Classification Plan & Salary Matrix

City of Sierra Madre

Fiscal Year 2013-2014

Adopted by Resolution 13-35
Updated by Resolution 13-70

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 Employees Association

		1	2	3	4	5
Administrative Clerk	1					
Annual Salary		31,054	32,607	34,237	35,949	37,747
Monthly Salary		2,588	2,717	2,853	2,996	3,146
Bi-Weekly		1,194	1,254	1,317	1,383	1,452
Hourly Salary		14.93	15.68	16.46	17.28	18.15
Administrative Aide	3					
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
Account Technician	6					
Annual Salary		37,794	39,683	41,667	43,751	45,938
Monthly Salary		3,149	3,307	3,472	3,646	3,828
Bi-Weekly		1,454	1,526	1,603	1,683	1,767
Hourly Salary		18.17	19.08	20.03	21.03	22.09

Confidential Exempt

		1	2	3	4	5	6	7	8	9	10
Administrative Assistant	23										
Annual Salary		36,982	37,907	38,855	39,826	40,822	41,842	42,888	43,960	45,059	46,186
Monthly Salary		3,082	3,159	3,238	3,319	3,402	3,487	3,574	3,663	3,755	3,849
Bi-Weekly		1,422	1,458	1,494	1,532	1,570	1,609	1,650	1,691	1,733	1,776
Hourly Salary		17.78	18.22	18.68	19.15	19.63	20.12	20.62	21.13	21.66	22.20
Administrative Assistant - City Council	22										
Annual Salary		42,432	43,493	44,580	45,695	46,837	48,008	49,208	50,438	51,699	52,992
Monthly Salary		3,536	3,624	3,715	3,808	3,903	4,001	4,101	4,203	4,308	4,416
Bi-Weekly		1,632	1,673	1,715	1,757	1,801	1,846	1,893	1,940	1,988	2,038
Hourly Salary		20.40	20.91	21.43	21.97	22.52	23.08	23.66	24.25	24.86	25.48
Electronic Resources Analyst **Management Analyst** **Personnel Analyst**	24										
Annual Salary		49,899	51,147	52,425	53,736	55,079	56,456	57,868	59,314	60,797	62,317
Monthly Salary		4,158	4,262	4,369	4,478	4,590	4,705	4,822	4,943	5,066	5,193
Bi-Weekly		1,919	1,967	2,016	2,067	2,118	2,171	2,226	2,281	2,338	2,397
Hourly Salary		23.99	24.59	25.20	25.83	26.48	27.14	27.82	28.52	29.23	29.96

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

Recreation Coordinator	1	1	2	3	4	5
Annual Salary		31,054	32,607	34,237	35,949	37,747
Monthly Salary		2,588	2,717	2,853	2,996	3,146
Bi-Weekly		1,194	1,254	1,317	1,383	1,452
Hourly Salary		14.93	15.68	16.46	17.28	18.15

Confidential Exempt

Recreation Supervisor	21	1	2	3	4	5	6	7	8	9	10
Annual Salary		42,515	43,578	44,668	45,784	46,929	48,102	49,305	50,537	51,801	53,096
Monthly Salary		3,543	3,632	3,722	3,815	3,911	4,009	4,109	4,211	4,317	4,425
Bi-Weekly		1,635	1,676	1,718	1,761	1,805	1,850	1,896	1,944	1,992	2,042
Hourly Salary		20.44	20.95	21.47	22.01	22.56	23.13	23.70	24.30	24.90	25.53
Community Services Manager	28										
Annual Salary		58,386	59,845	61,341	62,875	64,447	66,058	67,709	69,402	71,137	72,916
Monthly Salary		4,865	4,987	5,112	5,240	5,371	5,505	5,642	5,784	5,928	6,076
Bi-Weekly		2,246	2,302	2,359	2,418	2,479	2,541	2,604	2,669	2,736	2,804
Hourly Salary		28.07	28.77	29.49	30.23	30.98	31.76	32.55	33.37	34.20	35.06

Classification	**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.
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

Assistant Planner 10	1	2	3	4	5
Annual Salary	52,125	54,731	57,468	60,341	63,358
Monthly Salary	4,344	4,561	4,789	5,028	5,280
Bi-Weekly	2,005	2,105	2,210	2,321	2,437
Hourly Salary	25.06	26.31	27.63	29.01	30.46
Associate Planner 14					
Annual Salary	57,928	60,824	63,866	67,059	70,412
Monthly Salary	4,827	5,069	5,322	5,588	5,868
Bi-Weekly	2,228	2,339	2,456	2,579	2,708
Hourly Salary	27.85	29.24	30.70	32.24	33.85

Confidential Exempt

Senior Planner 26	1	2	3	4	5	6	7	8	9	10
Annual Salary	61,984	63,534	65,122	66,750	68,419	70,129	71,882	73,679	75,521	77,410
Monthly Salary	5,165	5,294	5,427	5,562	5,702	5,844	5,990	6,140	6,293	6,451
Bi-Weekly	2,384	2,444	2,505	2,567	2,631	2,697	2,765	2,834	2,905	2,977
Hourly Salary	29.80	30.55	31.31	32.09	32.89	33.72	34.56	35.42	36.31	37.22

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

Account Technician 6	1	2	3	4	5
Annual Salary	37,794	39,683	41,667	43,751	45,938
Monthly Salary	3,149	3,307	3,472	3,646	3,828
Bi-Weekly	1,454	1,526	1,603	1,683	1,767
Hourly Salary	18.17	19.08	20.03	21.03	22.09

Confidential Exempt

Accounting Manager 26	1	2	3	4	5	6	7	8	9	10
Annual Salary	61,984	63,534	65,122	66,750	68,419	70,129	71,882	73,679	75,521	77,410
Monthly Salary	5,165	5,294	5,427	5,562	5,702	5,844	5,990	6,140	6,293	6,451
Bi-Weekly	2,384	2,444	2,505	2,567	2,631	2,697	2,765	2,834	2,905	2,977
Hourly Salary	29.80	30.55	31.31	32.09	32.89	33.72	34.56	35.42	36.31	37.22

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	69,672	71,413	73,199	75,029	76,904	78,827	80,798	82,818	84,888	87,010
Monthly Salary	5,806	5,951	6,100	6,252	6,409	6,569	6,733	6,901	7,074	7,251
Bi-Weekly	2,680	2,747	2,815	2,886	2,958	3,032	3,108	3,185	3,265	3,347
Hourly Salary	25.28	25.91	26.56	27.22	27.90	28.60	29.32	30.05	30.80	31.57

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		31,054	32,607	34,237	35,949	37,747
Monthly Salary		2,588	2,717	2,853	2,996	3,146
Bi-Weekly		1,194	1,254	1,317	1,383	1,452
Hourly Salary		14.93	15.68	16.46	17.28	18.15
Associate Librarian	9					
Annual Salary		46,758	49,096	51,551	54,129	56,835
Monthly Salary		3,897	4,091	4,296	4,511	4,736
Bi-Weekly		1,798	1,888	1,983	2,082	2,186
Hourly Salary		22.48	23.60	24.78	26.02	27.32

Confidential Exempt

		1	2	3	4	5	6	7	8	9	10
Library Services Manager	28										
Annual Salary		58,386	59,845	61,341	62,875	64,447	66,058	67,709	69,402	71,137	72,916
Monthly Salary		4,865	4,987	5,112	5,240	5,371	5,505	5,642	5,784	5,928	6,076
Bi-Weekly		2,246	2,302	2,359	2,418	2,479	2,541	2,604	2,669	2,736	2,804
Hourly Salary		28.07	28.77	29.49	30.23	30.98	31.76	32.55	33.37	34.20	35.06

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

Dispatcher 110	1	2	3	4	5	6
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	**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		31,054	32,607	34,237	35,949	37,747
Monthly Salary		2,588	2,717	2,853	2,996	3,146
Bi-Weekly		1,194	1,254	1,317	1,383	1,452
Hourly Salary		14.93	15.68	16.46	17.28	18.15
Fleet Mechanic	3					
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
Streets Leadworker	4					
Annual Salary		35,131	36,888	38,732	40,669	42,702
Monthly Salary		2,928	3,074	3,228	3,389	3,559
Bi-Weekly		1,351	1,419	1,490	1,564	1,642
Hourly Salary		16.89	17.73	18.62	19.55	20.53

Classified Employee Association Continued

		1	2	3	4	5	Y
Facilities Foreman	5						
Streets Foreman	5						
Annual Salary		36,878	38,722	40,658	42,691	44,826	47,067
Monthly Salary		3,073	3,227	3,388	3,558	3,735	3,922
Bi-Weekly		1,418	1,489	1,564	1,642	1,724	1,810
Hourly Salary		17.73	18.62	19.55	20.52	21.55	22.63

Confidential Exempt

		1	2	3	4	5	6	7	8	9	10	Y
Deputy Director of Public Works	27											
Annual Salary		64,875	66,497	68,160	69,863	71,610	73,400	75,235	77,116	79,044	81,020	86,705
Monthly Salary		5,406	5,541	5,680	5,822	5,968	6,117	6,270	6,426	6,587	6,752	7,225
Bi-Weekly		2,495	2,558	2,622	2,687	2,754	2,823	2,894	2,966	3,040	3,116	3,335
Hourly Salary		31.19	31.97	32.77	33.59	34.43	35.29	36.17	37.08	38.00	38.95	41.69

Classification	**Water**
Duties and Responsibilities	The fundamental reason this classification exists is to 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	Y
Water Pump Operator	2						
	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	
Water Leadworker	7						
	Annual Salary	38,688	40,622	42,654	44,786	47,026	
	Monthly Salary	3,224	3,385	3,554	3,732	3,919	
	Bi-Weekly	1,488	1,562	1,641	1,723	1,809	
	Hourly Salary	18.60	19.53	20.51	21.53	22.61	
Water Foreman	8						
	Annual Salary	40,643	42,675	44,809	47,050	49,402	51,872
	Monthly Salary	3,387	3,556	3,734	3,921	4,117	4,323
	Bi-Weekly	1,563	1,641	1,723	1,810	1,900	1,995
	Hourly Salary	19.54	20.52	21.54	22.62	23.75	24.94

Confidential Exempt

Water Superintendent 25	1	2	3	4	5	6	7	8	9	10
Annual Salary	49,899	51,147	52,425	53,736	55,079	56,456	57,868	59,314	60,797	62,317
Monthly Salary	4,158	4,262	4,369	4,478	4,590	4,705	4,822	4,943	5,066	5,193
Bi-Weekly	1,919	1,967	2,016	2,067	2,118	2,171	2,226	2,281	2,338	2,397
Hourly Salary	23.99	24.59	25.20	25.83	26.48	27.14	27.82	28.52	29.23	29.96

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	2	3	4	5	6	7	8	9	10
Department/Division Directors	39										
Fire Chief	39										
Annual Salary		80,018	82,018	84,068	86,170	88,324	90,533	92,796	95,116	97,494	99,931
Monthly Salary		6,668	6,835	7,006	7,181	7,360	7,544	7,733	7,926	8,124	8,328
Bi-Weekly		3,078	3,155	3,233	3,314	3,397	3,482	3,569	3,658	3,750	3,844
Hourly Salary		38.47	39.43	40.42	41.43	42.46	43.53	44.61	45.73	46.87	48.04
Police Captain	40										
Annual Salary		82,014	84,065	86,166	88,321	90,529	92,792	95,112	97,489	99,927	102,425
Monthly Salary		6,835	7,005	7,181	7,360	7,544	7,733	7,926	8,124	8,327	8,535
Bi-Weekly		3,154	3,233	3,314	3,397	3,482	3,569	3,658	3,750	3,843	3,939
Hourly Salary		39.43	40.42	41.43	42.46	43.52	44.61	45.73	46.87	48.04	49.24
Police Chief	41										
Annual Salary		85,800	87,945	90,144	92,397	94,707	97,075	99,502	101,989	104,539	107,152
Monthly Salary		7,150	7,329	7,512	7,700	7,892	8,090	8,292	8,499	8,712	8,929
Bi-Weekly		3,300	3,383	3,467	3,554	3,643	3,734	3,827	3,923	4,021	4,121
Hourly Salary		41.25	42.28	43.34	44.42	45.53	46.67	47.84	49.03	50.26	51.52
City Manager	45										
Annual Salary		150,155									
Monthly Salary		12,513									
Bi-Weekly		5,775									
Hourly Salary		72.19									

Part-time Employees

		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
Community Services Officer	83	18.79	19.73	20.72	21.75	22.84
Investigator	75	30.60				
Patrol Officer	84	32.66				
Lieutenant	70	42.25				
Code Enforcement	83	18.79	19.73	20.72	21.75	22.84
Fire Captain	83	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	81	14.93	15.68	16.47	17.29	18.16
Maintenance Worker	80	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
Account Technician	82	17.30	18.16	19.08	20.03	21.04
Accountant	79	22.85	23.99	25.19	26.45	27.78
Analyst	79	22.85	23.99	25.19	26.45	27.78