

RESOLUTION NO. 2011-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
TO ADOPT THE JULY 10, 2011-JULY 7, 2012 AND JULY 8, 2012-JULY 6, 2013
FULL TIME EQUIVALENT (FTE) EMPLOYEE SALARY SCHEDULES**

WHEREAS, the City annually reviews and may revise employee compensation and the salary schedule ranges; and

WHEREAS, Council authorized salary adjustments for FY2011-2012 and FY2012-2013 as part of a two-year budget; and

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

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

WHEREAS, historically, two regular part-time employees also receive the same increase as non-represented FTE employees; for FY2011-2013 two regular part-time employees will receive a 1% increase; and

WHEREAS, increases in salary ranges on the FY2011-2012 and FY2012-2013 FTE Salary Schedules are to take effect in the first full pay period in July.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adjusts the salary ranges on the FY2011-2012 and the FY2012-2013 Salary Schedules as listed on **Exhibits 5-A and 5-B**.

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 28th day of June, 2011 by the following vote:

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



Ronald D. Packard, MAYOR

Attest:



Lee Price, MMC
CITY CLERK

EXHIBIT 5-A
 RESOLUTION NO. 2011-25
 CITY OF LOS ALTOS, CA



FULL TIME EQUIVALENT
 BI-WEEKLY SALARY SCHEDULE
 EFFECTIVE JULY 10, 2011 - JULY 7, 2012

<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	1,732	1,818	1,909	2,005	2,105
Accounting Office Assistant II	1,876	1,970	2,068	2,171	2,280
Accounting Office Assistant III	1,969	2,067	2,171	2,279	2,393
Accounting Technician I ³	1,969	2,067	2,171	2,279	2,393
Accounting Technician II ⁴	2,267	2,380	2,499	2,624	2,755
Assistant Civil Engineer	2,880	3,024	3,176	3,334	3,501
Assistant Planner	2,784	2,923	3,069	3,223	3,384
Associate Civil Engineer	3,258	3,421	3,592	3,771	3,960
Associate Planner	3,077	3,231	3,392	3,562	3,740
Building Inspector	2,746	2,883	3,028	3,179	3,338
Building Official	3,939	4,136	4,343	4,560	4,788
Building Technician	2,206	2,317	2,433	2,554	2,682
Childcare Teacher	1,547	1,624	1,705	1,790	1,880
Communications Officer	2,722	2,858	3,001	3,151	3,309
Community Programs Coordinator	2,917	3,063	3,216	3,377	3,546
Community Service Officer	2,184	2,293	2,408	2,529	2,655
Deputy City Clerk ⁵	2,209	2,319	2,435	2,557	2,685
Economic Development Coordinator	3,379	3,548	3,725	3,911	4,107
Economic Development Manager ¹	3,886	4,080	4,284	4,498	4,723
Engineering Technician	2,494	2,618	2,749	2,887	3,031
Equipment Mechanic	2,160	2,268	2,381	2,500	2,625
Executive Assistant	2,140	2,247	2,359	2,477	2,601
Financial Services Manager	3,782	3,971	4,170	4,378	4,597
Fleet Facilitator	1,840	1,932	2,028	2,130	2,236
Human Resources Manager II ⁷	3,436	3,607	3,788	3,977	4,176
Human Resources Manager ⁸	2,749	2,887	3,031	3,183	3,342
Human Resources Technician	2,267	2,380	2,499	2,624	2,755
Information Technology Analyst	3,172	3,331	3,498	3,672	3,856
Information Technology Manager	3,733	3,919	4,115	4,321	4,537
Junior Civil Engineer	2,619	2,750	2,887	3,031	3,183
Lead Communications Officer	2,995	3,145	3,302	3,468	3,641
Lead Records Specialist	1,997	2,097	2,201	2,311	2,427
Maintenance Leadworker	2,160	2,268	2,381	2,500	2,625
Maintenance Supervisor	2,793	2,933	3,079	3,233	3,395

Maintenance Technician	2,160	2,268	2,381	2,500	2,625
Maintenance Trainee I	998	1,048	1,100	1,155	1,213
Maintenance Trainee II	1,295	1,360	1,428	1,499	1,574
Maintenance Worker I	1,733	1,819	1,910	2,006	2,106
Maintenance Worker II	1,959	2,057	2,160	2,268	2,381
Maintenance Worker III	2,057	2,160	2,268	2,381	2,500
Office Assistant I	1,549	1,627	1,708	1,793	1,883
Office Assistant II ⁹	1,724	1,811	1,901	1,996	2,096
Planning Services Manager	3,939	4,136	4,343	4,560	4,788
Police Agent	3,150	3,308	3,473	3,647	3,829
Police Captain	4,515	4,741	4,978	5,227	5,488
Police Officer	3,000	3,150	3,308	3,473	3,647
Police Officer Trainee	2,856	2,999	3,149	3,307	3,472
Police Sergeant	3,541	3,718	3,904	4,099	4,304
Police Services Manager	4,063	4,266	4,480	4,704	4,939
Records Specialist	1,813	1,904	1,999	2,099	2,204
Recreation Coordinator	2,058	2,160	2,268	2,382	2,501
Recreation Supervisor	2,710	2,845	2,988	3,137	3,294
Senior Accounting Office Assistant	1,992	2,091	2,196	2,306	2,421
Senior Engineer	3,734	3,921	4,117	4,323	4,539
Senior Human Resources Manager ⁶	4,327	4,544	4,771	5,010	5,260
Senior Leadworker	2,215	2,325	2,442	2,564	2,692
Senior Office Assistant	1,996	2,096	2,200	2,310	2,426
Senior Planner	3,647	3,829	4,021	4,222	4,433
Senior Recreation Supervisor	2,849	2,991	3,141	3,298	3,463
Site Coordinator/Childcare	1,928	2,024	2,125	2,231	2,343
Transportation Engineer	3,258	3,421	3,592	3,771	3,960
Transportation Projects Manager ²	3,258	3,421	3,592	3,771	3,960

Executive

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

Numerical order by chronological event

1. Added Economic Development Manager classification to be alternately staffed with Economic Development Coordinator
2. Added Transportation Projects Manager Classification
3. Added Accounting Technician I
4. Replaced Accounting Technician with Accounting Technician II
5. Added Deputy City Clerk
6. Replaced Human Resources Manager with Senior Human Resources Manager
7. Added Human Resources Manager II
8. Adjusted Human Resources Manager salary
9. As an exception to the salary schedule two regular part time office assistant positions are increased by 1%.

Revised 6-20-11

**EXHIBIT 5-B
RESOLUTION NO. 2011-25
CITY OF LOS ALTOS, CA**



**FULL TIME EQUIVALENT
BI-WEEKLY SALARY SCHEDULE
EFFECTIVE JULY 8, 2012 - JULY 6, 2013**

<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	1,784	1,873	1,966	2,065	2,168
Accounting Office Assistant II	1,932	2,028	2,130	2,236	2,348
Accounting Office Assistant III	2,028	2,129	2,236	2,348	2,465
Accounting Technician I ³	2,028	2,129	2,236	2,348	2,465
Accounting Technician II ⁴	2,335	2,452	2,574	2,703	2,838
Assistant Civil Engineer	2,967	3,115	3,271	3,434	3,606
Assistant Planner	2,868	3,011	3,162	3,320	3,486
Associate Civil Engineer	3,356	3,524	3,700	3,885	4,079
Associate Planner	3,169	3,328	3,494	3,669	3,852
Building Inspector	2,828	2,970	3,118	3,274	3,438
Building Official	4,058	4,260	4,473	4,697	4,932
Building Technician	2,272	2,386	2,505	2,630	2,762
Childcare Teacher	1,593	1,672	1,756	1,844	1,936
Communications Officer	2,749	2,887	3,031	3,183	3,342
Community Programs Coordinator	3,005	3,155	3,312	3,478	3,652
Community Service Officer	2,206	2,317	2,433	2,554	2,682
Deputy City Clerk ⁵	2,276	2,389	2,509	2,634	2,766
Economic Development Coordinator	3,480	3,654	3,837	4,029	4,230
Economic Development Manager ¹	4,002	4,203	4,413	4,633	4,865
Engineering Technician	2,568	2,697	2,832	2,973	3,122
Equipment Mechanic	2,225	2,336	2,453	2,575	2,704
Executive Assistant	2,204	2,314	2,430	2,551	2,679
Financial Services Manager	3,895	4,090	4,295	4,510	4,735
Fleet Facilitator	1,895	1,989	2,089	2,193	2,303
Human Resources Manager II ⁷	3,538	3,715	3,901	4,096	4,301
Human Resources Manager ⁸	2,832	2,973	3,122	3,278	3,442
Human Resources Technician	2,335	2,452	2,574	2,703	2,838
Information Technology Analyst	3,268	3,431	3,603	3,783	3,972
Information Technology Manager	3,844	4,037	4,239	4,450	4,673
Junior Civil Engineer	2,697	2,832	2,973	3,122	3,278
Lead Communications Officer	3,025	3,176	3,335	3,502	3,677
Lead Records Specialist	2,057	2,160	2,268	2,381	2,500
Maintenance Leadworker	2,225	2,336	2,453	2,575	2,704

Maintenance Supervisor	2,877	3,021	3,172	3,330	3,497
Maintenance Technician	2,225	2,336	2,453	2,575	2,704
Maintenance Trainee I	1,028	1,079	1,133	1,190	1,249
Maintenance Trainee II	1,334	1,400	1,470	1,544	1,621
Maintenance Worker I	1,784	1,874	1,967	2,066	2,169
Maintenance Worker II	2,017	2,118	2,224	2,335	2,452
Maintenance Worker III	2,118	2,224	2,336	2,452	2,575
Office Assistant I	1,595	1,675	1,759	1,847	1,939
Office Assistant II ⁹	1,776	1,865	1,958	2,056	2,159
Planning Services Manager	4,058	4,260	4,473	4,697	4,932
Police Agent	3,181	3,340	3,507	3,683	3,867
Police Captain	4,651	4,883	5,127	5,384	5,653
Police Officer	3,030	3,182	3,341	3,508	3,683
Police Officer Trainee	2,885	3,029	3,181	3,340	3,507
Police Sergeant	3,576	3,755	3,943	4,140	4,347
Police Services Manager	4,185	4,394	4,614	4,845	5,087
Records Specialist	1,868	1,961	2,059	2,162	2,270
Recreation Coordinator	2,119	2,225	2,337	2,453	2,576
Recreation Supervisor	2,791	2,931	3,078	3,231	3,393
Senior Accounting Office Assistant	2,052	2,154	2,262	2,375	2,494
Senior Engineer	3,846	4,038	4,240	4,452	4,675
Senior Human Resources Manager ⁶	4,457	4,680	4,914	5,160	5,418
Senior Leadworker	2,281	2,395	2,515	2,641	2,773
Senior Office Assistant	2,056	2,159	2,267	2,380	2,499
Senior Planner	3,756	3,944	4,141	4,349	4,566
Senior Recreation Supervisor	2,935	3,081	3,235	3,397	3,567
Site Coordinator/Childcare	1,985	2,084	2,189	2,298	2,413
Transportation Engineer	3,356	3,524	3,700	3,885	4,079
Transportation Projects Manager ²	3,356	3,524	3,700	3,885	4,079

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

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