all full time equivalent (FTE) employees, except for the City Manager and Department Heads, and for regular part-time employees by 3%.

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ABSENT:        NONE  
ABSTAIN:       NONE

  
Susan Kitchens, CITY CLERK

  
Megan Satterlee, MAYOR

**EXHIBIT "A" TO RESOLUTION NO. 2009-17  
CITY OF LOS ALTOS, CA**



**FULL TIME EQUIVALENT  
BIWEEKLY SALARY SCHEDULE  
EFFECTIVE JULY 12, 2009 - JULY 3, 2010**

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