



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** November 15, 2016

From: Nikki Salas, Assistant Town Manager **Item No:** 14

Subject: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

That the Town Council adopt the attached Resolution No. 2016-36, a Resolution of the Town Council of The Town of Apple Valley, California, Amending the Current Classification Plan.

SUMMARY:

The Human Resources Department is proposing increasing the salary range for the Recreation Leader I and Program Assistant classifications to reflect the minimum wage increase, which is effective January 1, 2017.

BACKGROUND:

Starting January 1, 2017, California minimum wage will increase to \$10.50 an hour. The Human Resources Department has updated the Classification Plan to accommodate for the upcoming change in the State of California's minimum wage law. The update reflects an increase in the Program Assistant and Recreation Leader classifications from salary range 11 (\$10.16 to \$14.36 per hour) to salary range 13 (\$10.67 to 15.08 per hour).

FISCAL IMPACT:

The Finance Department budgeted for the increased costs in the Fiscal Year 2016/2017 budget.

ATTACHMENTS:

1. Resolution No. 2016-36
2. Exhibit A – Town of Apple Valley Classification Plan FY 2016-2017

RESOLUTION NO. 2016-36

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established classification plan for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the classification plan for the Town of Apple Valley employees; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Revised classification plan is hereby adopted in accordance with Exhibit A.
2. Said classification plan shall become effective on January 1, 2017.
3. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

Unless otherwise noted, the effective date of this Resolution shall be January 1, 2017.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 15th day of November, 2016.

Barb Stanton, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk

EXHIBIT A

Town of Apple Valley Classification Plan FY 2016-2017

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Account Clerk I</u>	<u>32</u>	\$2,956	to	\$4,178
<u>Account Clerk II</u>	<u>36</u>	\$3,263	to	\$4,611
<u>Accountant I</u>	<u>46</u>	\$4,178	to	\$5,903
<u>Accountant II</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Accounting Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Administrative Analyst I</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Administrative Analyst II</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Administrative Secretary</u>	<u>44</u>	\$3,976	to	\$5,619
<u>Animal Services Officer II</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Animal Services Supervisor</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Animal Services Attendant</u>	<u>33</u>	\$3,030	to	\$4,282
<u>Animal Health Assistant</u>	<u>35</u>	\$3,184	to	\$4,499
<u>Animal Services Assistant</u>	<u>24</u>	\$2,426	to	\$3,429
<u>Animal Services Manager</u>	<u>NR</u>	\$7,017	to	\$9,915
<u>Animal Services Manager (Y-Rate)</u>	<u>NR</u>	\$7,017	to	\$12,378
<u>Animal Services Officer I</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Animal Services Technician</u>	<u>36</u>	\$3,263	to	\$4,611
<u>Assistant Director of Community Development</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Director of Econ Dev & Housing</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Director of Finance</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Planner</u>	<u>50</u>	\$4,611	to	\$6,516

Effective :11/15/16

EXHIBIT A

Town of Apple Valley Classification Plan FY 2016-2017

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Assistant Pool Manager</u>	<u>22</u>	\$2,309	to	\$3,263
<u>Assistant Town Manager</u>	<u>NR</u>	\$15,463	to	\$18,208
<u>Associate Planner</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Code Enforcement District Supervisor</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Code Enforcement Manager</u>	<u>NR</u>	\$7,017	to	\$9,914
<u>Code Enforcement Officer I</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Code Enforcement Officer II</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Code Enforcement Technician</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Community Development Director</u>	<u>NR</u>	\$9,607	to	\$12,688
<u>Community Enhancement Officer</u>	<u>40</u>	\$3,602	to	\$5,090
<u>Custodial Aide</u>	<u>21</u>	\$2,253	to	\$3,184
<u>Custodian</u>	<u>27</u>	\$2,613	to	\$3,692
<u>Customer Service Representative</u>	<u>34</u>	\$3,106	to	\$4,389
<u>Deputy Town Clerk</u>	<u>49</u>	\$4,499	to	\$6,357
<u>Director of Animal Services</u>	<u>NR</u>	\$9,992	to	\$13,103
<u>Director of Human Resources and Risk Management</u>	<u>NR</u>	\$9,992	to	\$13,195
<u>Director of Public Works</u>	<u>NR</u>	\$10,295	to	\$13,103
<u>Economic Development Assistant</u>	<u>50</u>	\$4,611	to	\$6,516
<u>Economic Development Manager</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Economic Development Specialist I</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Economic Development Specialist II</u>	<u>62</u>	\$6,202	to	\$8,763

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EXHIBIT A

Town of Apple Valley Classification Plan FY 2016-2017

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Emergency Services Officer	<u>58</u>	\$5,619	to	\$7,939
Environmental & Transit Services Manager	NR	\$7,554	to	\$10,671
Equipment Operator	<u>43</u>	\$3,879	to	\$5,482
Event Assistant	<u>22</u>	\$2,309	to	\$3,263
Event Coordinator	<u>47</u>	\$4,282	to	\$6,051
Executive Assistant	<u>52</u>	\$4,845	to	\$6,846
Executive Secretary	<u>50</u>	\$4,611	to	\$6,516
Finance Manager	NR	\$7,746	to	\$10,945
Grounds Services Aide	<u>16</u>	\$1,991	to	\$2,814
Grounds Services Supervisor	<u>48</u>	\$4,389	to	\$6,202
Grounds Services Worker I	<u>25</u>	\$2,487	to	\$3,514
Grounds Services Worker II	<u>29</u>	\$2,745	to	\$3,879
Grounds Services Worker III	<u>33</u>	\$3,030	to	\$4,282
Household Hazardous Waste Center Operator	<u>15</u>	\$1,943	to	\$2,745
Housing & Community Dev Specialist I	<u>54</u>	\$5,090	to	\$7,192
Housing & Community Dev Specialist II	<u>60</u>	\$5,903	to	\$8,341
Housing Programs Supervisor	<u>62</u>	\$6,202	to	\$8,763
Human Resources Analyst	<u>58</u>	\$5,619	to	\$7,939
Human Resources Assistant	<u>46</u>	\$4,178	to	\$5,903
Human Resources Coordinator	<u>52</u>	\$4,845	to	\$6,846
Human Resources Manager	NR	\$7,017	to	\$9,914

Effective :11/15/16

EXHIBIT A

Town of Apple Valley Classification Plan FY 2016-2017

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Information Systems Specialist</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Information Systems Supervisor</u>	<u>60</u>	\$5,903	to	\$8,341
<u>Information Systems Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Intern</u>	<u>20</u>	\$2,198	to	\$3,107
<u>Lifeguard</u>	<u>16</u>	\$1,991	to	\$2,814
<u>Maintenance Aide</u>	<u>21</u>	\$2,253	to	\$3,184
<u>Maintenance Worker I</u>	<u>33</u>	\$3,030	to	\$4,282
<u>Maintenance Worker II</u>	<u>37</u>	\$3,345	to	\$4,727
<u>Manager of Legislative Affairs and Grants</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Marketing and Public Affairs Officer</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Office Assistant</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Park and Recreation Manager</u>	<u>NR</u>	\$7,557	to	\$10,678
<u>Pool Manager</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Principal Planner</u>	<u>68</u>	\$7,192	to	\$10,163
<u>Program Assistant</u>	<u>12</u>	\$1,804	to	\$2,549
<u>Public Relations Specialist</u>	<u>49</u>	\$4,499	to	\$6,357
<u>Public Services Assistant</u>	<u>50</u>	\$4,611	to	\$6,516
<u>Public Services Technician</u>	<u>39</u>	\$3,514	to	\$4,966
<u>Public Works Inspector</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Public Services Manager</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Public Works Manager</u>	<u>NR</u>	\$7,017	to	\$9,914

Effective :11/15/16

EXHIBIT A

Town of Apple Valley Classification Plan FY 2016-2017

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Public Works Supervisor</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Records Technician</u>	<u>37</u>	\$3,345	to	\$4,727
<u>Recreation Assistant</u>	<u>22</u>	\$2,309	to	\$3,263
<u>Recreation Coordinator</u>	<u>40</u>	\$3,602	to	\$5,090
<u>Recreation Leader I</u>	<u>12</u>	\$1,804	to	\$2,549
<u>Recreation Leader II</u>	<u>16</u>	\$1,991	to	\$2,814
<u>Recreation Supervisor</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Registered Veterinary Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Secretary</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Senior Accountant</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Senior Animal Services Officer</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Senior Animal Services Specialist</u>	<u>35</u>	\$3,184	to	\$4,499
<u>Senior Code Enforcement Officer</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Senior Lifeguard</u>	<u>20</u>	\$2,198	to	\$3,106
<u>Senior Maintenance Worker</u>	<u>41</u>	\$3,692	to	\$5,217
<u>Senior Office Assistant</u>	<u>32</u>	\$2,956	to	\$4,178
<u>Senior Planner</u>	<u>62</u>	\$6,202	to	\$8,763
<u>Special Projects Manager</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Swim Coach</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Town Clerk</u>	<u>NR</u>	\$8,545	to	\$12,074
<u>Town Manager</u>	<u>NR</u>	\$21,160	to	\$21,160

Effective :11/15/16