



**DISAPPROVED** by Council

Date: 2.24.2010

Clerks Office: SC

# *Resolution*

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**NO. 1133**

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, DECLARING AS A PUBLIC RECORD THE DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED "CITY OF SAN LUIS POSITION CLASSIFICATION AND FY 2016 SALARY PLAN"; ADOPTING THE POSITION CLASSIFICATION PLAN PORTION OF SAID DOCUMENT AND DIRECTING PREPARATION OF PROPOSED SALARY PLAN FOR FISCAL YEAR 2016-2017.

WHEREAS, in order to provide for the most efficient delivery of service to the citizens of the City of San Luis, it has been determined that certain changes to the Position Classification Plan of the City of San Luis has become necessary.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of San Luis, State of Arizona, as follows:

Section 1: Declaring a Public Record

The documents entitled "City of San Luis Position Classification and FY2016 Salary Plan" (Exhibit "A"), three (3) copies of which are on file in the Office of the City Clerk of the City of San Luis, Arizona, are hereby declared to be public records; and the copies shall remain on file with the City Clerk's office and shall be available for public examination and reproduction upon request.

Section 2: Adoption of Position Classifications

The position classification plan portion in the document entitled "City of San Luis Position Classification and FY 2016 Salary Plan" is hereby adopted, referred to, and made a part hereof as if fully set out in this Resolution.

Section 3: Directing Staff to Propose a Salary Plan

The Interim City Manager is hereby directed to prepare an appropriate proposed

salary plan or plans and submit it or them to City Council as part of the budget process for the City's fiscal year 2016-2017.

PASSED AND ADOPTED by the Mayor and Council of the City of San Luis,

Arizona, this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Gerardo Sanchez, Mayor

ATTEST:

\_\_\_\_\_  
Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

*Kay Marion Macuil*  
\_\_\_\_\_  
Kay Marion Macuil  
City Attorney

# **Exhibit A**

**CITY OF SAN LUIS**

**POSITION CLASSIFICATION  
AND FY 2016 SALARY PLAN**

**JANUARY 2016**

**CITY OF SAN LUIS**  
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## **1. EXECUTIVE SUMMARY**

It is with substantial pleasure that we present this report describing the recommended Position Classification and FY 2016 Salary Plan for the City of San Luis. We wish to thank all of the City's employees, supervisors, managers and department heads for their outstanding participation and assistance.

Special thanks to Maria Sabori and Tadeo De LaHoya, for their extraordinary efforts in scheduling, coordinating and managing the complex logistics of the project, and their constant attention to quality control details.

### ***SUMMARY OF FINDINGS AND RECOMMENDATIONS***

1. The approximately 128 job titles currently in use were consolidated into 112 job classes in the position classification plan. Title modifications are proposed for thirty (30) job classifications and three (3) new titles are recommended (Appendix, Table 2).
2. Two hundred (200) of the 214 positions are assigned to the proper occupational job class with fourteen (14) incumbents recommended for re-classification.
3. The salary survey of more than 80 jobs reveal the City's salary plan is not competitive (more than 10% below the prevailing rates) for 67% of the salary survey benchmark job classes.
4. Should the City adopt the proposed pay ranges "at market average", the salaries of 102 employees fall below the minimum proposed for their job, by a total annual base pay amount of \$231,500 or approximately 2.6% of total base pay.
5. Alternative: Should the City adopt the proposed pay ranges at "95% of market average", the salaries of 62 employees fall below the minimum by a total of \$93,500 or approximately 1% of total base pay.
6. Additional in-range salary adjustments should also be considered, when fiscally feasible, as the majority of salaries have not kept up with a conservative pace of 1.5% per year growth. The average City employee has been in their position for over 5 years, including 30 employees with more than 10 years in their job, yet the salaries of 60% of the employees fall below an ideal value within their pay range. (An additional \$325k would be needed to bring employees up to at least a "1.5% per year" pace).

## **2. POSITION ANALYSIS AND CLASSIFICATION**

Position analysis and classification is the process of documenting and verifying the number, type, and distinct levels of occupational job classes within the City, and assigning each budgeted position to the correct occupational job class. This process establishes the sound basis for the subsequent salary plan which is administered at the job class level.

The position analysis and classification phase of the City's total salary plan review project consisted of the following standard steps to determine each position's correct occupational job class and title.

### ***A. Position Analysis Questionnaire***

Each employee, supervisor, and department head completed a comprehensive position analysis questionnaire (PAQ) summarizing the scope and complexity of the duties and responsibilities of their position. A complete listing of the City's classifications appear in the appendix.

### ***B. Proposed Job Title Modifications***

Based on the analysis of the job content of the various positions, seventy job title modifications are recommended. A complete listing can be found on Table 2 in the appendix.

### ***C. Quality Control Reviews***

The first draft of the recommended position classification plan was reviewed by Human Resources along with the department heads for their critique and suggested changes in job class concepts, class titles, and the classification of individual positions. Most of their suggestions have been incorporated into the final draft of the position classification plan.

### **3. EXTERNAL COMPETITIVENESS COMPARISONS**

The following paragraphs summarize the comparison of the City's current salary plan to the salary plans for similar occupations at employers with whom the City competes to obtain and retain high quality staff.

#### **A. SOURCES OF EXTERNAL DATA**

We obtained the complete salary plans from the following employers and extracted data on their job classes matching the City's salary survey benchmarks.

Bullhead, City of	Marana, City of
Douglas, City of	Nogales, City of
El Centro, City of	Sahuarita, City of
Imperial County	Yuma, City of
Kingman, City of	Yuma County

#### **B. SALARY RANGE MIDPOINT COMPARISON**

We utilized the standard "structure-to-structure" method to compare the City's salary structures to the prevailing rates. The City's salary structures and the prevailing rates are represented by their Midpoints, which are the amounts employers pay for sustained competent job performance.

The Midpoint is the most objective, occupation-specific and consistent component of salary structures among employers, as the varying widths of salary ranges are too great to utilize Minimum or Maximum. Midpoint is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers. When individual salary plans were comprised of steps, the beginning and ending steps were added and the sum divided by two (2) to calculate a true midpoint.

#### **C. EXTERNAL PREVAILING RATE COMPARISON**

The comparison of the City's current salary structure midpoints for all benchmark job classes, to the prevailing rates of all the comparator employers from all the salary survey sources reveals the City's current pay ranges are behind market average (-10% or greater) for 67% of the survey sample. Keep in mind that individual incumbents may or may not be behind market average depending on their current placement in their salary range.

#### **4. RECOMMENDED ADJUSTMENTS TO SALARY RANGE STRUCTURE**

Not all current job classes were assigned to an existing salary range. For job classes that were already in the City's salary range pay plan, new range assignments were based on market comparison and internal hierarchy, with most job classes (but not all) being reassigned to a higher salary range. For the positions which were not in the current salary plan, they have now been assigned a salary range in the new structure which reflects market and internal alignment with other City jobs. A complete listing of the City's job titles and their pay ranges appears in the Appendix, Table 1.

APPENDIX

**Table 1**  
**100% Implementation**

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended -- 100%										FLSA
	Salary Range		Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
				<u>2-3 years</u>	<u>4-5 years</u>	<u>6-7 years</u>	<u>8-9 years</u>	<u>10+ years</u>			
City Manager	109	annual monthly	\$122,636 \$10,220	\$126,315 \$10,526	\$130,105 \$10,842	\$134,008 \$11,167	\$138,028 \$11,502	\$142,169 \$11,847	\$144,278 \$12,023	\$165,919 \$13,827	E
City Attorney	100	annual monthly	\$98,198 \$8,183	\$101,144 \$8,429	\$104,178 \$8,682	\$107,304 \$8,942	\$110,523 \$9,210	\$113,839 \$9,487	\$115,527 \$9,627	\$132,856 \$11,071	E
Assistant City Manager	99	annual monthly	\$95,803 \$7,984	\$98,677 \$8,223	\$101,638 \$8,470	\$104,687 \$8,724	\$107,827 \$8,986	\$111,062 \$9,255	\$112,710 \$9,392	\$129,616 \$10,801	E
Police Chief (Contracted position)	97	annual monthly	\$91,187 \$7,599	\$93,922 \$7,827	\$96,740 \$8,062	\$99,642 \$8,304	\$102,632 \$8,553	\$105,710 \$8,809	\$107,279 \$8,940	\$123,370 \$10,281	E
Assistant City Attorney	96	annual monthly	\$88,963 \$7,414	\$91,632 \$7,636	\$94,381 \$7,865	\$97,212 \$8,101	\$100,128 \$8,344	\$103,132 \$8,594	\$104,662 \$8,722	\$120,361 \$10,030	E
Finance Director	94	annual monthly	\$84,676 \$7,056	\$87,216 \$7,268	\$89,833 \$7,486	\$92,528 \$7,711	\$95,304 \$7,942	\$98,163 \$8,180	\$99,619 \$8,302	\$114,562 \$9,547	E
Public Works Director Fire Chief	93	annual monthly	\$82,611 \$6,884	\$85,089 \$7,091	\$87,642 \$7,303	\$90,271 \$7,523	\$92,979 \$7,748	\$95,768 \$7,981	\$97,189 \$8,099	\$111,767 \$9,314	E E
Building Safety/Planning/Zoning Administrator	90	annual monthly	\$76,712 \$6,393	\$79,014 \$6,584	\$81,384 \$6,782	\$83,826 \$6,985	\$86,340 \$7,195	\$88,931 \$7,411	\$90,250 \$7,521	\$103,787 \$8,649	E
Parks & Recreation Director Police Captain	88	annual monthly	\$73,016 \$6,085	\$75,206 \$6,267	\$77,463 \$6,455	\$79,786 \$6,649	\$82,180 \$6,848	\$84,645 \$7,054	\$85,901 \$7,158	\$98,786 \$8,232	E N

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

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	Salary Range		Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
				2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Assistant to City Manager	86	annual	\$69,498	\$71,582	\$73,730	\$75,942	\$78,220	\$80,567	\$81,762	\$94,026	E
Community/Economic Development Administrator		monthly	\$5,791	\$5,965	\$6,144	\$6,328	\$6,518	\$6,714	\$6,813	\$7,836	E
Magistrate											E
Information Technology Manager	85	annual	\$67,802	\$69,837	\$71,932	\$74,090	\$76,312	\$78,602	\$79,768	\$91,733	E
Assistant Fire Chief		monthly	\$5,650	\$5,820	\$5,994	\$6,174	\$6,359	\$6,550	\$6,647	\$7,644	E
Human Resources Manager	82	annual	\$62,961	\$64,850	\$66,796	\$68,800	\$70,864	\$72,989	\$74,072	\$85,183	E
Police Lieutenant		monthly	\$5,247	\$5,404	\$5,566	\$5,733	\$5,905	\$6,082	\$6,173	\$7,099	E
City Clerk	80	annual	\$59,928	\$61,725	\$63,577	\$65,484	\$67,449	\$69,472	\$70,503	\$81,078	E
Parks & Rec Superintendent		monthly	\$4,994	\$5,144	\$5,298	\$5,457	\$5,621	\$5,789	\$5,875	\$6,757	E
Assistant Public Works Director											E
Court Administrator	79	annual	\$58,466	\$60,220	\$62,026	\$63,887	\$65,804	\$67,778	\$68,783	\$79,101	E
		monthly	\$4,872	\$5,018	\$5,169	\$5,324	\$5,484	\$5,648	\$5,732	\$6,592	
Risk/Safety/Claims Coordinator	77	annual	\$55,649	\$57,318	\$59,038	\$60,809	\$62,633	\$64,512	\$65,469	\$75,289	N
Utilities Billing & Collections Manager		monthly	\$4,637	\$4,777	\$4,920	\$5,067	\$5,219	\$5,376	\$5,456	\$6,274	E
Assistant Finance Director	75	annual	\$52,967	\$54,556	\$56,193	\$57,879	\$59,615	\$61,403	\$62,314	\$71,661	E
Wastewater Supervisor		monthly	\$4,414	\$4,546	\$4,683	\$4,823	\$4,968	\$5,117	\$5,193	\$5,972	E
Police Sergeant											N
Senior Human Resources Analyst	73	annual	\$50,415	\$51,927	\$53,485	\$55,090	\$56,742	\$58,445	\$59,312	\$68,208	E
Water Supervisor		monthly	\$4,201	\$4,327	\$4,457	\$4,591	\$4,729	\$4,870	\$4,943	\$5,684	E
Utilities Supervisor											
Fire Captain	72	annual	\$49,185	\$50,861	\$52,181	\$53,746	\$55,358	\$57,019	\$57,865	\$66,545	N
		monthly	\$4,099	\$4,222	\$4,348	\$4,479	\$4,613	\$4,752	\$4,822	\$5,545	

**San Luis  
FY 2016 Salary Plan**

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				2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Police Corporal	71	annual monthly	\$47,986 \$3,999	\$49,425 \$4,119	\$50,908 \$4,242	\$52,435 \$4,370	\$54,008 \$4,501	\$55,629 \$4,636	\$56,454 \$4,704	\$64,922 \$5,410	N
Highway Users/Solid Waste Supervisor Police Administrative Svcs Supervisor	70	annual monthly	\$46,815 \$3,901	\$48,220 \$4,018	\$49,666 \$4,139	\$51,156 \$4,263	\$52,691 \$4,391	\$54,272 \$4,523	\$55,077 \$4,590	\$63,338 \$5,278	E E
Fire Inspector	69	annual monthly	\$45,673 \$3,806	\$47,044 \$3,920	\$48,455 \$4,038	\$49,909 \$4,159	\$51,406 \$4,284	\$52,948 \$4,412	\$53,733 \$4,478	\$61,793 \$5,149	E
Grant Writer	68	annual monthly	\$44,559 \$3,713	\$45,896 \$3,825	\$47,273 \$3,939	\$48,691 \$4,058	\$50,152 \$4,179	\$51,657 \$4,305	\$52,423 \$4,369	\$60,286 \$5,024	N
Senior Services Manager Chief Wastewater Plant Operator Police Officer	67	annual monthly	\$43,473 \$3,623	\$44,777 \$3,731	\$46,120 \$3,843	\$47,504 \$3,959	\$48,929 \$4,077	\$50,397 \$4,200	\$51,144 \$4,262	\$58,816 \$4,901	E N N
Building Plans Examiner/Building Inspector	66	annual monthly	\$42,412 \$3,534	\$43,685 \$3,640	\$44,995 \$3,750	\$46,345 \$3,862	\$47,735 \$3,978	\$49,168 \$4,097	\$49,897 \$4,158	\$57,381 \$4,782	N
Fire Engineer	65	annual monthly	\$41,378 \$3,448	\$42,619 \$3,552	\$43,898 \$3,658	\$45,215 \$3,768	\$46,571 \$3,881	\$47,968 \$3,997	\$48,680 \$4,057	\$55,982 \$4,665	N
Court Compliance Officer Parks Maintenance Supervisor Highway Users/Solid Waste Maintenance Foreman Assistant Planner Building Inspector	64	annual monthly	\$40,369 \$3,364	\$41,580 \$3,465	\$42,827 \$3,569	\$44,112 \$3,676	\$45,435 \$3,786	\$46,798 \$3,900	\$47,493 \$3,958	\$54,616 \$4,551	N E N E N

**San Luis  
FY 2016 Salary Plan**

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				2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Assistant to City Council/PIO	63	annual	\$39,384	\$40,566	\$41,783	\$43,036	\$44,327	\$45,657	\$46,334	\$53,284	E
Purchasing Agent		monthly	\$3,282	\$3,380	\$3,482	\$3,586	\$3,694	\$3,805	\$3,861	\$4,440	E
Human Resources Programs & Training Coord											N
Planning Technician											N
Senior Water System Operator											N
Deputy City Clerk	62	annual	\$38,423	\$39,576	\$40,763	\$41,986	\$43,246	\$44,543	\$45,204	\$51,985	N
Code Enforcement Officer		monthly	\$3,202	\$3,298	\$3,397	\$3,499	\$3,604	\$3,712	\$3,767	\$4,332	N
Communications Coordinator											N
Firefighter/EMT											N
GIS Technician	61	annual	\$37,486	\$38,611	\$39,769	\$40,962	\$42,191	\$43,457	\$44,102	\$50,717	N
Recreation Coordinator		monthly	\$3,124	\$3,218	\$3,314	\$3,414	\$3,516	\$3,621	\$3,675	\$4,226	N
Fleet & Facilities Administrative Supervisor											N
Lead Mechanic											N
Electrician											N
Economic Development Assistant	60	annual	\$36,572	\$37,669	\$38,799	\$39,963	\$41,162	\$42,397	\$43,026	\$49,480	N
Lead Court Clerk		monthly	\$3,048	\$3,139	\$3,233	\$3,330	\$3,430	\$3,533	\$3,585	\$4,123	N
Accountant											E
Information Technology Technician											N
Wastewater Plant Operator											N
WW Operator/Lab Technician											N
WW Plant Mechanic											N
Human Resources Specialist	59	annual	\$35,680	\$36,750	\$37,853	\$38,989	\$40,158	\$41,363	\$41,976	\$48,273	N
Building Permit Technician		monthly	\$2,973	\$3,063	\$3,154	\$3,249	\$3,347	\$3,447	\$3,498	\$4,023	N
Water System Operator/Cross Control Specialist											N
Graphic Arts Specialist	58	annual	\$34,810	\$35,854	\$36,930	\$38,038	\$39,179	\$40,354	\$40,953	\$47,096	N
Parks Maintenance Crew Leader		monthly	\$2,901	\$2,988	\$3,077	\$3,170	\$3,265	\$3,363	\$3,413	\$3,925	N

**San Luis  
FY 2016 Salary Plan**

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	Salary Range		Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
				2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Water System Operator	57	annual	\$33,961	\$34,980	\$36,029	\$37,110	\$38,223	\$39,370	\$39,954	\$45,947	N
Water System Operator/Plant Mechanic		monthly	\$2,830	\$2,915	\$3,002	\$3,092	\$3,185	\$3,281	\$3,329	\$3,829	N
Communications Officer											N
Legal Secretary	56	annual	\$33,132	\$34,126	\$35,150	\$36,205	\$37,291	\$38,410	\$38,979	\$44,826	N
Senior Accounting Specialist		monthly	\$2,761	\$2,844	\$2,929	\$3,017	\$3,108	\$3,201	\$3,248	\$3,736	N
Mechanic											N
Administrative Coordinator	55	annual	\$32,324	\$33,294	\$34,293	\$35,322	\$36,381	\$37,473	\$38,029	\$43,733	N
Procurement Specialist		monthly	\$2,694	\$2,775	\$2,858	\$2,943	\$3,032	\$3,123	\$3,169	\$3,644	N
Human Resources Technician											N
Business Licensing Specialist											N
Meter Reader Technician											N
Senior Court Clerk	54	annual	\$31,536	\$32,482	\$33,456	\$34,460	\$35,494	\$36,559	\$37,101	\$42,666	N
Park Maintenance Specialist		monthly	\$2,628	\$2,707	\$2,788	\$2,872	\$2,958	\$3,047	\$3,092	\$3,556	N
Highway Users Equipment Operator											N
Animal Control Officer											N
Senior Aid/Driver	52	annual	\$30,016	\$30,917	\$31,844	\$32,800	\$33,784	\$34,797	\$35,313	\$40,610	N
Evidence Technician		monthly	\$2,501	\$2,576	\$2,654	\$2,733	\$2,815	\$2,900	\$2,943	\$3,384	N
Purchasing Assistant	51	annual	\$29,284	\$30,163	\$31,068	\$32,000	\$32,960	\$33,948	\$34,452	\$39,620	N
Recreation Specialist		monthly	\$2,440	\$2,514	\$2,589	\$2,667	\$2,747	\$2,829	\$2,871	\$3,302	N
Meter Reader											N
Administrative Assistant	50	annual	\$28,570	\$29,427	\$30,310	\$31,219	\$32,156	\$33,120	\$33,612	\$38,654	N
Accounting Specialist		monthly	\$2,381	\$2,452	\$2,526	\$2,602	\$2,680	\$2,760	\$2,801	\$3,221	N
Building Maintenance Technician											N
Solid Waste Equipment Operator											N
Customer Service Representative											N
Accounting Specialist											N
Accounting Clerk	48	annual	\$27,193	\$28,009	\$28,849	\$29,715	\$30,606	\$31,525	\$31,992	\$36,791	N

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended -- 100%									FLSA	
	Salary Range		Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint		Maximum
				2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Senior Parks Maintenance Technician		monthly	\$2,266	\$2,334	\$2,404	\$2,476	\$2,551	\$2,627	\$2,666	\$3,066	N
Senior Highway Users/Solid Waste Maintenance Tech											N
Police Records Clerk											N
Transit Enforcement Officer											N
Cook	47	annual	\$26,530	\$27,326	\$28,146	\$28,990	\$29,860	\$30,756	\$31,212	\$35,894	
Lead Custodian		monthly	\$2,211	\$2,277	\$2,345	\$2,416	\$2,488	\$2,563	\$2,601	\$2,991	N
Highway Users/Solid Waste Maintenance Tech	46	annual	\$25,883	\$26,660	\$27,459	\$28,283	\$29,132	\$30,006	\$30,451	\$35,018	
		monthly	\$2,157	\$2,222	\$2,288	\$2,357	\$2,428	\$2,500	\$2,538	\$2,918	N
Senior Office Support Specialist	44	annual	\$24,636	\$25,375	\$26,136	\$26,920	\$27,728	\$28,560	\$28,983	\$33,331	
Park Maintenance Technician		monthly	\$2,053	\$2,115	\$2,178	\$2,243	\$2,311	\$2,380	\$2,415	\$2,778	N
Office Support Specialist	40	annual	\$22,319	\$22,988	\$23,678	\$24,388	\$25,120	\$25,874	\$26,257	\$30,196	
Court Clerk		monthly	\$1,860	\$1,916	\$1,973	\$2,032	\$2,093	\$2,156	\$2,188	\$2,516	N
Senior Aid	39	annual	\$21,774	\$22,428	\$23,101	\$23,794	\$24,507	\$25,243	\$25,617	\$29,460	
Custodian		monthly	\$1,815	\$1,869	\$1,925	\$1,983	\$2,042	\$2,104	\$2,135	\$2,455	N
Recreation Assistant	38	annual	\$21,243	\$21,881	\$22,537	\$23,213	\$23,910	\$24,627	\$24,992	\$28,741	
Swimming Pool Coordinator/Office Support Specialist		monthly	\$1,770	\$1,823	\$1,878	\$1,934	\$1,992	\$2,052	\$2,083	\$2,395	N
Driver	37	annual	\$20,725	\$21,347	\$21,987	\$22,647	\$23,326	\$24,026	\$24,383	\$28,040	
		monthly	\$1,727	\$1,779	\$1,832	\$1,887	\$1,944	\$2,002	\$2,032	\$2,337	N
Recreation Instructor	36	annual	\$20,220	\$20,826	\$21,451	\$22,095	\$22,758	\$23,440	\$23,788	\$27,356	
		monthly	\$1,685	\$1,736	\$1,788	\$1,841	\$1,896	\$1,953	\$1,982	\$2,280	

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended -- 100%										FLSA
	Salary Range		Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
				2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Head Lifeguard	33	annual	\$18,776	\$19,339	\$19,920	\$20,517	\$21,133	\$21,767	\$22,089	\$25,403	N
		monthly	\$1,565	\$1,612	\$1,660	\$1,710	\$1,761	\$1,814	\$1,841	\$2,117	
Recreation Intern Lifeguard Lifeguard/WSI (Certified)	29	annual	\$17,010	\$17,520	\$18,046	\$18,587	\$19,145	\$19,719	\$20,012	\$23,014	N
		monthly	\$1,418	\$1,460	\$1,504	\$1,549	\$1,595	\$1,643	\$1,668	\$1,918	N

**Table 1**  
**95% Implementation**

San Luis  
FY 2016 Salary Plan

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--									
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
			<u>2-3 years</u>	<u>4-5 years</u>	<u>6-7 years</u>	<u>8-9 years</u>	<u>10+ years</u>			
City Manager	107	annual monthly	\$116,727 \$9,727	\$120,229 \$10,019	\$123,835 \$10,320	\$127,551 \$10,629	\$131,377 \$10,948	\$135,318 \$11,277	\$137,326 \$11,444	\$157,925 \$13,160
City Attorney	98	annual monthly	\$93,466 \$7,789	\$96,270 \$8,023	\$99,159 \$8,263	\$102,133 \$8,511	\$105,197 \$8,766	\$108,353 \$9,029	\$109,961 \$9,163	\$126,455 \$10,538
Assistant City Manager	97	annual monthly	\$91,187 \$7,599	\$93,922 \$7,827	\$96,740 \$8,062	\$99,642 \$8,304	\$102,632 \$8,553	\$105,710 \$8,809	\$107,279 \$8,940	\$123,370 \$10,281
Police Chief (Contracted position)	95	annual monthly	\$86,793 \$7,233	\$89,397 \$7,450	\$92,079 \$7,673	\$94,841 \$7,903	\$97,686 \$8,141	\$100,617 \$8,385	\$102,109 \$8,509	\$117,426 \$9,785
Assistant City Attorney	94	annual monthly	\$84,676 \$7,056	\$87,216 \$7,268	\$89,833 \$7,486	\$92,528 \$7,711	\$95,304 \$7,942	\$98,163 \$8,180	\$99,619 \$8,302	\$114,562 \$9,547
Finance Director	92	annual monthly	\$80,596 \$6,716	\$83,014 \$6,918	\$85,504 \$7,125	\$88,069 \$7,339	\$90,711 \$7,559	\$93,433 \$7,786	\$94,819 \$7,902	\$109,041 \$9,087
Public Works Director Fire Chief	91	annual monthly	\$78,630 \$6,553	\$80,989 \$6,749	\$83,419 \$6,952	\$85,921 \$7,160	\$88,499 \$7,375	\$91,154 \$7,596	\$92,506 \$7,709	\$106,382 \$8,865
Building Safety/Planning/Zoning Administrator	88	annual monthly	\$73,016 \$6,085	\$75,206 \$6,267	\$77,463 \$6,455	\$79,786 \$6,649	\$82,180 \$6,848	\$84,645 \$7,054	\$85,901 \$7,158	\$98,786 \$8,232
Parks & Recreation Director Police Captain	86	annual monthly	\$69,498 \$5,791	\$71,582 \$5,965	\$73,730 \$6,144	\$75,942 \$6,328	\$78,220 \$6,518	\$80,567 \$6,714	\$81,762 \$6,813	\$94,026 \$7,836

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--									
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
			2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Assistant to City Manager	84	annual	\$66,149	\$68,133	\$70,177	\$72,283	\$74,451	\$76,685	\$77,822	\$89,495
Community/Economic Development Administrator		monthly	\$5,512	\$5,678	\$5,848	\$6,024	\$6,204	\$6,390	\$6,485	\$7,458
Magistrate										
Information Technology Manager	83	annual	\$64,535	\$66,471	\$68,466	\$70,520	\$72,635	\$74,814	\$75,924	\$87,313
Assistant Fire Chief		monthly	\$5,378	\$5,539	\$5,705	\$5,877	\$6,053	\$6,235	\$6,327	\$7,276
Human Resources Manager	80	annual	\$59,928	\$61,725	\$63,577	\$65,484	\$67,449	\$69,472	\$70,503	\$81,078
Police Lieutenant		monthly	\$4,994	\$5,144	\$5,298	\$5,457	\$5,621	\$5,789	\$5,875	\$6,757
City Clerk	78	annual	\$57,040	\$58,751	\$60,514	\$62,329	\$64,199	\$66,125	\$67,106	\$77,172
Parks & Rec Superintendent		monthly	\$4,753	\$4,896	\$5,043	\$5,194	\$5,350	\$5,510	\$5,592	\$6,431
Assistant Public Works Director										
Court Administrator	77	annual	\$55,649	\$57,318	\$59,038	\$60,809	\$62,633	\$64,512	\$65,469	\$75,289
		monthly	\$4,637	\$4,777	\$4,920	\$5,067	\$5,219	\$5,376	\$5,456	\$6,274
Risk/Safety/Claims Coordinator	75	annual	\$52,967	\$54,556	\$56,193	\$57,879	\$59,615	\$61,403	\$62,314	\$71,661
Utilities Billing & Collections Manager		monthly	\$4,414	\$4,546	\$4,683	\$4,823	\$4,968	\$5,117	\$5,193	\$5,972
Assistant Finance Director	73	annual	\$50,415	\$51,927	\$53,485	\$55,090	\$56,742	\$58,445	\$59,312	\$68,208
Wastewater Supervisor		monthly	\$4,201	\$4,327	\$4,457	\$4,591	\$4,729	\$4,870	\$4,943	\$5,684
Police Sergeant										
Senior Human Resources Analyst	71	annual	\$47,986	\$49,425	\$50,908	\$52,435	\$54,008	\$55,629	\$56,454	\$64,922
Water Supervisor		monthly	\$3,999	\$4,119	\$4,242	\$4,370	\$4,501	\$4,636	\$4,704	\$5,410
Utilities Supervisor										
Fire Captain	70	annual	\$46,815	\$48,220	\$49,666	\$51,156	\$52,691	\$54,272	\$55,077	\$63,338
		monthly	\$3,901	\$4,018	\$4,139	\$4,263	\$4,391	\$4,523	\$4,590	\$5,278

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--				
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications	Midpoint	Maximum

[2-3 years](#)  
 [4-5 years](#)  
 [6-7 years](#)  
 [8-9 years](#)  
 [10+ years](#)

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--									
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
			2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Police Corporal	69	annual	\$45,673	\$47,044	\$48,455	\$49,909	\$51,406	\$52,948	\$53,733	\$61,793
		monthly	\$3,806	\$3,920	\$4,038	\$4,159	\$4,284	\$4,412	\$4,478	\$5,149
Highway Users/Solid Waste Supervisor Police Administrative Svcs Supervisor	68	annual	\$44,559	\$45,896	\$47,273	\$48,691	\$50,152	\$51,657	\$52,423	\$60,286
		monthly	\$3,713	\$3,825	\$3,939	\$4,058	\$4,179	\$4,305	\$4,369	\$5,024
Fire Inspector	67	annual	\$43,473	\$44,777	\$46,120	\$47,504	\$48,929	\$50,397	\$51,144	\$58,816
		monthly	\$3,623	\$3,731	\$3,843	\$3,959	\$4,077	\$4,200	\$4,262	\$4,901
Grant Writer	66	annual	\$42,412	\$43,685	\$44,995	\$46,345	\$47,735	\$49,168	\$49,897	\$57,381
		monthly	\$3,534	\$3,640	\$3,750	\$3,862	\$3,978	\$4,097	\$4,158	\$4,782
Senior Services Manager Chief Wastewater Plant Operator Police Officer	65	annual	\$41,378	\$42,619	\$43,898	\$45,215	\$46,571	\$47,968	\$48,680	\$55,982
		monthly	\$3,448	\$3,552	\$3,658	\$3,768	\$3,881	\$3,997	\$4,057	\$4,665
Building Plans Examiner/Building Inspector	64	annual	\$40,369	\$41,580	\$42,827	\$44,112	\$45,435	\$46,798	\$47,493	\$54,616
		monthly	\$3,364	\$3,465	\$3,569	\$3,676	\$3,786	\$3,900	\$3,958	\$4,551
Fire Engineer	63	annual	\$39,384	\$40,566	\$41,783	\$43,036	\$44,327	\$45,657	\$46,334	\$53,284
		monthly	\$3,282	\$3,380	\$3,482	\$3,586	\$3,694	\$3,805	\$3,861	\$4,440
Court Compliance Officer Parks Maintenance Supervisor Highway Users/Solid Waste Maintenance Foreman Assistant Planner Building Inspector	62	annual	\$38,423	\$39,576	\$40,763	\$41,986	\$43,246	\$44,543	\$45,204	\$51,985
		monthly	\$3,202	\$3,298	\$3,397	\$3,499	\$3,604	\$3,712	\$3,767	\$4,332

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--									
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
			<u>2-3 years</u>	<u>4-5 years</u>	<u>6-7 years</u>	<u>8-9 years</u>	<u>10+ years</u>			
Assistant to City Council/PIO	61	annual	\$37,486	\$38,611	\$39,769	\$40,962	\$42,191	\$43,457	\$44,102	\$50,717
Purchasing Agent		monthly	\$3,124	\$3,218	\$3,314	\$3,414	\$3,516	\$3,621	\$3,675	\$4,226
Human Resources Programs & Training Coord										
Planning Technician										
Senior Water System Operator										
Deputy City Clerk	60	annual	\$36,572	\$37,669	\$38,799	\$39,963	\$41,162	\$42,397	\$43,026	\$49,480
Code Enforcement Officer		monthly	\$3,048	\$3,139	\$3,233	\$3,330	\$3,430	\$3,533	\$3,585	\$4,123
Communications Coordinator										
Firefighter/EMT										
GIS Technician	59	annual	\$35,680	\$36,750	\$37,853	\$38,989	\$40,158	\$41,363	\$41,976	\$48,273
Recreation Coordinator		monthly	\$2,973	\$3,063	\$3,154	\$3,249	\$3,347	\$3,447	\$3,498	\$4,023
Fleet & Facilities Administrative Supervisor										
Lead Mechanic										
Electrician										
Economic Development Assistant	58	annual	\$34,810	\$35,854	\$36,930	\$38,038	\$39,179	\$40,354	\$40,953	\$47,096
Lead Court Clerk		monthly	\$2,901	\$2,988	\$3,077	\$3,170	\$3,265	\$3,363	\$3,413	\$3,925
Accountant										
Information Technology Technician										
Wastewater Plant Operator										
WW Operator/Lab Technician										
WW Plant Mechanic										
Human Resources Specialist	57	annual	\$33,961	\$34,980	\$36,029	\$37,110	\$38,223	\$39,370	\$39,954	\$45,947
Building Permit Technician		monthly	\$2,830	\$2,915	\$3,002	\$3,092	\$3,185	\$3,281	\$3,329	\$3,829
Water System Operator/Cross Control Specialist										
Graphic Arts Specialist	56	annual	\$33,132	\$34,126	\$35,150	\$36,205	\$37,291	\$38,410	\$38,979	\$44,826
Parks Maintenance Crew Leader		monthly	\$2,761	\$2,844	\$2,929	\$3,017	\$3,108	\$3,201	\$3,248	\$3,736

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--									
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
			2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Water System Operator	55	annual	\$32,324	\$33,294	\$34,293	\$35,322	\$36,381	\$37,473	\$38,029	\$43,733
Water System Operator/Plant Mechanic		monthly	\$2,694	\$2,775	\$2,858	\$2,943	\$3,032	\$3,123	\$3,169	\$3,644
Communications Officer										
Legal Secretary	54	annual	\$31,536	\$32,482	\$33,456	\$34,460	\$35,494	\$36,559	\$37,101	\$42,666
Senior Accounting Specialist		monthly	\$2,628	\$2,707	\$2,788	\$2,872	\$2,958	\$3,047	\$3,092	\$3,556
Mechanic										
Administrative Coordinator	53	annual	\$30,767	\$31,690	\$32,640	\$33,620	\$34,628	\$35,667	\$36,196	\$41,626
Procurement Specialist		monthly	\$2,564	\$2,641	\$2,720	\$2,802	\$2,886	\$2,972	\$3,016	\$3,469
Human Resources Technician										
Business Licensing Specialist										
Meter Reader Technician										
Senior Court Clerk	52	annual	\$30,016	\$30,917	\$31,844	\$32,800	\$33,784	\$34,797	\$35,313	\$40,610
Park Maintenance Specialist		monthly	\$2,501	\$2,576	\$2,654	\$2,733	\$2,815	\$2,900	\$2,943	\$3,384
Highway Users Equipment Operator										
Animal Control Officer										
Senior Aid/Driver	50	annual	\$28,570	\$29,427	\$30,310	\$31,219	\$32,156	\$33,120	\$33,612	\$38,654
Evidence Technician		monthly	\$2,381	\$2,452	\$2,526	\$2,602	\$2,680	\$2,760	\$2,801	\$3,221
Purchasing Assistant	49	annual	\$27,873	\$28,709	\$29,571	\$30,458	\$31,372	\$32,313	\$32,792	\$37,711
Recreation Specialist		monthly	\$2,323	\$2,392	\$2,464	\$2,538	\$2,614	\$2,693	\$2,733	\$3,143
Meter Reader										
Administrative Assistant	48	annual	\$27,193	\$28,009	\$28,849	\$29,715	\$30,606	\$31,525	\$31,992	\$36,791
Accounting Specialist		monthly	\$2,266	\$2,334	\$2,404	\$2,476	\$2,551	\$2,627	\$2,666	\$3,066
Building Maintenance Technician										
Solid Waste Equipment Operator										
Customer Service Representative										
Accounting Specialist										

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--				
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications	Midpoint	Maximum

2-3 years   4-5 years   6-7 years   8-9 years   10+ years

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--									
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
			2-3 years	4-5 years	6-7 years	8-9 years	10+ years			
Accounting Clerk	46	annual	\$25,883	\$26,660	\$27,459	\$28,283	\$29,132	\$30,006	\$30,451	\$35,018
Senior Parks Maintenance Technician		monthly	\$2,157	\$2,222	\$2,288	\$2,357	\$2,428	\$2,500	\$2,538	\$2,918
Senior Highway Users/Solid Waste Maintenance Tech										
Police Records Clerk										
Transit Enforcement Officer										
Cook	45	annual	\$25,252	\$26,009	\$26,790	\$27,593	\$28,421	\$29,274	\$29,708	\$34,164
Lead Custodian		monthly	\$2,104	\$2,167	\$2,232	\$2,299	\$2,368	\$2,439	\$2,476	\$2,847
Highway Users/Solid Waste Maintenance Tech	44	annual	\$24,636	\$25,375	\$26,136	\$26,920	\$27,728	\$28,560	\$28,983	\$33,331
		monthly	\$2,053	\$2,115	\$2,178	\$2,243	\$2,311	\$2,380	\$2,415	\$2,778
Senior Office Support Specialist	42	annual	\$23,449	\$24,152	\$24,877	\$25,623	\$26,392	\$27,184	\$27,587	\$31,725
Park Maintenance Technician		monthly	\$1,954	\$2,013	\$2,073	\$2,135	\$2,199	\$2,265	\$2,299	\$2,644
Office Support Specialist	38	annual	\$21,243	\$21,881	\$22,537	\$23,213	\$23,910	\$24,627	\$24,992	\$28,741
Court Clerk		monthly	\$1,770	\$1,823	\$1,878	\$1,934	\$1,992	\$2,052	\$2,083	\$2,395
Senior Aid	37	annual	\$20,725	\$21,347	\$21,987	\$22,647	\$23,326	\$24,026	\$24,383	\$28,040
Custodian		monthly	\$1,727	\$1,779	\$1,832	\$1,887	\$1,944	\$2,002	\$2,032	\$2,337
Recreation Assistant	36	annual	\$20,220	\$20,826	\$21,451	\$22,095	\$22,758	\$23,440	\$23,788	\$27,356
Swimming Pool Coordinator/Office Support Specialist		monthly	\$1,685	\$1,736	\$1,788	\$1,841	\$1,896	\$1,953	\$1,982	\$2,280
Driver	35	annual	\$19,727	\$20,318	\$20,928	\$21,556	\$22,202	\$22,869	\$23,208	\$26,689
		monthly	\$1,644	\$1,693	\$1,744	\$1,796	\$1,850	\$1,906	\$1,934	\$2,224
Recreation Instructor	34	annual	\$19,245	\$19,823	\$20,418	\$21,030	\$21,661	\$22,311	\$22,642	\$26,038
		monthly	\$1,604	\$1,652	\$1,701	\$1,753	\$1,805	\$1,859	\$1,887	\$2,170

**San Luis  
FY 2016 Salary Plan**

**Table 1 - Recommended Job Class Titles and Proposed Ranges**

Recommended Occupational Job Families and Job Class Titles	-- Recommended at 95% Option--									
	Salary Range	Minimum	*Entry for new hires--only--for additional, directly related experience in excess of minimum qualifications					Midpoint	Maximum	
			<u>2-3 years</u>	<u>4-5 years</u>	<u>6-7 years</u>	<u>8-9 years</u>	<u>10+ years</u>			
Head Lifeguard	31	annual	\$17,871	\$18,407	\$18,960	\$19,528	\$20,114	\$20,718	\$21,025	\$24,179
		monthly	\$1,489	\$1,534	\$1,580	\$1,627	\$1,676	\$1,726	\$1,752	\$2,015
Recreation Intern Lifeguard	27	annual	\$16,191	\$16,676	\$17,177	\$17,692	\$18,223	\$18,769	\$19,048	\$21,905
		monthly	\$1,349	\$1,390	\$1,431	\$1,474	\$1,519	\$1,564	\$1,587	\$1,825
Lifeguard/WSI (Certified)										