

Classification Plan & Salary Matrix

City of Sierra Madre

June 28, 2015

Adopted by Resolution 15-36

Classification

Administrative

Duties and Responsibilities

The fundamental reason this classification exists is to perform a variety of support duties for the corresponding department; prepares reports and correspondence, prepares City Council and selected City Commission or Committee agendas, maintain the general contract and correspondence files; maintains records management systems, provides customer services to a variety of customers, works on special projects as assigned.

Training, Experience and Qualifications

An Associates or Bachelor’s degree in public administration, business administration, or a related field. General office experience involving public contact, typing, filing, answering telephones and computer use.

Classified Employee Association

	1	2	3	4	5
Administrative Clerk 1					
Annual Salary	32,614	34,245	35,957	37,755	39,643
Monthly Salary	2,718	2,854	2,996	3,146	3,304
Bi-Weekly	1,254	1,317	1,383	1,452	1,525
Hourly Salary	15.68	16.46	17.29	18.15	19.06
Administrative Aide 3					
Annual Salary	35,942	37,740	39,626	41,608	43,688
Monthly Salary	2,995	3,145	3,302	3,467	3,641
Bi-Weekly	1,382	1,452	1,524	1,600	1,680
Hourly Salary	17.28	18.14	19.05	20.00	21.00
Account Technician 6					
Annual Salary	39,686	41,671	43,754	45,942	48,239
Monthly Salary	3,307	3,473	3,646	3,828	4,020
Bi-Weekly	1,526	1,603	1,683	1,767	1,855
Hourly Salary	19.08	20.03	21.04	22.09	23.19

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Administrative Analyst 23										
Annual Salary	38,834	39,804	40,800	41,820	42,865	43,937	45,035	46,161	47,315	48,498
Monthly Salary	3,236	3,317	3,400	3,485	3,572	3,661	3,753	3,847	3,943	4,041
Bi-Weekly	1,494	1,531	1,569	1,608	1,649	1,690	1,732	1,775	1,820	1,865
Hourly Salary	18.67	19.14	19.62	20.11	20.61	21.12	21.65	22.19	22.75	23.32
Assistant to the City Manager 22										
Annual Salary	44,554	45,667	46,809	47,979	49,179	50,408	51,669	52,960	54,284	55,641
Monthly Salary	3,713	3,806	3,901	3,998	4,098	4,201	4,306	4,413	4,524	4,637
Bi-Weekly	1,714	1,756	1,800	1,845	1,891	1,939	1,987	2,037	2,088	2,140
Hourly Salary	21.42	21.96	22.50	23.07	23.64	24.23	24.84	25.46	26.10	26.75
Analyst (various) 24										
Annual Salary	52,395	53,705	55,048	56,424	57,834	59,280	60,762	62,281	63,838	65,434
Monthly Salary	4,366	4,475	4,587	4,702	4,820	4,940	5,064	5,190	5,320	5,453
Bi-Weekly	2,015	2,066	2,117	2,170	2,224	2,280	2,337	2,395	2,455	2,517
Hourly Salary	25.19	25.82	26.47	27.13	27.81	28.50	29.21	29.94	30.69	31.46

Classification

Community Services

Duties and Responsibilities

The fundamental reason this classification exists is to coordinate and oversee community programs and services including but not limited to aquatics, arts, communications, grants, community projects, public relations, seniors, special events, transit, and youth programs.

Training, Experience and Qualifications

A bachelor's degree in recreation, leisure studies, or a degree related to the area of specialization, and recreation experience at the paraprofessional or professional level. Possession of a valid California driver's license Class "C" or higher.

Classified Employee Association

	1	2	3	4	5
Recreation Coordinator 1					
Annual Salary	32,614	34,245	35,957	37,755	39,643
Monthly Salary	2,718	2,854	2,996	3,146	3,304
Bi-Weekly	1,254	1,317	1,383	1,452	1,525
Hourly Salary	15.68	16.46	17.29	18.15	19.06

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Recreation Supervisor 21										
Annual Salary	44,637	45,753	46,897	48,069	49,271	50,502	51,765	53,059	54,386	55,745
Monthly Salary	3,720	3,813	3,908	4,006	4,106	4,209	4,314	4,422	4,532	4,645
Bi-Weekly	1,717	1,760	1,804	1,849	1,895	1,942	1,991	2,041	2,092	2,144
Hourly Salary	21.46	22.00	22.55	23.11	23.69	24.28	24.89	25.51	26.15	26.80
Community Services Manager 28										
Annual Salary	61,298	62,830	64,401	66,011	67,661	69,353	71,086	72,864	74,685	76,552
Monthly Salary	5,108	5,236	5,367	5,501	5,638	5,779	5,924	6,072	6,224	6,379
Bi-Weekly	2,358	2,417	2,477	2,539	2,602	2,667	2,734	2,802	2,873	2,944
Hourly Salary	29.47	30.21	30.96	31.74	32.53	33.34	34.18	35.03	35.91	36.80

Classification

Finance

Duties and Responsibilities

The fundamental reason this classification exists is to administer the City’s financial affairs including by not limited to accounting, billing, payroll, and purchasing.

Training, Experience and Qualifications

A bachelor’s degree in public administration, business administration, or a related field; clerical/accounting experience, preferably in public sector environment. Working knowledge of personal computer applications and 10-key. Experience with governmental accounting software preferred.

Classified Employee Association

	1	2	3	4	5
Account Technician 6					
Annual Salary	39,686	41,671	43,754	45,942	48,239
Monthly Salary	3,307	3,473	3,646	3,828	4,020
Bi-Weekly	1,526	1,603	1,683	1,767	1,855
Hourly Salary	19.08	20.03	21.04	22.09	23.19
Accountant 15					
Annual Salary	50,648	53,186	55,848	58,635	61,568
Monthly Salary	4,221	4,432	4,654	4,886	5,131
Bi-Weekly	1,948	2,046	2,148	2,255	2,368
Hourly Salary	24.35	25.57	26.85	28.19	29.60

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Accounting Manager 26										
Annual Salary	65,083	66,710	68,378	70,087	71,840	73,636	75,477	77,363	79,298	81,280
Monthly Salary	5,424	5,559	5,698	5,841	5,987	6,136	6,290	6,447	6,608	6,773
Bi-Weekly	2,503	2,566	2,630	2,696	2,763	2,832	2,903	2,976	3,050	3,126
Hourly Salary	31.29	32.07	32.87	33.70	34.54	35.40	36.29	37.19	38.12	39.08

**Senior Fiscal
Services Manager**

XX

Annual Salary	84,011	86,111	88,264	90,471	92,733	95,051	97,427	99,863	102,359	104,918
Monthly Salary	7,001	7,176	7,355	7,539	7,728	7,921	8,119	8,322	8,530	8,743
Bi-Weekly	3,231	3,312	3,395	3,480	3,567	3,656	3,747	3,841	3,937	4,035
Hourly Salary	40.39	41.40	42.43	43.50	44.58	45.70	46.84	48.01	49.21	50.44

Classification

Fire

Duties and Responsibilities

The fundamental reason this classification exists is to respond to fire and medical emergencies, maintain fire department records, correspondences, and equipment and to coordinate and oversee the emergency medical program and fire prevention activities.

Training, Experience and Qualifications

High school diploma or equivalent required; completion of an accredited fire academy; possession of a valid California driver’s license Class “C” or higher, Emergency Medical Technician Certification License with the County of Los Angeles.

Unrepresented

Fire Captain 201	1	2	3	4	5	6	7	8	9	10
Annual Salary	73,144	74,973	76,847	78,768	80,738	82,756	84,825	86,946	89,119	91,347
Monthly Salary	6,095	6,248	6,404	6,564	6,728	6,896	7,069	7,245	7,427	7,612
Bi-Weekly	2,813	2,884	2,956	3,030	3,105	3,183	3,262	3,344	3,428	3,513
Hourly Salary	26.54	27.20	27.88	28.58	29.30	30.03	30.78	31.55	32.34	33.14

Classification

Human Resources

Duties and Responsibilities

The fundamental reason this classification exists is to administer the City’s human resources functions including but not limited to recruiting, retention, classification, compensation, discipline, dismissal, as well as the City liability and workers’ compensation programs.

Training, Experience and Qualifications

A bachelor’s degree in public administration, business administration, or a related field; human resources experience, preferably in public sector environment.

Classified Employee Association

		1	2	3	4	5
Human Resources Technician	6					
Annual Salary		39,686	41,671	43,754	45,942	48,239
Monthly Salary		3,307	3,473	3,646	3,828	4,020
Bi-Weekly		1,526	1,603	1,683	1,767	1,855
Hourly Salary		19.08	20.03	21.04	22.09	23.19

Confidential Exempt

		1	2	3	4	5	6	7	8	9	10
Human Resources Analyst	24										
Annual Salary		52,395	53,705	55,048	56,424	57,834	59,280	60,762	62,281	63,838	65,434
Monthly Salary		4,366	4,475	4,587	4,702	4,820	4,940	5,064	5,190	5,320	5,453
Bi-Weekly		2,015	2,066	2,117	2,170	2,224	2,280	2,337	2,395	2,455	2,517
Hourly Salary		25.19	25.82	26.47	27.13	27.81	28.50	29.21	29.94	30.69	31.46

Human Resources Manager	XX										
Annual Salary		65,083	66,710	68,378	70,087	71,840	73,636	75,477	77,363	79,298	81,280
Monthly Salary		5,424	5,559	5,698	5,841	5,987	6,136	6,290	6,447	6,608	6,773
Bi-Weekly		2,503	2,566	2,630	2,696	2,763	2,832	2,903	2,976	3,050	3,126
Hourly Salary		31.29	32.07	32.87	33.70	34.54	35.40	36.29	37.19	38.12	39.08

Classification**Library****Duties and Responsibilities**

The fundamental reason this classification exists is to perform a full range of professional library work.

Training, Experience and Qualifications

A Master's degree in Library Science from an American Library Association accredited school; or a degree related to the area of specialization, and public library experience at the paraprofessional or professional level.

Classified Employee Association

	1	2	3	4	5
Library Technician 1					
Annual Salary	32,614	34,245	35,957	37,755	39,643
Monthly Salary	2,718	2,854	2,996	3,146	3,304
Bi-Weekly	1,254	1,317	1,383	1,452	1,525
Hourly Salary	15.68	16.46	17.29	18.15	19.06
Librarian 9					
Annual Salary	49,088	51,542	54,120	56,825	59,667
Monthly Salary	4,091	4,295	4,510	4,735	4,972
Bi-Weekly	1,888	1,982	2,082	2,186	2,295
Hourly Salary	23.60	24.78	26.02	27.32	28.69

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Library Services Manager 28										
Annual Salary	61,298	62,830	64,401	66,011	67,661	69,353	71,086	72,864	74,685	76,552
Monthly Salary	5,108	5,236	5,367	5,501	5,638	5,779	5,924	6,072	6,224	6,379
Bi-Weekly	2,358	2,417	2,477	2,539	2,602	2,667	2,734	2,802	2,873	2,944
Hourly Salary	29.47	30.21	30.96	31.74	32.53	33.34	34.18	35.03	35.91	36.80

Classification

Non-Sworn Public Safety

Duties and Responsibilities

The fundamental reason this classification exists is to receive, evaluate, and process all 9-1-1 calls for police, fire, and medical assistance; or, to operate base radio equipment to dispatch police units on police related incidents.

Training, Experience and Qualifications

High school diploma or equivalent required; experience as a dispatcher in the public sector preferred.

		Police Association					
		1	2	3	4	5	6
Dispatcher	110						
Annual Salary		36,322	38,138	40,045	42,048	44,150	46,357
Monthly Salary		3,027	3,178	3,337	3,504	3,679	3,863
Bi-Weekly Salary		1,397	1,467	1,540	1,617	1,698	1,783
Hourly Salary		17.46	18.34	19.25	20.22	21.23	22.29

Classification

Planning

Duties and Responsibilities

The fundamental reason this classification exists is to administer specified planning activities including current planning, zoning and subdivision ordinances, advanced planning and the General Plan.

Training, Experience and Qualifications

A bachelor's Degree in Urban or City Planning or a related field. Professional planning experience, preferably in the public sector.

Classified Employee Association

	1	2	3	4	5
Assistant Planner 10					
Annual Salary	54,725	57,461	60,334	63,351	66,518
Monthly Salary	4,560	4,788	5,028	5,279	5,543
Bi-Weekly	2,105	2,210	2,321	2,437	2,558
Hourly Salary	26.31	27.63	29.01	30.46	31.98
Associate Planner 14					
Annual Salary	60,819	63,860	67,053	70,406	73,926
Monthly Salary	5,068	5,322	5,588	5,867	6,161
Bi-Weekly	2,339	2,456	2,579	2,708	2,843
Hourly Salary	29.24	30.70	32.24	33.85	35.54

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Senior Planner 26										
Annual Salary	65,083	66,710	68,378	70,087	71,840	73,636	75,477	77,363	79,298	81,280
Monthly Salary	5,424	5,559	5,698	5,841	5,987	6,136	6,290	6,447	6,608	6,773
Bi-Weekly	2,503	2,566	2,630	2,696	2,763	2,832	2,903	2,976	3,050	3,126
Hourly Salary	31.29	32.07	32.87	33.70	34.54	35.40	36.29	37.19	38.12	39.08

Confidential Exempt Continued

Planning Manager XX										
Annual Salary	84,011	86,111	88,264	90,471	92,733	95,051	97,427	99,863	102,359	104,918
Monthly Salary	7,001	7,176	7,355	7,539	7,728	7,921	8,119	8,322	8,530	8,743
Bi-Weekly	3,231	3,312	3,395	3,480	3,567	3,656	3,747	3,841	3,937	4,035
Hourly Salary	40.39	41.40	42.43	43.50	44.58	45.70	46.84	48.01	49.21	50.44

Classification

Police

Duties and Responsibilities

The fundamental reason this classification exists is to protect life and property, prevent and investigate crimes, arrest criminals, and to enforce laws and ordinances.

Training, Experience and Qualifications

Graduation from high school or G.E.D. equivalent; must have graduated from a P.O.S.T accredited Police Academy. Possession of a valid California driver’s license Class “C” or higher.

		Police Association					
		1	2	3	4	5	6
Police Officer	130						
Annual Salary		53,221	55,882	58,676	61,610	64,690	67,925
Monthly Salary		4,435	4,657	4,890	5,134	5,391	5,660
Bi-weekly Salary		2,047	2,149	2,257	2,370	2,488	2,612
Hourly Salary		25.59	26.87	28.21	29.62	31.10	32.66
Corporal	131						
Annual Salary		55,894	58,688	61,623	64,704	67,939	71,336
Monthly Salary		4,658	4,891	5,135	5,392	5,662	5,945
Bi-weekly Salary		2,150	2,257	2,370	2,489	2,613	2,744
Hourly Salary		26.87	28.22	29.63	31.11	32.66	34.30
Sergeant	178						
Annual Salary		66,358	69,675	73,159	76,817	80,658	84,691
Monthly Salary		5,530	5,806	6,097	6,401	6,721	7,058
Bi-weekly Salary		2,552	2,680	2,814	2,955	3,102	3,257
Hourly Salary		31.90	33.50	35.17	36.93	38.78	40.72

Classification

Public Works

Duties and Responsibilities

The fundamental reason this classification exists is to perform the various street, vehicle, facility and open space maintenance tasks and services.

Training, Experience and Qualifications

High school diploma or equivalent; experience in the construction and maintenance or related labor, or semi-skilled work. Possession of a valid California driver’s license, Class “C” or higher and the ability to obtain and maintain a Class “B” license.

Classified Employee Association

	1	2	3	4	5
Maintenance Worker 1					
Annual Salary	32,614	34,245	35,957	37,755	39,643
Monthly Salary	2,718	2,854	2,996	3,146	3,304
Bi-Weekly	1,254	1,317	1,383	1,452	1,525
Hourly Salary	15.68	16.46	17.29	18.15	19.06
Fleet Mechanic 3					
Annual Salary	35,942	37,740	39,626	41,608	43,688
Monthly Salary	2,995	3,145	3,302	3,467	3,641
Bi-Weekly	1,382	1,452	1,524	1,600	1,680
Hourly Salary	17.28	18.14	19.05	20.00	21.00
Leadworker 4					
Annual Salary	36,878	38,722	40,658	42,691	44,826
Monthly Salary	3,073	3,227	3,388	3,558	3,735
Bi-Weekly	1,418	1,489	1,564	1,642	1,724
Hourly Salary	17.73	18.62	19.55	20.52	21.55

Classified Employee Association Continued

		1	2	3	4	5
Foreman	5					
Annual Salary		38,730	40,666	42,699	44,834	47,076
Monthly Salary		3,227	3,389	3,558	3,736	3,923
Bi-Weekly		1,490	1,564	1,642	1,724	1,811
Hourly Salary		18.62	19.55	20.53	21.55	22.63

Confidential Exempt

		1	2	3	4	5	6	7	8	9	10
Deputy Director	27										
Annual Salary		68,120	69,823	71,569	73,358	75,192	77,072	78,998	80,973	82,998	85,073
Monthly Salary		5,677	5,819	5,964	6,113	6,266	6,423	6,583	6,748	6,916	7,089
Bi-Weekly		2,620	2,686	2,753	2,821	2,892	2,964	3,038	3,114	3,192	3,272
Hourly Salary		32.75	33.57	34.41	35.27	36.15	37.05	37.98	38.93	39.90	40.90

Classification**Water****Duties and Responsibilities**

The fundamental reason this classification exists is to operate and maintain the City's water production and distribution system.

Training, Experience and Qualifications

High school diploma or equivalent; experience in plumbing, irrigation or related work; experience in the construction and maintenance or related labor, or semi-skilled work. Possession of a valid California driver's license, Class "C" or higher and the ability to obtain and maintain a Class "B" license. Able to obtain and maintain a Grade II Water Treatment and Distribution certifications.

Classified Employee Association

		1	2	3	4	5
Water Pump Operator	2					
Annual Salary		34,237	35,949	37,746	39,633	41,615
Monthly Salary		2,853	2,996	3,146	3,303	3,468
Bi-Weekly		1,317	1,383	1,452	1,524	1,601
Hourly Salary		16.46	17.28	18.15	19.05	20.01
Water Leadworker	7					
Annual Salary		40,622	42,654	44,786	47,026	49,377
Monthly Salary		3,385	3,554	3,732	3,919	4,115
Bi-Weekly		1,562	1,641	1,723	1,809	1,899
Hourly Salary		19.53	20.51	21.53	22.61	23.74
Water Foreman	8					
Annual Salary		42,661	44,794	47,034	49,385	51,854
Monthly Salary		3,555	3,733	3,919	4,115	4,321
Bi-Weekly		1,641	1,723	1,809	1,899	1,994
Hourly Salary		20.51	21.54	22.61	23.74	24.93

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Water Superintendent 25										
Annual Salary	52,395	53,705	55,048	56,424	57,834	59,280	60,762	62,281	63,838	65,434
Monthly Salary	4,366	4,475	4,587	4,702	4,820	4,940	5,064	5,190	5,320	5,453
Bi-Weekly	2,015	2,066	2,117	2,170	2,224	2,280	2,337	2,395	2,455	2,517
Hourly Salary	25.19	25.82	26.47	27.13	27.81	28.50	29.21	29.94	30.69	31.46
Deputy Director 27										
Annual Salary	68,120	69,823	71,569	73,358	75,192	77,072	78,998	80,973	82,998	85,073
Monthly Salary	5,677	5,819	5,964	6,113	6,266	6,423	6,583	6,748	6,916	7,089
Bi-Weekly	2,620	2,686	2,753	2,821	2,892	2,964	3,038	3,114	3,192	3,272
Hourly Salary	32.75	33.57	34.41	35.27	36.15	37.05	37.98	38.93	39.90	40.90

The following pages in the salary matrix are not a part of the classification plan per the Sierra Madre Municipal Code Section 2.52.030: Classified Service.

Executive Management Employees

	1	2	3	4	5	6	7	8	9	10
Community Service and Library Directors 39										
Annual Salary	84,011	86,111	88,264	90,471	92,733	95,051	97,427	99,863	102,359	104,918
Monthly Salary	7,001	7,176	7,355	7,539	7,728	7,921	8,119	8,322	8,530	8,743
Bi-Weekly	3,231	3,312	3,395	3,480	3,567	3,656	3,747	3,841	3,937	4,035
Hourly Salary	40.39	41.40	42.43	43.50	44.58	45.70	46.84	48.01	49.21	50.44
Finance, Planning, and Public Works Directors 40										
Annual Salary	97,323	99,756	102,450	104,806	107,426	110,112	112,865	115,686	118,579	121,543
Monthly Salary	8,110	8,313	8,521	8,734	8,952	9,176	9,405	9,641	9,882	10,129
Bi-Weekly	3,743	3,837	3,933	4,031	4,132	4,235	4,341	4,449	4,560	4,675
Hourly Salary	46.79	47.96	49.16	50.39	51.65	52.94	54.26	55.62	57.01	58.43
Fire Chief and Police Captain 41										
Annual Salary	96,200	98,605	101,071	103,597	106,187	108,842	111,563	114,352	117,211	120,141
Monthly Salary	8,017	8,217	8,423	8,633	8,849	9,070	9,297	9,529	9,768	10,012
Bi-Weekly	3,700	3,793	3,887	3,985	4,084	4,186	4,291	4,398	4,508	4,621
Hourly Salary	46.25	47.41	48.59	49.81	51.05	52.33	53.64	54.98	56.35	57.76
Public Safety Director / Police Chief 42										
Annual Salary	112,014	114,814	117,685	120,627	123,643	126,734	129,902	133,149	136,478	139,890
Monthly Salary	9,335	9,568	9,807	10,052	10,304	10,561	10,825	11,096	11,373	11,658
Bi-Weekly	4,308	4,416	4,526	4,639	4,755	4,874	4,996	5,121	5,249	5,380
Hourly Salary	53.85	55.20	56.58	57.99	59.44	60.93	62.45	64.01	65.61	67.25

Executive Management Employees Continued

Assistant City Manager	44										
Annual Salary	113,149	115,977	118,877	121,849	124,895	128,017	131,218	134,498	137,861	141,307	
Monthly Salary	9,429	9,665	9,906	10,154	10,408	10,668	10,935	11,208	11,488	11,776	
Bi-Weekly	4,352	4,461	4,572	4,686	4,804	4,924	5,047	5,173	5,302	5,435	
Hourly Salary	54.40	55.76	57.15	58.58	60.05	61.55	63.09	64.66	66.28	67.94	
City Manager	45										
Annual Salary	157,664										
Monthly Salary	13,139										
Bi-Weekly	6,064										
Hourly Salary	75.80										

Part-time Employees

	Range	1
Recreation Leader	73	10.12
Program Specialists	57	13.49
Film Monitor - Office	62	13.52
Film Monitor - Location	65	35.00
Fire Safety Officer - Filming	64	50.00
Facility Attendant	61	14.56
Library Page	51	10.10
Library Clerk	54	11.25
Library Technician I	58	14.62
Associate Librarian I	63	19.33
Police Cadet	57	13.49
Dispatcher	59	18.60
Records Clerk	59	18.60
Community Services Officer	83	20.72
Investigator	75	30.60
Patrol Officer	84	32.66
Lieutenant	70	42.25
Code Enforcement	83	20.72
Fire Captain	83	20.72
Paramedics	85	10.50
Engineer II	74	12.50

Part-Time Employees Continued

	Range	1
Strike Team Responder - Firefighter	67	33.33
Strike Team Responder - Engineer	68	35.00
Strike Team Responder - Captain	69	36.75
Strike Team Responder - Battalion Chief	70	42.25
Strike Team Responder - Deputy/Asst Chief	71	45.50
Strike Team Responder - Fire Chief	72	48.90
Water Pump Operator	81	16.47
Maintenance Worker	80	15.68
Administrative Intern	57	13.49
Administrative Clerk	76	15.38
Account Technician	82	19.08
Accountant	79	25.19
Analyst	79	25.19