



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Abby Partin, Human Resources Administrator

Subject: Adopt Resolutions to Establish the Classifications of Human Resources Director and Police Corporal and to Amend the Master Pay Schedule Concerning these Classifications and for the Special Assistance Classification.

Community Goal/Result

Fiscally Prudent, Safe Community

Purpose

To ensure the community continues to receive excellent service by retaining and attracting exceptional employees in a financially prudent manner.

Recommendation

Staff recommends the City Council adopt resolutions by approving the following:

- Establish the Human Resources Director and Police Corporal classifications;
- Amend the Master Pay Schedule to include these new classifications and to reflect a higher hourly salary for the Special Assistant Classification; and
- Add Human Resources Director to Confidential Management and Police Corporal to Brisbane Police Officers Association groups.

Background

With the current and future growth within the organization and the community due to residential, retail, hotel, commercial and biotechnology construction, including the Baylands development; the City Manager has identified the need to formalize and establish the Human Resources Director and Police Corporal classifications, as well as adjusting the Special Assistant salary range to serve as part of the City's succession planning and retention tool by providing staff a path for professional growth and recognition for high level performance.

Discussion

Due to the recent retirement of the Assistant City Manager, the current Human Resources Administrator absorbed higher-level human resources functions such as Risk Management, taking the lead on both employee relations and labor relations, and serving as the City's alternate member on the Bay Cities Joint Powers Insurance Authority Board Director. In addition, the Human Resources Administrator oversees various out day to day operations within the Human Resources Department such as department management, policy administration, Safety Program Coordinator, and workers compensation/disability management.

The proposed Human Resources Director classification will oversee, direct, and participate in all Human Resources Department programs, including the day-to-day operations and both short and long-range planning and budgeting. This classification will coordinate all Human Resources Department activities with other City departments and divisions as well as program planning and operational goals and objectives for the department, and furthering City goals and objectives within general policy guidelines.

The proposed Police Corporal classification will serve as second in command to a Police Sergeant, which currently is classified as Officer-in-Charge, fulfilling supervisory duties during the absence of a Sergeant. The formalized Police Corporal classification will take on administrative duties, maintain, oversee and participate in collateral duties as assigned; complete special projects as well as develop, mentor and coach incoming and line-level Police Officers. As a small organization where promotions are limited, this classification will assist in the retention of the City's current officers as it provides them the opportunity to develop and be recognized for their hard work and leadership abilities. As the City prepares for the future growth of the Baylands development, the Police Corporal classification will allow the department to be prepared to fill future supervisory positions, as the City hires more personnel.

Staff provided the proposed Human Resources Director and Police Corporal job descriptions to the Confidential Management and Police Officers Association groups, for review as it is proposed to include the classifications into their respective bargaining groups. Neither group had an objection.

After an internal and external compensation review, staff recommends the following salary range for the proposed classifications:

- Human Resources Director: \$14,804 - \$17,995 monthly (\$85.41 - \$103.82 per hour)
- Police Corporal: \$8,965 - \$10,897 monthly (\$51.72 - \$62.87 per hour)

The City's Special Assistant classification encompasses and fulfills a wide array of functions from office clerical to higher, executive level assistance on an as needed basis. With foreseeable future retirements, staff is requesting to adjust the current Special Assistant salary range from \$15.50 to \$75.00 to \$15.50 to \$145.00. Staff believes this change at the high end is necessary in order to capture higher, executive level assistance to address the challenge of retaining institutional knowledge on a part-time basis, which will be helpful during the Baylands development and addressing departmental specific issues. Having part-time staff with numerous years of experience and expertise will not only allow for a seamless transition of departmental functions, but also provides training opportunities for current employees.

Fiscal Impact

The differential cost at top rates from Human Resources Administrator to Human Resources Director is \$35,001 per year, and Police Officer to Police Corporal is \$12,470 per year. The full cost of the changes will be incorporated into the ensuing budget year.

Measure of Success

The City is able to maintain a stable and high quality workforce.

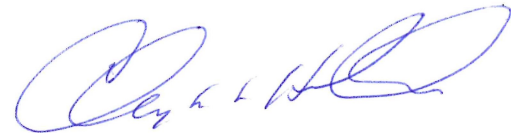
Attachments

Resolution 2023-__

Resolution 2023-__



Abby Partin, Human Resources
Administrator



Clay Holstine, City Manager

RESOLUTION NO 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING RESOLUTION 2001-11 TO INCLUDE THE CLASSIFICATIONS OF HUMAN RESOURCES DIRECTOR AND POLICE CORPORAL IN THE CLASS SPECIFICATION MANUAL AND DESIGNATING THESE CLASSIFICATIONS, RESPECTIVELY, INTO THE CONFIDENTIAL MANAGEMENT AND THE BRISBANE POLICE OFFICERS ASSOCIATION BARGAINING GROUPS

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classifications and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has established the need for the classifications of Human Resources Director and Police Corporal; and

WHEREAS, the class description for Human Resources Director and Police Corporal were developed in cooperation with and have been approved by the City Manager; and

WHEREAS, this newly developed class descriptions for Human Resources Director and Police Corporal meet the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual; and

WHEREAS, the City Manager has discussed with the Confidential Management bargaining group whether the Human Resources Director classification should be included in that bargaining group and no objection has been received; and

WHEREAS, the City Manager has discussed with the Brisbane Police Officers Association whether the Police Corporal classification should be included in that bargaining group and no objection has been received.

NOW, THEREFORE, the City Council of the City of Brisbane resolves as follows:

Section 1. The class descriptions for the classifications of Human Resources Director and Police Corporal in Exhibit "A" are approved for inclusion in the Class Specification Manual.

Section 2. The Human Resources Director classification is added to the Confidential Management bargaining group and the Police Corporal classification is added to the Brisbane Police Officers Association bargaining group.

Section 3. This resolution shall be effective immediately upon its adoption.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-XX was duly and regularly adopted at a special meeting of the Brisbane City Council on June 29, 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Ingrid Padilla, City Clerk

CITY OF BRISBANE
HUMAN RESOURCES DIRECTOR

Definition

Plans, directs, coordinates, manages and participates in the activities of the City's Human Resources Department including management of workers, compensation, employee benefits, employee safety, labor relations; employee relations, recruitment, classification and compensation, and city-wide training.

Class Characteristics

This is an executive management classification that oversees, directs, and participates in all Human Resources Department programs, including the day-to-day operations and both short and long-range planning and budgeting. Responsibilities include coordinating the activities of the Human Resources Department with other City departments and divisions and managing the complex and varied functions of the department. The incumbent is accountable for accomplishing program planning and operational goals and objectives for the department, and furthering City goals and objectives within general policy guidelines.

Supervision Received and Exercised

Receives general direction from the City Manager.

Exercises supervision of supervisory/professional and clerical staff.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Plans, directs, administers, and oversees a wide range of human resources services in compliance with City policy, state and federal regulations; organizes and oversees human resources program areas including recruitment, classification, benefits, labor relations, employee relations, training, wellness program, workplace investigations, and worker's compensation.
- Develops and implements the Human Resources Department goals, objectives, policies and programs in accordance with City policies, goals and objectives.
- Develops and makes recommendations to the City Manager, Assistant City Manager, and operating departments regarding the creation, revision, or abolishment of Human Resources rules policies and procedures.
- Prepares, administers, and maintains the Human Resources Department budgets including forecasting future needs as well as monitoring and controlling expenditures.
- Develops goals, objectives, and performance measures for the department; assesses the effectiveness of programs and services provided and seeks ways to improve services and programs; advises directors and managers using sound human resources strategies, practices and techniques to solve complex employee and organizational issues.
- Manages and oversees the administration of personnel activities, including hiring, promoting, evaluating, establishing performance standards and reviews, training, and assigning of work responsibilities.
- Provides oversight for City's labor relations functions; interprets labor agreements and other City rules, regulations, policies and procedures; provides analytical and strategic support for labor relations matters; assists in determining proposal costs, serves as a member of the City's negotiation team.
- Administers comprehensive employee benefit program, including health insurance, pension and other post-employment benefits; keeps current on trends in the benefits market place and makes recommendations for plan amendments.

- Provides management oversight to employee protected leaves, return to work, modified work and reasonable accommodation; ensures compliance with applicable laws, rules, past practices and best practices.
- Oversees the Workers Compensation program and provides oversight to the third-party administrator and City staff; hires and directs investigators and other experts; authorizes settlements; audits claim costs and expenditures.
- Identifies, coordinates and provides Human Resources-related training to city staff, as appropriate.
- Researches, analyzes and develops recommendations on a wide range of human resources issues; monitors and analyzes laws and pending legislation which impact City operations; stays current of new trends and innovations in the field of human resources, and continually monitors the City's compliance with federal and state laws and regulations; provides technical assistance as necessary.
- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees.
- Makes presentations to various groups within the City, including City Council and agencies outside the City.
- Serves as a professional staff resource to City managerial staff.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposals, agreements and other written materials.
- Monitors changes in laws, regulations and technology that may affect City activities and functions; implements policy and procedural changes as required.

Qualifications

Knowledge of:

- Principles, practices and procedures of human resources management in a public agency including methods and techniques for recruitment, selection, equal employment opportunity, classification, compensation, benefit analysis and administration, employee and labor relations, employee and organizational development, workers' compensation and safety.
- Applicable federal, state, and local laws, regulations, ordinances and codes related to human resources.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Employee benefits, public sector retirement programs, payroll/HRIS systems, workers compensation, employee relations, negotiations, grievances, discipline, leave of absences,
- Communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with employees, often in difficult or confrontational situations.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications; formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports
- Standard office procedures, practices, equipment, personal computers, and software.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Basic budgetary and contract administration practices in a public agency.
- Records management principles and practices.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, employee representatives, and other professional organizations.

Skill to:

- Operate a variety of office equipment including computers and peripheral equipment.

Ability to:

- Provide accurate interpretations of policies and regulations.
- Analyze and evaluate extensive data effectively and objectively and to prepare oral presentations and written reports and recommendations clearly, logically and concisely.
- Understand, interpret, explain and apply laws, rules, regulations, memorandum of understandings, policies and procedures.
- Develop and administer department goals, objectives and procedures; identify problems, develop solutions, and implement a plan of action.
- Prepare and administer budgets.
- Prepare clear and concise management reports; conduct complex presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of human resources programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, and set priorities to meet critical timelines.
- Maintain confidentiality of sensitive information and records.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned functional areas.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.

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

Education: Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. A Master's degree in Public Administration or Business Administration or other related field is desirable.

Experience: Four to five years of increasingly responsible administrative management experience involving a combination of any of the following: human resources management, policy analysis, study and analysis of management, budget, organizational, and procedural problems and issues preferably in a government agency.

License: Must possess a valid California class C driver's license and have a satisfactory driving record or have the ability to travel from one location to another to attend meetings.

Working Conditions: Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean

appearance; work protracted and irregular hours and evening meetings or off-site work for meeting attendance or participation in specific projects or programs as needed.

Physical Demands: Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; move 35 pound boxes, files, and materials.

Approved Date: June 29, 2023
Resolution: 2023-

Revised Date:
Resolution:

Bargaining Unit: Confidential Management Group
Resolution: 2023-

Former Titles:

Abolished:

CITY OF BRISBANE

POLICE CORPORAL

Definition

Leads and performs a wide variety of law enforcement duties involving crime prevention; protection of life and property and enforcement of all laws; including city ordinances; makes investigations, assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public.

Class Characteristics

This sworn law enforcement class performs some supervisory assignments found in a municipal police department. The functions of a Police Corporal are similar to that of a Police Officer with additional duties such as being the supervisor of a shift, when a Police Sergeant is absent and perform, related work as required including leading an investigation. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

Supervision Received and Exercised

Receives general supervision from the Police Sergeant.

May provide technical and functional oversight of Police Officer and Police Officer Trainees.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Performs all functions of a police officer assigned to patrol, investigations, or administration.
- Patrols assigned areas for the prevention and detection of crime, enforcement of laws, regulations, and ordinances.
- Responds to all calls for service and takes appropriate action.
- Acts as a patrol supervisor at crime incidents, disaster scenes and accidents until relieved by a higher-ranking officer.
- Makes arrests, conducts traffic enforcement, prepares cases for trial, and appears in court as a witness.
- Participates in community events.
- Reviews reports written by officers.
- Acts as a shift supervisor/Watch Commander when the sergeant is not available or on another incident.
- Performs the duties of a Field Training Officer which includes: providing direct one on one training to the police officer recruits; completes daily and summary evaluations of recruits in training.
- Attends internal management meetings and provides status reports.
- Provides in-service training during quarterly training days.
- Develops, mentors and coaches subordinates.
- Completes special projects, as assigned.

Qualifications

Knowledge of:

- Organization, operation rules and regulations of the Police Department.
- Principles of the criminal justice system and administration, including traffic control and crime prevention; criminal investigation

- Rules of evidence and laws of arrest and court procedures.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances and court decisions.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill to:

- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Enter information into a computer with sufficient speed and accuracy to perform the work.

Ability to:

- Enforce City and State laws, local ordinances, and traffic regulation.
- Conduct in depth investigations of crimes, disturbances, vehicle accidents, public safety hazards.
- Analyze and adopt effective and reasonable courses of action.
- Supervise, evaluate, and discipline subordinates.
- Gather, analyze and evaluate facts and evidence and draw sound conclusions.
- Prepare accurate reports.
- Obtain valid information from interrogations.
- Direct traffic
- Issue citations and make arrests as required.
- Assist in care and transportation of prisoners.
- Appear in court to present evidence and testimony.
- Operate radio and communication equipment.
- Give information and assistance to the public.
- Maintain effective working relationships with other employees, other public agencies and the general public.
- Make sound, independent decisions in emergency situations.

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

Education: Equivalent to graduation from high school. Additional education at a community college or university level course work in criminal justice and/or a related field is highly desirable.

Experience: Minimum of three (3) years of current full-time sworn police officer experience and successful completion of probation at the time of appointment; and possession of an Intermediate P.O.S.T. Certificate.

License: Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid Intermediate certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Working Conditions: Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to difficult circumstances, including exposure to hazardous materials and all-weather conditions.

Physical Demands: Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and move individuals or objects weighing to 100 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.

Approved Date: June 29, 2023
Resolution: 2023-

Revised Date:
Resolution:

Bargaining Unit: Police Officers Assoc.
Resolution: 2023-

Former Titles:

Abolished:

RESOLUTION NO 2023-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
ADOPTING MASTER PAY SCHEDULE
FOR ALL EMPLOYEES**

WHEREAS, the City of Brisbane contracts with the California Public Employee's Retirement System (CalPERS) to provide retirement benefits for its employees; and

WHEREAS, pursuant to the California Code of Regulations, Title 2, Section 570.5 CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify the position title for every employee position, pay rate for each position title, and the applicable time base for the pay rate; and

WHEREAS, the City Council of the City of Brisbane desires to approve and adopt a publicly available Master Pay Schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5;

NOW, THEREFORE, the City Council of the City of Brisbane resolves as follows:

The Master Pay Schedule as set forth in Exhibit A is approved and is incorporated by reference as though fully set forth herein.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-XX was duly and regularly adopted at a special meeting of the Brisbane City Council on June 29, 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Ingrid Padilla, City Clerk

City of Brisbane Master Pay Schedule

Approved per Resolution No. 2023-

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Accounting Assistant I	\$ 26.75	\$ 28.09	\$ 29.50	\$ 30.98	\$ 32.53				1/2/2023	General Employees	Non-Exempt
Accounting Assistant II	\$ 29.45	\$ 30.93	\$ 32.48	\$ 34.09	\$ 35.80				1/2/2023	General Employees	Non-Exempt
Accounting Systems Analyst	\$ 40.44	\$ 42.57	\$ 44.70	\$ 46.93	\$ 49.28				1/2/2023	General Employees	Non-Exempt
Administrative Assistant	\$ 35.39	\$ 37.16	\$ 39.01	\$ 40.96	\$ 43.01				1/2/2023	General Employees	Non-Exempt
Administrative Management Analyst	\$ 45.04	\$ 47.28	\$ 49.66	\$ 52.13	\$ 54.75				1/2/2023	Confidential Employee	Exempt
Administrative Services Director	\$ 90.94	\$ 95.48	\$ 100.26	\$ 105.26	\$ 110.54				1/2/2023	Confidential Management	Exempt
Assistant Engineer I	\$ 41.20	\$ 43.27	\$ 45.43	\$ 47.71	\$ 50.09				1/2/2023	General Employees	Non-Exempt
Assistant Engineer II	\$ 45.33	\$ 47.58	\$ 49.97	\$ 52.46	\$ 55.09				1/2/2023	General Employees	Non-Exempt
Assistant City Manager	\$ 104.58	\$ 109.80	\$ 115.30	\$ 121.05	\$ 127.12				1/2/2023	Confidential Management	Exempt
Assistant to the City Manager	\$ 69.68	\$ 73.16	\$ 76.83	\$ 80.66	\$ 84.71				1/2/2023	Executive Management	Exempt
Assistant Fire Marshal	\$ 78.22	\$ 82.13	\$ 86.24	\$ 90.55	\$ 95.08				1/2/2023	Brisbane Fire Management	Exempt
Associate Civil Engineer	\$ 53.97	\$ 56.66	\$ 59.49	\$ 62.47	\$ 65.60				1/2/2023	Mid-Management/Professional	Exempt
Associate Planner	\$ 47.68	\$ 50.07	\$ 52.58	\$ 55.20	\$ 57.97				1/2/2023	General Employees	Non-Exempt
Building Permit Technician	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				4/6/2023	General Employees	Non-Exempt
Cashier	\$ 15.50	\$ 16.28	\$ 17.09	\$ 17.94	\$ 18.84				1/2/2023	Unrepresented	Non-Exempt
C/CAG Stormwater Program Director	\$ 71.29	\$ 74.86	\$ 78.60	\$ 82.54	\$ 86.66				1/2/2023	Mid-Management/Professional	Exempt
City Clerk	\$ 56.39	\$ 59.21	\$ 62.17	\$ 65.29	\$ 68.54				1/2/2023	Executive Management	Exempt
City Manager	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 142.14		1/2/2023	Unrepresented	Exempt
Code Enforcement Officer	\$ 38.45	\$ 40.38	\$ 42.39	\$ 44.51	\$ 46.74				1/2/2023	General Employees	Non-Exempt
Communications Digital and Media Coordinator	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				1/2/2023	General Employees	Non-Exempt
Communications Manager	\$ 52.68	\$ 55.45	\$ 58.36	\$ 61.43	\$ 64.67				1/2/2023	Mid-Management/Professional	Exempt
Community Development Director	\$ 87.94	\$ 92.34	\$ 96.96	\$ 101.81	\$ 106.91				1/2/2023	Executive Management	Exempt
Community Development Technician	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				1/2/2023	General Employees	Non-Exempt
Community Services Officer	\$ 31.48	\$ 33.51	\$ 35.19	\$ 36.95	\$ 38.79				1/2/2023	General Employees	Non-Exempt
Council Member	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00			1/2/2023	Elected Position	
Crossing Guard	\$ 15.50	\$ 16.28	\$ 17.09	\$ 17.94	\$ 18.84				1/2/2023	Unrepresented	Non-Exempt
Deputy City Clerk/Executive Assistant	\$ 42.39	\$ 44.51	\$ 46.74	\$ 49.09	\$ 51.53				1/2/2023	Confidential	Exempt
Deputy Director of Public Works	\$ 79.65	\$ 83.63	\$ 87.82	\$ 92.21	\$ 96.82				1/2/2023	Mid-Management/Professional	Exempt
Deputy Finance Director	\$ 71.29	\$ 74.86	\$ 78.60	\$ 82.54	\$ 86.66				1/2/2023	Mid-Management/Professional	Exempt
Director of Marina/Aquatics Services	\$ 58.37	\$ 61.29	\$ 64.36	\$ 67.58	\$ 70.95				1/2/2023	Executive Management	Exempt
Engineering Technician	\$ 39.72	\$ 41.71	\$ 43.79	\$ 45.96	\$ 48.28				1/2/2023	General Employees	Non-Exempt
Executive Administrative Assistant	\$ 36.68	\$ 38.50	\$ 40.43	\$ 42.46	\$ 44.58				1/2/2023	General Employees	Non-Exempt
Facility Attendant	\$ 18.20	\$ 19.11	\$ 20.07	\$ 21.07	\$ 22.12				1/2/2023	Unrepresented	Non-Exempt
Finance Director	\$ 87.04	\$ 91.38	\$ 95.96	\$ 100.77	\$ 105.78				1/2/2023	Confidential Management	Exempt
Financial Services Manager	\$ 61.58	\$ 64.65	\$ 67.89	\$ 71.29	\$ 74.86				1/2/2023	Mid-Management/Professional	Exempt
Fire Captain	\$ 43.01	\$ 45.14	\$ 47.41	\$ 49.78	\$ 52.27				1/2/2023	IAFF Local 2400	Non-Exempt
Fire Prevention Officer	\$ 50.38	\$ 55.67	\$ 58.45	\$ 61.36	\$ 64.43				1/2/2023	IAFF Local 2400	Non-Exempt
Fire Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 25.06		1/2/2023	IAFF Local 2400	Non-Exempt
Firefighter	\$ 35.99	\$ 37.78	\$ 39.67	\$ 41.64	\$ 43.73				1/2/2023	IAFF Local 2400	Non-Exempt
Firefighter II	\$ 39.59	\$ 41.56	\$ 43.64	\$ 45.81	\$ 48.10				1/2/2023	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic	\$ 35.99	\$ 37.78	\$ 39.67	\$ 41.64	\$ 43.73				1/2/2023	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic II	\$ 39.59	\$ 41.56	\$ 43.64	\$ 45.81	\$ 48.10				1/2/2023	IAFF Local 2400	Non-Exempt
Geographic Information System Manager	\$ 52.68	\$ 55.45	\$ 58.36	\$ 61.43	\$ 64.67				1/2/2023	Mid-Management/Professional	Exempt
Habitat Restoration Lead Worker	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 15.50		1/2/2023	Unrepresented	Non-Exempt
Harbormaster	\$ 49.66	\$ 52.13	\$ 54.74	\$ 57.48	\$ 60.36				1/2/2023	Mid-Management/Professional	Exempt
Head Lifeguard	\$ 21.82	\$ 22.92	\$ 24.06	\$ 25.28	\$ 26.53				1/2/2023	Unrepresented	Non-Exempt
History Project Asst	\$ 36.94	\$ 38.79	\$ 40.72	\$ 42.75	\$ 44.90				1/2/2023	Unrepresented	Non-Exempt
Human Resources Administrator	\$ 72.75	\$ 76.39	\$ 80.21	\$ 84.22	\$ 88.43				1/2/2023	Confidential	Exempt
Human Resources Director	\$ 85.41	\$ 89.68	\$ 94.16	\$ 98.87	\$ 103.82				6/29/2023	Confidential Management	Exempt
Human Resources Technician	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				1/2/2023	General Employees	Non-Exempt
Information Technology & Systems Administrator	\$ 54.29	\$ 57.00	\$ 59.85	\$ 62.85	\$ 66.00				1/2/2023	Mid-Management/Professional	Exempt
Intern	\$ -	\$ -	\$ -	\$ -	\$ -			\$15.50 - \$20.00	1/2/2023	Unrepresented	Non-Exempt
Lifeguard	\$ 16.56	\$ 17.39	\$ 18.26	\$ 19.17	\$ 20.12				1/2/2023	Unrepresented	Non-Exempt
Management Analyst (Part-time)	\$ 40.84	\$ 42.90	\$ 45.03	\$ 47.28	\$ 49.65				1/2/2023	Unrepresented	Non-Exempt

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Marina Maintenance Worker I	\$ 30.96	\$ 32.50	\$ 34.13	\$ 35.84	\$ 37.64				1/2/2023	General Employees	Non-Exempt
Marina Maintenance Worker II	\$ 34.05	\$ 35.75	\$ 37.54	\$ 39.41	\$ 41.38				1/2/2023	General Employees	Non-Exempt
Marina Maintenance Worker I (Part-time)	\$ 31.57	\$ 33.15	\$ 34.80	\$ 36.56	\$ 38.38				1/2/2023	Unrepresented	Non-Exempt
Marina Maintenance Worker II (Part-time)	\$ 34.71	\$ 36.48	\$ 38.27	\$ 40.17	\$ 42.21				1/2/2023	Unrepresented	Non-Exempt
Marina Services Director	\$ 54.56	\$ 57.29	\$ 60.16	\$ 63.16	\$ 66.32				1/2/2023	Executive Management	Exempt
Office Assistant	\$ 28.38	\$ 29.75	\$ 31.24	\$ 32.80	\$ 34.45				1/2/2023	General Employees	Non-Exempt
Office Assistant (Part-Time)	\$ 28.90	\$ 30.33	\$ 31.84	\$ 33.46	\$ 35.13				1/2/2023	Unrepresented	Non-Exempt
Office Specialist	\$ 33.27	\$ 34.92	\$ 36.68	\$ 38.50	\$ 40.43				1/2/2023	General Employees	Non-Exempt
Office Specialist (Part-Time)	\$ 33.94	\$ 35.62	\$ 37.40	\$ 39.28	\$ 41.24				1/2/2023	Unrepresented	Non-Exempt
Park/Beach/Recreation Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			1/2/2023	Appointed Position	
Parks & Recreation Director	\$ 83.85	\$ 88.06	\$ 92.45	\$ 97.07	\$ 101.93				1/2/2023	Executive Management	Exempt
Parks/Facilities Maintenance Worker I	\$ 30.96	\$ 32.50	\$ 34.13	\$ 35.84	\$ 37.64				1/2/2023	General Employees	Non-Exempt
Parks/Facilities Maintenance Worker I (Part-Time)	\$ 31.57	\$ 33.15	\$ 34.80	\$ 36.56	\$ 38.38				1/2/2023	Unrepresented	Non-Exempt
Parks/Facilities Maintenance Worker II	\$ 34.05	\$ 35.75	\$ 37.54	\$ 39.41	\$ 41.38				1/2/2023	General Employees	Non-Exempt
Payroll/Utility Billing Technician	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				1/2/2023	General Employees	Non-Exempt
Planning Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			1/2/2023	Appointed Position	
Police Chief	\$ 102.63	\$ 107.76	\$ 113.14	\$ 118.81	\$ 124.73				1/2/2023	Police Chief	Exempt
Police Commander	\$ 92.52	\$ 97.15	\$ 102.01	\$ 107.11	\$ 112.46				1/2/2023	Police Commander	Exempt
Police Officer	\$ 47.02	\$ 49.37	\$ 51.84	\$ 54.43	\$ 57.16				1/2/2023	Brisbane Police Officers Association*	Non-Exempt
Police Officer - 40 hour shift (Detective/SRO)	\$ 49.37	\$ 51.84	\$ 54.43	\$ 57.16	\$ 60.01				1/2/2023	Brisbane Police Officers Association*	Non-Exempt
Police Corporal	\$ 51.72	\$ 54.31	\$ 57.03	\$ 59.88	\$ 62.87				6/29/2023	Brisbane Police Officers Association*	Non-Exempt
Police Sergeant	\$ 56.65	\$ 59.48	\$ 62.46	\$ 65.58	\$ 68.86				1/2/2023	Brisbane Police Officers Association*	Non-Exempt
Police Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 34.80		1/2/2023	Unrepresented	Non-Exempt
Pre-School Teacher	\$ 18.31	\$ 19.24	\$ 20.19	\$ 21.22	\$ 22.28				1/2/2023	Unrepresented	Non-Exempt
Principal Analyst	\$ 63.00	\$ 66.16	\$ 69.46	\$ 72.92	\$ 76.58				1/2/2023	Confidential	Exempt
Principal Planner	\$ 67.10	\$ 70.46	\$ 73.98	\$ 77.68	\$ 81.57				1/2/2023	Mid-Management/Professional	Exempt
Program Manager - SMCWPPP	\$ 66.37	\$ 69.70	\$ 73.18	\$ 76.84	\$ 80.69				1/2/2023	Mid-Management/Professional	Exempt
Public Service Aide	\$ 16.29	\$ 17.12	\$ 17.96	\$ 18.85	\$ 19.81				1/2/2023	Unrepresented	Non-Exempt
Public Works Director/City Engineer	\$ 102.96	\$ 108.11	\$ 113.50	\$ 119.19	\$ 125.15				1/2/2023	Executive Management	Exempt
Public Works Inspector	\$ 50.81	\$ 53.36	\$ 56.02	\$ 58.81	\$ 61.76				1/2/2023	General Employees	Non-Exempt
Public Works Lead Maintenance Worker	\$ 40.87	\$ 42.91	\$ 45.04	\$ 47.31	\$ 49.66				1/2/2023	General Employees	Non-Exempt
Public Works Maintenance Worker I	\$ 30.96	\$ 32.50	\$ 34.13	\$ 35.84	\$ 37.64				1/2/2023	General Employees	Non-Exempt
Public Works Maintenance Worker I (Part-time)	\$ 31.57	\$ 33.15	\$ 34.80	\$ 36.56	\$ 38.38				1/2/2023	Unrepresented	Non-Exempt
Public Works Maintenance Worker II	\$ 34.05	\$ 35.75	\$ 37.54	\$ 39.41	\$ 41.38				1/2/2023	General Employees	Non-Exempt
Public Works Superintendent	\$ 66.05	\$ 69.35	\$ 72.82	\$ 76.47	\$ 80.29				1/2/2023	Mid-Management/Professional	Exempt
Public Works Supervisor	\$ 50.48	\$ 53.01	\$ 55.66	\$ 58.44	\$ 61.37				1/2/2023	Mid-Management/Professional	Exempt
Public Works Team Leader	\$ 45.80	\$ 48.21	\$ 50.75	\$ 53.42	\$ 56.23				1/2/2023	Mid-Management/Professional	Exempt
Receptionist	\$ 28.34	\$ 29.75	\$ 31.24	\$ 32.80	\$ 34.45				1/2/2023	General Employees	Non-Exempt
Receptionist (Part-time)	\$ 28.90	\$ 30.33	\$ 31.84	\$ 33.46	\$ 35.13				1/2/2023	Unrepresented	Non-Exempt
Recreation Leader	\$ 18.28	\$ 19.19	\$ 20.16	\$ 21.16	\$ 22.22				1/2/2023	Unrepresented	Non-Exempt
Recreation Leader Aide	\$ 15.50	\$ 16.28	\$ 17.09	\$ 17.94	\$ 18.84				1/2/2023	Unrepresented	Non-Exempt
Recreation Manager	\$ 62.13	\$ 65.23	\$ 68.49	\$ 71.92	\$ 75.51				1/2/2023	Mid-Management/Professional	Exempt
Recreation Program Coordinator	\$ 31.43	\$ 33.54	\$ 35.21	\$ 36.97	\$ 38.82				1/2/2023	General Employees	Non-Exempt
Recreation Supervisor	\$ 45.89	\$ 48.21	\$ 50.60	\$ 53.13	\$ 55.79				1/2/2023	Mid-Management/Professional	Exempt
Regional Compliance Program Manager	\$ 52.68	\$ 55.45	\$ 58.36	\$ 61.43	\$ 64.67				1/2/2023	Mid-Management/Professional	Exempt
Reserve Police Officer	\$ 33.59	\$ 35.27	\$ 37.03	\$ 38.88	\$ 40.83				1/2/2023	Unrepresented	Non-Exempt
Senior Accounting Assistant	\$ 33.36	\$ 35.04	\$ 36.78	\$ 38.63	\$ 40.54				1/2/2023	General Employees	Non-Exempt
Senior Civil Engineer	\$ 66.37	\$ 69.70	\$ 73.18	\$ 76.84	\$ 80.69				1/2/2023	Mid-Management/Professional	Exempt
Senior Human Resources Analyst	\$ 50.32	\$ 52.83	\$ 55.48	\$ 58.25	\$ 61.16				1/2/2023	Confidential	Exempt
Senior Management Analyst	\$ 49.33	\$ 51.79	\$ 54.38	\$ 57.10	\$ 59.94				1/2/2023	Mid-Management/Professional	Exempt
Senior Planner	\$ 56.75	\$ 59.59	\$ 62.57	\$ 65.71	\$ 68.98				1/2/2023	Mid-Management/Professional	Exempt
Senior Recreation Leader	\$ 23.46	\$ 24.63	\$ 25.86	\$ 27.15	\$ 28.52				1/2/2023	Unrepresented	Non-Exempt
Sustainability Manager	\$ 52.68	\$ 55.45	\$ 58.36	\$ 61.43	\$ 64.67				1/2/2023	Mid-Management/Professional	Exempt
Special Assistant	\$ -	\$ -	\$ -	\$ -	\$ -			\$15.50-\$145.00	6/29/2023	Unrepresented	Non-Exempt
Spe Coun-Maj Dev Pro	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 175.04		1/2/2023	Confidential Management	Exempt
Swim Instructor	\$ 18.06	\$ 18.97	\$ 19.92	\$ 20.92	\$ 21.97				1/2/2023	Unrepresented	Non-Exempt
Van Driver	\$ 16.99	\$ 17.85	\$ 18.75	\$ 19.69	\$ 20.67				1/2/2023	Unrepresented	Non-Exempt

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Water Quality Technician	\$ 34.05	\$ 35.75	\$ 37.54	\$ 39.41	\$ 41.38				1/2/2023	General Employees	Non-Exempt