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**WHEREAS**, Suisun City Code Chapter 2.40 establishes a Personnel System that includes Classifications to group positions with similar duties and responsibilities into categories, and Pay Ranges within a Compensation Plan to establish appropriate compensation for the various Classes; and

**WHEREAS,** the City Manager is designated as the Personnel Officer with the responsibility to prepare, maintain and propose revisions to the Classification Plan and a Compensation Plan to be effective upon approval by the City Council; and

**WHEREAS**, appropriate bargaining units have been consulted in accordance with the Employer-Employee Relations Resolution (Reso. No. 74-33).

- The updated job Classification of Fire Division Chief, and the new job Classifications of Fire Captain and Fire Engineer are added to the City Classification Plan (Exhibit A).
- A monthly salary range of \$6,899 - \$9,314 is established for the Fire Division Chief.
- A monthly salary range of \$5,795 - \$7,823 is established for the Fire Captain.
- A monthly salary range of \$5,900 - \$7,171 is established for the Fire Engineer.
- The Salary Schedule adopted by Resolution No. 2019-87 is hereby rescinded and replaced with the updated Salary Schedule attached hereto as Exhibit B to create new salary ranges for Fire Division Chief, Fire Captain and Fire Engineer.

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- The job Classifications of Fire Division Chief and Fire Captain are designated as being represented by the Suisun City Management and Professional Employees' Association, and the Classification of Fire Engineer is designated as Unrepresented.

This Resolution shall take effect upon adoption.

**PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 3<sup>rd</sup> day of September 2019, by the following vote:

<b>AYES:</b>	Councilmembers:	<u>Adams, Williams, Wilson</u>
<b>NOES:</b>	Councilmembers:	<u>Day</u>
<b>ABSENT:</b>	Councilmembers:	<u>Segala</u>
<b>ABSTAIN:</b>	Councilmembers:	<u>None</u>

**WITNESS** my hand and the seal of said City this 3<sup>rd</sup> day of September 2019.

  
\_\_\_\_\_  
Donna Pock, CMC  
Deputy City Clerk



## **CLASS SPECIFICATION**

### **FIRE CAPTAIN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, performs a variety of administrative, supervisory, and technical duties involved in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities of a volunteer fire department; and ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.

#### **IDENTIFYING CHARACTERISTICS**

The Fire Captain is a supervisory position that plans, assigns, and evaluates the work of subordinates and is responsible for assigned programs, activities, and shifts. Positions at this level typically participate in the more complex functions of the work unit in addition to having direct supervisory responsibility.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Oversees and personally performs work in the maintenance of departmental fire suppression and emergency equipment in peak operational condition.
2. Responds to scenes of fire, accident, illness or rescue and takes charge of operations until relieved by a chief officer.
3. Drives & operates fire apparatus and performs fire fighting duties.
4. In cases of accident, sudden illness or rescue uses established first aid procedures in treating victim until the arrival of a paramedic or ambulance.
5. Directs, coordinates, supervises, and reviews the work plan for assigned personnel; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
6. Trains, motivates, and evaluates assigned personnel; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; enforces departmental policies and procedures and recommend disciplinary action, as necessary.
7. Responds to alarms involving fire, medical aid, hazardous substances, and rescue work; assumes incident command as required and conducts assessment tactics, strategy development, and implementation; supervises, directs, and participates in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support, and controls hazardous materials spills and releases.
8. Conducts, supervises, and participates in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.
9. Supervises and participates in public education and public relations activities; coordinates public relations activities and interacts with various news media; designs, develops, supervises, and participates in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
10. Completes and prepares a variety of forms, reports, and recommendations; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff.

**CITY OF SUISUN CITY**  
**Fire Captain (Continued)**

11. Plans, supervises, reviews, and participates in the maintenance, repair, and testing of department apparatus and equipment, including radios, pagers, self-contained breathing apparatus, hoses, ladders, and fire pumps; evaluates, maintains, and replaces personal protective equipment; maintains medical aid equipment and supplies following accepted industry standards.
12. Directs and participates in fire station buildings and grounds maintenance, and cleaning of quarters, equipment, and apparatus.
13. Stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, technical rescue and personnel management.
14. Provides staff assistance to management staff; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
15. Oversees, coordinates, and participates in regular and preventative maintenance for department vehicles and other firefighting equipment; performs minor troubleshooting and repair of department vehicles and equipment.
16. Serves as liaison for the Fire Department with other divisions, departments, and outside agencies.
17. Administers, oversees, and supervises assigned programs and special projects.
18. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.

Principles and practices of supervision, training, and performance evaluation.

Basic principles and practices of program development and administration.

Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, technical rescue and fire investigation.

Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fighting and emergency medical apparatus and equipment.

Mechanical and hydraulic principles of fire apparatus.

Modern and complex principles and practices of fire fighting.

Principles and practices of disaster preparedness, response, and recovery.

Methods and techniques of basic life support and rescue.

Hazardous materials and chemical spill response techniques and protocols.

Principles, methods, and techniques used in confined space and rescue operations.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles of combustion and cause of fire.

Principles of building construction and fire protection systems.

Geography and street layout of the City and surrounding area.

Current safety practices as they relate to equipment and procedures involved in the fire service.

Pertinent federal, state, and local laws, codes, and regulations.

Methods and techniques of public relations.

Mathematical concepts and principles.

Appropriate safety precautions and procedures.

Record keeping and basic report preparation principles and practices.

Basic office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.

**CITY OF SUISUN CITY**  
**Fire Captain (Continued)**

**Ability to:**

- Oversee and participate in services and activities of assigned engine company including fire suppression, fire prevention, emergency medical services, technical rescue, disaster preparedness, hazardous materials response, and associated services and activities.
- Direct and coordinate the work of lower level staff.
- Supervise, train, and evaluate staff of an assigned engine company.
- Coordinate and conduct fire training programs.
- Prepare a variety of technical and operational reports.
- Maintain skill levels, stay up with new equipment and procedure familiarization, and maintain certifications that are relevant and/or required for assigned responsibilities.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Analyze emergency situations, including risk assessment and develop appropriate courses of action.
- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Drive, operate, and maintain fire suppression, emergency medical, and associated vehicles, apparatus, and equipment safely in varying traffic and weather conditions observing legal and defensive driving practices.
- Perform field calculations of hydraulics for the proper and effective operation of equipment at emergency scenes.
- Properly place vehicles and equipment at emergency scenes for most effective operation.
- Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- Inspect, troubleshoot, and repair a variety of fire suppression, emergency medical, and associated vehicles, apparatus, and equipment.
- Render emergency medical care as necessary.
- Deal effectively with upset or emotional persons or patients.
- Perform fire inspections and determine origin and cause of fires.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Prepare and present public information and educational programs.
- Respond to requests and inquiries from the general public.
- Work varied shifts, on weekends or during holidays.
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.
- Observe and follow safe fire fighting and work practices.
- Operate modern office equipment and computers including applicable software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

High School diploma or equivalent supplemented by college level course work in fire science, business administration, or related courses, and successful completion of a state-certified fire academy and other required certification courses. Associate of Arts degree from an accredited College with a Fire technology emphasis highly desired.

**Experience:**

Five years of increasingly responsible fire suppression, emergency medical response, and fire prevention experience.

**License or Certificate:**

- Possession of a Class C driver's license with appropriate endorsements.
- Possession of Firefighter I and Firefighter II certifications issued by the State of California.
- Possession of, or ability to obtain Fire Officer certification is required.
- Possession of valid EMT and CPR certifications.

CITY OF SUISUN CITY  
Fire Captain (Continued)

Possession of, or ability to obtain Fire Prevention Officer, Fire Investigator, Fire Instructor, or CPR Instructor certification is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

**Physical:** Primary functions require sufficient physical ability to work in an emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights up to 100 lbs.; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**OTHER CHARACTERISTICS**

This classification is at a mid-management level distinct from the Fire Division Chief, which is responsible for incident command and management of entire assigned division, and distinct from the Fire Engineer classification, which is responsible for operations of assigned apparatus.

FLSA Status: Non-Exempt

Work Hours: Fire Captains work 24-hour shifts averaging 106 hours per pay period.

Similar Job Titles: Fire Captain



## **CLASS SPECIFICATION**

### **FIRE ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general supervision typically from Fire Captain, safely and effectively operate fire apparatus and other assigned vehicles during emergency and non-emergency situations, including responding to Emergency Medical calls; wildland and structure fires, and other emergency calls for service; lead assigned crew in the performance of fire-fighting duties; perform routine maintenance and make minor repairs on vehicles, equipment, and the Fire Station; perform fire prevention tasks; perform EMT duties; perform rescues and to do other related work.

#### **IDENTIFYING CHARACTERISTICS**

A Fire Engineer has primary responsibility for the proper operation and maintenance of assigned fire equipment and apparatus. Work requires a good understanding of first aid techniques and lifesaving methods. Incumbents may occasionally perform duties of Fire Captain in his/her absence.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Operates pumps, and all apparatus to effectively suppress fires, determining the best location for apparatus; connects and lays hose lines and determines the correct operating pressures and water flows; makes minor adjustments and repairs.
2. Drives and maintains fire apparatus.
3. Assists with the overhaul, salvage, and clean-up operations at any incident.
4. Operates defibrillator, oxygen equipment, and delivers BLS as an EMT/Paramedic.
5. Selects route to be taken to fire and locates apparatus at proper place for efficient and safe operations.
6. Answers general questions of the public and provides information.
7. Prepares reports; and obeys and transmits, as required, all orders of superior.
8. May supervise subordinate personnel in the absence of the Fire Captain.
9. Performs related duties as assigned.

#### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

- Operations, services, and activities of an emergency service operation, including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- Fire science theory, principles, and practices, and their application to a wide variety of emergency service operations, including fire suppression, fire prevention, and fire investigation.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fighting and emergency medical apparatus and equipment.
- Mechanical and hydraulic principles of fire apparatus.
- Modern and complex principles and practices of fire fighting.
- Principles and practices of disaster preparedness, response, and recovery.



**CITY OF SUISUN CITY**  
**Fire Engineer (Continued)**

Methods and techniques of basic life support and rescue.  
Hazardous materials and chemical spill response techniques.  
Principles, methods, and techniques used in confined space and rescue operations.  
Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.  
Principles of combustion and cause of fire.  
Principles of building construction and fire protection systems.  
Geography and street layout of the City and surrounding area.  
Current safety practices related to equipment and procedures involved in the fire service.  
Methods and techniques of public relations.  
Record-keeping and basic report preparation principles and practices.  
Basic office procedures and methods, including computer equipment and supporting word processing and spreadsheet applications.

**Ability to:**

Safely drive and maintain fire apparatus and equipment.  
Retain presence of mind and act quickly and calmly in emergency situations.  
Comprehend written, video and oral presentations related to required training of position.  
Analyze emergency situations and develop appropriate courses of action.  
Respond to requests and inquiries from the general public.  
Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.  
Effectively use specialized fire suppression tools and equipment, including safety equipment.  
Meet the physical requirements necessary to safely and effectively perform the assigned duties.  
Observe and follow safe fire fighting and work practices.  
Operate modern office equipment and computers, including applicable software applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

High School diploma or equivalent, and successful completion of a state-certified fire academy and other required certification courses. Additional college level coursework in fire science or closely related field, up to and including an Associate's Degree, is highly desired.

**Experience:**

Equivalent to two (2) years of full-time fire-fighting experience with the Suisun City Fire Department or similar agency.

**License or Certificate:**

Possession of Firefighter I certification issued by the State of California  
Possess and maintain a Class C driver's license with appropriate endorsements.  
Completed Fire Apparatus Driver/Operator 1A and 1B.  
Possession of valid EMT certifications. (Paramedic certification highly desired)

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment



**CITY OF SUISUN CITY**  
**Fire Engineer (Continued)**

is usually moderate, however, the noise level is occasionally very loud due to sirens, etc; wear appropriate personal protective equipment when operating at emergency scenes and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings, weekends, holidays and may be required to travel outside City boundaries to perform Fire Department duties.

**Physical:** Primary functions require sufficient physical ability to work in both an office setting and in a reactive emergency or disaster environment; walk, stand, or sit for prolonged periods of time; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling; ascending and descending stairs and ladders; work both inside and outside with exposure to extreme weather conditions, odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; frequent hand and arm motion; hand and finger dexterity sufficient to use small tools; turning and bending neck; regularly push, pull, lift, and/or carry equipment and objects weighing up to 100 pounds; the ability to stand, walk, bend and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks; interpersonal skills sufficient to work closely with others on a team; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles, firefighting, emergency medical, technical rescue and other equipment.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**OTHER CHARACTERISTICS**

This classification is at a non-management journey level distinct from Fire Captain, which is responsible supervising truck or engine crew, and distinct from Firefighter, which is responsible for fire suppression and rescue operations.

FLSA Status: Non-Exempt

Work Hours: Fire Engineers work 24-hour shifts averaging 106 hours per pay period.

Similar Job Titles: Firefighter/Engineer, Firefighter II

**CITY OF SUISUN CITY**  
**Fire Engineer *(Continued)***



## **CLASS SPECIFICATION**

### **FIRE DIVISION CHIEF**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under administrative direction of the Fire Chief, performs professional fire administrative and managerial duties involved in supervising and coordinating assigned programs, activities, and operations of both the paid and volunteer staff of the Fire Department including operations, fire prevention, training, facility/equipment maintenance, emergency medical services, disaster preparedness, and related programs, services, and operations; serves as Duty Officer for assigned shift and responds to incidents to perform duties as required and/or assume command responsibilities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief. Exercises general supervision over assigned professional, technical, administrative and volunteer staff.

#### **IDENTIFYING CHARACTERISTICS**

The Fire Division Chief is considered a Division Manager with responsibility for the management of a shift and/or Fire Division that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a division including development of division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. Incumbents at this level exercise discretion in applying general goals and policy statements and in resolving organizational and service delivery problems. Incumbents organize and direct the work of subordinate staff, assume significant responsibility for a variety of personnel activities in such areas as selection, training, motivation, and disciplinary actions, and assume significant responsibility for the preparation and administration of the assigned budget.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties of a comparable level from those set forth below to address business needs and changing business practices.*

1. Serves as Duty Officer for assigned shift; responds to alarms as required by departmental policy and assumes command of operations unless relieved of command, by a superior officer; responds to emergency medical calls on a first responder basis, as needed.
2. Assumes management responsibility for assigned programs, activities, and operations of the Fire Department including operations, fire prevention, training, facility/equipment maintenance, emergency medical services, disaster preparedness, and related programs, services, and operations.
3. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommends and administers policies and procedures; develops programs related to local, state, and federal mandates.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. Oversees and participates in the development and administration of the assigned annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

## CITY OF SUISUN CITY

### Fire Division Chief *(Continued)*

6. Plans, directs, coordinates, and reviews the work plan for assigned fire department staff both paid and volunteer; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
7. Participates in the selection and evaluation of assigned personnel; prepares performance evaluations of Fire Captains and reviews evaluations for shift personnel as assigned; implement discipline and termination procedures.
8. Oversees the development and implementation of the Department's training programs; develops and implements training programs for firefighting, emergency medical, and other emergency response services and programs; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; enforces departmental policies and procedures and recommends disciplinary action, as necessary; maintains and reviews training records.
9. Oversees the development and implementation of the Department's public education and public relations activities; coordinates public relations activities and interact with various news media; designs, develops, supervises, and participates in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
10. Oversees the development and implementation of the Department's equipment/ apparatus maintenance and testing program; supervises and conducts maintenance and repairs of radios, pagers, and alert monitors; plans and reviews the maintenance, testing, and repair to self-contained breathing apparatus; plans and supervises ladder testing and annual pumper and hose tests; evaluates, maintains, and replaces personal protective equipment and station uniforms for assigned personnel; maintains medical aid equipment and supplies.
11. Supervises and participates in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.
12. Completes, prepares, and reviews a variety of forms, reports, schedules, recommendations, and related documentation; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff including engine company reports.
13. Provides staff assistance to the Fire Chief; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
14. Serves as liaison for the Fire Department with other divisions, departments, and outside agencies.
15. Maintains skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
16. Performs related duties as required.

### **KNOWLEDGE AND ABILITIES**

#### Ability to:

- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Effectively use specialized fire suppression tools and equipment, including safety equipment. Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Observe and follow safe firefighting and work practices.

## CITY OF SUISUN CITY

### Fire Division Chief *(Continued)*

- Work varied shifts, on weekends or during holidays.
- Operate modern office equipment and computers, including applicable software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### Knowledge of:

- Principles, practices, methods and techniques of modern fire and life safety, fire suppression, fire investigation, emergency medical services and disaster preparedness activities; hazardous materials response, and associated programs, services, and operations.
- Operational characteristics, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Laws, codes, ordinances, and regulations related to City.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Incident Command System (SEMS/NIMS).

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

An Associate's degree from an accredited college with major course work in fire science, fire administration, public administration, or other related field, and successful completion of a state-certified fire academy. Bachelor's degree highly desired.

#### **Experience:**

Seven years of increasingly responsible fire service experience including three years of supervisory or administrative experience at a level comparable to that of a Fire Captain with the City of Suisun City.

#### **License or Certificate:**

Possession of Class C License with a Firefighter Endorsement.

Possession of Firefighter I, Fire Officer, and Chief Fire Officer certifications issued by the State of California.

Possession of Fire Instructor certification or ability to obtain certification.

Possession of appropriate, valid EMT and CPR certifications

Ability to possess and maintain a peace officer 832 P.C. Certificate within one year of hire.

Possession of, or ability to obtain Fire Prevention Officer and Fire Investigator certification is desirable.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne

## CITY OF SUISUN CITY

### **Fire Division Chief** *(Continued)*

particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc.; wear protective apparel including goggles, face protector, aprons, safety shoes, and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside city boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment. Ability to operate in high stress fire suppression and rescue environment.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### **OTHER CHARACTERISTICS**

This classification is at a mid-management level distinct from the Fire Captain classification, which focuses on line supervision of crew during an assigned shift. It is distinct from the Fire Chief classification, which is responsible for executive management of the entire Department.

FLSA Status: Exempt

Work Hours: May be assigned to a variety of shifts but primarily works a 40-hour or alternative 9/80 schedule.

Similar Job Titles: Battalion Chief

## EXHIBIT B

### Section No. 1: Executive Management Salary Schedule

**Effective: July 30, 2019**

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
City Manager* (1)	100	\$ 13,161	\$ 75.93	\$ 17,767	\$ 102.50
Fire Chief*	115	\$ 10,695	\$ 61.70	\$ 13,000	\$ 75.00
Police Chief*	110	\$ 10,695	\$ 61.70	\$ 13,000	\$ 75.00
Administrative Services Director*	108	\$ 8,465	\$ 48.84	\$ 11,428	\$ 65.93
Development Services Director*	128	\$ 8,465	\$ 48.84	\$ 11,428	\$ 65.93
Pub. Wks. & Bldg. Director/City Engineer*	123	\$ 8,465	\$ 48.84	\$ 11,428	\$ 65.93
Recreation, Parks & Marina Director*	140	\$ 8,465	\$ 48.84	\$ 11,428	\$ 65.93
Community Development Director*	130	\$ 7,548	\$ 43.54	\$ 10,189	\$ 58.78
Economic Development Director*	125	\$ 7,548	\$ 43.54	\$ 10,189	\$ 58.78
Chief Building Official*	135	\$ 7,548	\$ 43.54	\$ 10,189	\$ 58.78

**\*Exempt**

(1) City Manager salary adjustments set by contract and effective July 1.



## EXHIBIT B

### Section No. 1: Executive Management Salary Schedule

**Effective: December 27, 2019**

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
City Manager* (1)	100	\$ 13,161	\$ 75.93	\$ 17,767	\$ 102.50
Fire Chief*	115	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Police Chief*	110	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Administrative Services Director*	108	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Development Services Director*	128	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Pub. Wks. & Bldg. Director/City Engineer*	123	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Recreation, Parks & Marina Director*	140	\$ 8,795	\$ 50.74	\$ 11,873	\$ 68.50
Community Development Director*	130	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08
Economic Development Director*	125	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08
Chief Building Official*	135	\$ 7,842	\$ 45.24	\$ 10,587	\$ 61.08

**\*Exempt**

(1) City Manager salary adjustments set by contract and effective July 1.

## **EXHIBIT B**

### **Section No. 2: Police Management Salary Schedule**

**Effective: July 30, 2019**

<b>Job Class</b>	<b>Range</b>	<b>Starting</b>		<b>Ending</b>	
		<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>
Police Chief*	110	\$ 10,695	\$ 61.70	\$ 13,000	\$ 75.00
Police Commander*	255	\$ 7,525	\$ 43.42	\$ 10,159	\$ 58.61

**\*Exempt**

## **EXHIBIT B**

### **Section No. 2: Police Management Salary Schedule**

**Effective: December 27, 2019**

<b>Job Class</b>	<b>Range</b>	<b>Starting</b>		<b>Ending</b>	
		<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>
Police Chief*	110	\$ 10,005	\$ 57.72	\$ 13,507	\$ 77.93
Police Commander*	255	\$ 7,819	\$ 45.11	\$ 10,555	\$ 60.90

**\*Exempt**

## EXHIBIT B

### Section No. 3: Professional/Technical Salary Schedule

**Effective: December 28, 2018**

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
<b>City Engineer*</b>	267	\$ 7,547	\$ 43.54	\$ 10,189	\$ 58.78
<b>Police Commander*</b>	255	\$ 7,525	\$ 43.42	\$ 10,159	\$ 58.61
<b>Fire Division Chief*</b>	237	\$ 6,899	\$ 39.80	\$ 9,314	\$ 53.73
<b>Public Works Superintendent*</b>	265	\$ 6,849	\$ 39.51	\$ 9,246	\$ 53.34
Financial Services Manager*	225	\$ 6,288	\$ 36.28	\$ 8,489	\$ 48.98
Accounting Services Manager*	207	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
Building Inspection Services Manager*	216	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
IT Services Manager*	276	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
Police Support Services Manager*	270	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
<b>Assistant/Associate Engineer-Associate*</b>	221	\$ 6,035	\$ 34.82	\$ 8,148	\$ 47.01
<b>Fire Captain (2,756 annual hours)</b>	202	\$ 5,795	\$ 25.23	\$ 7,823	\$ 34.06
Senior Management Analyst*	238	\$ 5,754	\$ 33.20	\$ 7,768	\$ 44.82
Senior Planner*	239	\$ 5,754	\$ 33.20	\$ 7,768	\$ 44.82
<b>Project Manager*</b>	260	\$ 5,492	\$ 31.69	\$ 7,415	\$ 42.78
Senior Accountant*	205	\$ 5,492	\$ 31.69	\$ 7,415	\$ 42.78
Senior Building Inspector*	215	\$ 5,492	\$ 31.69	\$ 7,415	\$ 42.78
Assistant/Associate Engineer-Assistant*	220	\$ 5,486	\$ 31.65	\$ 7,406	\$ 42.73
<b>Assistant/Associate Planner-Associate*</b>	251	\$ 5,231	\$ 30.18	\$ 7,062	\$ 40.74
<b>Management Analyst I/II-II*</b>	236	\$ 5,231	\$ 30.18	\$ 7,062	\$ 40.74
Marina & Waterfront Events Manager*	240	\$ 5,231	\$ 30.18	\$ 7,062	\$ 40.74
<b>Housing Manager*</b>	230	\$ 5,029	\$ 29.01	\$ 6,789	\$ 39.17
Marketing Manager*	245	\$ 4,775	\$ 27.55	\$ 6,446	\$ 37.19
<b>Accountant*</b>	200	\$ 4,755	\$ 27.43	\$ 6,420	\$ 37.04
Assistant/Associate Planner-Assistant*	250	\$ 4,755	\$ 27.43	\$ 6,420	\$ 37.04
Management Analyst I/II-I*	235	\$ 4,755	\$ 27.43	\$ 6,420	\$ 37.04
<b>Dispatch/Records Supervisor*</b>	223	\$ 4,462	\$ 25.74	\$ 6,023	\$ 34.75
<b>Public Works Supervisor*</b>	222	\$ 4,440	\$ 25.62	\$ 5,994	\$ 34.58
<b>Sec to City Mgr/Dep City Clerk*</b>	300	\$ 4,171	\$ 24.06	\$ 5,630	\$ 32.48
<b>Recreation Supervisor*</b>	241	\$ 3,796	\$ 21.90	\$ 5,125	\$ 29.57

**Bold** denotes benchmark class

**\*Exempt**

## EXHIBIT B

### Section No. 3: Professional/Technical Salary Schedule

**Effective: December 27, 2019**

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
<b>City Engineer*</b>	267	\$ 7,842	\$ 45.24	\$ 10,586	\$ 61.07
<b>Police Commander*</b>	255	\$ 7,819	\$ 45.11	\$ 10,555	\$ 60.90
<b>Fire Division Chief*</b>	237	\$ 7,168	\$ 41.35	\$ 9,677	\$ 55.83
<b>Public Works Superintendent*</b>	265	\$ 7,116	\$ 41.05	\$ 9,606	\$ 55.42
Financial Services Manager*	225	\$ 6,534	\$ 37.69	\$ 8,820	\$ 50.89
Accounting Services Manager*	207	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Building Inspection Services Manager*	216	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
IT Services Manager*	276	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
Police Support Services Manager*	270	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
<b>Assistant/Associate Engineer-Associate*</b>	221	\$ 6,271	\$ 36.18	\$ 8,465	\$ 48.84
<b>Fire Captain (2,756 annual hours)</b>	202	\$ 6,021	\$ 26.22	\$ 8,128	\$ 35.39
Senior Management Analyst*	238	\$ 5,979	\$ 34.49	\$ 8,071	\$ 46.57
Senior Planner*	239	\$ 5,979	\$ 34.49	\$ 8,071	\$ 46.57
<b>Project Manager*</b>	260	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Senior Accountant*	205	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Senior Building Inspector*	215	\$ 5,707	\$ 32.92	\$ 7,704	\$ 44.45
Assistant/Associate Engineer-Assistant*	220	\$ 5,700	\$ 32.89	\$ 7,695	\$ 44.39
<b>Assistant/Associate Planner-Associate*</b>	251	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
<b>Management Analyst I/II-II*</b>	236	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
Marina & Waterfront Events Manager*	240	\$ 5,435	\$ 31.36	\$ 7,338	\$ 42.33
<b>Housing Manager*</b>	230	\$ 5,225	\$ 30.15	\$ 7,054	\$ 40.70
Marketing Manager*	245	\$ 4,961	\$ 28.62	\$ 6,698	\$ 38.64
<b>Accountant*</b>	200	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Assistant/Associate Planner-Assistant*	250	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
Management Analyst I/II-I*	235	\$ 4,941	\$ 28.50	\$ 6,670	\$ 38.48
<b>Dispatch/Records Supervisor*</b>	223	\$ 4,636	\$ 26.74	\$ 6,258	\$ 36.11
<b>Public Works Supervisor*</b>	222	\$ 4,613	\$ 26.62	\$ 6,228	\$ 35.93
<b>Sec to City Mgr/Dep City Clerk*</b>	300	\$ 4,333	\$ 25.00	\$ 5,850	\$ 33.75
<b>Recreation Supervisor*</b>	241	\$ 3,944	\$ 22.75	\$ 5,324	\$ 30.72

**Bold** denotes benchmark class

**\*Exempt**

**EXHIBIT B**

**Section No. 4: Police Non-Management Salary Schedule**

**Effective: December 28, 2018**

Job Class w/ Incentive &/or Assignment Pay	Range	A Step		B Step		C Step		D Step		E Step		F Step		G Step	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
<b>Police Officer</b>	400	\$5,253	\$30.31	\$5,516	\$31.82	\$5,792	\$33.41	\$6,081	\$35.08	\$6,385	\$36.84	N/A	N/A	N/A	N/A
Police Officer w/ POST Basic Certificate	403	\$5,306	\$30.61	\$5,571	\$32.14	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$37.21	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. Certificate	401	\$5,571	\$32.14	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$37.21	\$6,772	\$39.07	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. & Adv Certs	402	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$37.21	\$6,772	\$39.07	\$7,110	\$41.02	N/A	N/A	N/A	N/A
Police Corporal	415	N/A	N/A	N/A	N/A	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$37.21	\$6,772	\$39.07	N/A	N/A
Police Corporal w/ POST Int. Cert.	416	N/A	N/A	N/A	N/A	\$6,142	\$35.43	\$6,449	\$37.21	\$6,772	\$39.07	\$7,110	\$41.02	N/A	N/A
Police Corporal w/ POST Int. & Adv.	417	N/A	N/A	N/A	N/A	\$6,449	\$37.21	\$6,772	\$39.07	\$7,110	\$41.02	\$7,466	\$43.07	N/A	N/A
<b>Police Sergeant</b>	450	\$6,603	\$38.09	\$6,933	\$40.00	\$7,279	\$42.00	\$7,643	\$44.10	\$8,026	\$46.30	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. Certificate	451	\$6,933	\$40.00	\$7,279	\$42.00	\$7,643	\$44.10	\$8,026	\$46.30	\$8,427	\$48.62	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. & Adv.	452	\$7,279	\$42.00	\$7,643	\$44.10	\$8,026	\$46.30	\$8,427	\$48.62	\$8,848	\$51.05	N/A	N/A	N/A	N/A

**Bold** denotes benchmark class

# EXHIBIT B

## Section No. 4: Police Non-Management Salary Schedule

Effective: December 27, 2019

Job Class w/ Incentive &/or Assignment Pay	Range	A Step		B Step		C Step		D Step		E Step		F Step		G Step	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
<b>Police Officer</b>	400	\$5,458	\$31.49	\$5,731	\$33.06	\$6,017	\$34.72	\$6,318	\$36.45	\$6,634	\$38.27	N/A	N/A	N/A	N/A
Police Officer w/ POST Basic Certificate	403	\$5,306	\$30.61	\$5,571	\$32.14	\$5,850	\$33.75	\$6,142	\$35.43	\$6,449	\$39.04	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. Certificate	401	\$5,846	\$33.72	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	N/A	N/A	N/A	N/A
Police Officer w/ POST Int. & Adv Certs	402	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	N/A	N/A	N/A	N/A
Police Corporal	415	N/A	N/A	N/A	N/A	\$6,138	\$35.41	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	N/A	N/A
Police Corporal w/ POST Int. Cert.	416	N/A	N/A	N/A	N/A	\$6,445	\$37.18	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	N/A	N/A
Police Corporal w/ POST Int. & Adv.	417	N/A	N/A	N/A	N/A	\$6,767	\$39.04	\$7,105	\$40.99	\$7,461	\$43.04	\$7,834	\$45.19	N/A	N/A
<b>Police Sergeant</b>	450	\$6,928	\$39.97	\$7,274	\$41.97	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. Certificate	451	\$7,274	\$41.97	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	\$8,842	\$51.01	N/A	N/A	N/A	N/A
Police Sergeant w/ POST Int. & Adv.	452	\$7,638	\$44.07	\$8,020	\$46.27	\$8,421	\$48.58	\$8,842	\$51.01	\$9,284	\$53.56	N/A	N/A	N/A	N/A

Bold denotes benchmark class



# EXHIBIT B

## Section No. 5: General City Service

Effective: December 28, 2018

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
<b>Computer Technician</b>	545	\$5,190	\$29.94	\$5,449	\$31.44	\$5,722	\$33.01	\$6,008	\$34.66	\$6,308	\$36.39
<b>Building Inspector I/II-II</b>	521	\$4,937	\$28.48	\$5,184	\$29.91	\$5,443	\$31.40	\$5,715	\$32.97	\$6,001	\$34.62
<b>Public Works Inspector</b>	570	\$5,189	\$29.94	\$5,449	\$31.44	\$5,721	\$33.01	\$6,007	\$34.66	\$6,308	\$36.39
Youth Services Specialist	590	\$4,606	\$26.57	\$4,836	\$27.90	\$5,078	\$29.30	\$5,332	\$30.76	\$5,599	\$32.30
Senior Public Safety Dispatcher	530	\$4,504	\$25.99	\$4,730	\$27.29	\$4,966	\$28.65	\$5,214	\$30.08	\$5,475	\$31.59
Building Inspector I/II-I	520	\$4,489	\$25.90	\$4,714	\$27.20	\$4,950	\$28.56	\$5,197	\$29.98	\$5,457	\$31.48
Human Resources Technician	519	\$4,401	\$25.39	\$4,621	\$26.66	\$4,853	\$28.00	\$5,095	\$29.40	\$5,350	\$30.87
Permit Technician	518	\$4,401	\$25.39	\$4,621	\$26.66	\$4,853	\$28.00	\$5,095	\$29.40	\$5,350	\$30.87
<b>Housing Specialist I/II-II</b>	561	\$4,200	\$24.23	\$4,410	\$25.44	\$4,631	\$26.72	\$4,862	\$28.05	\$5,105	\$29.45
<b>Public Safety Dispatcher I/II-II</b>	526	\$4,095	\$23.63	\$4,300	\$24.81	\$4,515	\$26.05	\$4,741	\$27.35	\$4,978	\$28.72
Housing Specialist I/II-I	560	\$4,001	\$23.08	\$4,201	\$24.24	\$4,411	\$25.45	\$4,632	\$26.72	\$4,863	\$28.06
<b>Administrative Assistant II</b>	511	\$4,001	\$23.08	\$4,201	\$24.24	\$4,411	\$25.45	\$4,632	\$26.72	\$4,863	\$28.06
Recreation Coordinator	580	\$3,900	\$22.50	\$4,095	\$23.63	\$4,300	\$24.81	\$4,515	\$26.05	\$4,741	\$27.35
Accounting Technician	508	\$3,885	\$22.41	\$4,080	\$23.54	\$4,283	\$24.71	\$4,498	\$25.95	\$4,723	\$27.25
Senior Account Clerk	505	\$3,885	\$22.41	\$4,080	\$23.54	\$4,283	\$24.71	\$4,498	\$25.95	\$4,723	\$27.25
Senior Maintenance Worker	568	\$3,825	\$22.07	\$4,017	\$23.17	\$4,217	\$24.33	\$4,428	\$25.55	\$4,650	\$26.82
<b>Fleet Mechanic</b>	555	\$3,825	\$22.07	\$4,017	\$23.17	\$4,217	\$24.33	\$4,428	\$25.55	\$4,650	\$26.82
Public Safety Dispatcher I/II-I	525	\$3,825	\$22.07	\$4,017	\$23.17	\$4,217	\$24.33	\$4,428	\$25.55	\$4,650	\$26.82
Administrative Assistant I	510	\$3,737	\$21.56	\$3,924	\$22.64	\$4,121	\$23.77	\$4,327	\$24.96	\$4,543	\$26.21
Rec. Prog. & Admin. Coordinator	581	\$3,737	\$21.56	\$3,924	\$22.64	\$4,121	\$23.77	\$4,327	\$24.96	\$4,543	\$26.21
Maintenance Worker I/II-II	566	\$3,644	\$21.02	\$3,826	\$22.08	\$4,018	\$23.18	\$4,219	\$24.34	\$4,430	\$25.56
Community Services Officer I/II-II	536	\$3,608	\$20.81	\$3,788	\$21.85	\$3,978	\$22.95	\$4,176	\$24.10	\$4,385	\$25.30
Account Clerk III	503	\$3,481	\$20.09	\$3,655	\$21.09	\$3,838	\$22.14	\$4,030	\$23.25	\$4,232	\$24.41
<b>Maintenance Worker I/II-I</b>	565	\$3,313	\$19.11	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$23.23
<b>Bldg Maintenance Worker I/II-II</b>	516	\$3,313	\$19.11	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$23.23
Community Services Officer I/II-I	535	\$3,278	\$18.91	\$3,442	\$19.86	\$3,614	\$20.85	\$3,795	\$21.89	\$3,984	\$22.99
<b>Account Clerk I/II-II</b>	501	\$3,165	\$18.26	\$3,324	\$19.17	\$3,490	\$20.13	\$3,664	\$21.14	\$3,848	\$22.20
Office Assistant	509	\$3,127	\$18.04	\$3,283	\$18.94	\$3,447	\$19.89	\$3,620	\$20.88	\$3,801	\$21.93
Bldg Maintenance Worker I/II-I	515	\$3,011	\$17.37	\$3,162	\$18.24	\$3,320	\$19.15	\$3,486	\$20.11	\$3,660	\$21.12
Account Clerk I/II-I	500	\$2,877	\$16.60	\$3,021	\$17.43	\$3,172	\$18.30	\$3,331	\$19.22	\$3,497	\$20.18

**Bold** denotes benchmark class

**\*Exempt**

# EXHIBIT B

## Section No. 5: General City Service

Effective: December 27, 2019

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Computer Technician	545	\$5,392	\$31.11	\$5,662	\$32.67	\$5,945	\$34.30	\$6,242	\$36.01	\$6,554	\$37.81
Building Inspector I/II-II	521	\$5,130	\$29.59	\$5,386	\$31.07	\$5,656	\$32.63	\$5,938	\$34.26	\$6,235	\$35.97
Public Works Inspector	570	\$5,189	\$29.94	\$5,449	\$31.44	\$5,721	\$33.01	\$6,007	\$34.66	\$6,308	\$36.39
Youth Services Specialist	590	\$4,786	\$27.61	\$5,025	\$28.99	\$5,276	\$30.44	\$5,540	\$31.96	\$5,817	\$33.56
Senior Public Safety Dispatcher	530	\$4,680	\$27.00	\$4,914	\$28.35	\$5,160	\$29.77	\$5,418	\$31.26	\$5,689	\$32.82
Building Inspector I/II-I	520	\$4,664	\$26.91	\$4,898	\$28.26	\$5,143	\$29.67	\$5,400	\$31.15	\$5,670	\$32.71
Human Resources Technician	519	\$4,573	\$26.38	\$4,802	\$27.70	\$5,042	\$29.09	\$5,294	\$30.54	\$5,559	\$32.07
Permit Technician	518	\$4,573	\$26.38	\$4,802	\$27.70	\$5,042	\$29.09	\$5,294	\$30.54	\$5,559	\$32.07
Housing Specialist I/II-II	561	\$4,364	\$25.18	\$4,582	\$26.44	\$4,811	\$27.76	\$5,052	\$29.15	\$5,304	\$30.60
Public Safety Dispatcher I/II-II	526	\$4,255	\$24.55	\$4,468	\$25.77	\$4,691	\$27.06	\$4,926	\$28.42	\$5,172	\$29.84
Housing Specialist I/II-I	560	\$4,157	\$23.98	\$4,365	\$25.18	\$4,583	\$26.44	\$4,812	\$27.76	\$5,053	\$29.15
Administrative Assistant II	511	\$4,157	\$23.98	\$4,365	\$25.18	\$4,583	\$26.44	\$4,812	\$27.76	\$5,053	\$29.15
Recreation Coordinator	580	\$4,052	\$23.38	\$4,255	\$24.55	\$4,468	\$25.78	\$4,691	\$27.06	\$4,926	\$28.42
Accounting Technician	508	\$4,037	\$23.29	\$4,239	\$24.45	\$4,451	\$25.68	\$4,673	\$26.96	\$4,907	\$28.31
Senior Account Clerk	505	\$4,037	\$23.29	\$4,239	\$24.45	\$4,451	\$25.68	\$4,673	\$26.96	\$4,907	\$28.31
Senior Maintenance Worker	568	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Fleet Mechanic	555	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Public Safety Dispatcher I/II-I	525	\$3,974	\$22.93	\$4,173	\$24.08	\$4,382	\$25.28	\$4,601	\$26.54	\$4,831	\$27.87
Administrative Assistant I	510	\$3,883	\$22.40	\$4,077	\$23.52	\$4,281	\$24.70	\$4,495	\$25.93	\$4,720	\$27.23
Rec. Prog. & Admin. Coordinator	581	\$3,883	\$22.40	\$4,077	\$23.52	\$4,281	\$24.70	\$4,495	\$25.93	\$4,720	\$27.23
Maintenance Worker I/II-II	566	\$3,786	\$21.84	\$3,976	\$22.94	\$4,174	\$24.08	\$4,383	\$25.29	\$4,602	\$26.55
Community Services Officer I/II-II	536	\$3,749	\$21.63	\$3,936	\$22.71	\$4,133	\$23.84	\$4,339	\$25.03	\$4,556	\$26.29
Account Clerk III	503	\$3,617	\$20.87	\$3,798	\$21.91	\$3,988	\$23.01	\$4,187	\$24.16	\$4,397	\$25.37
Maintenance Worker I/II-I	565	\$3,442	\$19.86	\$3,615	\$20.85	\$3,795	\$21.90	\$3,985	\$22.99	\$4,184	\$24.14
Bldg Maintenance Worker I/II-II	516	\$3,442	\$19.86	\$3,615	\$20.85	\$3,795	\$21.90	\$3,985	\$22.99	\$4,184	\$24.14
Community Services Officer I/II-I	535	\$3,406	\$19.65	\$3,576	\$20.63	\$3,755	\$21.66	\$3,943	\$22.75	\$4,140	\$23.88
Account Clerk I/II-II	501	\$3,289	\$18.97	\$3,453	\$19.92	\$3,626	\$20.92	\$3,807	\$21.96	\$3,998	\$23.06
Office Assistant	509	\$3,249	\$18.74	\$3,411	\$19.68	\$3,582	\$20.66	\$3,761	\$21.70	\$3,949	\$22.78
Bldg Maintenance Worker I/II-I	515	\$3,129	\$18.05	\$3,285	\$18.95	\$3,449	\$19.90	\$3,622	\$20.89	\$3,803	\$21.94
Account Clerk I/II-I	500	\$2,989	\$17.25	\$3,139	\$18.11	\$3,296	\$19.01	\$3,461	\$19.97	\$3,634	\$20.96

Bold denotes benchmark class

\*Exempt

## EXHIBIT B

### Section No. 6: Unrepresented General Service Salary Schedule

Effective: September 3, 2019

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Fire Engineer	545	\$ 5,900	\$ 25.69	\$ 6,195	\$ 26.97	\$ 6,504	\$ 28.32	\$ 6,830	\$ 29.74	\$ 7,171	\$ 31.22

**Bold** denotes benchmark class

**\*Exempt**

## EXHIBIT B

### Section No. 6: Unrepresented General Service Salary Schedule

Effective: December 27, 2019

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Fire Engineer	545	\$ 6,130	\$ 26.69	\$ 6,436	\$ 28.02	\$ 6,758	\$ 29.43	\$ 7,096	\$ 30.90	\$ 7,451	\$ 32.44

**Bold** denotes benchmark class

**\*Exempt**

**Exhibit B: Temporary/Hourly Employees****Effective: December 28, 2018****Minimum \$ 12.00**

<b>Job Class</b>	<b>Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$27.55	\$28.93			
Engineering Technician - Temp	900	\$20.50	\$21.53	\$22.60	\$23.73	\$24.92
Maintenance Worker II - Temp	916	\$17.77	\$18.66	\$19.59	\$20.57	\$21.60
Police Officer - Temp	905	\$17.52	\$18.39	\$19.31	\$20.28	\$21.29
Firefighter - Temp	910	\$17.52	\$18.39	\$19.31	\$20.28	\$21.29
Computer Systems Specialist	917	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Financial Services Specialist	918	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Planning Specialist	919	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Public Works Specialist	914	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Communications & Records Tech I - Temp	920	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Administrative Assistant I - Temp	925	\$16.61	\$17.44	\$18.32	\$19.23	\$20.19
Community Services Officer I/II-I - Temp	930	\$15.92	\$16.72	\$17.56	\$18.43	\$19.36
Maintenance Worker I - Temp	915	\$16.16	\$16.96	\$17.81	\$18.70	\$19.64
Building Maintenance Worker I/II-I - Temp	914	\$15.23	\$16.00	\$16.80	\$17.64	\$18.52
Office Assistant - Temp	926	\$14.37	\$15.09	\$15.85	\$16.64	\$17.47
Recreation Specialist Supervisor	939	\$15.81	\$16.60	\$17.43	\$18.30	\$19.22
Recreation Specialist III	937	\$14.37	\$15.09	\$15.85	\$16.64	\$17.47
Recreation Specialist II	936	\$13.07	\$13.72	\$14.41	\$15.13	\$15.88
Recreation Specialist I	935		\$12.47	\$13.10	\$13.75	\$14.44

**Exhibit B: Temporary/Hourly Employees****Effective: December 27, 2019****Minimum \$ 13.00**

<b>Job Class</b>	<b>Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$21.32	\$22.39	\$23.51	\$24.68	\$25.92
Maintenance Worker II - Temp	916	\$18.66	\$19.59	\$20.57	\$21.60	\$22.68
Police Officer - Temp	905	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15
Firefighter - Temp	910	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15
Computer Systems Specialist	917	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Financial Services Specialist	918	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Planning Specialist	919	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Public Works Specialist	921	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Communications & Records Tech I - Temp	920	\$17.63	\$18.51	\$19.44	\$20.41	\$21.43
Administrative Assistant I - Temp	925	\$17.28	\$18.14	\$19.05	\$20.00	\$21.00
Community Services Officer I/II-I - Temp	930	\$16.56	\$17.39	\$18.26	\$19.17	\$20.13
Maintenance Worker I - Temp	915	\$16.96	\$17.81	\$18.70	\$19.64	\$20.62
Building Maintenance Worker I/II-I - Temp	914	\$16.00	\$16.80	\$17.64	\$18.52	\$19.44
Office Assistant - Temp	926	\$15.38	\$16.15	\$16.96	\$17.81	\$18.70
Recreation Specialist Supervisor	939	\$16.92	\$17.77	\$18.65	\$19.59	\$20.57
Recreation Specialist III	937	\$15.38	\$16.15	\$16.96	\$17.81	\$18.70
Recreation Specialist II	936	\$13.98	\$14.68	\$15.42	\$16.19	\$17.00
Recreation Specialist I	935		\$13.35	\$14.01	\$14.72	\$15.45

**Exhibit B: Temporary/Hourly Employees****Effective: December 25, 2020****Minimum \$ 14.00**

<b>Job Class</b>	<b>Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$22.18	\$23.28	\$24.45	\$25.67	\$26.95
Maintenance Worker II - Temp	916	\$19.59	\$20.57	\$21.60	\$22.68	\$23.82
Police Officer - Temp	905	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03
Firefighter - Temp	910	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03
Computer Systems Specialist	917	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Financial Services Specialist	918	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Planning Specialist	919	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Public Works Specialist	921	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Communications & Records Tech I - Temp	920	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29
Administrative Assistant I - Temp	925	\$17.97	\$18.87	\$19.81	\$20.80	\$21.84
Community Services Officer I/II-I - Temp	930	\$17.22	\$18.09	\$18.99	\$19.94	\$20.94
Maintenance Worker I - Temp	915	\$17.81	\$18.70	\$19.64	\$20.62	\$21.65
Building Maintenance Worker I/II-I - Temp	914	\$16.80	\$17.64	\$18.52	\$19.44	\$20.42
Office Assistant - Temp	926	\$16.46	\$17.28	\$18.14	\$19.05	\$20.00
Recreation Specialist Supervisor	939	\$18.10	\$19.01	\$19.96	\$20.96	\$22.00
Recreation Specialist III	937	\$16.46	\$17.28	\$18.14	\$19.05	\$20.00
Recreation Specialist II	936	\$14.96	\$15.71	\$16.50	\$17.32	\$18.19
Recreation Specialist I	935		\$14.28	\$15.00	\$15.75	\$16.53



**Exhibit B: Temporary/Hourly Employees****Effective: Decmber 24, 2021****Minimum \$ 15.00**

<b>Job Class</b>	<b>Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	956	\$65.00				
Background Investigator	955	\$49.92				
Police Officer Trainee	906	\$28.63	\$30.06			
Engineering Technician - Temp	900	\$23.06	\$24.22	\$25.43	\$26.70	\$28.03
Maintenance Worker II - Temp	916	\$20.57	\$21.60	\$22.68	\$23.82	\$25.01
Police Officer - Temp	905	\$19.71	\$20.69	\$21.73	\$22.81	\$23.95
Firefighter - Temp	910	\$19.71	\$20.69	\$21.73	\$22.81	\$23.95
Computer Systems Specialist	917	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Financial Services Specialist	918	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Planning Specialist	919	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Public Works Specialist	921	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Communications & Records Tech I - Temp	920	\$19.07	\$20.02	\$21.02	\$22.08	\$23.18
Administrative Assistant I - Temp	925	\$18.69	\$19.62	\$20.60	\$21.63	\$22.72
Community Services Officer I/II-I - Temp	930	\$17.91	\$18.81	\$19.75	\$20.74	\$21.77
Maintenance Worker I - Temp	915	\$18.70	\$19.64	\$20.62	\$21.65	\$22.73
Building Maintenance Worker I/II-I - Temp	914	\$17.64	\$18.52	\$19.44	\$20.42	\$21.44
Office Assistant - Temp	926	\$17.61	\$18.49	\$19.41	\$20.39	\$21.40
Recreation Specialist Supervisor	939	\$19.37	\$20.34	\$21.36	\$22.42	\$23.55
Recreation Specialist III	937	\$17.61	\$18.49	\$19.41	\$20.39	\$21.40
Recreation Specialist II	936	\$16.01	\$16.81	\$17.65	\$18.53	\$19.46
Recreation Specialist I	935		\$15.28	\$16.05	\$16.85	\$17.69