

**SIDE LETTER OF AGREEMENT  
BETWEEN THE  
TOWN OF LOS GATOS AND THE TOWN EMPLOYEES' ASSOCIATION**

The Town of Los Gatos (Town) and the Town Employees' Association (TEA), collectively referred to as "parties," having met and conferred in good faith, agree as follows:

1. Effective as soon as practicable, the Town shall create a flexibly staffed Project Analyst I/II classification (Exhibit A).
2. The salary schedule for the Project Analyst I and II positions will be as follows:

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Project Analyst II	Non-Exempt	\$49.35	\$51.82	\$54.41	\$57.13	\$59.99	\$63.56
Project Analyst I	Non-Exempt	\$44.42	\$46.64	\$48.97	\$51.42	\$53.99	\$57.26

3. The TEA salary schedules will be amended to include the new salaries.
4. The parties agree that this side letter is subject to Council approval.

**FOR TEA:**

\_\_\_\_\_  
Christine Crossen,  
Communications Dispatcher Lead

\_\_\_\_\_  
Cheryl Schiele  
Business Agent

**TOWN OF LOS GATOS:**

\_\_\_\_\_  
Chris Constantin, Town Manager

\_\_\_\_\_  
Cheryl Parkman  
Human Resources Director

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Gabrielle Whelan, Town Attorney

Exhibit A – Project Analyst I/II Job Classification  
Exhibit B – Updated Salary Schedule

## **CLASSIFICATION SPECIFICATION FOR**

Project Analyst I

Project Analyst II

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

### **FLEXIBLY STAFFED SERIES**

This is a flexibly staffed series, meaning that incumbents may be promoted by successfully demonstrating the ability to perform competently at the required level and by meeting the qualifications for the next higher class. Promotion to a higher level is not automatic or guaranteed and is subject to management and budget authorization. For more information, refer to the Town's Administrative Policy on Flexibly Staffed Classifications.

### **POSITION SUMMARY**

Under close supervision (Project Analyst I) and general direction (Project Analyst II), performs a variety of non-confidential analytical, technical, and administrative duties related to the management support of municipal programs, operations, services, policies, and processes. Assignment areas may be department-specific or may include functions encompassing multiple departments. May work with outside agencies, private organizations, and the public.

### **DISTINGUISHING CHARACTERISTICS**

**Project Analyst I:** This is the entry-level classification in the Project Analyst classification series. Incumbents perform various analytical and professional administrative assignments for an assigned department. Positions at this level are expected to function with a different amount of knowledge or skill level than positions allocated to the Project Analyst II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Initially, work methods and resources are identified, policies and procedures are explained, and assignments are supervised in progress and upon completion. With experience, assignments become more varied and are performed with greater independence.

**Project Analyst II:** This journey-level class in the Project Analyst classification series is responsible for performing the full range of professional support for an assigned operational and/or program area. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from Project Analyst I by the greater level of judgment, the difficulty of work assignments, and the extent to which quantitative and writing skills are required to present findings and recommendations.

## **SUPERVISION RECEIVED AND EXPECTED**

**Project Analyst I:** Incumbents work under close supervision and gradually work more independently as knowledge, experience, and skills are acquired. They do not supervise staff.

**Project Analyst II:** Incumbents receive general administrative direction from a supervisor. They have no direct supervision over staff but may provide training and technical guidance to other staff.

## **DUTIES AND RESPONSIBILITIES (Illustrative Only)**

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.

Positions exist throughout the organization and not all functions are essential in assigned departments.

### **Project Analyst I**

- Participates in and/or leads program research, design and administration activities.
- Researches grant programs and assists with the preparation of grant applications.
- Monitors program budgets.
- Participates in designing, monitoring, and implementing research projects and surveys for administrative, operational, program budgeting and other functions.
- Compiles materials and assist in the preparation of reports, manuals, presentations and other publications.
- Participates in conducting organizational, program and administrative related surveys and studies.
- Analyzes project outcomes for areas of improvement

### **Project Analyst II**

- Researches, develops and implements new programs and initiatives.
- Assists in organizational-wide analysis and makes recommendations.
- Plans, organizes, directs and coordinates program activities including program risks and mitigation strategies.
- Evaluates programs and initiates studies and analyses.
- Prepares and administers program budget
- Resolves problems and complaints regarding program activities; and interacts with departmental representatives, public officials, the business community and the public in the accomplishments of program objectives.
- Conducts organizational, program and administrative related surveys and studies.

- Researches and prepares grant applications, monitors grant activities to ensure they remain in scope with terms and conditions for the grant; tracks grant spending to ensure that funds are expended within the grant terms and conditions; prepares and distributes reports on grant operations and activities.
- Tracks and analysis data to formulate recommendations.
- Prepares, reviews, and edits reports.
- May provide training and technical guidance to other staff.

## **REQUIRED EDUCATION, EXPERIENCE AND TRAINING**

**Project Analyst I:** A Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Business Administration, or a related field. Project management and government sector experience are desirable.

**Project Analyst II:** Two years of increasingly responsible analytical or administrative experience. A Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Business Administration, or a related field. Project management, government sector experience, and a Master's degree in one of the related areas above are desirable.

### **Acceptable Substitution**

- Additional years of analytical or administrative experience may be substituted for the education requirement on a year for year basis.
- A Master's degree in one of the related areas above may be substituted for one year of work experience.

### **Licenses and Certificates**

Possession and maintenance of a valid California driver's license may be required for some assignments or responsibilities.

### **Special Requirements**

Ability to pass a comprehensive background check, which may include all or some of the following requirements:

- Fingerprinting
- Education and employment verification
- Reference check
- DMV driving record check
- Consumer credit check

For assignments in the Police Department, the candidate must successfully pass a Police Department level background investigation.

## **Disaster Service Worker**

In accordance with California Government Code Section 3100, Town of Los Gatos employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Principles and practices of local government processes, services and programs in assigned area of responsibility.
- Professional level writing techniques, including proper grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State, and local laws, rules and regulations.
- Office methods, procedures, software, and equipment applications.
- Research methods and report writing techniques.
- Statistical methods and mathematical computations using software applications.
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and understanding other office procedures and terminology.

Skills in:

- Analyzing problems, evaluating options, and making sound recommendations.
- Prioritizing assignments/workload and responding to deadlines.
- Developing and implementing programs. (Analyst II)
- Analyzing and understanding complex issues in an assigned area of responsibility and developing effective recommendations. (Analyst II)

Ability to:

- Organize work, set priorities, meet deadlines, and complete assignments independently. Evaluate the effectiveness of work programs, policies, and procedures, and make recommendations for improvement.
- Effectively represent the Department and the Town in meetings with governmental agencies, community groups, businesses; professional, educational, and regulatory organizations.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.
- Prepare and present clear, concise, and logically written and oral reports, correspondence, policies, procedures, and other written materials. (Analyst II)
- Provide information to supervisors, co-workers, and others by telephone, in written form, email or in person.

- Operate modern office equipment, including computer equipment and software programs relevant to the work performed.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.

### **PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; reach with hands and arms above and below shoulder level; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Employees occasionally lift and carry records and documents that typically weigh less than 25 pounds. Sensory demands include the ability to see, talk, and hear.

### **WORK ENVIRONMENT**

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA Non-Exempt

Project Analyst I

Project Analyst II

**Town of Los Gatos TEA Classifications  
Salary Schedule for Fiscal Year 2024/25  
Effective July 7, 2024\***

Class Code	Classification Title	Rate Type	Range TE1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
4310	Account Technician	Hourly	08	\$39.8895	\$41.8840	\$43.9782	\$46.1771	\$48.4860	\$51.4873
3580	Administrative Assistant	Hourly	04	\$33.3900	\$35.0595	\$36.8125	\$38.6531	\$40.5858	\$43.1921
4620	Assistant Engineer	Hourly	25	\$53.1296	\$55.7861	\$58.5754	\$61.5042	\$64.5794	\$68.3854
4420	Assistant Planner	Hourly	12	\$47.0957	\$49.4505	\$51.9230	\$54.5192	\$57.2452	\$60.6845
4600	Associate Civil Engineer	Hourly	27	\$60.4495	\$63.4720	\$66.6456	\$69.9779	\$73.4768	\$77.7276
4661	Associate Engineering Technician	Hourly	14	\$46.5255	\$48.8518	\$51.2944	\$53.8591	\$56.5521	\$59.9567
4400	Associate Planner	Hourly	20	\$54.8040	\$57.5442	\$60.4214	\$63.4425	\$66.6146	\$70.5223
4410	Building Inspector	Hourly	24	\$51.7125	\$54.2981	\$57.0130	\$59.8637	\$62.8569	\$66.5767
4430	Code Compliance Officer	Hourly	10	\$47.2197	\$49.5807	\$52.0597	\$54.6627	\$57.3958	\$60.8426
4530	Communication Dispatcher	Hourly	17	\$49.0000	\$51.4500	\$54.0200	\$56.7200	\$59.5600	\$63.1200
4535	Communication Dispatcher Lead	Hourly	19	\$61.9100	\$65.0100	\$68.2600	\$71.6700	\$75.2500	\$79.5900
4540	Community Services Officer	Hourly	11	\$39.3200	\$41.2900	\$43.3500	\$45.5200	\$47.8000	\$50.7700
4615	Construction Project Manager	Hourly	26	\$57.9920	\$60.8916	\$63.9362	\$67.1330	\$70.4897	\$74.5912
4660	Engineering Technician	Hourly	13	\$42.2310	\$44.3426	\$46.5597	\$48.8877	\$51.3321	\$54.4757
4705	Environmental Programs Specialist	Hourly	08	\$42.1689	\$44.2773	\$46.4912	\$48.8158	\$51.2566	\$54.3964
4200	Events and Marketing Specialist	Hourly	06	\$35.1855	\$36.9448	\$38.7920	\$40.7316	\$42.7682	\$45.4836
3501	Executive Assistant	Hourly	08	\$39.8895	\$41.8840	\$43.9782	\$46.1771	\$48.4860	\$51.4873
4900	IT Systems Administrator	Hourly	23	\$60.8724	\$63.9160	\$67.1118	\$70.4674	\$73.9908	\$78.2673
4915	IT Technician	Hourly	07	\$43.4533	\$45.6260	\$47.9073	\$50.3027	\$52.8178	\$56.0357
4810	Librarian I	Hourly	16	\$44.7493	\$46.9868	\$49.3361	\$51.8029	\$54.3930	\$57.6897
4808	Librarian II	Hourly	18	\$48.7633	\$51.2015	\$53.7616	\$56.4497	\$59.2722	\$62.8128
4830	Library Assistant	Hourly	03	\$34.4433	\$36.1655	\$37.9738	\$39.8725	\$41.8661	\$44.5364
4807	Library Customer Service Specialist	Hourly	01	\$31.6478	\$33.2302	\$34.8917	\$36.6363	\$38.4681	\$40.9685
4805	Library Customer Service Supervisor	Hourly	08	\$41.3445	\$43.4117	\$45.5823	\$47.8614	\$50.2545	\$53.3442
4825	Library Specialist	Hourly	06	\$37.1961	\$39.0559	\$41.0087	\$43.0591	\$45.2121	\$48.0497
4819	Library Tech Specialist	Hourly	15	\$43.0622	\$45.2153	\$47.4761	\$49.8499	\$52.3424	\$55.5365
3181	Office Assistant	Hourly	01	\$30.5340	\$32.0607	\$33.6637	\$35.3469	\$37.1142	\$39.5469
4640	Park Services Officer	Hourly	11	\$39.3225	\$41.2886	\$43.3530	\$45.5207	\$47.7967	\$50.7635
4560	Parking Control Officer	Hourly	01	\$30.5340	\$32.0607	\$33.6637	\$35.3469	\$37.1142	\$39.5469

**Town of Los Gatos TEA Classifications  
Salary Schedule for Fiscal Year 2024/25  
Effective July 7, 2024\***

Class Code	Classification Title	Rate Type	Range TE1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
4440	Permit Technician	Hourly	09	\$39.6415	\$41.6236	\$43.7048	\$45.8900	\$48.1845	\$51.1707
4425	Planning Technician	Hourly	11	\$41.0078	\$43.0582	\$45.2111	\$47.4717	\$49.8453	\$52.9146
4550	Police Records Specialist	Hourly	05	\$34.2328	\$35.9444	\$37.7416	\$39.6287	\$41.6101	\$44.2676
4555	Police Records Specialist Lead	Hourly	31	\$42.2994	\$44.4144	\$46.6351	\$48.9669	\$51.4152	\$54.5630
NEW	Project Analyst I	Hourly		\$44.4160	\$46.6368	\$48.9686	\$51.4170	\$53.9879	\$57.2643
NEW	Project Analyst II	Hourly		\$49.3511	\$51.8187	\$54.4096	\$57.1301	\$59.9866	\$63.5629
4630	Public Works Inspector	Hourly	18	\$48.0900	\$50.4945	\$53.0192	\$55.6702	\$58.4537	\$61.9534
4450	Senior Building Inspector	Hourly	27	\$60.4380	\$63.4599	\$66.6329	\$69.9645	\$73.4627	\$77.7128
4525	Senior Communication Dispatcher	Hourly	29	\$54.8940	\$57.6387	\$60.5206	\$63.5466	\$66.7239	\$70.6371
4831	Senior Library Page	Hourly	02	\$22.6995	\$23.8345	\$25.0262	\$26.2775	\$27.5914	\$29.5480
4565	Senior Parking Control Officer	Hourly	11	\$39.3225	\$41.2886	\$43.3530	\$45.5207	\$47.7967	\$50.7635
4405	Senior Planner	Hourly	28	\$63.1226	\$66.2787	\$69.5926	\$73.0722	\$76.7258	\$81.1391
4552	Senior Police Records Specialist	Hourly	30	\$38.4922	\$40.4168	\$42.4376	\$44.5595	\$46.7875	\$49.7039
4610	Senior Public Works Inspector	Hourly	26	\$57.9810	\$60.8801	\$63.9241	\$67.1203	\$70.4763	\$74.5771
4415	Senior Transportation Planner	Hourly	32	\$63.1226	\$66.2787	\$69.5926	\$73.0722	\$76.7258	\$81.1391
4662	Sr. Engineering Technician	Hourly	24	\$51.7125	\$54.2981	\$57.0130	\$59.8637	\$62.8569	\$66.5767

**Reflects General Increase of 5% and negotiated equity adjustments.**

\* \*Except for Project Analyst I/11 which were added on December 17, 2024