



AGENDA

CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**SPECIAL MEETING
HELD
THURSDAY, OCTOBER 13, 2022
AT 4:00 P.M.**

Submit comments via ccfire@crescentcity.org; or submit a written comment by filing it with the Administrative Assistant at 255 W Washington Blvd, Crescent City, California 95531 prior to 4:00 pm, October 13, 2022. If you require a special accommodation, please contact Administrative Assistant, Vanessa Duncan at 464-2421.

1. ROLL CALL

- 1.1** CALL TO ORDER
- 1.2** FLAG SALUTE

2. PUBLIC PARTICIPATION

Any member of the audience is invited to address the Board on any matter that is within the jurisdiction of the Crescent Fire Protection District. Comments of public interest or on matters appearing on the agenda are accepted. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. All comments shall be directed toward the entire Board. After receiving recognition from the Chairman, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes. The public is additionally allotted five minutes each in which to speak on any item on the agenda prior to any action taken by the Board.

3. NEW BUSINESS

Take action as necessary and appropriate.

- 3.1** RECOMMEND THE CITY COUNCIL ADOPT RESOLUTION NO. 2022-69, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY

ESTABLISHING WAGES, BENEFITS AND OTHER TERMS OF EMPLOYMENT FOR
THE UNREPRESENTED POSITION OF CAREER FIRE CAPTAIN

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Recommend the City Council Adopt RESOLUTION NO. 2022-69, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING WAGES, BENEFITS AND OTHER TERMS OF EMPLOYMENT FOR THE UNREPRESENTED POSITION OF CAREER FIRE CAPTAIN

4. ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MONDAY, NOVEMBER
14, 2022 AT 5:00 PM

POSTED:

10/12/2022

/s/ Vanessa Duncan

Administrative Assistant

Notice Regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the Administrative Assistant's office at (707)464-2421. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II] For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at Crescent City Fire & Rescue, 255 W Washington Blvd, during business hours, 8:00 a.m. - 5:00 p.m., or on-line at cfdp.crescentcity.org



CITY COUNCIL AGENDA REPORT

TO: MAYOR GREENOUGH AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: KEVIN CAREY, FIRE CHIEF
MARTHA D. RICE, CITY ATTORNEY
LINDA LEAVER, FINANCE DIRECTOR**

DATE: OCTOBER 17, 2022

**SUBJECT: WAGES, BENEFITS, & OTHER EMPLOYMENT TERMS AND
CONDITIONS FOR FIRE DEPARTMENT CAREER FIRE CAPTAINS**

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and Adopt Resolution No. 2022-69, A Resolution of the City Council of the City of Crescent City Establishing Wages, Benefits and Other Terms of Employment for the Unrepresented Position of Career Fire Captain
- Approve and Adopt Resolution No. 2022-70, A Resolution of the City Council of the City of Crescent City Updating the Position Control

BACKGROUND

The Crescent City Fire Department was established in 1900. The Crescent Fire Protection District (CFPD) was formed in 1949 to serve the growing emergency service needs of unincorporated areas surrounding the City.

From 2004 to 2015, the City and CFPD operated under several collaborative agreements for joint training and staffing, beginning with an Automatic Response Agreement that increased interoperation during incidents and joint training activities. Eventually, this expanded to include shared personnel services for the Fire Chief and Administrative Assistant positions.

In 2015, both agencies saw the need to expand the focus of these joint efforts through an operational merger that united both agencies' volunteer associations. This merger resulted in Crescent City Fire & Rescue (CCFR), which is jointly governed by the City and CFPD through a joint powers agreement. CCFR provides all-risk fire protection and

emergency medical services to the approximately 20,000 inhabitants residing within the City of Crescent City and the CFPD communities of Northcrest, Church Tree, Bertsch-Oceanview, Old Mill, and West Washington Avenue.

Following the medical retirement of Chief Wakefield in 2018, the City and Fire District commissioned a 10-Year Master Plan for Crescent City Fire & Rescue. The goal of the 10-Year Master Plan was to identify long-term strategies for maintaining and improving fire and life safety services to the community and to provide for a sustainable fire department.

FINANCIAL SUPPORT NEEDS

- CFPD Benefit Assessment ✓
- City Sales Tax Measure ✓

EQUIPMENT NEEDS

- Apparatus / Vehicle Replacement Plan ✓

STAFFING NEEDS

- Recruitment and Retention of Volunteers ✓
- Volunteer Staffing Programs
 - Volunteer Call Response Program ✓
 - Volunteer Duty Shift Program ✓
 - Volunteer Sleeper Program ✓
- Administrative and Operational Staff
 - Permanent Fire Chief ✓
 - Three Full-Time Captains (*this action*)

The City and the District have made significant strides in taking the measures recommended in the 10-Year Master Plan as indicated by the checkmarks (✓) above. The hiring of three full-time Career Fire Captains is a vital component of the 10-Year Master Plan. Calls for service have increased over the years, and the past practice of having a paid Fire Chief respond to calls as well as perform fire inspections and administrative functions is no longer sustainable. The CCFR volunteers are a crucial part of the department's service, but they need to be supplemented by a small crew of three full-time paid captains in order to guarantee response coverage.

The contents of the resolution have been reviewed by City / Fire District 2x2 Committee at a meeting held on September 28, 2022 (Mayor Pro Tem Isaiah Wright, Director Joe Gregorio and Director Rick Kelley were in attendance) and City staff, including the City Manager, Finance Director, HR Manager, City Attorney, and Fire Chief. The Fire District Board is meeting on October 13, 2022 to consider officially recommended this action to the Council.

ITEM ANALYSIS

As a new employee classification within a new public safety group, the position of Career Fire Captain will initially be unrepresented until such time as they organize their own employee association to engage in labor negotiations. Prior to advertising and hiring for the position, the City Council must determine the wages, benefits and other terms of employment. The resolution includes terms and benefits that are very similar to those afforded other City employees. Some of the highlights are as follows:

- Annual Salary – \$65,631 to \$79,744
- Probationary Period – 12 months
- Holiday Pay – paid out evenly over the year (3.69 hrs per paycheck)
- Special Pays – Bilingual Pay, Paramedic Pay, Fire Mechanic Pay, Firefighter 1 Certification Pay
- CalPERS Retirement; 457 Deferred Compensation Plan available
- CalPERS Health Insurance, Life Insurance, Long-Term Disability Insurance, Ground and Air Ambulance, Dental Insurance, Vision Insurance
- CSFA Membership
- Wellness Incentive - \$360 reimbursement per year for wellness-related activities
- Sick leave and vacation leave earned at 4 hours every two weeks (vacation accrual increases with time in service)
- Bereavement Leave
- Parenting Leave
- Standard leaves: FMLA/CFRA, Jury Leave, Court Leave, Military Leave, Leave to Vote

The anticipated recruitment and hiring timeline is as follows:

| | |
|-------------------|---|
| October 17, 2022 | Approve Resolution for Career Fire Captains |
| October 18, 2022 | Advertise for Career Fire Captain Position |
| November 21, 2022 | Deadline to Receive Applications |
| December 5, 2022 | Applicant Interviews |
| December 12, 2022 | Applicant Selection & Conditional Offers |
| January 2, 2023 | Career Fire Captain Employment Start Date |

As an informational item, the job classification for Career Fire Captain has been included with this staff report as well. The City’s Position Control has been updated to rename the positions (from Captain II to Career Fire Captain) and clarify the annual wages and correct for rounding.

FISCAL ANALYSIS

The City and Fire District will share the costs associated with these positions, as outlined in both the 10-Year Master Plan and the Memorandum of Agreement between the two agencies. Wages and benefits costs for all full-time positions (Fire Chief, Administrative Assistant, and Career Captains) are shared equally between the City and the District. They are employees of the City, and the City performs all administrative functions (human resources, payroll, benefits, etc.) and then bills the Fire District for its share of the actual costs plus an administrative overhead fee.

The actual cost for the three Career Fire Captain positions will depend on a number of factors, including which step each Career Fire Captain is hired at, what benefits he or she selects, overtime costs, etc.

Wages for full-time firefighters are more complex than those for non-fire employees. The Career Captains will work a 48/96 schedule, meaning they are on duty for 48 hours and then off for 96 hours. Under Section 7(k) of the Fair Labor Standards Act, firefighters earn overtime at a different rate than non-safety employees. Under FLSA § 7(k), firefighters earn overtime rates for hours worked in excess of 212 hours per 28-day period. With the 48/96 schedule, each Career Fire Captain will be paid 53 hours regular rate and 6 hours overtime rate every week, plus overtime for any additional hours or shifts they are asked to work above their regular schedule. This works out to an annual wage between \$65,631 - \$79,744 for the regular schedule (including the 6 hours of scheduled overtime per week).

The City and District budgeted for these positions in their respective FY22-23 budgets. The long-term costs associated with this staffing structure was included in the 10-Year Master Plan and is part of the City's Measure S funding and the District's property tax benefit assessment.

STRATEGIC PLAN ANALYSIS

The recommended action supports the following Strategic Plan Goals:

GOAL 1: SUPPORT QUALITY SERVICES, COMMUNITY SAFETY, AND HEALTH TO ENHANCE THE QUALITY OF LIFE AND EXPERIENCE OF OUR RESIDENTS AND VISITORS

- (A) Enhance collaboration with other agencies and the community to better aid the public
- (C) Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States
- (D) Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs

GOAL 3: OBTAIN THE HIGHEST LEVELS OF ORGANIZATIONAL EXCELLENCE

- (C) Maximize performance and value in all City Council, staff, volunteer and committee positions

(D) Seek methods to create efficiencies and add additional value without compromising safety or performance

(E) Recruit and retain highly qualified employees

ATTACHMENTS

1. Resolution No. 2022-69
2. Job Classification: Career Fire Captain
3. Resolution No. 2022-70
4. Position Control Spreadsheet

RESOLUTION NO. 2022-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING WAGES, BENEFITS, AND OTHER TERMS OF EMPLOYMENT FOR THE UNREPRESENTED POSITION OF CAREER FIRE CAPTAIN

WHEREAS, the City of Crescent City has recently created the paid Fire Department position of Career Fire Captain (referred to herein as “Career Fire Captain” or “Employee(s)"); and

WHEREAS, these new positions are not currently represented by any employee organization as they are brand new to the organization and do not fit within any existing employee association; and

WHEREAS, it is necessary to establish wages, hours and working conditions separate and apart from those created by MOUs with associations of represented employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California, that the following wages, benefits and terms of employment are established for the position of Career Fire Captain within the Fire Department:

1. COMPENSATION.

1.1 FY 2022-2023 Wages. The following pay schedule is based upon the annual salary for Career Fire Captain within the Fire Department working 2,912 regularly scheduled working hours (48/96 schedule).

| Career Captain | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|---------------|---------------|---------------|---------------|---------------|
| Annual¹ | \$65,631 | \$68,912 | \$72,358 | \$75,976 | \$79,744 |
| Biweekly² | \$2,523.77 | \$2,649.96 | \$2,782.46 | \$2,921.58 | \$3,067.65 |
| Blended Hourly Rate @ 2912³ | \$22.53 | \$23.66 | \$24.84 | \$26.09 | \$27.39 |
| Base Hourly Rate @ 2756⁴ | \$21.95 | \$23.05 | \$24.20 | \$25.41 | \$26.68 |
| OT Hourly | \$32.93 | \$34.57 | \$36.30 | \$38.11 | \$40.02 |
| ¹ Annual salary based on 2756 hrs @ straight time and 156 hrs @ OT rate. ² Annual salary divided into 26 pay periods per year. ³ Blended hourly rate based on 2756 hours @ straight time and 156 @ OT annually. ⁴ This is the base salary that is used to calculate special pay, overtime, etc. | | | | | |

1.2 Pay Step Progression. Career Fire Captains will move through the pay steps according to the following specifications.

| | |
|-----------------|------------------------------------|
| STEP ONE | Entry Level / Probationary Status. |
|-----------------|------------------------------------|

| | |
|--|--|
| STEP TWO | Twelve months of service at Step One and achievement of permanent status; Possession of EMT-1 certification; meets or exceeds job standards for classification and recommendation of Fire Chief. |
| STEP THREE | Twelve months of service at Step Two; meets or exceeds job standards for classification and recommendation of Fire Chief. |
| STEP FOUR | Twelve months of service at Step Three; meets or exceeds job standards for classification and recommendation of Fire Chief. |
| STEP FIVE | Twelve months of service at Step Four; meets or exceeds job standards for classification and recommendation of Fire Chief. |
| HIRING DISCRETION: The City Manager, upon recommendation of the Fire Chief, may approve hiring an individual at a step higher than Step One if it is determined that they possess the experience and qualifications to justify such a placement. An individual may be hired at a step higher than a Step One despite not having completed 12 months of service at the lower step(s). | |

- 1.3 Pay Period.** The pay period for Employees will be from 7:00 a.m. Sunday through 6:59 a.m. the second Sunday thereafter. Employees must be paid within 5 working days after the conclusion of the pay period. Employees will be paid biweekly on every other Friday.
- 1.4 Work Period.** The work period is 24 days. Each Employee will be regularly scheduled to work 192 hours in each work period.
- 1.5 Overtime.** Employees are partially exempt under Section 7(k) of the Fair Labor Standards Act (FLSA) and will earn overtime at the rate of 1.5 times their “regular rate of pay” (as defined by the FLSA) for every hour worked in excess of 182 hours during the 24-day work period. Paid leave time (Holiday Pay, Vacation, Sick Leave, etc.) will not count toward the Employee’s total work period hours for overtime liability purposes.
- 1.6 Probation.** The standard probation period for Employees will be 12 months from the date of hire. The probationary period can be extended at the discretion of the Fire Chief and approval by the Human Resources Manager. A performance evaluation will be done every 6 months while an Employee is on probation.

1.7 Holiday Pay. City recognizes 12 Holidays at 8 hours each at the Employee's base hourly salary as shown in paragraph 1.1. As safety personnel, Career Fire Captains are not able to take Holidays off from work. Therefore, the 96 hours of Holiday Pay will be paid out 3.69 hours per paycheck at the Employee's base hourly rate. Holiday Pay hours will not count toward the Employee's total work period hours for overtime liability purposes. Holiday Pay will not be reportable to PERS.

1.8 Longevity. For purposes of computing years of service, the tenth anniversary (and twentieth anniversary) of full-time employment with the City will be used for qualification. Service in another employment position with the City is transferable for Longevity Pay purposes.

| <u>Length of Service</u> | <u>Longevity Pay</u> |
|--------------------------|----------------------|
| 10 years | 5% of base salary |
| 20 years | 5% of base salary |

1.9 Special Pays. The following special pays are available as an incentive for Employees to gain the knowledge, skills, and expertise, which have been determined to be highly desirable by the City.

- a. Bilingual Pay. Employees that are fluent speakers in Spanish or Hmong and who use their bilingual skills on a continuing basis qualify for bilingual pay in the amount of \$65.00 per pay period (biweekly). Use of bilingual skills includes any combination of conversational, interpretation or translation work. The requirements for certification shall be as determined by the Fire Chief in consultation with the Human Resources Manager.
- b. Paramedic Pay. Employees that possess a valid Paramedic License will be entitled to a special pay of 5% of their base salary so long as the license is valid.
- c. Fire Mechanic Pay. Employees that possess a valid Fire Mechanic Certification will be entitled to a special pay of 10% of their base salary so long as the certification is valid.
- d. Fire Fighter 1 Certification Pay. Employees that possess a valid Fire Fighter 1 Certification will be entitled to a special pay of 5% of their base salary so long as the certification is valid.

2. BENEFITS

2.1 PERS Program

- A. *Classic Members:* City will maintain a two percent (2% at age Fifty (50)) PERS Retirement Plan for permanent Employees who meet the PERS definition of “classic member”, by paying the PERS employer contribution. Classic members will pay a 9% member contribution rate to PERS as well as the additional contribution per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The retirement benefit calculation for classic members will be the thirty-six highest paid consecutive months' compensation provision.
- B. *New Members:* The City will maintain a two and seven-tenths percent (2.7%) at age 57 PERS Retirement Plan for permanent Employees who do not meet the PERS definition of “classic member” by paying the PERS employer contribution rate. New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or the current member contribution paid by similarly situated classic members, whichever is greater, up to 12% as well as the additional contribution per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The retirement benefit calculation for new members as defined by PEPRRA who are not transferred from a CalPERS or CalPERS reciprocal agency or who have a break in service of six (6) months or longer will be the thirty-six highest paid consecutive months' compensation provision.
- C. *Pre-Tax:* Both classic members and new members will pay their retirement contributions “pre-tax” in accordance with Internal Revenue Code Section 414(h)(2).

2.2 Deferred Compensation. The City will make available to Employees a payroll deduction to allow the Employees to participate in the International City Management Association Retirement Corporation's Deferred Compensation Program. These contributions will be made by Employees on a strictly voluntary basis.

2.3 Unemployment Compensation. The City will pay for unemployment compensation coverage for the Employees at the rate required by the California Employment Development Department (EDD). Upon resignation from the City, the Employee must provide to the City a statement as to the reason for their resignation and their authorization for the City to release said information to the EDD upon a request for information regarding an unemployment claim.

- 2.4 Workers' Compensation.** The City will pay for workers' compensation coverage for Employees in accordance with California State law.
- 2.5 Wellness Incentive.** The City will reimburse each Employee up to \$360.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness /exercise class, including mobile applications or online courses. The purpose of this program is to reduce workers' compensation claims. Employees must submit receipts for reimbursement on a quarterly basis throughout the fiscal year. Reimbursement for qualifying expenses will be made to the employee no later than fourteen (14) days after submission of the qualifying receipt.
- 2.6 Reimbursement for Damaged Property.** Employees shall, in proper cases, be reimbursed for the repair or replacement of personal property damaged in the line of duty without fault of the employee. The amount of reimbursement for articles of clothing will be the depreciated value based on the age and condition of the article. The amount of reimbursement for other personal property covered by this provision will be the actual replacement value, except that the reimbursement on a watch may not exceed its functional value and the limit on eyeglasses will be the cost of lenses, plus the cost of basic frames. Jewelry is not covered.
- 2.7 Uniforms and Boots.** The City will provide each Employee with the required uniforms, including uniform shoes or boots at no cost to the Employees. Uniforms that are damaged in the line of duty or worn out due to normal wear and tear will be replaced by the City. The final determination as to the replacement of any uniforms is left to the sole discretion of the Fire Chief.
- 2.8 CSFA Membership.** The City will pay for membership for each Employee in the California State Firefighters' Association.

3. Health and Welfare Insurance

- 3.1 Employer Contribution for CalPERS Health Insurance.** The City will pay the minimum mandatory contribution amount specified by CalPERS pursuant to Government Code 22892(b) toward the cost of the CalPERS Health Insurance Premium for both active Employees and annuitants.
- 3.2 Flexible Benefit Plan.** Employees are eligible to participate in the City's flexible benefit plan for health benefits, which includes the following:
- a. The City will additionally cover the difference between the amount in subsection 3.1 and 100% of the premium for the Employee ("Single") under the CalPERS Gold health plan.

- b. The City will cover 80% of the cost of 2-Party or Family premium for the CalPERS Gold medical plan that is over and above the cost of the Single premium.
- c. If an Employee chooses the CalPERS Platinum plan, the City will cover the amounts identified in paragraphs (a) and (b), as applicable, and the Employee will be responsible for the remainder.
- d. The City will pay 100% of the Employee premium costs for vision insurance, dental insurance, ground and air ambulance insurance.
- e. In order to be excluded from the requirement for the CalPERS Gold Health Plan, the Employee must submit verification of enrollment in a group health plan that provides equivalent alternate coverage as required by the Patient Protection and Affordable Care Act.
- f. Full-time regular Employees who opt out of City's health plan due to enrollment in a qualifying group health plan (under the Affordable Care Act) will receive a \$700 per month cash-in-lieu benefit payment.

3.3 Life Insurance. The City will provide each Employee with a term life insurance policy in an amount equal to 1.5 times the Employee's annual base salary rounded up to the nearest whole thousand-dollar figure at no cost to the Employee.

3.4 Long-Term Disability Insurance Coverage. The City will provide each Employee with long-term disability insurance coverage at no cost to the Employee. The long-term disability insurance coverage currently includes an additional \$5,000 life insurance policy.

3.5 Benefits During Medical Leave (FMLA and CFRA). An Employee taking family or medical leave will be allowed to continue participating in any health and welfare benefit plan in which they were enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the Employee had continued in employment for the duration of such leave. Group health insurance coverage will be continued in the same manner for up to 16 weeks for Employees disabled due to pregnancy, childbirth or related medical condition. The City will continue to make the same premium contributions as if the Employee had continued working. The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Family Rights Act (CFRA). Employees should notify Human Resources at 707.464.7483 ext. 233 as soon as possible regarding medical leave needed for their serious health condition or that of a family member.

3.6 Payment of Premiums During Leave. The Employee will be responsible to pay the monthly premiums for Health and Welfare Insurance if all of the following are true:

- a. The leave is not FMLA / CFRA; and
- b. The leave is unpaid; and
- c. The leave is for 30 days or more.

3.7 Termination of Benefits. Employee medical benefits end on the first day of the second month following the date of separation or loss of eligibility. Employee dental and vision plan coverage will end on the last day of the month of the Employee's date of separation or loss of eligibility.

4. LEAVES & ABSENCES

4.1 Sick Leave Accrual. Employees covered under this resolution will accrue 4 hours of sick leave biweekly. Employees may accrue a maximum of 1000 hours of sick leave. Employees whose available sick leave accrual equals or exceeds 1000 hours at the end of a biweekly pay period shall, for the next pay period and any subsequent pay periods until the accrual is below the maximum of 1000 hours, will not accrue any additional sick leave.

4.2 Sick Leave Utilization. Employees may utilize accrued sick leave after their first month of employment. Sick leave with pay will be granted upon the approval of the Fire Chief in the case of a bona fide illness, or a diagnostic medical procedure, dental procedure, ophthalmology service when provided by a duly licensed practitioner.

- a. Sick leave also applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the Employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and the current state Pregnancy Disability Leave (PDL) laws. An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with the Human Resources Manager stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:
 - i. a child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependence status);
 - ii. a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
 - iii. a spouse;
 - iv. a registered domestic partner;
 - v. a grandparent;

- vi. a grandchild; or
 - vii. a sibling.
- b. In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick leave.
 - c. In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.
 - d. The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.
 - e. In the event of a voluntary or involuntary separation from employment, the Employee will forfeit all accumulated sick leave, except that it may be converted to service credit under the City's PERS contract.

4.2 Vacation Accrual. Employees will accrue vacation time biweekly in accordance with the following schedule:

| <u>Length of Service</u> | <u>Biweekly Accrual Rate</u> |
|--------------------------|------------------------------|
| Months 1 – 12 | 4.00 hours |
| Months 13 – 120 | 5.23 hours |
| Months 121 and beyond | 6.15 hours |

4.3 Vacation Utilization. Employees may not accrue vacation beyond 400 hours. Vacation leave will not be granted to an Employee until they have completed 6 months of service with the City. Upon voluntary or involuntary separation from employment, the Employee will be compensated for all accrued vacation leave.

4.4 Vacation Cash-Out. Employees have the option to cash-out up to 40 hours of accrued vacation leave every 6 months. In order to exercise this option, the Employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. In addition, the Employee must have used at least 40 hours of vacation in the previous 12-month period. Any vacation leave cash-out will be subject to budget availability and the approval of both the City Manager and Finance Director.

4.5 Bereavement Leave. Permanent employees are eligible for bereavement leave for a maximum of seventy-two (72) hours per incident with pay. Upon prior approval of the Fire Chief, the Employee may utilize bereavement leave upon the death of an immediate family member. Should additional time be necessary, the employee may utilize two (2) sick leave days. The Fire Chief may approve the employee's utilization of vacation if additional time is required.

- 4.6 Jury Leave.** Employees are eligible for jury leave when called by the court to serve as a juror. Employees will receive their normal compensation so long as the City is reimbursed by the Employee for all juror fees received. The Employee must provide to the Fire Chief a copy of the summons, notice, or subpoena directing the employee to report to court for jury duty. If an Employee reports for jury duty and learns that their services are not needed that day, the Employee must return to work for the balance of their regular work shift.
- 4.7 Court Leave.** Employees who are subpoenaed or noticed by the court or an officer of the court to appear in court as a witness associated with their duties as an Employee of the City, will be granted court time leave with pay. If the required appearance is outside of the normal work shift for the Employee, then they will receive pay for the hours spent appearing in court.
- 4.8 Military Leave.** Employees will be provided with military leave in accordance with California law.
- 4.9 Leave to Vote.** In accordance with California Elections Code Section 14000, Employees will be given 2 hours of paid time to vote if they are working on election day and cannot vote outside of their work hours. Employees must notify the Fire Chief at least two days in advance of the need to for time off to vote.
- 4.10 Parenting Leave.** Each Employee will be eligible for up to forty-eight (48) hours of paid parenting leave for each birth of a baby or placement of a child. All parenting leave will be provided in accordance with applicable federal and state laws; specifically, the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an Employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the Fire Chief and the Human Resources Manager. Use of sick leave may not be taken for parenting leave purposes.
- 4.11 Admin Leave With / Without Pay.** Permanent Employees are eligible for a leave of absence, with or without pay, upon the approval of the Fire Chief and the City Manager. Leave with pay may be provided to an Employee when the City Manager finds it to be in the best interest of the organization, such as pending a disciplinary investigation. Leave without pay may be provided to an employee when it is requested by the Employee due to one of the following reasons:
- a. educational purposes;

- b. long-term illness and/or pregnancy;
- c. death of a family member;
- d. natural disasters and family emergencies;
- e. other emergencies personally affecting Employee;
- f. extended maternity / paternity leave.

Except in the case of natural disasters, the Employee must obtain prior written approval stating the reasons for the leave request (a-f above) and the expected duration of such leave, which may be approved for periods of up to thirty (30) days, with a total maximum of ninety (90) days per incident. Although such unpaid leave is potentially available, it is not guaranteed as operational efficiencies must be considered.

4.12 Return to Work Requirements. Failure of an Employee to return to work on their next regularly scheduled shift following the last day of their approved leave without prior notice and approval from the Fire Chief, will be considered a voluntary resignation of the Employee.

4.13 Determination of Continuous Service. An Employee's service will be considered continuous while the Employee is on an approved leave with pay so long as the Employee returns to work on the required return-to-work day. Upon re-employment from an involuntary layoff or an expiration of a leave of absence without pay, the Employee's previously accrued sick leave credits will be restored. Employees returning from a voluntary resignation will not receive any credits by virtue of their previous employment toward any leave accrual or restoration. In the event of a voluntary or involuntary transfer an Employee with the City, the Employee's leave credits will be transferred in their full amounts.

4.14 Leave Accruals During Leave of Absence. In the event of an extended leave, with or without pay, of 30 calendar days or more, leave accruals will temporarily stop until the Employee returns to work. Employees may utilize any accrued leave time during their leave (sick time, vacation, floating holidays, etc.).

4.15 Absence Without Authorization. When an Employee is absent without authorization or prior notice from a shift, said Employee will be subject to discipline. When an Employee is absent without authorization or prior notice for two (2) or more consecutive shifts, said Employee will be deemed to have voluntarily resigned from employment with the City.

4.16 Reporting Time. Employees will have one-quarter (1/4) of one hour reduced from their pay for each fifteen minutes they report to work later than their

scheduled starting time. Tardiness will result in disciplinary action. Employees will also have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes for which the Employee leaves work early. Employees leaving early without prior authorization of the Fire Chief will be considered refusal to work and be grounds for disciplinary action.

5. DISCIPLINE

5.1 Procedures. Discipline will be carried out in accordance with the Firefighters Bill of Rights, the City's Employer-Employee Relations Rules, Department Policies, the City's Discipline Policy, and this resolution.

6. WORK INJURIES, WORKERS' COMPENSATION

6.1 Medical Treatment. Whenever an Employee sustains an injury or disability arising out of and in the course of employment requiring medical treatment, the Employee must obtain such treatment pursuant to the appropriate California Labor Code sections.

6.2 California Labor Code 4850 Benefits. Whenever an Employee who is eligible for benefits under California Labor Code 4850 is compelled to be absent from duty by reason of injury or disease arising out of and in the course of employment, the Employee will be compensated and placed on leave pursuant to California Labor Code Section 4850.

7. SHIFT POLICY & SCHEDULING

7.1 Shift Policy. Employees will work a 48/96 schedule where each Employee is scheduled to work two (2) 24-hour shifts followed by four (4) twenty-four hour shifts off (based on the standard A,B,C Platoon schedule).

7.2 Scheduling. The Fire Chief will have ultimate control over the schedule and can re-assign shifts or start times as necessary for the efficient operation of the department. Any shift exchanges or shift swaps must be approved by the Fire Chief. Approval will be in the sole discretion of the Fire Chief who shall take into consideration the operational efficiency of the Department as well as any potential overtime costs.

7.3 Holdover. If an Employee is held over from their regularly scheduled shift by the order of the Fire Chief, then they will be compensated at the rate of 1.5 times their regular rate of pay for each 15-minute increment actually worked. An Employee may be held over by order of the Fire Chief for up to 24 hours.

7.4 Emergency Call-Back. If an Employee is called back to duty by the Fire Chief to respond to an emergency, then they will receive at least two hours' work or two hours' pay if two hours work is not required. The Employee will be compensated at 1.5 times the Employee's regular rate of pay. The time worked will begin when the Employee arrives at the work site. If the call-back assignment lasts more than two hours, then the Employee will be compensated in increments of 15 minutes for the time actually worked.

8. MISCELLANEOUS PROVISIONS.

8.1 Non-exclusive. Other City policies of general application (city-wide) or specific application (Fire Dept) may also apply. In the event that there is a conflict or inconsistency between two policies, this policy shall prevail.

8.2 Management Rights. By adopting this resolution, the City does not relinquish any employer management rights to the employees.

8.2 Conflicting Law. In the event that a federal or state law conflicts with any term of employment set forth in this resolution or any other City or Fire Dept. policy and said federal or state law is mandatory, then such federal or state law shall prevail over the conflicting policy.

8.3 Amendment. The City Council has the right to amend or modify the terms set forth herein as it deems necessary and appropriate for the efficient operation of the Fire Department.

APPROVED and ADOPTED, and made effective the same day, at a meeting of the City Council of the City of Crescent City held on the _____ day of _____ 2022, by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jason Greenough, Mayor

Robin Altman, City Clerk



City of Crescent City

Classification: Career Fire Captain

EEO Classification: 2

Employee Association: Unrepresented

FLSA Status: Non-Exempt; FLSA § 7(k) eligible

DEFINITION:

The Career Fire Captain classification exists to uphold the City and Department's stated mission, goals, and values. Individuals in this position are required to perform skilled emergency service work, supervise volunteers of a lower rank, performs equipment maintenance, or can be assigned to an administrative position. Work at this classification differs from that of their subordinates by the ongoing performance of supervisory and administrative work.

The Career Fire Captain serves as a front-line supervisor and mentor to subordinate volunteer firefighter and engineer positions. The Career Fire Captain position will be structurally equal to the Volunteer Fire Captain rank. The position directs the activities of fire operations and performs fire suppression, emergency medical aid, hazardous materials containment/cleanup, traffic collision extractions, and fire prevention duties.

ESSENTIAL JOB FUNCTIONS:

(Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. This includes but is not limited to the following)

The capability of motivating, supervising, training, and evaluating subordinate-level volunteer firefighters. The Career Fire Captain must also be able to use good judgement in their decision-making process under difficult circumstances. The ability to operate effectively within a team structure is critical. Career Fire Captains must be capable of prioritizing, scheduling, and completing tasks associated with non-emergency response duties and activities. The ability to perform duties during various types of emergency operations is essential. Career Fire Captains must be able to work for extended periods of time at emergency incidents that may involve physical exertion often under adverse environmental conditions.

This classification serves as a relief Duty Chief of the Department in the absence of a Battalion Chief; supervises and performs cleaning, checking, and replacement of equipment; supervises cleaning of facilities and equipment; instructs and drills firefighters in watch duties, use of tools, raising ladders, and rescue and salvage work; proactively promotes the vision of the Fire Department, and represents themselves, and the department, with integrity in the performance of all duties.

This classification also responds to alarms received and directs the work of firefighters pending the arrival of a superior officer; supervises laying of hose lines, ladder placement, application of water streams, ventilation of buildings, rescue of persons, and hydraulic calculations of pump operations at the fire scene; responds to multiple alarm fires and assumes command in the absence of superior officers; has the knowledge and ability to make critical decisions in emergency situations; carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Career Fire Captains will attend regularly scheduled drills and participate in the operation or instruction of departmental in-service training activities; train, motivate, and evaluate assigned volunteers; assure compliance with all safety regulations; and promote compliance with departmental policy and procedures.

Knowledge of:

- Applicable Federal, State and local laws, codes, court decisions and regulations concerning fire and life safety, fire suppression, fire prevention and emergency services administration.
- Techniques for dealing with and solving issues and concerns presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds; often when relations may be confrontational or stressed.
- Principles, practices, procedures and equipment used in fire suppression, fire prevention, first aid, emergency medical services and hazardous materials response.
- Fire science, fire behavior and fire investigation procedures.
- Rules and regulations of the fire department, geography of the community, location of streets, principal buildings and water hydrant systems.
- Safety regulations and accepted safety standards as it relates to the work and equipment.
- Emergency services management and safety training.
- Techniques for providing a high level of customer service to the public, City staff and Crescent Fire Protection District Board Members, in all forms of communication and correspondence.
- Computers and modern office technologies.

Ability to:

- Provide an encouraging and structured work environment for volunteers and all departmental employees.
- Think and react under stressful situations, follow directions from a Battalion Chief or Fire Chief, act quickly and provide helpful direction to firefighters or other adjoining forces under emergency conditions.
- Supervise firefighters and engineers and have a knowledge of basic fire hydraulic calculations and fireground operations.
- Prepare clear and concise reports.
- Communicate effectively, both orally and in written form.
- Interact with the public and promote a positive and professional public image.

SUPERVISION:

The Career Fire Captain will work under the general supervision of the Fire Chief. In the operational command structure, the Career Fire Captain will report to the Battalion Chief on duty. This position exercises supervision over volunteers either directly or indirectly through the Fire Department chain of command.

QUALIFICATIONS:

Experience: *Any combination of experience that would provide the required knowledge, skills and abilities required of the position may be qualifying. A typical way to obtain the required experience would be:*

- 1 year as a paid/career Fire Engineer (equivalent rank or higher)

OR

- 3 years active experience with a volunteer fire department with progressively increasing responsibility

Education:

- High School Diploma; or
- GED, HiSET (or equivalent)

Age: Must be 21 years old at the time of application.

License: California Class C Driver's License with a firefighter endorsement or a California Commercial Driver's License (***may be obtained within six months of date of hire***)

Required Certifications:

- Valid Candidate Physical Ability Test (CPAT) Certification (at time of application)
- CA or National Registry EMT-1 or higher (***may be obtained within one year of hire date***)

Highly Desirable Skills and Training:

- CA Firefighter 1 Certification
- CA Firefighter 2 Certification
- CA State Company Officer Certification (***or initiated task book***)
- Fire Science Degree/Coursework ***OR*** a degree in a closely related field
- Hazardous Materials Awareness & Operational certification
- Rescue Systems 1 & 2
- LARRO
- Apparatus Operator certification/training
- NIMS 700 & 800
- ICS series training (*700, 800, 100, 200*)
- Fire Prevention certification training/experience
- Engine/Crew Boss certification
- Mechanical aptitude
- Problem solving ability/experience
- Auto extrication
- Wildland Firefighter training: S130, S190, S 290, etc.

PHYSICAL and MENTAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Must possess the ability to stand, balance and walk and work on uneven, steep and slippery terrain. This position must have the ability to climb up and down slopes and stairs; lift, carry, push, and pull materials in excess of 100 pounds and objects necessary to perform job functions. Must have the ability to operate a motor vehicle and wear/use a self-contained breathing apparatus.

Must maintain sufficient visual acuity, corrected or non-corrected, far and near, depth, perception, field of vision, color vision and night vision to obtain impressions of shape, size, distance, motion, color and other characteristics of objects.

Must maintain sufficient physical fitness to pass the CPAT or a CPAT-like test each year.

Must maintain sufficient hearing clarity, corrected or non-corrected, of hearing within speech frequencies to maintain two-way communications in person, on the telephone and by radio with other firefighters and the public.

Must maintain sufficient speech clarity and the ability to communicate verbally in a clear and concise manner with other firefighters and the public.

While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures, interact with City management, other governmental officials, contractors, vendors, employees and the public.

ENVIRONMENTAL ELEMENTS:

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Duties may be performed in adverse environmental conditions, including exposure to intense heat, heavy smoke, dust and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS:

Must be willing to work extended shifts or be called back in emergency situations and work with exposure to stressful and difficult circumstances, including exposure to dangerous situations with strong conflict resolution skills.

RESOLUTION NO. 2022-70

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
UPDATING THE POSITION CONTROL FOR FISCAL YEAR 2022-23**

WHEREAS, the City Council has adopted the Position Control listing authorized classifications and annual wage ranges for City employees and has the authority to update the Position Control when necessary; and

WHEREAS, the City desires to create a new classification of Career Fire Captain to provide for the long-term sustainability of the Fire Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AS FOLLOWS:

1. That the Position Control attached is hereby approved.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 17th day of October 2022, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jason Greenough, Mayor

ATTEST:

Robin Altman, City Clerk

**City of Crescent City
Position Control
Authorized Positions & Pay Ranges 10.17.22**

| Position Title | Bargaining Unit | Auth Pay Range - Current | | Auth Pay Range - Proposed | | Current Auth FTE | Change | Proposed FTE | Notes |
|--|-----------------|--------------------------|------------|---------------------------|------------|------------------|----------|--------------|--|
| | | Min Annual | Max Annual | Min Annual | Max Annual | | | | |
| Administration | | | | | | | | | |
| City Manager | Contract | 104,506 | 133,536 | 107,641 | 137,542 | 1.00 | | 1.00 | |
| City Attorney | Contract | 99,281 | 124,468 | 102,259 | 128,202 | 1.00 | | 1.00 | |
| City Clerk / Administrative Analyst | CCMEA | 61,818 | 75,150 | 63,672 | 77,405 | 1.00 | | 1.00 | |
| HR Manager | CCMEA | 53,394 | 64,917 | 54,995 | 66,864 | 1.00 | | 1.00 | |
| Information Systems Administrator | CCMEA | 68,162 | 82,846 | 70,206 | 85,332 | 1.00 | | 1.00 | |
| IT / GIS Technician | CCMEA | 46,134 | 56,077 | 47,518 | 57,759 | 1.00 | | 1.00 | |
| Finance | | | | | | | | | |
| Director of Finance | Contract | 91,950 | 115,277 | 94,709 | 118,735 | 1.00 | | 1.00 | |
| Finance Analysts | | | | | | 2.00 | | 2.00 | |
| Finance Analyst II | CCMEA | 58,885 | 71,573 | 60,651 | 73,720 | | | | |
| Finance Analyst I | CCMEA | 53,394 | 64,917 | 54,995 | 66,864 | | | | |
| Finance Technician and PR Admin | | | | | | 1.50 | | 1.50 | |
| Finance Technician | CCMEA | 48,443 | 58,885 | 49,896 | 60,651 | | | | |
| Payroll Administrator | CCMEA | 48,443 | 58,885 | 49,896 | 60,651 | | | | |
| Account Clerks | | | | | | 2.00 | | 2.00 | |
| Account Clerk II | CECC | 37,960 | 46,134 | 39,099 | 47,518 | | | | |
| Account Clerk I | CECC | 34,424 | 41,850 | 35,457 | 43,105 | | | | |
| Fire | | | | | | | | | |
| Fire Chief | Contract | 91,950 | 115,277 | 94,709 | 118,735 | 1.00 | | 1.00 | |
| Career Fire Captain *** | Unrepresented | 65,618 | 79,767 | 65,631 | 79,744 | 3.00 | | 3.00 | |
| Administrative Assistant | CECC | 41,850 | 50,856 | 43,105 | 52,382 | 1.00 | | 1.00 | |
| Police | | | | | | | | | |
| Chief of Police | Contract | 91,950 | 115,277 | 94,709 | 118,735 | 1.00 | | 1.00 | |
| Lieutenant | CCPOA | 86,195 | 99,466 | 88,781 | 102,450 | - | | - | |
| Sergeant | CCPOA | 68,931 | 85,530 | 70,999 | 88,095 | 4.00 | | 4.00 | |
| Police Officers and Recruits | | | | | | 10.00 | | 10.00 | |
| Police Officer | CCPOA | 50,877 | 67,954 | 52,403 | 69,992 | - | | - | |
| Police Officer - Limited Term | CCPOA | 50,877 | 67,954 | 52,403 | 69,992 | - | | - | |
| Police Recruit | CCPOA | 37,482 | 37,482 | 38,606 | 38,606 | - | | - | |
| Records Specialist | CECC | 41,850 | 50,856 | 43,105 | 52,382 | 1.00 | | 1.00 | |
| Planning, Building & Code Enforcement | | | | | | | | | |
| Planning Technician | CCMEA | 46,134 | 56,077 | 47,518 | 57,759 | - | | - | |
| Building Inspector & Code Enforcement Officer * | CCMEA | 50,856 | 61,818 | 52,382 | 63,672 | 0.46 | | 0.46 | |
| Office Technician ** | CECC | 34,424 | 41,850 | 35,457 | 43,105 | 1.00 | | 1.00 | |
| Economic Development and Recreation | | | | | | | | | |
| Economic Development and Recreation Director | Contract | 86,461 | 108,418 | 89,055 | 111,671 | 1.00 | | 1.00 | |
| Grants and Economic Development Coordinator | CCMEA | 58,885 | 71,573 | 60,651 | 73,720 | 1.00 | | 1.00 | |
| Recreation Lead | Unrepresented | 31,720 | 37,440 | 31,720 | 38,480 | 0.48 | | 0.48 | |
| RV Park Supervisor | CCEA | 39,853 | 48,443 | 41,048 | 49,896 | 1.00 | | 1.00 | |
| Campground Attendant | Unrepresented | 32,427 | 39,416 | 32,427 | 39,416 | 0.60 | | 0.60 | |
| Aquatics Supervisor | CCMEA | 46,134 | 56,077 | 47,518 | 57,759 | 1.00 | | 1.00 | |
| Relief Supervisor/Lesson Coordinator | CCEA | 39,853 | 48,443 | 41,048 | 49,896 | 2.00 | | 2.00 | |
| Part-time Lifeguards | | | | | | 5.40 | | 5.40 | 5.4 full-time equivalents (each FTE equal to 2080 hours per year) for a total of 11,232 hours divided among all part-time lifeguards |
| Lifeguard - Designated Head Lifeguard | Unrepresented | 32,760 | 37,440 | 32,760 | 38,480 | | | | |
| Lifeguard - Part-Time | Unrepresented | 31,720 | 37,440 | 31,720 | 38,480 | | | | |
| Aquatic Specialty Program Instructor | Unrepresented | 33,800 | 37,440 | 33,800 | 38,480 | | | | |
| Water Safety Aide | Unrepresented | 32,240 | 34,320 | 32,240 | 35,360 | | | | |
| Public Works | | | | | | | | | |
| Director of Public Works | Contract | 91,950 | 115,277 | 94,709 | 118,735 | 1.00 | | 1.00 | |
| Engineering Project Manager | CCMEA | 58,885 | 71,573 | 60,651 | 73,720 | 1.00 | | 1.00 | |
| Engineering Technician | CCMEA | 46,134 | 56,077 | 47,518 | 57,759 | 1.00 | | 1.00 | |
| Public Works Maintenance Manager | CCMEA | 71,573 | 86,986 | 73,720 | 89,595 | 1.00 | | 1.00 | |
| Public Works Parks / Buildings / Maintenance Workers & Equipment Operators | | | | | | 12.04 | | 12.04 | |
| Maintenance Workers | | | | | | | | | |
| Senior Public Works Maintenance Worker | CCEA | 48,443 | 58,885 | 49,896 | 60,651 | | | | |
| Maintenance Worker III | CCEA | 39,853 | 48,443 | 41,048 | 49,896 | | | | |
| Maintenance Worker II | CCEA | 36,150 | 43,930 | 37,235 | 45,247 | | | | |
| Maintenance Worker I | CCEA | 34,424 | 41,850 | 35,457 | 43,105 | | | | |
| Maintenance Worker 1 (part-time and seasonal) | Unrepresented | 34,424 | 41,850 | 35,457 | 43,105 | | | | |
| Equipment Operators | | | | | | | | | |
| Equipment Operator II | CCEA | 43,930 | 53,394 | 45,247 | 54,995 | | | | |
| Equipment Operator I | CCEA | 37,960 | 46,134 | 39,099 | 47,518 | | | | |
| Senior Bldgs & Parks Maintenance Worker | CCEA | 39,853 | 48,443 | 41,048 | 49,896 | | | | |
| EMOT | | | | | | 3.00 | | 3.00 | |
| Senior Electrical Mechanical Operations Technician | CCEA | 64,917 | 78,894 | 66,864 | 81,261 | | | | |
| Electrical Mechanical Operations Technician II | CCEA | 56,077 | 68,162 | 57,759 | 70,206 | | | | |
| Electrical Mechanical Operations Technician I | CCEA | 48,443 | 58,885 | 49,896 | 60,651 | | | | |
| Utility Mechanic | CCEA | 39,853 | 48,443 | 41,048 | 49,896 | 1.00 | | 1.00 | |
| Laboratory Director | CCMEA | 61,818 | 75,150 | 63,672 | 77,405 | 1.00 | | 1.00 | |
| Laboratory Assistant / Tech | | | | | | 1.48 | | 1.48 | |
| Laboratory Technician II | CCEA | 50,856 | 61,818 | 52,382 | 63,672 | | | | |
| Laboratory Technician I | CCEA | 41,850 | 50,856 | 43,105 | 52,382 | | | | |
| Laboratory Assistant | CCEA | 34,424 | 41,850 | 35,457 | 43,105 | | | | |
| Fleet Mechanics | | | | | | 2.00 | | 2.00 | |
| Senior Mechanic | CCEA | 56,077 | 68,162 | 57,759 | 70,206 | | | | |
| Mechanic II | CCEA | 43,930 | 53,394 | 45,247 | 54,995 | | | | |
| Mechanic I | CCEA | 36,150 | 43,930 | 37,235 | 45,247 | | | | |
| Housing Authority | | | | | | | | | |
| Housing Authority Director | Contract | 86,461 | 108,418 | 89,055 | 111,671 | 1.00 | | 1.00 | |
| Housing Authority Inspector | CCEA | 39,853 | 48,443 | 41,048 | 49,896 | - | | - | |
| Tenant Services Technician | CECC | 41,850 | 50,856 | 43,105 | 52,382 | 2.00 | | 2.00 | |
| Office Technician | CECC | 34,424 | 41,850 | 35,457 | 43,105 | 1.00 | | 1.00 | |
| Totals | | | | | | 75.96 | - | 75.96 | |

* 0.46 FTE split between Building/Code Enforcement and Housing Authority
 ** 1.0 FTE split between Planning and Public Works
 *** Annual wages based on 48/96 schedule including scheduled FLSA overtime

Pay ranges do not include special pay, i.e. certification, longevity, merit, etc.
 Min and max annual pay ranges are equivalent to base hourly rate times 2,080 hours per year. Actual hours for positions may be different.