Classification Plan & Salary Matrix

City of Sierra Madre

Adopted by Resolution 12-46 on May 22, 2012

Amended by Resolution 12-64 on July 24, 2012

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.

		1	2	3	4	5
Administrative Clerk	01					
	Annual Salary	29,580	31,059	32,617	34,252	35,965
	Monthly Salary	2,465	2,588	2,718	2,854	2,997
	Bi-Weekly	1,138	1,195	1,254	1,317	1,383
	Hourly Salary	14.22	14.93	15.68	16.47	17.29
Administrative Aide	03					
	Annual Salary	32,617	34,252	35,965	37,769	39,664
	Monthly Salary	2,718	2,854	2,997	3,147	3,305
	Bi-Weekly	1,254	1,317	1,383	1,453	1,526
	Hourly Salary	15.68	16.47	17.29	18.16	19.07
Account Technician	06					
	Annual Salary	35,978	37,782	39,677	41,663	43,753
	Monthly Salary	2,998	3,149	3,306	3,472	3,646
	Bi-Weekly	1,384	1,453	1,526	1,602	1,683
	Hourly Salary	17.30	18.16	19.08	20.03	21.04

			Comma	enuai c	xempt	_	Confidential Exempt									
		1	2	3	4	5	6	7	8	9	10					
Administrative Assistant	23															
Annual Salary		35,213	36,095	37,004	37,938	38,899	39,873	40,872	41,897	42,948	44,025					
Monthly Salary		2,934	3,008	3,084	3,162	3,242	3,323	3,406	3,491	3,579	3,669					
Bi-Weekly		1,354	1,388	1,423	1,459	1,496	1,534	1,572	1,611	1,652	1,693					
Hourly Salary		16.93	17.35	17.79	18.24	18.70	19.17	19.65	20.14	20.65	21.17					
Administrative Assistant - City Council	22															
Annual Salary		40,417	41,430	42,468	43,532	44,622	45,739	46,894	48,075	49,282	50,515					
Monthly Salary		3,368	3,452	3,539	3,628	3,719	3,812	3,908	4,006	4,107	4,210					
Bi-Weekly		1,555	1,593	1,633	1,674	1,716	1,759	1,804	1,849	1,895	1,943					
Hourly Salary		19.43	19.92	20.42	20.93	21.45	21.99	22.55	23.11	23.69	24.29					
Electronic Resources Analyst																
Management Analyst																
Personnel Analyst	24															
Annual Salary		47,530	48,724	49,944	51,203	52,488	53,812	55,162	56,550	57,965	59,419					
Monthly Salary		3,961	4,060	4,162	4,267	4,374	4,484	4,597	4,713	4,830	4,952					
Bi-Weekly		1,828	1,874	1,921	1,969	2,019	2,070	2,122	2,175	2,229	2,285					
Hourly Salary		22.85	23.42	24.01	24.62	25.23	25.87	26.52	27.19	27.87	28.57					

Code Enforcement

Duties and Responsibilities The fundamental reason this classification exists is to enforce regulations and insures compliance with codes and ordinances.

Qualifications

Training, Experience and High school diploma or equivalent required; experience in code enforcement, building, construction or related field. Possession of a valid California driver's license Class "C" or higher.

		1	2	3	4	5
Code Enforcement - Unbudg	geted 120					
	Annual Salary	39,082	41,036	43,088	45,242	47,504
	Monthly Salary	3,257	3,420	3,591	3,770	3,959
	Bi-Weekly	1,503	1,578	1,657	1,740	1,827
	Hourly Salary	18.79	19.73	20.72	21.75	22.84
Building Official	13					
	Annual Salary	59,575	62,560	65,688	68,984	72,437
	Monthly Salary	4,965	5,213	5,474	5,749	6,036
	Bi-Weekly	2,291	2,406	2,526	2,653	2,786
	Hourly Salary	28.64	30.08	31.58	33.17	34.83

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	01				
Annual Salary	29,580	31,059	32,617	34,252	35,965
Monthly Salary	2,465	2,588	2,718	2,854	2,997
Bi-Weekly	1,138	1,195	1,254	1,317	1,383
Hourly Salary	14.22	14.93	15.68	16.47	17.29

	1	2	3	4	5	6	7	8	9	10
Recreation Supervisor 21										
Annual Salary	40,495	41,507	42,544	43,609	44,698	45,816	46,962	48,136	49,340	50,574
Monthly Salary	3,375	3,459	3,545	3,634	3,725	3,818	3,914	4,011	4,112	4,215
Bi-Weekly	1,558	1,596	1,636	1,677	1,719	1,762	1,806	1,851	1,898	1,945
Hourly Salary	19.47	19.96	20.45	20.97	21.49	22.03	22.58	23.14	23.72	24.31
Community Services Manager 28										
Annual Salary	55,591	56,981	58,406	59,866	61,362	62,896	64,469	66,080	67,732	69,426
Monthly Salary	4,633	4,748	4,867	4,989	5,114	5,241	5,372	5,507	5,644	5,785
Bi-Weekly	2,138	2,192	2,246	2,303	2,360	2,419	2,480	2,542	2,605	2,670
Hourly Salary	26.73	27.39	28.08	28.78	29.50	30.24	30.99	31.77	32.56	33.38

Development Services

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.

Qualifications

Training, Experience and 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	4	2	2	4	_
		1	2	3	4	5
Assistant Planner	10					
Annual Salary		49,645	52,128	54,734	57,471	60,344
Monthly Salary		4,137	4,344	4,561	4,789	5,029
Bi-Weekly		1,909	2,005	2,105	2,210	2,321
Hourly Salary		23.87	25.06	26.31	27.63	29.01
Associate Planner - Unbudgeted	14					
Annual Salary		55,162	57,920	60,816	63,856	67,049
Monthly Salary		4,597	4,827	5,068	5,321	5,587
Bi-Weekly		2,122	2,228	2,339	2,456	2,579
Hourly Salary		26.52	27.85	29.24	30.70	32.24

		1	2	3	4	5	6	7	8	9	10
Senior Planner	26										
	Annual Salary	59,023	60,498	62,011	63,561	65,150	66,779	68,448	70,160	71,914	73,712
	Monthly Salary	4,919	5,042	5,168	5,297	5,429	5,565	5,704	5,847	5,993	6,143
	Bi-Weekly	2,270	2,327	2,385	2,445	2,506	2,568	2,633	2,698	2,766	2,835
	Hourly Salary	28.38	29.09	29.81	30.56	31.32	32.11	32.91	33.73	34.57	35.44

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.

Qualifications

Training, Experience and 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 06					
Annual Salary	35,978	37,782	39,677	41,663	43,753
Monthly Salary	2,998	3,149	3,306	3,472	3,646
Bi-Weekly	1,384	1,453	1,526	1,602	1,683
Hourly Salary	17.30	18.16	19.08	20.03	21.04

	1	2	3	4	5	6	7	8	9	10	
Accounting Manager 26											
Annual Salary	59,023	60,498	62,011	63,561	65,150	66,779	68,448	70,160	71,914	73,712	
Monthly Salary	4,919	5,042	5,168	5,297	5,429	5,565	5,704	5,847	5,993	6,143	
Bi-Weekly	2,270	2,327	2,385	2,445	2,506	2,568	2,633	2,698	2,766	2,835	
Hourly Salary	28.38	29.09	29.81	30.56	31.32	32.11	32.91	33.73	34.57	35.44	

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

				- I						
	1	2	3	4	5	6	7	8	9	10
Fire Captain 201										
Annual Salary	66,358	68,016	69,717	71,460	73,246	75,077	76,954	78,878	80,850	82,871
Monthly Salary	5,530	5,668	5,810	5,955	6,104	6,256	6,413	6,573	6,738	6,906
Bi-Weekly	2,552	2,616	2,681	2,748	2,817	2,888	2,960	3,034	3,110	3,187
Hourly Salary	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07

Library

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

Qualifications

Training, Experience and 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 01					
	29,580	31,059	32,617	34,252	35,965
	2,465	2,588	2,718	2,854	2,997
	1,138	1,195	1,254	1,317	1,383
	14.22	14.93	15.68	16.47	17.29
Associate Librarian 09					
Annual Salary	44,541	46,775	49,108	51,567	54,138
Monthly Salary	3,712	3,898	4,092	4,297	4,512
Bi-Weekly	1,713	1,799	1,889	1,983	2,082
Hourly Salary	21.41	22.49	23.61	24.79	26.03

	1	2	3	4	5	6	7	8	9	10
Deputy Director of Library Services 2	7									
Annual Salary	61,768	63,313	64,896	66,518	68,193	69,906	71,658	73,462	75,305	77,200
Monthly Salary	5,147	5,276	5,408	5,543	5,683	5,826	5,972	6,122	6,275	6,433
Bi-Weekly	2,376	2,435	2,496	2,558	2,623	2,689	2,756	2,825	2,896	2,969
Hourly Salary	29.70	30.44	31.20	31.98	32.79	33.61	34.45	35.32	36.20	37.12

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.

Qualifications

Training, Experience and 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

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 Ass	ociation				
			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

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.

Qualifications

Training, Experience and 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.

	ĺ		lipidy ce 11330e.	1	ĺ	1	Í
		1	2	3	4	5	Υ
Maintenance Worker	01						
Annual Salary		29,580	31,059	32,617	34,252	35,965	
Monthly Salary		2,465	2,588	2,718	2,854	2,997	
Bi-Weekly		1,138	1,195	1,254	1,317	1,383	
Hourly Salary		14.22	14.93	15.68	16.47	17.29	
Fleet Mechanic	03						
	03						
Annual Salary		32,617	34,252	35,965	37,769	39,664	
Monthly Salary		2,718	2,854	2,997	3,147	3,305	
Bi-Weekly		1,254	1,317	1,383	1,453	1,526	
Hourly Salary		15.68	16.47	17.29	18.16	19.07	
Streets Leadworker - unbudgeted	04						
Annual Salary		33,460	35,135	36,900	38,756	40,703	
Monthly Salary		2,788	2,928	3,075	3,230	3,392	
Bi-Weekly		1,287	1,351	1,419	1,491	1,566	
Hourly Salary		16.09	16.89	17.74	18.63	19.57	

Classified Employee Association Continued

		1	2	3	4	5	Υ
Facilities Foreman	05						
Streets Foreman	05						
Annual Salary		35,135	36,900	38,756	40,703	42,741	44,878
Monthly Salary		2,928	3,075	3,230	3,392	3,562	3,740
Bi-Weekly		1,351	1,419	1,491	1,566	1,644	1,726
Hourly Salary		16.89	17.74	18.63	19.57	20.55	21.58

	1	2	3	4	5	6	7	8	9	10	Υ
Deputy Director of Public Works 27											
Annual Salary	61,768	63,313	64,896	66,518	68,193	69,906	71,658	73,462	75,305	77,200	82,574
Monthly Salary	5,147	5,276	5,408	5,543	5,683	5,825	5,972	6,122	6,275	6,433	6,881
Bi-Weekly	2,376	2,435	2,496	2,558	2,623	2,689	2,756	2,825	2,896	2,969	3,176
Hourly Salary	29.70	30.44	31.20	31.98	32.78	33.61	34.45	35.32	36.20	37.12	39.70

Water

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

Qualifications

Training, Experience and 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.

			1 2				
		1	2	3	4	5	Υ
Water Pump Operator	02						
Annual Salary		31,059	32,617	34,252	35,965	37,769	
Monthly Salary		2,588	2,718	2,854	2,997	3,147	
Bi-Weekly		1,195	1,255	1,317	1,383	1,453	
Hourly Salary		14.93	15.68	16.47	17.29	18.16	
Water Leadworker - unbudgeted	07						
Annual Salary		36,861	38,704	40,651	42,689	44,830	
Monthly Salary		3,072	3,225	3,388	3,557	3,736	
Bi-Weekly		1,418	1,489	1,564	1,642	1,724	
Hourly Salary		17.72	18.61	19.54	20.52	21.55	
Water Foreman	08						
Annual Salary		38,704	40,651	42,689	44,830	47,076	49,429
Monthly Salary		3,225	3,388	3,557	3,736	3,923	4,119
Bi-Weekly		1,489	1,564	1,642	1,724	1,811	1,901
Hourly Salary		18.61	19.54	20.52	21.55	22.63	23.76

		1	2	3	4	5	6	7	8	9	10
Water Superintendent	25										
Annual Salary		47,530	48,724	49,944	51,203	52,488	53,812	55,162	56,550	57,965	59,419
Monthly Salary		3,961	4,060	4,162	4,267	4,374	4,484	4,597	4,713	4,830	4,952
Bi-Weekly		1,828	1,874	1,921	1,969	2,019	2,070	2,122	2,175	2,229	2,285
Hourly Salary		22.85	23.42	24.01	24.62	25.23	25.87	26.52	27.19	27.87	28.57

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.

Management Employees

			1-101	a Bonnon	Linpioy		1				
		1	2	3	4	5	6	7	8	9	10
Department/Division Directors	39										
Fire Chief	39										
Annual Salary		76,201	78,109	80,069	82,080	84,144	86,260	88,427	90,647	92,918	95,241
Monthly Salary		6,350	6,509	6,672	6,840	7,012	7,188	7,369	7,554	7,743	7,937
Bi-Weekly		2,931	3,004	3,080	3,157	3,236	3,318	3,401	3,486	3,574	3,663
Hourly Salary		36.64	37.55	38.49	39.46	40.45	41.47	42.51	43.58	44.67	45.79
Police Captain - Unbudgeted	40										
Annual Salary		78,109	80,069	82,080	84,144	86,260	88,427	90,647	92,918	95,241	97,630
Monthly Salary		6,509	6,672	6,840	7,012	7,188	7,369	7,554	7,743	7,937	8,136
Bi-Weekly		3,004	3,080	3,157	3,236	3,318	3,401	3,486	3,574	3,663	3,755
Hourly Salary		37.55	38.49	39.46	40.45	41.47	42.51	43.58	44.67	45.79	46.94
Police Chief	41										
Annual Salary		81,730	83,781	85,883	88,038	90,244	92,503	94,826	97,201	99,641	102,133
Monthly Salary		6,811	6,982	7,157	7,336	7,520	7,709	7,902	8,100	8,303	8,511
Bi-Weekly		3,143	3,222	3,303	3,386	3,471	3,558	3,647	3,739	3,832	3,928
Hourly Salary		39.29	40.28	41.29	42.33	43.39	44.47	45.59	46.73	47.90	49.10
City Manager	45										
Annual Salary		142,996									
Monthly Salary		11,916									
Bi-Weekly		5,500									
Hourly Salary		68.75									

Part-time Emplo	yees					
		1	2	3	4	5
Assistant Recreation Leader	51	8.16	8.57	9.00	9.45	9.91
Recreation Leader	73	9.18	9.64	10.12	10.63	11.16
Senior Recreation Leader	54	10.20	10.71	11.25	11.81	12.40
Program Specialists	57	12.24	12.85	13.49	14.17	14.88
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	8.16	8.57	9.00	9.45	9.91
Library Clerk	54	10.20	10.71	11.25	11.81	12.40
Library Technician I	58	13.26	13.92	14.62	15.35	16.12
Library Assistant	60	14.52	15.31	16.08	16.88	17.72
Associate Librarian I	63	17.53	18.41	19.33	20.30	21.31
Police Cadet	57	12.24	12.85	13.49	14.17	14.88
Dispatcher	59	16.87	17.72	18.60	19.53	20.51
Records Clerk	59	16.87	17.72	18.60	19.53	20.51
Investigator	75	30.60				
Patrol Officer	130	32.66				
Lieutenant	70	42.25				
Code Enforcement	120	18.79	19.73	20.72	21.75	22.84
Fire Captain	120	18.79	19.73	20.72	21.75	22.84
Paramedics	73	9.18	9.64	10.12	10.63	11.16
Paramedic II	58	13.26	13.92	14.62	15.35	16.12

Part-Time Employees Continued

		1	2	3	4	5
Engineer II	74	11.34	11.91	12.50	13.13	13.78
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				
Environmental Analyst	53	9.56	10.04	10.54	11.07	11.62
Water Pump Operator	02	14.93	15.68	16.47	17.29	18.16
Maintenance Worker	01	14.22	14.93	15.68	16.47	17.29
Customer Service Representative	56	11.22	11.78	12.37	12.98	13.64
Administrative Intern	57	12.24	12.85	13.49	14.17	14.88
Administrative Clerk	76	13.95	14.65	15.38	16.15	16.96
IT Specialist	60	14.52	15.31	16.08	16.88	17.72
Part-time Accountant	79	22.85	23.99	25.19	26.45	27.78
Part-time Analyst	79	22.85	23.99	25.19	26.45	27.78