



# FAIRFAX TOWN COUNCIL MEETING SUPPLEMENTAL STAFF REPORT

**MEETING DATE:** April 3, 2024  
**PREPARED FOR:** Mayor and Town Council  
**PREPARED BY:** Jeffrey Beiswenger, Planning and Building Services Director  
**SUBJECT:** Supplement to Agenda Item #9 Adopt a Resolution creating new job classifications for Building Official and Building Inspector and amending annual salary schedule for fiscal year 2023-24.

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## **RECOMMENDATION**

Minor revisions and corrections have been made to this staff report, the Building Official job description, the Building Inspector job description, and the salary schedule.

## **ATTACHMENT**

Staff report and attachments



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## **RECOMMENDATION**

Adopt a Resolution creating new job classifications for Building Official and Building Inspector and amending annual salary schedule for fiscal year 2023-24.

## **BACKGROUND**

The Town currently has an approved job description for a Chief Building Official / Public Works Manager. This position is in the FY 23/24 budget, but the job classification is outdated and needs to be updated and replaced. The job responsibilities of this position no longer need to include the Public Works Manager duties. Public Works has been established as a separate department.

The Town does not have a Building Inspector position. This is a typical position that most jurisdictions have available to complete routine inspections – typically reporting to a Building Official or the directly to a department director. While Fairfax does not have the workload to justify both a building official and a building inspector, having both job classifications provides some advantages, described later in this staff report.

The current Chief Building Official / Public Works Manager is expected to retire at some point within the next year and the establishment of the new job classification will allow for recruitment efforts to begin in earnest.

## **DISCUSSION**

Staff recommends that both job descriptions for the Building Official and the Building Inspector, included as exhibits to the resolution, and related pay ranges are added to the Town's list of potential job opportunities. This will provide flexibility and will aid in recruitment efforts and increase the Town's ability to hire new employees to fill vacant positions. This goal is to continue to enable the Town to provide efficient building inspection services.

Staff would recommend hiring either a Building Official or a Building Inspector, but not both. The position of Building Official is highly competitive and could be challenging to fill. Recent recruitment efforts in other nearby jurisdictions have failed or have taken multiple attempts. Recruitment efforts for a Building Inspector could be more successful, since this is a larger labor pool, but the Town would need to supplement this position with a consultant that could serve as the Town's Building Official on an as-needed basis.

To meet various state and federal building code related requirements, certifications are necessary. The International Code Council offers certifications for many of the certifications required by the State. It is important that any newly hired Building Official or Building Inspector have certifications or are positioned to obtain certifications within a year. Due to the classwork and training involved it can sometimes take a few years for individuals to obtain the certifications, so the preference would be to hire a person with some or all of the required credentials already in place. The Town can also supplement Town staff with consultants that have certifications, but the preference would be to have credentialed personnel in-house. The following are required to approve most building permits:

- Certification as a Building or Combination Inspector by the International Code Council.
- Certification as a Building Official by the International Code Council.
- Certification as an Access Specialist (CASp) by the Division of the State Architect.

### Recommended Pay Ranges

Staff has researched other nearby jurisdictions to compare salary ranges (Table 1). Having a competitive salary will increase the chances of a successful recruitment process.

Table 1  
Salary Comparisons with other jurisdictions

Position	Building Official*	Inspector*
Fairfax Chief Building Official /Public Works Manager (Current)	\$11,485	n/a
Fairfax (Proposed)		
- Building Official	\$13,500	
- Building Inspector		\$9,500
San Anselmo		
- Building Official	\$13,325	
- Building Inspector		\$9,704
Corte Madera		
- Building Official	\$13,842**	
- Building Inspector		\$9,329
Mill Valley		
- Building Official	\$12,332	
- Building Inspector 2		\$9,097
- Senior Building Inspector		\$11,210
Larkspur		
- Building Official	\$13,882	
Sausalito		
- Chief Building Official	\$12,161	
- Building Inspector		\$10,186

\* Monthly salaries. Top of range for comparison. Titles and job responsibilities vary.

\*\* Corte Madera included a \$20,000 hiring bonus for the first year.

The current salary for the Fairfax Building Official is below market and Staff recommends that the pay range is increased. Fairfax does not currently have a job classification for a Building Inspector

so this salary should also be set to be competitive with other jurisdictions. The following salary ranges for the building official are based on Larkspur and Corte Madera salaries, which have both recently filled the position successfully. The salary range for the building inspector are based on the average of the similar sized jurisdictions. Staff recommends believes that the following salary ranges are competitive and could lead to a successful recruitment:

- Building Official: \$11,661 to \$13,500 monthly / \$139,932 to \$162,000 annual
- Building Inspector: \$8,206 to \$9,500 monthly / \$98,472 to \$114,000 annual

CalPERS requires the Town Council to adopt a salary schedule by resolution. Each time salaries change, or positions are added, the Town must adopt a new resolution amending the salary schedule to reflect the changes.

### **FISCAL IMPACT**

The budget for FY23-24 includes funding for the Chief Building Official / Public Works Manager position within Fund 01 (General Fund), 321 (Building Inspection & Permits). The Building Official salary is paid from Budget item 01-321-401.

The recommendation is that the top salary step for this position is increased from \$137,820 for the current budgeted Chief Building Official / Public Works Manager position to \$162,000 for the newly created Building Official position to be comparable to other jurisdictions in the area. This would be an increase of \$24,180 annually. A Building Inspector would potentially be hired if recruitment for a Building Official failed and at a top salary of \$114,000. This would have reduced impact on the budget for permanent staff. However, any cost savings would likely be offset through the use of a consultant with the required Building Official credential as a staff supplement.

### **ATTACHMENT**

Resolution of the Town Council of the Town of Fairfax Adopting New Job Classifications for Building Official and Building Inspector and Amending Annual Salary Schedule for Fiscal Year 2023-24

**RESOLUTION 24 - \_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
ADOPTING NEW JOB CLASSIFICATIONS FOR BUILDING OFFICAL AND BUILDING INSPECTOR  
AND AMENDING ANNUAL SALARY SCHEDULE FOR FISCAL YEAR 2023-24**

**WHEREAS**, the Town provides building permitting services and requires building code professionals with appropriate State recognized certifications; and

**WHEREAS**, the Town currently has a job classification for Chief Building Official / Public Works Manager which is outdated and needs to be updated; and

**WHEREAS**, the Town seeks to create a new Building Official and Building Inspector job descriptions that match the needs of the Town and includes the necessary qualifications and State certification requirements; and

**WHEREAS**, CalPERS regulations require the Town Council to adopt a salary schedule and at a duly noticed public meeting held on July 12, 2023, the Town Council adopted Resolution No. 23-39 adopting an Annual Salary Schedule for Fiscal Year 2023-2024, which was most recently amended at a duly notice public meeting on February 7, 2024 when the Town Council adopted Resolution 24-12; and

**WHEREAS**, at a duly noticed public meeting April 3, 2024, the Town Council considered new job classifications for building Official and Building Inspector, and salary ranges for both positions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Town Council of the Town of Fairfax adopts Job Classification for Building Official (Exhibit A); Job Classification for Building Inspector (Exhibit B); and an updated Salary Schedule which incorporates the salary ranges for both positions (Exhibit C) attached hereto and incorporated herein.

The foregoing Resolution was duly passed and adopted at a Regular Meeting of the Town Council of the Town of Fairfax held in said Town on the 3rd day of April 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Barbara Coler, Mayor

\_\_\_\_\_  
Christine Foster, Deputy Town Clerk

Attachments:

Exhibit A – Job Classification for Building Official

Exhibit B - Job Classification for Building Inspector

Exhibit C - Updated Salary Schedule



## TOWN OF FAIRFAX

*Department of Planning & Building Services*

### BUILDING OFFICIAL JOB DESCRIPTION

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#### **POSITION DESCRIPTION**

To provide administrative and technical oversight for all building construction work occurring within the Town through permit application, plan review, permit issuance, and building inspection; to ensure compliance with State-adopted construction and accessibility standards and related Town ordinances and regulations; to coordinate assigned activities with other Town departments, and outside agencies; and to provide highly responsible and complex administrative support to the Planning & Building Services Director (Director).

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position, manager level classification. The position receives direction from the Director and the Town Manager. The position may supervise technical and administrative staff. The employee exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

Responsible for all services and activities of the Department related to building and encroachment permit activity including permit application, plan review, permit issuance, and building inspection to insure compliance with the building, electrical, plumbing, housing, sign and mechanical codes, State Title 24 requirements, disabled access regulations, and related provisions of the municipal code; administer, interpret and enforce the provisions of the building standards codes and other municipal regulations as they apply to building matters.

Review construction plans, specifications and engineering calculations to determine compliance with adopted codes, ordinances and laws; prepare written correspondence relating to corrections and deficiencies in plan submittals.

Perform field inspections of commercial and residential buildings during various stages of construction to verify that construction, alterations, maintenance, structural, plumbing, electrical, and mechanical work is conducted in compliance with provisions of codes and approved plans and specifications.

Advise, investigate and resolve the most technical and political complaints and inquiries; review new products or methods of construction for suitability; prepare and recommend modifications to building code provisions.

Perform review of residential properties offered for sale; review file records for relevant construction histories.

Issue permits for new construction activities; calculate fees and verify validity of state licensing for contractors who are obtaining permits.

Confer with design professionals, contractors, and property owners regarding construction and code requirements; research, interpret and explain adopted codes, ordinances and laws; refer the public to appropriate sources for assistance.

Investigate and resolve complaints relating to code and ordinance requirements; inspect dangerous buildings and coordinate abatement actions pursuant to Town codes; confer with the Town Attorney on legal action; negotiate and resolve significant and controversial issues.

Operate and maintain a building permit tracking system; enter inspection, plan review, and permit status records. Issue certificates of occupancy for new and altered buildings.

May supervise the work of assigned personnel; provide or coordinate staff training; assign and review work; work with staff to correct deficiencies; conduct employee evaluations.

Prepare ordinance documentation for code adoption proceedings; make presentations to the Town Manager, Town Council, commissions, and boards and prepare necessary reports.

Coordinate and oversee consultant plan review and inspection activities to ensure timely completion of work, accuracy, and conformance with adopted codes, ordinances and laws.

Serve as a liaison for the with other Town departments, contractors, builders, engineers, developers, architects, outside agencies and the public in acquiring and providing information and coordinating services and activities.

Develop customer handout and information packets related to construction, code and ordinance requirements; prepare and maintain accurate records, documents and transmittals for record files.

Provide responsible staff assistance to the Director; prepare and present reports and other necessary correspondence; participate in providing technical presentations to the Town Manager, Town Council, and various groups and agencies.

Stay abreast of new trends, innovations, and regulations in the fields of plans examining and building inspection.

## **NECESSARY QUALIFICATIONS**

Knowledge of:

- Principles and practices of administration and budget management for a comprehensive building inspection and plan review program.
- Pertinent Federal, State, and municipal laws, codes, ordinances and regulations related to building, construction and zoning.
- Principles of architectural, structural, and energy design, soils analysis and engineering mathematics.

- Methods, materials and techniques used in building construction.
- Installation methods for electrical, plumbing and mechanical systems and equipment.
- Occupational hazards and standard safety practices necessary in construction work areas.
- English usage, spelling, grammar and punctuation.

Ability to:

- Provide administrative and professional leadership and direction on building code related issues on behalf of the Department; supervise, train and evaluate staff.
- Analyze, interpret and check complex plans, specifications, calculations, laws, and regulations.
- Comprehend and interpret moderately complex engineering calculations and make arithmetical computations quickly and accurately.
- Apply proper inspection techniques and use field inspection tools accurately to detect deviations from approved plans, regulations, and adopted codes and ordinances; apply regulations and codes and ordinances consistently among projects.
- Interpret and apply pertinent federal, state and local laws, regulations, codes, ordinances and procedures and enforce same with firmness and tact.
- Advise the public on various ordinances and requirements related to code construction.
- Prepare ordinances and code amendments; prepare and maintain records and comprehensive technical reports.
- Research, analyze, and evaluate new methods and procedures. Schedule appointments and utilize time in an efficient and effective manner.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

## **REQUIRED EDUCATION AND EXPERIENCE**

Any combination equivalent to 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:

**Experience:** Five years of increasingly responsible experience in the design, construction, plan review and inspection of public, commercial, industrial and residential buildings.

**Training:** Equivalent to the completion of the twelfth grade supplemented by vocational training or college course work in architecture, construction technology, civil engineering or a related field.

**License or Certificate:** Possession of certification as a Building Official from the International Code Council (ICC). Possession of certification as a Plans Examiner from the ICC. Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of Certified Access Specialist Program (CASp) certification is desirable, but not required.

**Special Requirements:** Essential duties require the following physical skills and work environment: Ability to perform on-site field inspections including exertion of a moderate amount of physical effort



*Building Official Job Description*

to stoop, crouch, climb, and lift in performance of assigned duties; ability to work around building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; requires the ability to operate a motor vehicle to travel to different sites and locations.



**TOWN OF FAIRFAX**  
*Department of Planning & Building Services*

## **BUILDING INSPECTOR JOB DESCRIPTION**

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### **POSITION DESCRIPTION**

Under supervision, perform building inspection duties at all levels of construction and or review construction plans to ensure compliance with adopted building, plumbing, electrical, mechanical, zoning, and other applicable laws, codes and policies; read and interpret specifications, plans, building codes; prepare inspection reports and plan review comments; represent the Town while performing field inspections and office duties and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey-level class of the building inspector and plans examiner series. This position works under general supervision and is fully competent to perform combination inspections and reviews at various levels of complexity, exercising independent judgement and discretion based on code knowledge and standard practices. Incumbents are expected to be skilled in one or more trades and possess understanding and code research skills sufficient to confirm applicable codes are accurately followed. The primary role of this position is to perform inspections and possible plans review for a variety of residential, commercial, and industrial construction projects.

Receives supervision from the Building Official or the Planning & Building Services Director (Director). Exercises no official supervisory duties; may provide technical assistance and direction to permit technicians and front counter staff regarding code compliance communications and related practices.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

Responsible for interacting professionally with the public including property owners, contractors, architects, engineers, and developers on matters pertaining to codes and regulations.

Inspect and or review plans for existing and new residential, commercial, and industrial buildings for compliance with all relevant state laws, local codes, and regulations in coordination with fellow departments and agencies. Review encroachment permits for compliance with Town regulations.

Review construction and alteration plans for buildings including residential, commercial and industrial structures for compliance with adopted codes.

Prepare detailed inspection reports and notices for corrections or violations as required, and input data into the permit tracking system of the building permit process.

Perform building plan reviews and revisions of construction documents for permit applications and plans as needed in coordination with staff.

Effectively research adopted codes, referenced standards and information in order to make sound and reasonable decisions and communicate clearly and concisely both orally and in writing with the public and fellow professionals.

Enforce the maintenance of safety, fire, accessibility and health related code requirements in coordination with Fire Department, Police and Environmental Health, Code Enforcement and other public service agencies in order to fulfill the purpose and intent of adopted codes.

Stay informed of new trends, innovations and code updates in the Building Code and construction industry by attending professional training and continuing education classes as necessary.

Operate and properly utilize office equipment, technology and Town resources in the discharge of assigned duties within the guidelines of municipal code and Departmental policies.

Perform related duties and responsibilities as assigned.

Performs work as a designated Disaster Service Worker in accordance with California state law during times of emergency.

## **NECESSARY QUALIFICATIONS**

Knowledge of:

- Principles and common practices of building code inspection, plan review and permitting processes.
- Fundamentals of building design and engineering technology used in the construction industry.
- Pertinent Federal, State, and municipal laws, codes, ordinances and regulations related to building, construction and zoning.
- Principles of architectural, structural, and energy design, soils analysis, engineering and methods, materials and techniques used in building construction.
- Installation methods for electrical, plumbing and mechanical systems and equipment.
- Modern office procedures and equipment.
- Occupational hazards and standard safety practices necessary in construction work areas.
- Safe driving principles and practices.
- English usage, spelling, grammar and punctuation.

Ability to:

- Analyze, interpret and check complex plans, specifications, calculations, laws, and regulations.
- Comprehend and interpret moderately complex engineering calculations and make mathematical computations quickly and accurately.
- Apply proper inspection techniques and use field inspection tools accurately to detect deviations from approved plans, regulations, and adopted codes and ordinances; apply regulations and codes and ordinances consistently among projects.

- Interpret and apply pertinent federal, state and local laws, regulations, codes, ordinances and procedures and enforce same with firmness and tact.
- Organize, establish priorities, and set goals and objectives.
- Identify and define technical problems.
- Apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions.
- Effectively communicating to the public various ordinances and requirements related to code construction.
- Properly utilize the permit/inspection tracking system for the Department.
- Schedule appointments and utilize time in an efficient and effective manner.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing; prepare complete and accurate reports.

#### **REQUIRED EDUCATION AND EXPERIENCE**

Depending on duties assigned, two years of recent and continuous building inspection or plan review experience that includes enforcing structural, electrical, mechanical and plumbing code requirements. ICC Certification could substitute for length of experience.

Equivalent to the completion of the twelfth grade supplemented by vocational training or college course work in architecture, construction technology, civil engineering or a related field.

Any combination equivalent to 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:

Licenses or Certificates: Certification as a Building or Combination Inspector and / or Plans Examiner by the ICC (International Code Council) with the ability to obtain and renew additional ICC Building Inspector certifications relevant to duties as a condition of continued employment. Certified Access Specialist program (CASp) certification is desirable, but not required.

Special Requirements: Essential duties require the following physical skills and work environment: Ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties; ability to work around building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; requires the ability to operate a motor vehicle to travel to different sites and locations.

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another, as well as between Town Hall offices and onsite field inspections; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, and/or use of

### *Building Inspector Job Description*

calculators, computer keyboard and other equipment assigned for use by building staff; to exert moderate amount of physical effort involving lifting and moving of office or field related equipment.

Ability to work in a field environment on construction sites with regular exposure to construction materials, uneven ground or surfaces, water, hazardous materials, noise, chemicals, weather and related environmental conditions. Ability to operate motor vehicle in a safe manner. Ability to walk, stand, sit, kneel, crouch, crawl, climb ladders, and work in confined spaces as needed.

**TOWN OF FAIRFAX**  
**SALARY SCHEDULE**  
**FOR FISCAL YEAR 2023/24**  
EFFECTIVE 07/1/23 (REV 2/7/24, 4/3/24)

**EXHIBIT A**

REPRESENTED EMPLOYEES:	FULL TIME EQUIV			MONTHLY		ANNUAL	
	FT	PT	UNIT	LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00		NOTE 1	19,754	19,754	237,053	237,053
PUBLIC WORKS DIRECTOR	1.00		MGMT	14,335	16,594	172,019	199,130
PLANNING & BUILDING DIRECTOR	1.00		MGMT	13,561	15,698	162,727	188,374
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00		MGMT	11,036	12,776	132,436	153,312
FINANCE DIRECTOR	1.00		MGMT	11,036	12,776	132,436	153,312
CHIEF BUILDING OFFICIAL/PW MGR	1.00		MGMT	9,921	11,485	119,054	137,825
BUILDING OFFICIAL (NEW)			MGMT	11,661	13,500	139,932	162,000
BUILDING INSPECTOR (NEW)			MGMT	8,206	9,500	98,472	114,000
PRINCIPAL PLANNER	1.00		MGMT	9,429	10,915	113,151	130,981
SENIOR PLANNER	-		MGMT	8,480	9,816	101,759	117,791
ASSOCIATE PLANNER	-		MGMT	6,781	7,851	81,376	94,215
ASSISTANT PLANNER	2.00		MGMT	6,195	7,171	74,336	86,052
CLIMATE ACTION COORDINATOR	0.50		MGMT	8,057	9,327	96,688	111,929
RECREATION AND COMMUNITY SERVICE MGR		0.70	MGMT	7,802	9,032	93,622	108,389
MANAGEMENT ANALYST	-		MGMT	7,434	8,606	89,213	103,270
MARKETING AND COMMUNICATION SPECIALIST		-	MGMT	7,434	8,606	89,213	103,272
ACCOUNTANT II		0.80	MGMT	7,432	8,603	89,188	103,235
ACCOUNTANT I		-	MGMT	6,420	7,432	77,041	89,188
COMMUNITY RESOURCES COORD		0.50	MGMT	5,759	6,666	69,105	79,997
DEP TOWN CLERK/ADMIN ANALYST	1.00	-	CONF	6,812	8,694	81,744	104,328
SENIOR MAINTENANCE WORKER	2.00		SEIU	5,615	7,167	67,381	86,002
MAINTENANCE WORKER III	1.00		SEIU	5,009	6,393	60,108	76,711
MAINTENANCE WORKER II	-		SEIU	4,727	6,033	56,727	72,400
MAINTENANCE WORKER I	1.00		SEIU	4,500	5,743	54,002	68,914
ADMINISTRATIVE ASSISTANT II	1.00		SEIU	4,737	6,046	56,845	72,556
ADMINISTRATIVE ASSISTANT	-		SEIU	4,634	5,914	55,613	70,971
POLICE CHIEF	1.00		NOTE 1	15,906	15,906	190,877	190,877
POLICE LIEUTENANT	-		POA	10,172	12,982	122,063	155,786
POLICE SERGEANT	3.00		POA	8,387	10,705	100,649	128,457
POLICE CORPORAL	1.00		POA	7,402	9,447	88,828	113,370
POLICE OFFICER	6.00	0.25	POA	7,050	8,998	84,598	107,973
POLICE SERVICES TECH/CSO	1.00		POA	5,590	7,135	67,085	85,620
DISPATCHER	5.00	1.00	POA	5,590	7,135	67,085	85,620

**OTHER PART-TIME EMPLOYEES:**

RET SPEC HELP SPECIAL PROJ		0.20
SUMMER CAMP COUNCILOR		
POLICE CADET (2)		0.25
FINANCE OFFICE ASSISTANT		0.10

HOURLY	
LOW	HIGH
58.10	74.15
14.49	31.05
26.69	26.69
16.88	19.54

<b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>	<b>32.50</b>	<b>3.80</b>
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NOTE: Certain elected positions: (5) COUNCILMEMBERS and (1) TREASURER are paid \$300/mo  
Table includes all authorized positions including those which are frozen or vacant Salaries shown are "Base Wages" and do not include incentive, overtime, premium pay  
note 1 - Employment Agreement

\*Approved 10-06-2022 and represents a 3.5% COLA for Unrepresented Employee Groups (Management, Confidential, some Part-time positions) and a 4% COLA for SEIU & POA