

POSITION ALLOCATION BY DEPARTMENT

(Full Time Employees)

Position Allocation by Department					
Position Allocation by Department (Full Time Staffing)					
	Audited	Audited	Adopted	Adopted	2023-2024
	2020-2021	2021-2022	2022-2023	Budget	Change
	2020-2021	2021-2022	2022-2023	2023-2024	Change
Administrative Services					
Account Clerk I	1.00	1.00	1.00	2.00	1.00
Account Clerk II	2.00	2.00	2.00	2.00	0.00
*Account Receptionist	1.00	1.00	0.00	0.00	0.00
Finance Director	1.00	1.00	1.00	1.00	0.00
Junior Accountant	0.00	0.00	2.00	2.00	0.00
*Senior Accountant	1.00	1.00	0.00	0.00	0.00
Total Administrative Services	6.00	6.00	6.00	7.00	1.00
City Clerk					
City Clerk	1.00	1.00	1.00	1.00	0.00
Total City Clerk	1.00	1.00	1.00	1.00	0.00
City Manager					
City Manager	1.00	1.00	1.00	1.00	0.00
Executive Secretary	1.00	1.00	1.00	1.00	0.00
Human Resource Officer	1.00	1.00	1.00	1.00	0.00
Human Resource Specialist	1.00	1.00	1.00	1.00	0.00
*Human Resource Technician	0.00	0.00	0.00	0.00	0.00
Total City Manager	4.00	4.00	4.00	4.00	0.00
Community Services					
Community Services Director	1.00	1.00	1.00	1.00	0.00
Buildings & Facility Supervisor	1.00	1.00	1.00	1.00	0.00
*Parks Maintenance Specialist	1.00	0.00	1.00	0.00	-1.00
Parks Maintenance Technician	1.00	1.00	1.00	1.00	0.00
Parks Maintenance Worker	0.00	2.00	2.00	3.00	1.00
*Recreation Supervisor	1.00	1.00	0.00	0.00	0.00
Recreation Coordinator	0.00	0.00	2.00	2.00	0.00
Senior Services Coordinator	1.00	1.00	1.00	1.00	0.00
Community Services Secretary	1.00	1.00	1.00	1.00	0.00
Total Community Services	7.00	8.00	10.00	10.00	0.00

Exhibit 'B'
Miscellaneous Employees
July 2023 - June 2024

Finance - Administration	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Senior Accountant**	\$ 4,964	\$ 5,212	\$ 5,473	\$ 5,747	\$ 6,034	\$ 6,336	\$ 6,653
Junior Accountant	\$ 3,967	\$ 4,166	\$ 4,374	\$ 4,592	\$ 4,822	\$ 5,063	\$ 5,316
Account Clerk II	\$ 3,598	\$ 3,778	\$ 3,967	\$ 4,166	\$ 4,374	\$ 4,593	\$ 4,822
Account Clerk I	\$ 3,054	\$ 3,207	\$ 3,367	\$ 3,536	\$ 3,712	\$ 3,898	\$ 4,093
Account Receptionist	\$ 2,732	\$ 2,868	\$ 3,012	\$ 3,162	\$ 3,320	\$ 3,486	\$ 3,661
Human Resource Officer**	\$ 5,401	\$ 5,671	\$ 5,955	\$ 6,253	\$ 6,565	\$ 6,894	\$ 7,238
Human Resource Specialist	\$ 4,305	\$ 4,521	\$ 4,747	\$ 4,984	\$ 5,233	\$ 5,495	\$ 5,770
Human Resource Technician	\$ 3,598	\$ 3,778	\$ 3,967	\$ 4,166	\$ 4,374	\$ 4,593	\$ 4,822
Executive Secretary to City Mgr.	\$ 4,086	\$ 4,290	\$ 4,505	\$ 4,730	\$ 4,966	\$ 5,215	\$ 5,475
Assistant to the City Clerk	\$ 3,193	\$ 3,352	\$ 3,520	\$ 3,696	\$ 3,881	\$ 4,075	\$ 4,279

2.5% Cola Effective July 1, 2023

** FLSA Exempt