

RESOLUTION NO. 2015- 123

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
AUTHORIZING AND APPROVING THE CITY OF ROHNERT PARK CURRENT PAY
RATES AND RANGES REVISED JULY 1, 2015**

WHEREAS, the California Public Employees' Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City of Rohnert Park to publish the City's Current Pay Rates and Ranges on the City's internet site and the City Council to approve the Pay Rates and Ranges in its entirety each time a modification is made; and

WHEREAS, the City Council previously approved the City Pay Rates and Ranges document dated April 16, 2015 on April 28, 2015 pursuant to Resolution No. 2015-083 and several positions have been subsequently approved and/or require updating; and

WHEREAS, Staff recommends that the City Council adopt the updated City Pay Rates and Ranges document revised July 1, 2015 attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the City of Rohnert Park Current Pay Rates and Ranges revised July 1, 2015 attached hereto as Exhibit "A" and incorporated by this reference.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute documents pertaining to same for and on behalf of the City of Rohnert Park.

DULY AND REGULARLY ADOPTED this 14th day of July, 2015.

CITY OF ROHNERT PARK



Amy O. Ahanotu, Mayor

ATTEST:



JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

CALLINAN: AYE MACKENZIE: ABSENT STAFFORD: AYE BELFORTE: AYE AHANOTU: AYE
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

Exhibit A



**CITY OF ROHNERT PARK
CURRENT PAY
RATES & RANGES**
Revised July 1, 2015

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Management Unit (Unrepresented)

| N/R | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|---------------------|-------|------|--------|----------|----------|----------|
| City Council (COUN) | N/A | | | \$189.77 | \$411.16 | |

| N/R | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|---|-------|------|--------|----------|----------|-----------|
| City Manager (CMGR) (By Employment Contract) | N/A | | | | \$15,750 | \$189,000 |

| RANGE 105 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|--|-------|------|--------|----------|----------|-----------|
| Director of Public Safety (SDIR) (By Employment Contract) | N/A | | | | \$13,864 | \$166,366 |

| RANGE 103 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|--|-------|------|---------|------------|----------|-----------|
| Assistant City Manager (ACM) (By Employment Contract) | M | 1 | \$61.48 | \$4,918.62 | \$10,657 | \$127,884 |
| | | 2 | \$64.56 | \$5,164.62 | \$11,190 | \$134,280 |
| | | 3 | \$67.79 | \$5,423.08 | \$11,750 | \$141,000 |
| | | 4 | \$71.18 | \$5,694.00 | \$12,337 | \$148,044 |
| | | 5 | \$74.73 | \$5,978.77 | \$12,954 | \$155,448 |

| RANGE 100 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|--|-------|------|---------|------------|----------|-----------|
| Director of Public Works and Community Services (PWCS) | M | 1 | \$53.94 | \$4,315.38 | \$9,350 | \$112,200 |
| | | 2 | \$56.64 | \$4,530.92 | \$9,817 | \$117,804 |
| Director of Development Services (DODS) | | 3 | \$59.47 | \$4,757.54 | \$10,308 | \$123,696 |
| | | 4 | \$62.44 | \$4,995.23 | \$10,823 | \$129,876 |
| | | 5 | \$65.56 | \$5,244.92 | \$11,364 | \$136,368 |

| RANGE 98 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|--|-------|------|---------|------------|----------|-----------|
| Finance Director/City Treasurer (FDIR) | M | 1 | \$51.96 | \$4,157.08 | \$9,007 | \$108,084 |
| City Engineer (CENG) | | 2 | \$54.56 | \$4,364.77 | \$9,457 | \$113,484 |
| Development Services Manager (DSMG) | | 3 | \$57.29 | \$4,583.08 | \$9,930 | \$119,160 |
| Human Resources Director (HRDIR) | | 4 | \$60.16 | \$4,812.46 | \$10,427 | \$125,124 |
| | | 5 | \$63.16 | \$5,052.92 | \$10,948 | \$131,376 |

| RANGE 94 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|--|-------|------|---------|------------|---------|-----------|
| Deputy City Engineer (DCENG) | M | 1 | \$42.85 | \$3,427.85 | \$7,427 | \$89,124 |
| City Clerk (CCLERK) | | 2 | \$44.99 | \$3,599.08 | \$7,798 | \$93,576 |
| Technical Services Commander (TSCMDR) | | 3 | \$47.24 | \$3,779.08 | \$8,188 | \$98,256 |
| Assistant Public Works Director (APWD) | | 4 | \$49.60 | \$3,967.85 | \$8,597 | \$103,164 |
| | | 5 | \$52.08 | \$4,166.31 | \$9,027 | \$108,324 |

| RANGE 90 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|--|-------|------|---------|------------|---------|----------|
| Utility Billing and Revenue Manager (UBRM) | M | 1 | \$35.07 | \$2,805.23 | \$6,078 | \$72,936 |
| | | 2 | \$36.82 | \$2,945.54 | \$6,382 | \$76,584 |
| | | 3 | \$38.66 | \$3,092.77 | \$6,701 | \$80,412 |
| | | 4 | \$40.59 | \$3,247.38 | \$7,036 | \$84,432 |
| | | 5 | \$42.62 | \$3,409.85 | \$7,388 | \$88,656 |

Rohnert Park Public Safety Managers' Association (RPPSMA)

| RANGE 95 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|-------------------------|-------|------|---------|------------|---------|-----------|
| P.S. Commander (PSCMDR) | P | 1 | \$47.25 | \$3,780.00 | \$8,190 | \$98,280 |
| | | 2 | \$49.61 | \$3,968.77 | \$8,599 | \$103,188 |
| | | 3 | \$52.09 | \$4,167.23 | \$9,029 | \$108,348 |
| | | 4 | \$54.69 | \$4,375.38 | \$9,480 | \$113,760 |
| | | 5 | \$57.43 | \$4,594.15 | \$9,954 | \$119,448 |

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Confidential Unit (Unrepresented)

| RANGE 70-CF | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|--|-------|------|---------|------------|---------|----------|
| Human Resources Technician Trainee (HRTT) | X | 1 | \$17.35 | \$1,387.85 | \$3,007 | \$36,084 |
| | | 2 | \$18.21 | \$1,457.08 | \$3,157 | \$37,884 |
| | | 3 | \$19.13 | \$1,530.00 | \$3,315 | \$39,780 |
| | | 4 | \$20.08 | \$1,606.62 | \$3,481 | \$41,772 |
| | | 5 | \$21.09 | \$1,686.92 | \$3,655 | \$43,860 |
| | | | | | | |
| RANGE 72-CF | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Secretary II (SE2A) | X | 1 | \$22.68 | \$1,814.77 | \$3,932 | \$47,184 |
| Human Resources Technician (HRT) | | 2 | \$23.82 | \$1,905.69 | \$4,129 | \$49,548 |
| | | 3 | \$25.01 | \$2,000.77 | \$4,335 | \$52,020 |
| | | 4 | \$26.26 | \$2,100.92 | \$4,552 | \$54,624 |
| | | 5 | \$27.58 | \$2,206.15 | \$4,780 | \$57,360 |
| | | | | | | |
| RANGE 76-CF | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Payroll/Fiscal Specialist (PFS) | X | 1 | \$25.02 | \$2,001.23 | \$4,336 | \$52,032 |
| | | 2 | \$26.27 | \$2,101.38 | \$4,553 | \$54,636 |
| | | 3 | \$27.58 | \$2,206.62 | \$4,781 | \$57,372 |
| | | 4 | \$28.96 | \$2,316.92 | \$5,020 | \$60,240 |
| | | 5 | \$30.41 | \$2,432.77 | \$5,271 | \$63,252 |
| | | | | | | |
| RANGE 78-CF | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Deputy City Clerk (DCC) | X | 1 | \$26.26 | \$2,100.92 | \$4,552 | \$54,624 |
| | | 2 | \$27.58 | \$2,206.15 | \$4,780 | \$57,360 |
| | | 3 | \$28.96 | \$2,316.46 | \$5,019 | \$60,228 |
| | | 4 | \$30.40 | \$2,432.31 | \$5,270 | \$63,240 |
| | | 5 | \$31.93 | \$2,554.15 | \$5,534 | \$66,408 |
| | | | | | | |
| RANGE 80-CF | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Executive Assistant to the City Manager (EACM) | X | 1 | \$28.26 | \$2,261.08 | \$4,899 | \$58,788 |
| | | 2 | \$29.68 | \$2,374.15 | \$5,144 | \$61,728 |
| | | 3 | \$31.16 | \$2,492.77 | \$5,401 | \$64,812 |
| | | 4 | \$32.72 | \$2,617.38 | \$5,671 | \$68,052 |
| | | 5 | \$34.36 | \$2,748.46 | \$5,955 | \$71,460 |
| | | | | | | |
| RANGE 84-CF | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Human Resources Analyst (HRA) | X | 1 | \$31.16 | \$2,492.77 | \$5,401 | \$64,812 |
| | | 2 | \$32.72 | \$2,617.38 | \$5,671 | \$68,052 |
| | | 3 | \$34.36 | \$2,748.46 | \$5,955 | \$71,460 |
| | | 4 | \$36.08 | \$2,886.00 | \$6,253 | \$75,036 |
| | | 5 | \$37.88 | \$3,030.46 | \$6,566 | \$78,792 |
| | | | | | | |
| RANGE 92-CF | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Supervising Accountant (SUPAC) | X | 1 | \$36.03 | \$2,882.77 | \$6,246 | \$74,952 |
| | | 2 | \$37.83 | \$3,026.77 | \$6,558 | \$78,696 |
| | | 3 | \$39.73 | \$3,178.15 | \$6,886 | \$82,632 |
| | | 4 | \$41.71 | \$3,336.92 | \$7,230 | \$86,760 |
| | | 5 | \$43.80 | \$3,504.00 | \$7,592 | \$91,104 |
| | | | | | | |
| RANGE 94-CF | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Senior Analyst (SRAN) | X | 1 | \$38.41 | \$3,072.46 | \$6,657 | \$79,884 |
| | | 2 | \$40.33 | \$3,226.15 | \$6,990 | \$83,880 |
| | | 3 | \$42.35 | \$3,387.69 | \$7,340 | \$88,080 |
| | | 4 | \$44.46 | \$3,557.08 | \$7,707 | \$92,484 |
| | | 5 | \$46.69 | \$3,735.23 | \$8,093 | \$97,116 |

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Rohnert Park Employees' Association (RPEA)

| RANGE 61 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|---|-------|------|---------|------------|---------|----------|
| Office Assistant I (OA1) | X | 1 | \$17.35 | \$1,387.85 | \$3,007 | \$36,084 |
| | | 2 | \$18.21 | \$1,457.08 | \$3,157 | \$37,884 |
| | | 3 | \$19.13 | \$1,530.00 | \$3,315 | \$39,780 |
| | | 4 | \$20.08 | \$1,606.62 | \$3,481 | \$41,772 |
| | | 5 | \$21.09 | \$1,686.92 | \$3,655 | \$43,860 |
| RANGE 63 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Animal Health Technician (AHT) | X | 1 | \$18.21 | \$1,457.08 | \$3,157 | \$37,884 |
| | | 2 | \$19.13 | \$1,530.00 | \$3,315 | \$39,780 |
| | | 3 | \$20.08 | \$1,606.62 | \$3,481 | \$41,772 |
| | | 4 | \$21.09 | \$1,686.92 | \$3,655 | \$43,860 |
| | | 5 | \$22.14 | \$1,771.38 | \$3,838 | \$46,056 |
| RANGE 64 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Office Assistant II (OA2) | X | 1 | \$18.60 | \$1,488.00 | \$3,224 | \$38,688 |
| Community Services Program Coordinator (CSPC) | | 2 | \$19.53 | \$1,562.31 | \$3,385 | \$40,620 |
| Public Safety Records Clerk (PSRC) | | 3 | \$20.50 | \$1,640.31 | \$3,554 | \$42,648 |
| Reg PT Office Assistant II (OA2P) | | 4 | \$21.53 | \$1,722.46 | \$3,732 | \$44,784 |
| | | 5 | \$22.61 | \$1,808.77 | \$3,919 | \$47,028 |
| RANGE 66 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Accounting Specialist I/II – Level I (ASP1) | X | 1 | \$19.53 | \$1,562.31 | \$3,385 | \$40,620 |
| | | 2 | \$20.50 | \$1,640.31 | \$3,554 | \$42,648 |
| | | 3 | \$21.53 | \$1,722.46 | \$3,732 | \$44,784 |
| | | 4 | \$22.61 | \$1,808.77 | \$3,919 | \$47,028 |
| | | 5 | \$23.74 | \$1,899.23 | \$4,115 | \$49,380 |
| RANGE 68 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Secretary I (SEC1) | X | 1 | \$20.50 | \$1,640.31 | \$3,554 | \$42,648 |
| | | 2 | \$21.53 | \$1,722.46 | \$3,732 | \$44,784 |
| | | 3 | \$22.61 | \$1,808.77 | \$3,919 | \$47,028 |
| | | 4 | \$23.74 | \$1,899.23 | \$4,115 | \$49,380 |
| | | 5 | \$24.93 | \$1,994.31 | \$4,321 | \$51,852 |
| RANGE 70 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Technical Director (TECH) | X | 1 | \$21.53 | \$1,722.46 | \$3,732 | \$44,784 |
| Accounting Specialist I/II – Level II (ASP2) | | 2 | \$22.61 | \$1,808.77 | \$3,919 | \$47,028 |
| | | 3 | \$23.74 | \$1,899.23 | \$4,115 | \$49,380 |
| | | 4 | \$24.93 | \$1,994.31 | \$4,321 | \$51,852 |
| | | 5 | \$26.18 | \$2,094.00 | \$4,537 | \$54,444 |
| RANGE 72 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Public Safety Records Technician (PSRE) | X | 1 | \$22.61 | \$1,808.77 | \$3,919 | \$47,028 |
| Secretary II (SEC2) | | 2 | \$23.74 | \$1,899.23 | \$4,115 | \$49,380 |
| | | 3 | \$24.93 | \$1,994.31 | \$4,321 | \$51,852 |
| | | 4 | \$26.18 | \$2,094.00 | \$4,537 | \$54,444 |
| | | 5 | \$27.48 | \$2,198.77 | \$4,764 | \$57,168 |
| RANGE 74 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Community Services Specialist (CSSP) | X | 1 | \$23.74 | \$1,899.23 | \$4,115 | \$49,380 |
| Community Development Assistant (SEC5) | | 2 | \$24.93 | \$1,994.31 | \$4,321 | \$51,852 |
| Administrative Assistant (AABS) | | 3 | \$26.18 | \$2,094.00 | \$4,537 | \$54,444 |
| Information Systems Technician I (IST1) | | 4 | \$27.48 | \$2,198.77 | \$4,764 | \$57,168 |
| | | 5 | \$28.86 | \$2,308.62 | \$5,002 | \$60,024 |

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Rohnert Park Employees' Association (RPEA)

| RANGE 78 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|---|-------|------|---------|------------|---------|----------|
| Information Systems Technician II (IST2) | X | 1 | \$26.18 | \$2,094.00 | \$4,537 | \$54,444 |
| | | 2 | \$27.49 | \$2,198.92 | \$4,764 | \$57,172 |
| | | 3 | \$28.86 | \$2,308.77 | \$5,002 | \$60,028 |
| | | 4 | \$30.30 | \$2,424.00 | \$5,252 | \$63,024 |
| | | 5 | \$31.82 | \$2,545.38 | \$5,515 | \$66,180 |
| | | | | | | |
| RANGE 81 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Theatre Manager (THMG) | X | 1 | \$28.25 | \$2,260.15 | \$4,897 | \$58,764 |
| Administrative Secretary (ASEC) | | 2 | \$29.67 | \$2,373.23 | \$5,142 | \$61,704 |
| Community Services Supervisor (CSSV) | | 3 | \$31.15 | \$2,491.85 | \$5,399 | \$64,788 |
| Purchasing Agent (PAGT) | | 4 | \$32.71 | \$2,616.46 | \$5,669 | \$68,028 |
| Animal Shelter Supervisor (ALSS) | | 5 | \$34.34 | \$2,747.08 | \$5,952 | \$71,424 |
| Records Supervisor (RCSU) | | | | | | |
| Code Compliance Officer (CCO) | | | | | | |
| Crime Analyst (CRA) | | | | | | |
| | | | | | | |
| RANGE 83 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Senior Engineering Technician (SRET) | X | 1 | \$29.66 | \$2,372.77 | \$5,141 | \$61,692 |
| Public Works Inspector (PWIN) | | 2 | \$31.14 | \$2,491.38 | \$5,398 | \$64,776 |
| | | 3 | \$32.70 | \$2,616.00 | \$5,668 | \$68,016 |
| | | 4 | \$34.33 | \$2,746.62 | \$5,951 | \$71,412 |
| | | 5 | \$36.05 | \$2,884.15 | \$6,249 | \$74,988 |
| | | | | | | |
| RANGE 85 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Building Inspector (BLDI) | X | 1 | \$31.15 | \$2,491.85 | \$5,399 | \$64,788 |
| Project Coordinator (PJC) | | 2 | \$32.71 | \$2,616.46 | \$5,669 | \$68,028 |
| Environmental Coordinator (EVC) | | 3 | \$34.34 | \$2,747.08 | \$5,952 | \$71,424 |
| | | 4 | \$36.06 | \$2,884.62 | \$6,250 | \$75,000 |
| | | 5 | \$37.86 | \$3,028.62 | \$6,562 | \$78,744 |
| | | | | | | |
| RANGE 87 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Deputy Chief Building Official (DCBO) | X | 1 | \$32.71 | \$2,616.46 | \$5,669 | \$68,028 |
| Accountant/Auditor (AAUD) | | 2 | \$34.34 | \$2,747.08 | \$5,952 | \$71,424 |
| Management Analyst (MANA) | | 3 | \$36.06 | \$2,884.62 | \$6,250 | \$75,000 |
| Accountant (ACCT) | | 4 | \$37.86 | \$3,028.62 | \$6,562 | \$78,744 |
| | | 5 | \$39.75 | \$3,180.00 | \$6,890 | \$82,680 |
| | | | | | | |
| RANGE 89 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Information Systems Operations Manager (ISOM) | X | 1 | \$34.34 | \$2,747.08 | \$5,952 | \$71,424 |
| | | 2 | \$36.06 | \$2,884.62 | \$6,250 | \$75,000 |
| | | 3 | \$37.86 | \$3,028.62 | \$6,562 | \$78,744 |
| | | 4 | \$39.75 | \$3,180.00 | \$6,890 | \$82,680 |
| | | 5 | \$41.73 | \$3,338.77 | \$7,234 | \$86,808 |
| | | | | | | |
| RANGE 92 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Community Services Manager (CSMG) | X | 1 | \$36.03 | \$2,882.77 | \$6,246 | \$74,952 |
| Planner III (PLNR3) | | 2 | \$37.83 | \$3,026.77 | \$6,558 | \$78,696 |
| | | 3 | \$39.73 | \$3,178.15 | \$6,886 | \$82,632 |
| | | 4 | \$41.71 | \$3,336.92 | \$7,230 | \$86,760 |
| | | 5 | \$43.80 | \$3,504.00 | \$7,592 | \$91,104 |

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Service Employees' International Union (SEIU - Local 1021) - Maintenance Workers

| RANGE 52W | STEP | Hourly | Biweekly | Monthly | Annually |
|---|-------------|---------------|-----------------|----------------|-----------------|
| Maintenance Worker Trainee (MWT) | 1 | \$14.60 | \$1,167.69 | \$2,530 | \$30,360 |
| | 2 | \$15.33 | \$1,226.31 | \$2,657 | \$31,884 |
| | 3 | \$16.10 | \$1,287.69 | \$2,790 | \$33,480 |
| | 4 | \$16.90 | \$1,352.31 | \$2,930 | \$35,160 |
| | 5 | \$17.75 | \$1,420.15 | \$3,077 | \$36,924 |
| RANGE 60W | STEP | Hourly | Biweekly | Monthly | Annually |
| Landscape Maintenance Worker (LMW) | 1 | \$17.35 | \$1,387.85 | \$3,007 | \$36,084 |
| | 2 | \$18.21 | \$1,457.08 | \$3,157 | \$37,884 |
| | 3 | \$19.13 | \$1,530.00 | \$3,315 | \$39,780 |
| | 4 | \$20.08 | \$1,606.62 | \$3,481 | \$41,772 |
| | 5 | \$21.09 | \$1,686.92 | \$3,655 | \$43,860 |
| RANGE 64W | STEP | Hourly | Biweekly | Monthly | Annually |
| Meter Technician (PWMT) | 1 | \$19.00 | \$1,520.31 | \$3,294 | \$39,528 |
| | 2 | \$19.96 | \$1,596.46 | \$3,459 | \$41,508 |
| | 3 | \$20.95 | \$1,676.31 | \$3,632 | \$43,584 |
| | 4 | \$22.00 | \$1,760.31 | \$3,814 | \$45,768 |
| | 5 | \$23.11 | \$1,848.46 | \$4,005 | \$48,060 |
| RANGE 70W | STEP | Hourly | Biweekly | Monthly | Annually |
| Maintenance Worker I (MW1) | 1 | \$23.25 | \$1,860.00 | \$4,030 | \$48,360 |
| | 2 | \$24.42 | \$1,953.23 | \$4,232 | \$50,784 |
| | 3 | \$25.64 | \$2,051.08 | \$4,444 | \$53,328 |
| | 4 | \$26.92 | \$2,153.54 | \$4,666 | \$55,992 |
| | 5 | \$28.26 | \$2,261.08 | \$4,899 | \$58,788 |
| RANGE 74W | STEP | Hourly | Biweekly | Monthly | Annually |
| Maintenance Worker II (MW2) Fleet Mechanic (FMEC) | 1 | \$25.66 | \$2,052.92 | \$4,448 | \$53,376 |
| | 2 | \$26.94 | \$2,155.38 | \$4,670 | \$56,040 |
| | 3 | \$28.29 | \$2,262.92 | \$4,903 | \$58,836 |
| | 4 | \$29.70 | \$2,376.00 | \$5,148 | \$61,776 |
| | 5 | \$31.18 | \$2,494.62 | \$5,405 | \$64,860 |
| RANGE 78W | STEP | Hourly | Biweekly | Monthly | Annually |
| Electrician (ELEC) | 1 | \$28.21 | \$2,256.46 | \$4,889 | \$58,668 |
| | 2 | \$29.61 | \$2,369.08 | \$5,133 | \$61,596 |
| | 3 | \$31.10 | \$2,487.69 | \$5,390 | \$64,680 |
| | 4 | \$32.65 | \$2,611.85 | \$5,659 | \$67,908 |
| | 5 | \$34.28 | \$2,742.46 | \$5,942 | \$71,304 |
| RANGE 79W | STEP | Hourly | Biweekly | Monthly | Annually |
| Fleet Services Supervisor (FSS) Arborist (ARB) Supervising Maintenance Worker (SMW) | 1 | \$28.92 | \$2,313.69 | \$5,013 | \$60,156 |
| | 2 | \$30.37 | \$2,429.54 | \$5,264 | \$63,168 |
| | 3 | \$31.89 | \$2,550.92 | \$5,527 | \$66,324 |
| | 4 | \$33.48 | \$2,678.31 | \$5,803 | \$69,636 |
| | 5 | \$35.15 | \$2,812.15 | \$6,093 | \$73,116 |
| RANGE 83W | STEP | Hourly | Biweekly | Monthly | Annually |
| Utilities Services Supervisor (PWUSS) General Services Supervisor (GSSR) | 1 | \$31.88 | \$2,550.00 | \$5,525 | \$66,300 |
| | 2 | \$33.47 | \$2,677.38 | \$5,801 | \$69,612 |
| | 3 | \$35.14 | \$2,811.23 | \$6,091 | \$73,092 |
| | 4 | \$36.90 | \$2,952.00 | \$6,396 | \$76,752 |
| | 5 | \$38.75 | \$3,099.69 | \$6,716 | \$80,592 |

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Rohnert Park Public Safety Officers' Association (RPPSOA)

| RANGE 68 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|--|--------------|-------------|-----------------|-----------------|----------------|-----------------|
| Public Safety Dispatcher (PSD) | XD | 1 | \$24.43 | \$1,954.62 | \$4,235 | \$50,820 |
| | | 2 | \$25.65 | \$2,052.00 | \$4,446 | \$53,352 |
| | | 3 | \$26.92 | \$2,153.54 | \$4,666 | \$55,992 |
| | | 4 | \$28.25 | \$2,260.15 | \$4,897 | \$58,764 |
| | | 5 | \$29.65 | \$2,372.31 | \$5,140 | \$61,680 |
| PT Public Safety Dispatcher (PTD) - Hourly | | 1 | \$23.21 | | | |
| | | 2 | \$24.37 | | | |
| | | 3 | \$25.57 | | | |
| | | 4 | \$26.84 | | | |
| | | 5 | \$28.17 | | | |
| | | *6 | \$29.58 | | | |
| RANGE 69 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Community Services Officer (CSO) | S-CSO | 1 | \$22.40 | \$1,791.69 | \$3,882 | \$46,584 |
| | | 2 | \$23.52 | \$1,881.23 | \$4,076 | \$48,912 |
| | | 3 | \$24.68 | \$1,974.46 | \$4,278 | \$51,336 |
| | | 4 | \$25.90 | \$2,072.31 | \$4,490 | \$53,880 |
| | | 5 | \$27.19 | \$2,175.15 | \$4,713 | \$56,554 |
| RANGE 81 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Public Safety Officer Trainee (PSOT) | S | 1 | \$24.72 | \$1,977.23 | \$4,284 | \$51,408 |
| RANGE 83 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Public Safety Communications Supervisor (PSCS) | XD | 1 | \$32.42 | \$2,593.38 | \$5,619 | \$67,428 |
| | | 2 | \$34.03 | \$2,722.62 | \$5,899 | \$70,788 |
| | | 3 | \$35.72 | \$2,857.85 | \$6,192 | \$74,304 |
| | | 4 | \$37.49 | \$2,999.08 | \$6,498 | \$77,976 |
| | | 5 | \$39.35 | \$3,148.15 | \$6,821 | \$81,852 |
| RANGE 83.5 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| New-hire Public Safety Officer (NEWB) | S | 1 | \$28.52 | \$2,281.38 | \$4,943 | \$59,316 |
| | | 2 | \$29.93 | \$2,394.46 | \$5,188 | \$62,256 |
| RANGE 83.75 | CLASS | STEP | **Hourly | Biweekly | Monthly | Annually |
| New-hire Fire Public Safety Officer (NEWF) | S | 1 | \$19.75 | \$2,096.42 | \$4,542 | \$54,507 |
| | | 2 | \$20.73 | \$2,200.31 | \$4,767 | \$57,208 |
| RANGE 84 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
| Public Safety Officer (PSO) | S | 1 | \$31.42 | \$2,513.54 | \$5,446 | \$65,352 |
| | | 2 | \$32.98 | \$2,638.62 | \$5,717 | \$68,604 |
| | | 3 | \$34.62 | \$2,769.23 | \$6,000 | \$72,000 |
| | | 4 | \$36.33 | \$2,906.31 | \$6,297 | \$75,564 |
| | | 5 | \$38.13 | \$3,050.31 | \$6,609 | \$79,308 |
| RANGE 86 | CLASS | STEP | **Hourly | Biweekly | Monthly | Annually |
| Fire Assignment Public Safety Officer (FPSO) | S | 1 | \$21.76 | \$2,309.81 | \$5,005 | \$60,055 |
| | | 2 | \$22.84 | \$2,424.69 | \$5,254 | \$63,042 |
| | | 3 | \$23.97 | \$2,544.69 | \$5,514 | \$66,162 |
| | | 4 | \$25.16 | \$2,670.65 | \$5,786 | \$69,437 |
| | | 5 | \$26.41 | \$2,803.00 | \$6,073 | \$72,878 |

*Inactive salary step; only applies to existing employees affected by prior pay reduction/restoration

**Hourly rate based on 2,760 hours annually

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Rohnert Park Public Safety Officers' Association (RPPSOA)

| RANGE 89 | CLASS | STEP | Hourly | Biweekly | Monthly | Annually |
|---------------------------------|-------|------|----------|------------|---------|----------|
| Public Safety Sergeant (PSGT) | S | 1 | \$36.68 | \$2,934.00 | \$6,357 | \$76,284 |
| Fire Marshal (PSFM) | | 2 | \$38.49 | \$3,079.38 | \$6,672 | \$80,064 |
| | | 3 | \$40.40 | \$3,232.15 | \$7,003 | \$84,036 |
| | | 4 | \$42.41 | \$3,392.77 | \$7,351 | \$88,212 |
| | | 5 | \$44.50 | \$3,560.31 | \$7,714 | \$92,568 |
| | | | | | | |
| RANGE 91 | CLASS | STEP | **Hourly | Biweekly | Monthly | Annually |
| Fire Assignment Sergeant (FSGT) | S | 1 | \$25.40 | \$2,696.12 | \$5,842 | \$70,099 |
| | | 2 | \$26.66 | \$2,829.69 | \$6,131 | \$73,572 |
| | | 3 | \$27.98 | \$2,970.08 | \$6,435 | \$77,222 |
| | | 4 | \$29.37 | \$3,117.69 | \$6,755 | \$81,060 |
| | | 5 | \$30.82 | \$3,271.65 | \$7,089 | \$85,063 |

*Inactive salary step; only applies to existing employees affected by prior pay reduction/restoration
 **Hourly rate based on 2,760 hours annually

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Miscellaneous Part-Time (MISPT2) - Community Services Department

| RANGE 38 | STEP | Hourly |
|--|-------------|---------------|
| PT Lifeguard/Cashier (PTLC) | 1 | \$9.00 |
| PT Pool Cashier (PTPC) | 2 | \$9.50 |
| PT Facility Attendant (PTFA) | 3 | \$10.00 |
| PT Community Services Leader (PTCSL) | 4 | \$10.26 |
| | 5 | \$10.77 |
| | 6 | \$11.31 |
| | 7 | \$11.88 |
| RANGE 41 | STEP | Hourly |
| PT Instructor/Lifeguard (PTIL) | 1 | \$9.02 |
| | 2 | \$9.47 |
| | 3 | \$10.00 |
| | 4 | \$10.44 |
| | 5 | \$10.96 |
| | 6 | \$11.51 |
| | 7 | \$12.08 |
| RANGE 43 | STEP | Hourly |
| PT Senior Community Services Leader (PTSCSL) | 1 | \$9.29 |
| | 2 | \$9.76 |
| | 3 | \$10.25 |
| | 4 | \$10.76 |
| | 5 | \$11.30 |
| | 6 | \$11.87 |
| | 7 | \$12.46 |
| RANGE 45 | STEP | Hourly |
| PT Senior Lifeguard (PTSRL) | 1 | \$10.00 |
| PT Sports Center Coordinator (PTSC) | 2 | \$10.51 |
| | 3 | \$11.03 |
| | 4 | \$11.58 |
| | 5 | \$12.16 |
| | 6 | \$12.77 |
| | 7 | \$13.41 |
| RANGE 53 | STEP | Hourly |
| PT Pool Manager (PTPMGR) | 1 | \$11.30 |
| | 2 | \$11.86 |
| | 3 | \$12.46 |
| | 4 | \$13.08 |
| | 5 | \$13.73 |
| | 6 | \$14.42 |
| | 7 | \$15.14 |
| RANGE 59 | STEP | Hourly |
| PT Senior Pool Manager (SPMG) | 1 | \$12.46 |
| PT Community Services Coordinator (PTCSC) | 2 | \$13.08 |
| | 3 | \$13.73 |
| | 4 | \$14.42 |
| | 5 | \$15.14 |
| | 6 | \$15.90 |
| | 7 | \$16.70 |

CITY OF ROHNERT PARK - PAY RATES AND RANGES**Miscellaneous Part-Time Hourly Positions**

| Administrative/Office | Hourly |
|---|------------------------------|
| PT Administrative Assistant (PTAA) | \$9.50 - \$28.50 |
| PT Office Assistant (PTO1) | \$9.03 - \$19.00 |
| PT Information Systems Assistant (PTIS) | \$20.00 - \$25.00 |
| PT Technical Advisor (PTTA) | \$14.25 - \$47.50 |
| Temporary Management Analyst (TMAN) | \$25.00 - \$40.00 |
| PT Administrative Intern (PTAI) | \$9.03 - \$19.00 |
| | |
| Community Services | Hourly |
| PT Custodian (PTC) | \$11.40 - \$14.00 |
| | |
| Performing Arts Center | Hourly |
| PT Box Office Assistant (PTBA) | \$9.00 - \$10.45 |
| PT Assistant Box Office Manager (PTHBM) | \$10.00 - \$12.00 |
| PT Arts Center House Manager (PTHM) | \$10.00 - \$12.00 |
| PT Theater Technician (PTTT) | \$9.00 - \$13.30 |
| | |
| Public Safety | Hourly |
| PT Community Services Officer (TCSO) | \$22.40 - \$27.19 |
| Animal Shelter Assistant (ASA) | \$11.40 - \$14.25 |
| PT Community Services Leader (PTCSL) | \$9.00 - \$11.88 |
| | |
| Public Works | Hourly |
| Seasonal Maintenance Assistant (SMA) | \$11.40 - \$14.00 |

CITY OF ROHNERT PARK - PAY RATES AND RANGES
Pensionable Stipends by Unit

| | |
|--|--------------------------|
| All Units | Amount/Percentage |
| Acting Pay | 5% - 10% |
| *Longevity | 2% - 10% |
| By Employment Contract | Amount/Percentage |
| POST Certification Pay (Director of Public Safety) - Executive | 10% |
| Confidential | Amount/Percentage |
| Bilingual | \$100/month |
| Educational Incentive - BA/BS, MA/MS | \$50/month |
| Rohnert Park Employees' Association (RPEA) | Amount/Percentage |
| Bilingual | \$100/month |
| Educational Incentive - MA/MS | \$50/month |
| Rohnert Park Public Safety Managers' Association (RPPSMA) | Amount/Percentage |
| POST Certification Pay (Commanders) - Supervisory | 7.0% |
| POST Certification Pay (Commanders) - Management | 8.5% |
| Rohnert Park Public Safety Officers' Association (RPPSOA) | Amount/Percentage |
| Acting Supervisor/Watch Commander | 5% - 10% |
| Acting Lieutenant | 10% - 15% |
| Bilingual | 2.5% |
| Canine Handler | 3.0% |
| Detective | 5.0% |
| Educational - AA/AS (Sergeant, PSO, CSO) | 1.8% |
| Educational - AA/AS (Dispatcher, Comm Sup) | 2.4% |
| Educational - BA/BS (Sergeant, PSO, CSO) | 2.8% |
| Educational - BA/BS (Dispatcher, Comm Sup) | 3.6% |
| EMT | 2.0% |
| Field Training Officer | 5.0% |
| Non-Sworn Training Officer | 5.0% |
| Fire Specialty | 2.0% |
| Fire Engineer | 2.5% |
| Fire Captain | 4.0% |
| *Fire Marshal | 15.0% |
| PSO Captain | 3.0% |
| Master Officer | 5.0% |
| Motorcycle Duty | 3.0% |
| **Intermediate POST Certification | 4.5% |
| **Advanced POST Certification | 7.0% |
| **POST Supervisory Certification (Sergeant) | 9.0% |
| POST Field Evidence Tech Certification (CSO) | 2.5% |
| Property Technician (CSO) | 5.0% |
| Shift Differential | 5.0% |
| Special/Extra Assignments | 5.0% |
| ***Uniform Allowance | \$240/year |
| Service Employees' International Union (SEIU) | Amount/Percentage |
| Certification and License Program - Level I | 2.6% |
| Certification and License Program - Level II | 4.5% |
| Certification and License Program - Level III | 6.0% |
| Educational Incentive Pay - Level I | \$75/month |
| Educational Incentive Pay - Level II | \$100/month |
| Educational Incentive Pay - Level III | \$135/month |

*Inactive stipend; closed to new hires

**Only one POST stipend paid per employee

***Only pensionable for classic PERS members

Exhibit "B"

City of Rohnert Park

HUMAN RESOURCES TECHNICIAN TRAINEE

\$3,007 - \$3,655 monthly
(New Confidential Salary Range 70-CF)

DEFINITION

Under close supervision, assists in the day-to-day activities of the City's Human Resources Program; provides administrative and technical support to the Human Resources Analyst and/or Human Resources Director; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

Under close supervision, the **Human Resources Technician Trainee** class provides technical and administrative support assistance to the Human Resources Analyst and/or the Human Resources Director in a variety of activities involved in the administration of the City's Human Resources Program.

This is an entry-level position in the Human Resources Technician series. Assignments differ from those of the Human Resources Technician position which performs more complex duties and requires incumbents to work independently in the completion of assigned tasks and exercise considerable judgment in working within the scope of their authority. Incumbents are also required to maintain the confidentiality of personal information. This class is distinguished from other office support classes due to the technical knowledge of the human resources field that is required.

Initially, under close supervision, incumbents learn and perform a variety of duties associated with the following areas of the Human Resources Program: fringe benefits' management, workers' compensation, employee safety and training, recruitment, and records' management. Incumbents are required to meet the minimum qualifications for the position of Human Resources Technician within 24 months of employment and shall be advanced to the level of Human Resources Technician after gaining the required experience and meeting satisfactory performance standards.

SUPERVISION RECEIVED/EXERCISED

Direct supervision is provided by the Human Resources Analyst and/or the Human Resources Director.

ESSENTIAL JOB FUNCTIONS

The Human Resources Technician Trainee learns to perform, and performs, the following duties. **(These duties are a representative sample; position assignments may vary)**

- Prepares and distributes recruitment-related materials such as job announcements; places recruitment ads

City of Rohnert Park
Human Resources Technician Trainee
Page 2 of 5

- Assists with all phases of recruitment and selection processes including inputting, tracking, and screening applications, arranging and proctoring written exams, arranging and participating on oral boards, participating in assessment centers and conducting skills' testing
- Conducts or coordinates a variety of processes related to pre-employment processing including reference checks, driver's license checks, fingerprinting, background investigations, and may arrange appointments for polygraphs, psychological and physical exams
- Makes recommendations to the hiring authority primarily concerning the employment of part-time, hourly employees and appointment of volunteers
- Conducts employment orientations and explains benefits, policies, and procedures; processes new-hire paperwork and sets-up new employees in a specialized Human Resources and Payroll software program
- Completes and processes workers' compensation reports in a timely manner; acts as liaison with workers' compensation carrier; assists employees and supervisors with workers' compensation-related questions, paperwork and procedures
- Tracks employee absences and posts time off; may prepare leave-of-absence paperwork and track Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) time off
- Processes paperwork related to fringe benefits for full-time, regular part-time employees, retirees and their eligible dependents; checks insurance eligibility requirements and processes COBRA-related paperwork; works closely with the Payroll Department regarding benefit programs; may be involved in activities related to open enrollment for the medical plans; conducts census data research and prepares a variety of benefit-related reports
- Maintains notification system of pending part-time employee performance reviews and notifies departments
- Prepares classification and salary change documents and notifies Payroll Department; processes mass salary adjustments and cost-of-living adjustments
- Processes and maintains information related to the City's Volunteer Program
- Assists with employee safety and training-related activities

City of Rohnert Park
Human Resources Technician Trainee
Page 3 of 5

- Prepares and processes a variety of personnel-related paperwork and correspondence; may take minutes at meetings as assigned
- Opens, date stamps, and distributes incoming mail and correspondence
- Creates and maintains Human Resources Department records and files, including confidential personnel files and records; purges files in accordance with the City's Records' Retention Program
- Conducts research and works on special projects as assigned
- Operates a variety of office equipment, computers and software programs

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Experience/Education

Sufficient experience and education to successfully perform the duties of the **Human Resources Technician Trainee**. A typical way of obtaining the required qualifications is to have:

- A high school diploma or GED; and
- Two (2) years of increasingly responsible work experience in Human Resources in a municipal setting.

The **Human Resources Technician Trainee** is an entry level position. After twenty four (24) months of employment, incumbents are required to meet the minimum qualifications of the Human Resources Technician position.

Knowledge of:

- Laws, rules, and regulations affecting the operation of personnel programs in the public sector
- City of Rohnert Park human resources' policies and procedures
- Techniques and methods for recruiting and testing in the public sector
- Basic workers' compensation law and procedural requirements as they relate to claims processing

- Benefit program administration and requirements including COBRA and HIPAA mandates
- Basic knowledge of performance management systems
- Laws and regulations regarding the maintenance, retention, and release of confidential records and information
- Basic understanding of the principles of public sector employer-employee relations in California
- Laws governing workplace safety issues
- Techniques and methodologies for conducting research and surveys
- Modern office procedures, equipment, and computer software applications
- Account and statistical recordkeeping
- Mathematics
- File and data storage systems and procedures
- Correct English usage, spelling, grammar, and punctuation

Skill to:

- Type at an adequate speed to perform job duties, approximately 50 net words per minute
- Take accurate notes or minutes at meetings

Ability to:

- Meet deadlines and handle multiple work projects
- Communicate effectively both orally and in writing
- Understand, interpret, explain and apply a variety of complex policies, procedures and regulations
- Take responsibility and exercise good judgment in recognizing scope of authority
- Maintain a variety of human resources' records and files in compliance with laws and regulations
- Proofread and edit documents
- Prepare clear, concise, and accurate correspondence, documentation, records, reports, and meeting minutes
- Conduct research and develop recommendations on a variety of subjects as assigned
- Review applications and other documents to ascertain completeness and accuracy of information
- Learn and apply new technology
- Establish and maintain cooperative working relationships

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in the preparation of correspondence, minutes, reports, and forms using a computer keyboard. Additionally, the position requires near vision in reading applications, tests,

City of Rohnert Park
Human Resources Technician Trainee
Page 5 of 5

correspondence, and reports, and using the computer. Acute hearing is required when providing phone and counter service and taking minutes at meetings. The need to lift, drag, and push files weighing up to 25 pounds also is required. The incumbent works in an environment of frequent interruption and around multiple ringing phones and loud office equipment.

FLSA Status: Non-Exempt
Employee Unit: Confidential
Approved By:
Date Approved:

Exhibit "C"

City of Rohnert Park

CRIME ANALYST \$4,897 - \$5,952 monthly (Existing RPEA Salary Range 81)

DEFINITION

Under general direction, collects, categorizes, analyzes, prepares and disseminates information and reports relative to criminal activity and provides information that will lead to the apprehension and prosecution of criminal offenders and prevention of criminal activity.

DISTINGUISHING CHARACTERISTICS

This single position civilian classification serves in the Department of Public Safety. The incumbent exercises considerable independent judgment in completing data analyses with the ultimate outcome of increasing the effectiveness of patrol deployment, criminal investigations, special operations, and tactical unit activities. The individual assigned to this position will have considerable interaction with Public Safety Officers and Management. The incumbent may also support research and analysis needs of the City that extend beyond Public Safety.

SUPERVISION RECEIVED/EXERCISED

General direction is provided by a Public Safety Commander and responsibilities may include direct supervision of clerical staff, and the indirect supervision of technical and sworn personnel.

ESSENTIAL JOB DUTIES

(These duties are a representative sample; position assignments may vary)

- Research, analyze and compile data from a variety of sources;
- Utilize modern research methods, including research design and statistical analysis to identify and evaluate crime series, trends and patterns, and victim and suspect profiling;
- Utilize frequency distribution and other quantitative research techniques to aid in the intervention and solution of criminal activity;
- Organize and maintain manual information sources, files and automated systems for storage and retrieval of data;
- Identify, track and assist in the prosecution of career criminals as identified in Section 13853 of the Penal Code;
- Develop statistical information, forecast crime patterns, develop target profile analysis for various career criminals and provide investigative leads;
- Develop cross referencing systems;
- Conceptualize and convert raw data to valid criminal intelligence information;
- Detect and understand the distinction between crime patterns;

City of Rohnert Park
Crime Analyst
Page 2 of 4

- Collect data, subject it to statistical tests, develop and test hypotheses and write conclusions of findings in a manner which adheres to commonly accepted criminal justice research standards;
- Create data tracking matrices, association matrices and prepare telephone toll analyses, hierarchical analyses, visual investigation analyses, link analyses and financial analyses;
- Collect and analyze crime reports, parolee and probation information, arrest data, modus operandi information, field interview cards, citation information, and other crime and criminal related data;
- Prepare and distribute daily crime information bulletins, weekly and monthly information reports, career criminal profiles, serious habitual offender information, crime series/pattern bulletins, wanted person/known offender bulletins, crime summaries, and trend analysis to departmental sections and agencies from other jurisdictions;
- Provide analytical support to operational divisions within department and City for strategic and tactical decisions based on needs and/or requests;
- Generate reports for management and City Council;
- Develop and maintain liaisons with other criminal justice personnel within and outside the department;
- Train, advise and educate department staff and members of the public on crime analysis and Career Criminal Apprehension Program philosophy;
- Participate in monitoring unit expenditures and programmatic requirements to ensure compliance with the budget, grant and department objectives;
- Participate in the development and application of computer programs to collect, retrieve, and analyze criminal information;
- Participate in the formulation and implementation of a directed patrol program using crime analysis information as the basis of deployment;
- Perform analyses for other City departments, as needed; and
- Perform related duties and responsibilities as required.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Sufficient experience and education to successfully perform the duties of the **Crime Analyst**. A typical way to obtain the required qualifications is to have:

Education:

- A Bachelor's degree from an accredited four-year college or university with major course work in criminal justice, behavior or computer science, statistics, public or business administration or a closely related field, which includes significant course work in research and statistical methods;

OR

- Possession of a Crime and Intelligence Analysis Certificate issued by a California State University or equivalent educational institution.

AND

Experience:

- Two years of increasingly responsible analytical experience within a government agency or organization performing similar work, dealing with data collection, performing statistical research and analysis, presenting and disseminating data and statistics, and working with automated systems design and implementation.
- Experience in a criminal justice or public safety agency is preferred.

Knowledge of:

- Basic organization and functions of municipal law enforcement and criminal law, related to crime analysis and dissemination of confidential information;
- Modern research techniques including research design and statistical analysis;
- Quantitative analysis methodology;
- Report writing techniques;
- Public organizations and fiscal management;
- Applications of various computer software programs, including spreadsheet, database, word processing, graphics, and GIS mapping;
- Proper use of English and grammar;
- Record keeping principles and procedures;
- Modern police methods and procedures related to crime prevention and crime analysis.

Ability to:

- Interpret and apply oral and/or written material and instructions;
- Interpret and apply laws and regulations;
- Prepare clear, concise, and comprehensive written reports;
- Prepare graphs, tables, and statistical charts;
- Gather, assemble, analyze and evaluate facts and evidence and draw logical conclusions and make proper recommendations;
- Develop and maintain a computerized automated crime analysis system;

City of Rohnert Park
Crime Analyst
Page 4 of 4

- Operate a variety of office equipment; utilize hardware and software to retrieve data from internal and external sources, download data into appropriate software, and develop documents as requested;
- Conduct complex research;
- Work independently in the absence of specific instructions;
- Attend and successfully complete relevant training courses;
- Communicate clearly and concisely, both orally and in writing;
- Represent the department and City in meetings with other agencies;
- Establish and maintain cooperative working relationships with public officials, departmental employees, the general public, and other law enforcement agencies.
- Work various and extended hours as needed.

LICENSE:

This classification may require the use of a personal or City vehicle while conducting City business. In order to operate a vehicle, individuals must be physically capable of operating the vehicle safely and must possess an appropriate valid California motor vehicle operator's license.

WORKING CONDITIONS:

Work is generally performed indoors and involves sitting for long periods of time. Some assignments may require conducting site surveys outdoors. Verbal communication is conducted face to face, on the telephone, and in a classroom setting. Incumbents read and comprehend written material and make inferences from the contents. A computer keyboard is used to enter and retrieve data and requires continuous or repetitive arm-hand movements. Some assignments may include evening and weekend work.

FLSA Status: Non-Exempt

Employee Unit: Rohnert Park Employees' Association

Approved By:

Date Approved:

Exhibit "D"

City of Rohnert Park

ENVIRONMENTAL COORDINATOR

\$5,399 - \$6,562 monthly

(Existing RPEA Salary Range 85)

DEFINITION

Under general direction, provide professional and technical assistance to ensure the City's water, reclaimed water, sewer, and drainage systems are in compliance with federal, state and local environmental regulations and mandates.

DISTINGUISHING CHARACTERISTICS

This is a single position classification in the Public Works Department responsible for tracking, recording, reviewing and reporting on activities associated with environmental compliance in the City's utility systems. Under general direction, the incumbent exercises independent judgment in carrying out these duties and provides technical and professional support on a variety of regulatory issues.

SUPERVISION RECEIVED/EXERCISED

This class receives supervision from the Director of Public Works and Community Services or his/her designee, and other department heads, and provides direct professional support; responsibilities may include providing lead direction to department supervisors and staff.

ESSENTIAL DUTIES

(These duties are a representative sample; position assignments may vary)

- Oversees, coordinates and manages multiple regulated programs and permits including the City's Water Conservation, Water Monitoring Program, Sewer System Management Plan, Emissions Monitoring and Testing, Recycled Water and Stormwater Pollution Prevention Programs;
- Coordinates the development and implementation of mandated environmental programs;
- Analyzes and recommends water reuse programs to offset potable supply;
- Researches, identifies, evaluates, and implements measures for the efficient use of the water supply;
- Develops, directs, coordinates, and manages public information, media and public relations, and internal communications programs;
- Participates in and conducts meetings and workshops with representatives of industrial, commercial, and other interested groups regarding current and proposed permits and projects to address water conservation, recycled water and stormwater pollution prevention;

- Represents the City at professional or industry group meetings and remains current on new developments in the fields of recycled water, water conservation, water supply, air quality, wastewater collection and stormwater systems;
- Oversees the preparation and submission of required reports and permit applications to regulatory agencies charged with monitoring environmental compliance matters;
- Plans and develops outreach campaigns for special water related events, public outreach, education, and public information;
- Prepares comprehensive reports and presentation materials for City Council and other public meetings, including recommendations based on analysis of gathered data;
- Designs forms, databases, procedures and tracking systems as necessary related to assigned projects and programs;
- May write or assist in grant writing and administration;
- May serve as liaison with community groups, private businesses and organizations, governmental agencies, and similar organizations;
- Designs informational materials and implements public education programs for projects and assigned areas of responsibility;
- Coordinates activities with other City departments, outside agencies, and others involved in the process;
- Keeps records, and prepares reports and other correspondence to regulatory agencies;
- Prepares technical reports and performs a variety of analyses and calculations to ensure compliance with local, state and federal environmental compliance requirements;
- Oversees environmental mitigation and permitting efforts of drainage system maintenance projects;
- Advises staff and prepares reports that respond to appropriate local, state and federal regulatory agencies and programs;
- Receives, investigates, and resolves customer complaints

QUALIFICATIONS

Education

- A Bachelor's Degree from an accredited college or university in environmental science, environmental engineering, water supply, or a closely related technical field is required.

City of Rohnert Park
Environmental Coordinator
Page 3 of 4

Experience

- Three years of increasingly responsible experience in a municipality involving environmental program management and analysis, including the preparation of reports, is required.

License/Certificate

(Licenses and certifications must be kept current during employment with the City)

- Possession of a California Class C driver's license by date of appointment.
- Certification from American Water Works Association as a Water Conservation Practitioner and licensing from the Irrigation Association or Qualified Water Efficient Landscaper as a Water Auditor, are desired.

Knowledge of:

- All applicable local, state and federal laws, and regulatory codes applicable to potable water, stormwater and wastewater collection, stationary and mobile equipment emissions testing and monitoring, reclaimed water, water supply and water distribution systems;
- Methods of creating and managing public information programs; principles and methods used in analyses of water, wastewater and stormwater;
- Knowledge of principles and practices of environmental compliance program administration;
- Methods and techniques for analyzing, assessing and mitigating environmental issues.

Skill to:

- Establish work priorities and realistic time deadlines;
- Use spreadsheets and word processing software packages, organize data and materials, and prepare reports and documents;
- Work effectively with consultants, contractors and City staff, and coordinate their work;
- Use and interpret work products of CAD and GIS software;
- Prepare comprehensive and concise technical reports;
- Create and maintain appropriate and accurate records;
- Communicate professionally and effectively with members of the public, regulatory agencies, and staff of other agencies;
- Work without close supervision or direction;

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- Write and create technical publications, reports, grants, training curricula, graphs, brochures and other materials to inform and persuade the public about water-use efficiency related topics;
- Read and correctly interpret complex orders, mandates, and permits.

Ability to:

- Formulate, evaluate, and make recommendations on policies and procedures affecting other staff members;
- Analyze facts and draw logical conclusions;
- Interpret and apply a variety of government rules, laws, and policies while performing a variety of administrative assignments;
- Work effectively with the public, representatives of industrial and commercial companies, professional organizations, and public and regulatory agencies in exchanging information and presenting ideas;
- Interpret and apply applicable laws, regulations, and local ordinances;
- Take responsibility and exercise good judgment;
- Analyze water, stormwater, and wastewater related legislation;
- Communicate clearly and concisely, orally and in writing; make effective, professional presentations to a wide variety of audiences, such as community groups, schools, businesses and public commissions;
- Collect, compile and analyze qualitative and quantitative data

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. It requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer key board. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and specifications, and using the computer. Hearing and speaking is required in communicating with individuals and groups. When visiting construction site, the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, noise and mechanical hazards such as construction equipment.

FLSA Status: Exempt

Employee Unit: Rohnert Park Employees' Association

Approved By:

Date Approved: