



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: FINANCE

Prepared by: Nadine Atieh Hade,
Finance Director

City Manager Approval: _____

TOPIC: INTERIM FINANCIAL UPDATE AND BUDGET AMENDMENTS TO REFLECT OPERATIONAL ACTIVITY; MID-YEAR PERSONNEL CHANGES

**SUBJECT: (1) FISCAL YEAR 2021-2022 INTERIM FINANCIAL UPDATE
(2) RESOLUTION ADOPTING AMENDMENTS TO THE 2021-2022 BUDGET AND APPROVING MID-YEAR PERSONNEL CHANGES**

RECOMMENDATION: Adopt the Resolution.

BACKGROUND: The Finance Department performs an ongoing review of the City's financial performance and provides updates on the City's financial condition to City Management. This report presents the City's financial condition in the current fiscal year (2021-2022) based on actual revenue and expenditure performance for the period July 1 through December 31, 2021, and budget actions taken through February 22, 2022, as compared to the budget approved by City Council on June 21, 2021.

Based on this review and analysis, revisions are recommended to address the following categories:

- (1) Revenue projections
- (2) Expenditure plan changes

In addition, personnel changes are being recommended for mid-year implementation.

ANALYSIS:

GENERAL FUND:

Revenues and Other Sources:

There have been no recommended changes to revenue and other funding sources since the budget was approved. Based on the activity of the first six months of the fiscal year, staff is forecasting increased revenues of approximately \$5,060,000.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

This increase is attributed to:

1. Higher than anticipated sales and use tax receipts received for the first five months of the fiscal year as a result of strong auto sales, building and construction activities, and continued elevated allocations from the County Pool from online sales. In addition, General and Consumer Goods, Restaurant and Hotels, and Fuel and Service Station sectors are mounting a comeback as we move from a pandemic environment towards an endemic environment and restrictions previously imposed to curb the spread of coronavirus begin to lapse. Staff anticipates an additional \$2.7 million in sales tax and \$2 million in transaction and use tax.
2. Larger than anticipated property tax roll for both secured and unsecured property resulting from the hot housing market pushing the median sale price of a home in San Rafael to \$1.4 million, an 18% increase year-over-year. Staff anticipates an additional \$250,000 in secured property tax and \$110,000 in unsecured property tax in the current year.

Expenditures and Other Uses:

Although revenues are expected to increase by an estimated \$5 million, at this point staff continues to stay within its originally budgeted appropriations limit except for a few outstanding items.

1. During the first quarter of the fiscal year City Council determined that imposed furloughs enacted during the fiscal year ended June 30, 2021, would be retroactively repaid following the preliminary results of the annual audit. As such, staff requests additional appropriations totaling \$533,374 for the increase in FY 2021-22 payroll expenditures.
2. As a result of staffing shortages experienced in Public Safety largely due to COVID leave, injuries and vacant positions, the departments are projected to require further appropriations for overtime by fiscal year end. Staff recommends appropriating an additional \$500,000 to ensure adequate funding for Public Safety as we navigate the transition to an endemic environment.
3. Staff have identified a need for specialized wellness resources and services for Public Safety employees provided by professionals with experience providing wellness services to first responders. Staff is proposing a new contract for an Employee Assistance Program (EAP) and a critical incident stress management program to provide additional mental health support services. An additional appropriation of \$50,000 is proposed to fund the enhanced and new services, expected to be paid for by additional sales and use taxes.
4. Similar to the last two years, recreation is projecting a budget shortfall as a result of continued adverse effects of the coronavirus pandemic on operations. Staff is proposing an increased appropriation for transfers out of the general fund of \$250,000 to support continued operations through the end of the fiscal year.

Over the past several months, as the rate of inflation has increased, the additional cost of goods and services have been absorbed in the current budget. At its next meeting on March 16, the Federal Reserve is expected to increase short-term interest rates in an effort to combat inflation, with further rate increases expected throughout the year. However, if the desired impact is not achieved and the increase in inflation continues, staff may request to increase appropriations at year-end to cover this unbudgeted economic pressure.

Operating Results:

The proposed increase to revenues of \$5,060,000, in addition to the proposed increase in appropriations of \$1,333,374, brings the recommended revised budget to a net positive result of \$3,779,994 for Fiscal Year 2021-22. With the replenishment to the Emergency reserve fund in the amount of \$768,611, net unassigned funds, otherwise known as surplus, at year-end are expected to be increased by \$3,544,757

and assigned balances reduced by \$533,374. Given the positive activity in revenues, staff will continue to financially plan for and invest in the City’s goals and objectives. This may result in the request of additional appropriation throughout the remainder of the year. See Table 1 for additional details.

Table 1 Summarizes the status of the General Fund.

Table 1

General Fund	Adopted Budget FY 2021-22	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	87,861,080	-	87,861,080	5,060,000	92,921,080
Transfers in	1,755,022		1,755,022	-	1,755,022
Total Resources	89,616,102	-	89,616,102	5,060,000	94,676,102
Expenditures	87,562,734	-	87,562,734	1,083,374	88,646,108
Operating Transfer out	2,000,000	-	2,000,000	250,000	2,250,000
Total Appropriations	89,562,734	-	89,562,734	1,333,374	90,896,108
Net Result	53,368	-	53,368	3,726,626	3,779,994
Allocations					
Use/(Source) of Emergency Reserves	(720,651)	-	(720,651)	(47,960)	(768,611)
Use of Prior Period funds	-	-	-	533,374	533,374
Unassigned Funds Available	(667,283)	-	(667,283)	4,212,040	3,544,757

The changes to General Fund Resources and Appropriations are summarized in Tables I and II of Exhibit I to the attached Resolution.

OTHER FUNDS:

The adopted budgeted appropriations for Other Funds, including carryforward of funds approved in prior years and changes approved since July 1, 2021, total \$92,366,781. These expenditures are primarily in the areas of infrastructure and maintenance (e.g., streets, storm drain and buildings). Key projects contributing to the use of funds are: Third Street Rehabilitation and Construction on Fire Stations 54 and 55.

Proposed changes to the Other Funds revenues, expenditures and transfers are detailed in Table 2:

Table 2

Resources:	
Total proposed changes to revenues/transfers in:	
Public Safety enhancement to mental health services – Funds transferred in from the general fund to enhance the EAP and add a critical incident stress management program	\$50,000
Recreation – to offset a budget shortfall as a result of continued adverse effects of the coronavirus pandemic on operations	250,000
Total proposed changes to revenues/transfers in:	\$300,000
Uses:	
Funds reserved for additional mental health services	56,250
Total proposed changes to uses/transfers out:	\$56,250

Net proposed changes to Other Funds (Resources less Uses):	\$243,750
Expenditures and Transfers out as adopted fiscal year 2021-22	\$56,240,958
Expenditures and Transfers out as adjusted through Feb 22, 2022	\$92,366,781
Expenditures and Transfers out with proposed changes	\$92,423,031

The net impact of all proposed changes on Other Funds is \$243,750. The changes are comprised of transfers in from the general fund of \$300,000 offset by additional appropriations for mental health services largely for Public Safety.

Table 3 presents the adopted budget, approved changes and proposed changes to the FY 2021-22 Other Funds budget.

Table 3

Other Funds	Adopted Budget FY 2021-22	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	50,163,304	-	50,163,304	50,000	50,213,304
Transfers in	2,085,000	-	2,085,000	250,000	2,335,000
Total Resources	52,248,304	-	52,248,304	300,000	52,548,304
Expenditures	54,400,936	36,125,823	90,526,759	56,250	90,583,009
Transfers out	1,840,022	-	1,840,022	-	1,840,022
Total Appropriations	56,240,958	36,125,823	92,366,781	56,250	92,423,031
Net Results	(3,992,654)	(36,125,823)	(40,118,477)	243,750	(39,874,727)

These proposed changes to Other Fund Sources and Appropriations are presented in Table III of Exhibit I to the attached Resolution.

CITY-WIDE APPROPRIATIONS SUMMARY:

The following table summarizes the impact of the recommended appropriation and transfer out changes across all funds. The approved changes reflect the updates made during the fiscal year by specific staff reports and resolutions approved by Council.

Table 4

All Funds	Adopted Budget FY 2021-22	Approved Changes	Current Budget	Proposed Changes	Revised Budget
General Fund	89,562,734	-	89,562,734	1,333,374	90,896,108
Other Funds	56,240,958	36,125,823	92,366,781	56,250	92,423,031
Total Expenditures and transfers	145,803,692	36,125,823	181,929,515	1,389,624	183,319,139

Status of American Rescue Plan Act (ARPA) Funds

In March of 2021 ARPA was enacted into law which provided State and Local Fiscal Recovery Funds to State and Local governments. San Rafael was awarded \$16 million which is payable in two equal tranches, the first of which was received in June of 2021 and the second is expected to be received in

the Summer of 2022. To date the City has utilized these monies for two projects; The service support area program and the Homelessness Case Management program. As of January 31, 2022, \$249,204 has been expended in support of the SSA program and \$258,812 in support of the Homelessness Case Management Program. City Council has approved an informational report recommending the use of ARPA funds for the San Quentin Pump Station that is expected to begin in the fourth quarter of fiscal 2021-22 with costs estimated in the amount of \$3.2 million.

Staff will evaluate revenues and appropriations related to ARPA funds at year-end and provide any specific recommendations necessary for proper reporting at that time. The impact will be an increase to revenues that will be offset by approved expenditures and assignment of any unused portion.

Proposed Personnel Changes:

This section of the report seeks Council consideration of recommended personnel actions. Periodically, the Human Resources Department seeks to establish, reallocate, or delete positions to reorganize or restructure staffing to most effectively and efficiently serve the community and city goals.

During this mid-year budget review, Staff is recommending:

1. The Public Works department is requesting the addition of a Public Works inspector position to keep up with the increasing volume of encroachment, grading and other Public Works projects requiring inspections. In the past, the City used consultant services on an as needed basis but the increase in volume requires a full-time position to meet the needs. This request will increase headcount by one and the fully burdened cost of this position has a range of \$100,000 - \$125,000 which will be funded by gas tax receipts.
2. The approval of two new job descriptions and related salary - a Permit Technician I/II/III and a Permit Services Supervisor with salary ranges of up to \$7,036 and \$9,429 respectively. As a result of the prior year hiring freezes and through attrition, the Community Development department has three vacant positions of which two are Building Technician positions. In working with Municipal Resource Group, LLC, it has been determined that instead of rehiring the Building Technician and Senior Building Technician classifications, a Permit Technician series and a Permit Services Supervisor classification are more suitable for the services offered to the public and internal duties performed within the department. Staff requests approval for the creation of these positions and will incorporate them into the rehiring plan with no increases to headcount or budget.
3. The approval of updates made to the Permit Services Coordinator job description to better align with the Permit Technician I/II/III and Permit Services Supervisor job descriptions.

The SEIU bargaining unit has been noticed of this intent of personnel change and staff will meet all requirements of the Meyers Milias Brown Act (MMBA) prior to implementing this change.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt the resolution as presented.
2. Adopt resolution with modifications.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION: Adopt Resolution.

ATTACHMENTS:

- Resolution with attached Exhibit "I"
- Proposed personnel changes
 - SEIU salary schedule
 - Public Works Inspector job description
 - Permit Technician I/II/III series job description
 - Permit Services Supervisor job description
 - Updated Permit Services Coordinator job description (with redline updates)

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL ADOPTING AMENDMENTS TO THE 2021-2022 BUDGET AND APPROVING MID-YEAR PERSONNEL CHANGES

WHEREAS, the City Council approved Resolution No. 14938 adopting the fiscal year 2021-2022 budget; and

WHEREAS, the changes in available funding sources and operational needs require adjustments to some City budgets; and

WHEREAS, existing and anticipated staffing vacancies provide opportunities to address changing personnel needs and, following a review by departments and human resources, have resulted in proposed staffing and position changes; and

WHEREAS, it is the intention of this Council to review recommendations from staff regarding the City's financial and operational condition, including revenue projections, expenditure plan changes, and staffing considerations; and

WHEREAS, after examination, deliberation and due consideration, the City Council has approved the staff report and recommendations and directs the City Manager to proceed with the implementation of these recommendations;

NOW, THEREFORE, BE IT RESOLVED, by the San Rafael City Council that Resolution No. 14938 for fiscal year 2021-2022 is amended to increase total general fund revenues to \$92,921,080, general fund expenditures to \$88,646,108, increase other funds revenues to \$50,213,304, increase other fund expenditures to \$90,583,009 as well as transfers in and transfer out as represented on Exhibit I Tables I, II and III attached hereto; These changes result in City-wide General Fund appropriations of \$90,896,108 and other fund appropriations of \$92,423,031 as summarized on Exhibit I Table IV; and

BE IT FURTHER RESOLVED, by the San Rafael City Council that the following personnel actions are approved and authorized:

Effective on or after March 7, 2022 -

- A. The addition of a Public Works Inspector position with the salary included in the updated salary schedule and funded by the Gas Tax Fund (#206).
- B. The addition of a Permit Technician I/II/III position with the salary included in the updated salary schedule.
- C. The addition of a Permit Services Supervisor position with the salary included in the updated salary schedule.
- D. The elimination of the Building Technician and Senior Building Technician classifications.
- E. Updates made to the Permit Services Coordinator job description.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City on Monday, the 7th of March 2022, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

TABLE I
CHANGES TO GENERAL FUND REVENUES AND OTHER SOURCES

General Fund	Adopted Budget FY 2021-22	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	87,861,080	-	87,861,080	5,060,000	92,921,080
Transfers in	1,755,022	-	1,755,022	-	1,755,022
FY 21-22 Resources	89,616,102	-	89,616,102	5,060,000	94,676,102
FY 20-21 Rollover	-	-	-	-	-
Total Resources	89,616,102	-	89,616,102	5,060,000	94,676,102

TABLE II
CHANGES TO GENERAL FUND EXPENDITURES AND OTHER USES

General Fund	Adopted Budget FY 2021-22	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Expenditures	87,562,734	-	87,562,734	1,083,374	88,646,108
Transfer out	2,000,000	-	2,000,000	250,000	2,250,000
Transfer out-CIP	-	-	-	-	-
Total Appropriations	89,562,734	-	89,562,734	1,333,374	90,896,108

TABLE III
CHANGES TO OTHER FUND EXPENDITURES AND OTHER USES

Other Funds	Adopted Budget FY 2021-22	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	50,163,304	-	50,163,304	50,000	50,213,304
Transfers in	2,085,000	-	2,085,000	250,000	2,335,000
FY 21-22 Resources	52,248,304	-	52,248,304	300,000	52,548,304
FY 20-21 Rollover	-	-	-	-	-
Total Resources	52,248,304	-	52,248,304	300,000	52,548,304
Expenditures	54,400,936	36,125,823	90,526,759	56,250	90,583,009
Transfer out	1,840,022	-	1,840,022	-	1,840,022
Total Appropriations	56,240,958	36,125,823	92,366,781	56,250	92,423,031
Net Results	(3,992,654)	(36,125,823)	(40,118,477)	243,750	(39,874,727)

TABLE IV
CITY-WIDE APPROPRIATION SUMMARY

All Funds	Adopted Budget FY 2021-22	Approved Changes	Current Budget	Proposed Changes	Revised Budget
General Fund	89,562,734	-	89,562,734	1,333,374	90,896,108
Other Funds	56,240,958	36,125,823	92,366,781	56,250	92,423,031
Total Expenditures	145,803,692	36,125,823	181,929,515	1,389,624	183,319,139

City of San Rafael
SEIU - SALARY SCHEDULE
Effective July 1, 2021

Grade	Position	A	B	C	D	E
7241	Accountant I	\$ 6,033	\$ 6,334	\$ 6,651	\$ 6,983	\$ 7,333
7240	Accountant II	\$ 6,335	\$ 6,651	\$ 6,984	\$ 7,333	\$ 7,700
7200	Accounting Assistant I	\$ 4,394	\$ 4,614	\$ 4,844	\$ 5,086	\$ 5,341
7201	Accounting Assistant II	\$ 4,840	\$ 5,082	\$ 5,336	\$ 5,603	\$ 5,883
7300	Senior Accounting Assistant	\$ 5,336	\$ 5,603	\$ 5,883	\$ 6,177	\$ 6,486
7299	Accounting Technician	\$ 6,034	\$ 6,336	\$ 6,653	\$ 6,986	\$ 7,335
7205	Administrative Analyst	\$ 5,647	\$ 5,930	\$ 6,226	\$ 6,537	\$ 6,864
7211	Administrative Assistant I	\$ 4,554	\$ 4,782	\$ 5,021	\$ 5,272	\$ 5,536
7212	Administrative Assistant II	\$ 5,021	\$ 5,272	\$ 5,536	\$ 5,813	\$ 6,104
7295	Senior Administrative Assistant	\$ 5,407	\$ 5,677	\$ 5,961	\$ 6,259	\$ 6,572
7216	Administrative Assistant to the City Clerk	\$ 5,407	\$ 5,677	\$ 5,961	\$ 6,259	\$ 6,572
7210	Assistant Planner	\$ 6,387	\$ 6,707	\$ 7,042	\$ 7,394	\$ 7,764
7208	Associate Planner	\$ 7,049	\$ 7,402	\$ 7,772	\$ 8,160	\$ 8,568
7217	Building Inspector I	\$ 5,788	\$ 6,077	\$ 6,381	\$ 6,700	\$ 7,035
7218	Building Inspector II	\$ 6,387	\$ 6,707	\$ 7,042	\$ 7,394	\$ 7,764
7475	Building Technician I	\$ 4,991	\$ 5,241	\$ 5,503	\$ 5,778	\$ 6,067
7220	Business License Examiner	\$ 5,081	\$ 5,335	\$ 5,602	\$ 5,882	\$ 6,176
7222	Code Enforcement Official I	\$ 4,637	\$ 4,869	\$ 5,112	\$ 5,368	\$ 5,636
7223	Code Enforcement Official II	\$ 5,116	\$ 5,372	\$ 5,641	\$ 5,923	\$ 6,219
7380	Code Enforcement Official III	\$ 6,076	\$ 6,380	\$ 6,699	\$ 7,034	\$ 7,386
2119	Construction Inspector - SRSD	\$ 6,291	\$ 6,606	\$ 6,936	\$ 7,283	\$ 7,647
7224	Custodian	\$ 4,318	\$ 4,534	\$ 4,761	\$ 4,999	\$ 5,249
4210	Data Analyst I	\$ 6,525	\$ 6,851	\$ 7,193	\$ 7,553	\$ 7,931
4211	Data Analyst II	\$ 7,177	\$ 7,536	\$ 7,913	\$ 8,308	\$ 8,724
4212	Data Analyst III	\$ 7,895	\$ 8,290	\$ 8,704	\$ 9,139	\$ 9,596
7226	Deputy City Clerk	\$ 5,543	\$ 5,820	\$ 6,111	\$ 6,416	\$ 6,737
7120	Emergency Management Coordinator	\$ 5,230	\$ 5,492	\$ 5,766	\$ 6,055	\$ 6,357
7121	Environmental Management Coordinator	\$ 5,230	\$ 5,492	\$ 5,766	\$ 6,055	\$ 6,357
7232	Facility Repair Supervisor	\$ 6,875	\$ 7,219	\$ 7,580	\$ 7,959	\$ 8,357
7291	Facility Repair Worker I	\$ 4,879	\$ 5,122	\$ 5,379	\$ 5,647	\$ 5,930
7233	Facility Repair Worker II	\$ 5,380	\$ 5,649	\$ 5,932	\$ 6,228	\$ 6,540
7294	Facility Repair Worker III	\$ 5,790	\$ 6,080	\$ 6,384	\$ 6,703	\$ 7,038
7108	Fire Prevention Inspector I	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,467	\$ 8,890
7107	Fire Prevention Inspector II	\$ 8,063	\$ 8,466	\$ 8,889	\$ 9,334	\$ 9,800
7298	IT Help Desk Supervisor	\$ 7,177	\$ 7,536	\$ 7,913	\$ 8,309	\$ 8,724
7243	Librarian I	\$ 5,598	\$ 5,878	\$ 6,172	\$ 6,480	\$ 6,804
7244	Librarian II	\$ 5,880	\$ 6,174	\$ 6,483	\$ 6,807	\$ 7,147
2404	Library Aide	\$ 2,683	\$ 2,817	\$ 2,958	\$ 3,106	\$ 3,261
7246	Library Assistant I	\$ 3,686	\$ 3,870	\$ 4,064	\$ 4,267	\$ 4,480
7247	Library Assistant II	\$ 4,168	\$ 4,377	\$ 4,595	\$ 4,825	\$ 5,067

2405	Library Tech Services Supervisor	\$ 5,329	\$ 5,596	\$ 5,876	\$ 6,169	\$ 6,478
7292	Literacy Program Supervisor	\$ 6,487	\$ 6,812	\$ 7,152	\$ 7,510	\$ 7,886
7249	Mail and Stores Clerk	\$ 3,936	\$ 4,132	\$ 4,339	\$ 4,556	\$ 4,784
7255	Network Analyst	\$ 6,526	\$ 6,852	\$ 7,195	\$ 7,554	\$ 7,932
7274	Network Support Technician	\$ 4,991	\$ 5,241	\$ 5,503	\$ 5,778	\$ 6,067
7285	Office Assistant I	\$ 3,748	\$ 3,935	\$ 4,132	\$ 4,338	\$ 4,555
7284	Office Assistant II	\$ 4,234	\$ 4,445	\$ 4,668	\$ 4,901	\$ 5,146
7256	Park Equipment Mechanic	\$ 5,651	\$ 5,934	\$ 6,230	\$ 6,542	\$ 6,869
7257	Parking Attendant I	\$ 2,145	\$ 2,253	\$ 2,365	\$ 2,484	\$ 2,608
7275	Parking Attendant II	\$ 2,363	\$ 2,481	\$ 2,605	\$ 2,735	\$ 2,872
6208	Parking Enforcement Officer	\$ 5,234	\$ 5,496	\$ 5,771	\$ 6,059	\$ 6,362
6212	Parking Equipment Technician	\$ 5,001	\$ 5,251	\$ 5,513	\$ 5,789	\$ 6,079
6209	Parking Maintenance & Collections	\$ 5,001	\$ 5,251	\$ 5,513	\$ 5,789	\$ 6,079
6211	Parking Operations Supervisor	\$ 6,875	\$ 7,218	\$ 7,579	\$ 7,958	\$ 8,356
7258	Parks & Graffiti Worker	\$ 4,536	\$ 4,763	\$ 5,001	\$ 5,251	\$ 5,513
2123	Parks Lead Maintenance Worker	\$ 5,790	\$ 6,080	\$ 6,384	\$ 6,703	\$ 7,038
7271	Parks Maintenance Supervisor	\$ 6,875	\$ 7,219	\$ 7,580	\$ 7,959	\$ 8,357
7236	Parks Maintenance Worker I	\$ 4,763	\$ 5,001	\$ 5,251	\$ 5,514	\$ 5,789
7238	Parks Maintenance Worker II	\$ 5,001	\$ 5,251	\$ 5,514	\$ 5,789	\$ 6,079
7296	Permit Services Coordinator	\$ 6,895	\$ 7,240	\$ 7,602	\$ 7,982	\$ 8,381
TBD	Permit Services Supervisor*	\$ 7,757	\$ 8,145	\$ 8,552	\$ 8,980	\$ 9,429
TBD	Permit Technician I*	\$ 4,784	\$ 5,023	\$ 5,274	\$ 5,538	\$ 5,815
TBD	Permit Technician II*	\$ 5,262	\$ 5,525	\$ 5,801	\$ 6,091	\$ 6,396
TBD	Permit Technician III*	\$ 5,789	\$ 6,078	\$ 6,382	\$ 6,701	\$ 7,036
7261	Planning Technician	\$ 4,991	\$ 5,241	\$ 5,503	\$ 5,778	\$ 6,067
9453	Principal Planner	\$ 9,227	\$ 9,688	\$ 10,172	\$ 10,681	\$ 11,215
7234	Printing Press Operator	\$ 4,900	\$ 5,145	\$ 5,403	\$ 5,673	\$ 5,956
1201	Program Coordinator	\$ 5,245	\$ 5,508	\$ 5,783	\$ 6,072	\$ 6,376
7290	Public Works Dispatcher	\$ 5,001	\$ 5,251	\$ 5,514	\$ 5,789	\$ 6,079
TBD	Public Works Inspector*	\$ 5,719	\$ 6,005	\$ 6,306	\$ 6,621	\$ 6,952
7263	Revenue Supervisor	\$ 7,697	\$ 8,082	\$ 8,486	\$ 8,910	\$ 9,355
2309	Senior Building Inspector	\$ 7,582	\$ 7,961	\$ 8,360	\$ 8,778	\$ 9,216
7219	Senior Building Technician	\$ 5,788	\$ 6,078	\$ 6,382	\$ 6,701	\$ 7,036
7265	Senior Library Assistant	\$ 4,377	\$ 4,596	\$ 4,826	\$ 5,067	\$ 5,321
7264	Senior Planner	\$ 7,977	\$ 8,376	\$ 8,795	\$ 9,234	\$ 9,696
2204	Sewer Lead Maintenance Worker	\$ 6,385	\$ 6,704	\$ 7,039	\$ 7,391	\$ 7,761
7266	Sewer Maintenance Worker I	\$ 5,124	\$ 5,381	\$ 5,650	\$ 5,932	\$ 6,229
7267	Sewer Maintenance Worker II	\$ 5,515	\$ 5,790	\$ 6,080	\$ 6,384	\$ 6,703
7281	Sewers Supervisor	\$ 7,218	\$ 7,578	\$ 7,957	\$ 8,355	\$ 8,773
7269	Shop & Equipment Supervisor	\$ 6,875	\$ 7,219	\$ 7,580	\$ 7,959	\$ 8,357
7280	Street Lead Maintenance Worker	\$ 5,790	\$ 6,080	\$ 6,384	\$ 6,703	\$ 7,038
7209	Street Maintenance Supervisor	\$ 6,875	\$ 7,219	\$ 7,580	\$ 7,959	\$ 8,357
7250	Street Maintenance Worker I	\$ 4,763	\$ 5,001	\$ 5,251	\$ 5,514	\$ 5,789
7251	Street Maintenance Worker II	\$ 5,001	\$ 5,251	\$ 5,514	\$ 5,789	\$ 6,079
7283	Street Sweeper Operator	\$ 5,251	\$ 5,514	\$ 5,789	\$ 6,079	\$ 6,383
7245	Supervising Librarian	\$ 6,487	\$ 6,812	\$ 7,152	\$ 7,510	\$ 7,886
8523	Supervising Parking Enforcement Officer	\$ 5,886	\$ 6,180	\$ 6,489	\$ 6,814	\$ 7,155
7288	Supervising Vehicle/Equipment Mechanic	\$ 6,082	\$ 6,386	\$ 6,705	\$ 7,040	\$ 7,392
7286	Vehicle/Equipment Mechanic I	\$ 5,125	\$ 5,381	\$ 5,650	\$ 5,932	\$ 6,229

7287	Vehicle/Equipment Mechanic II	\$ 5,651	\$ 5,934	\$ 6,230	\$ 6,542	\$ 6,869
2131	Volunteer Program Assistant	\$ 5,058	\$ 5,311	\$ 5,576	\$ 5,855	\$ 6,148

**New classification approved with mid-year budget on 3/7/2022*

City of San Rafael
SEIU - SALARY SCHEDULE
Effective July 1, 2022

Grade	Position	A	B	C	D	E
7241	Accountant I	\$ 6,213	\$ 6,524	\$ 6,850	\$ 7,193	\$ 7,553
7240	Accountant II	\$ 6,525	\$ 6,851	\$ 7,194	\$ 7,553	\$ 7,931
7200	Accounting Assistant I	\$ 4,526	\$ 4,752	\$ 4,990	\$ 5,239	\$ 5,501
7201	Accounting Assistant II	\$ 4,985	\$ 5,234	\$ 5,496	\$ 5,771	\$ 6,059
7300	Senior Accounting Assistant	\$ 5,496	\$ 5,771	\$ 6,059	\$ 6,362	\$ 6,681
7299	Accounting Technician	\$ 6,215	\$ 6,526	\$ 6,853	\$ 7,195	\$ 7,555
7205	Administrative Analyst	\$ 5,859	\$ 6,152	\$ 6,460	\$ 6,783	\$ 7,122
7211	Administrative Assistant I	\$ 4,691	\$ 4,925	\$ 5,172	\$ 5,430	\$ 5,702
7212	Administrative Assistant II	\$ 5,172	\$ 5,431	\$ 5,702	\$ 5,987	\$ 6,287
7295	Senior Administrative Assistant	\$ 5,569	\$ 5,848	\$ 6,140	\$ 6,447	\$ 6,769
7216	Administrative Assistant to the City Clerk	\$ 5,569	\$ 5,848	\$ 6,140	\$ 6,447	\$ 6,769
7210	Assistant Planner	\$ 6,627	\$ 6,958	\$ 7,306	\$ 7,671	\$ 8,055
7208	Associate Planner	\$ 7,314	\$ 7,679	\$ 8,063	\$ 8,466	\$ 8,890
7217	Building Inspector I	\$ 6,005	\$ 6,305	\$ 6,621	\$ 6,952	\$ 7,299
7218	Building Inspector II	\$ 6,627	\$ 6,958	\$ 7,306	\$ 7,672	\$ 8,055
7475	Building Technician I	\$ 5,179	\$ 5,438	\$ 5,709	\$ 5,995	\$ 6,295
7220	Business License Examiner	\$ 5,233	\$ 5,495	\$ 5,770	\$ 6,058	\$ 6,361
7222	Code Enforcement Official I	\$ 4,811	\$ 5,051	\$ 5,304	\$ 5,569	\$ 5,848
7223	Code Enforcement Official II	\$ 5,308	\$ 5,574	\$ 5,852	\$ 6,145	\$ 6,452
7380	Code Enforcement Official III	\$ 6,304	\$ 6,619	\$ 6,950	\$ 7,298	\$ 7,663
2119	Construction Inspector - SRSD	\$ 6,527	\$ 6,854	\$ 7,196	\$ 7,556	\$ 7,934
7224	Custodian	\$ 4,470	\$ 4,693	\$ 4,928	\$ 5,174	\$ 5,433
4210	Data Analyst I	\$ 6,769	\$ 7,108	\$ 7,463	\$ 7,836	\$ 8,228
4211	Data Analyst II	\$ 7,446	\$ 7,819	\$ 8,209	\$ 8,620	\$ 9,051
4212	Data Analyst III	\$ 8,191	\$ 8,600	\$ 9,030	\$ 9,482	\$ 9,956
7226	Deputy City Clerk	\$ 5,709	\$ 5,994	\$ 6,294	\$ 6,609	\$ 6,939
7120	Emergency Management Coordinator	\$ 5,413	\$ 5,684	\$ 5,968	\$ 6,266	\$ 6,580
7121	Environmental Management Coordinator	\$ 5,413	\$ 5,684	\$ 5,968	\$ 6,266	\$ 6,580
7232	Facility Repair Supervisor	\$ 7,116	\$ 7,471	\$ 7,845	\$ 8,237	\$ 8,649
7291	Facility Repair Worker I	\$ 5,049	\$ 5,302	\$ 5,567	\$ 5,845	\$ 6,137
7233	Facility Repair Worker II	\$ 5,569	\$ 5,847	\$ 6,139	\$ 6,446	\$ 6,769
7294	Facility Repair Worker III	\$ 5,993	\$ 6,293	\$ 6,607	\$ 6,938	\$ 7,284
7108	Fire Prevention Inspector I	\$ 7,588	\$ 7,968	\$ 8,366	\$ 8,784	\$ 9,223
7107	Fire Prevention Inspector II	\$ 8,365	\$ 8,783	\$ 9,223	\$ 9,684	\$ 10,168
7298	IT Help Desk Supervisor	\$ 7,446	\$ 7,819	\$ 8,210	\$ 8,620	\$ 9,051
7243	Librarian I	\$ 5,808	\$ 6,098	\$ 6,403	\$ 6,723	\$ 7,059
7244	Librarian II	\$ 6,101	\$ 6,406	\$ 6,726	\$ 7,062	\$ 7,415
2404	Library Aide	\$ 2,784	\$ 2,923	\$ 3,069	\$ 3,223	\$ 3,384
7246	Library Assistant I	\$ 3,824	\$ 4,015	\$ 4,216	\$ 4,427	\$ 4,648
7247	Library Assistant II	\$ 4,325	\$ 4,541	\$ 4,768	\$ 5,006	\$ 5,256

2405	Library Tech Services Supervisor	\$ 5,529	\$ 5,806	\$ 6,096	\$ 6,401	\$ 6,721
7292	Literacy Program Supervisor	\$ 6,731	\$ 7,067	\$ 7,421	\$ 7,792	\$ 8,181
7249	Mail and Stores Clerk	\$ 4,054	\$ 4,256	\$ 4,469	\$ 4,693	\$ 4,927
7255	Network Analyst	\$ 6,771	\$ 7,109	\$ 7,464	\$ 7,838	\$ 8,230
7274	Network Support Technician	\$ 5,179	\$ 5,438	\$ 5,709	\$ 5,995	\$ 6,295
7285	Office Assistant I	\$ 3,860	\$ 4,053	\$ 4,256	\$ 4,469	\$ 4,692
7284	Office Assistant II	\$ 4,361	\$ 4,579	\$ 4,808	\$ 5,048	\$ 5,300
7256	Park Equipment Mechanic	\$ 5,849	\$ 6,141	\$ 6,448	\$ 6,771	\$ 7,109
7257	Parking Attendant I	\$ 2,210	\$ 2,320	\$ 2,436	\$ 2,558	\$ 2,686
7275	Parking Attendant II	\$ 2,434	\$ 2,555	\$ 2,683	\$ 2,817	\$ 2,958
6208	Parking Enforcement Officer	\$ 5,391	\$ 5,661	\$ 5,944	\$ 6,241	\$ 6,553
6212	Parking Equipment Technician	\$ 5,176	\$ 5,435	\$ 5,706	\$ 5,992	\$ 6,291
6209	Parking Maintenance & Collections	\$ 5,176	\$ 5,435	\$ 5,706	\$ 5,992	\$ 6,291
6211	Parking Operations Supervisor	\$ 7,115	\$ 7,471	\$ 7,845	\$ 8,237	\$ 8,649
7258	Parks & Graffiti Worker	\$ 4,694	\$ 4,929	\$ 5,176	\$ 5,434	\$ 5,706
2123	Parks Lead Maintenance Worker	\$ 5,993	\$ 6,293	\$ 6,607	\$ 6,938	\$ 7,284
7271	Parks Maintenance Supervisor	\$ 7,116	\$ 7,471	\$ 7,845	\$ 8,237	\$ 8,649
7236	Parks Maintenance Worker I	\$ 4,930	\$ 5,176	\$ 5,435	\$ 5,707	\$ 5,992
7238	Parks Maintenance Worker II	\$ 5,176	\$ 5,435	\$ 5,707	\$ 5,992	\$ 6,292
7296	Permit Services Coordinator	\$ 7,153	\$ 7,511	\$ 7,887	\$ 8,281	\$ 8,695
TBD	Permit Services Supervisor*	\$ 8,048	\$ 8,451	\$ 8,873	\$ 9,317	\$ 9,783
TBD	Permit Technician I*	\$ 4,963	\$ 5,212	\$ 5,472	\$ 5,746	\$ 6,033
TBD	Permit Technician II*	\$ 5,459	\$ 5,732	\$ 6,019	\$ 6,320	\$ 6,636
TBD	Permit Technician III*	\$ 6,006	\$ 6,306	\$ 6,621	\$ 6,952	\$ 7,300
7261	Planning Technician	\$ 5,179	\$ 5,438	\$ 5,709	\$ 5,995	\$ 6,295
9453	Principal Planner	\$ 9,573	\$ 10,051	\$ 10,554	\$ 11,082	\$ 11,636
7234	Printing Press Operator	\$ 5,047	\$ 5,300	\$ 5,565	\$ 5,843	\$ 6,135
1201	Program Coordinator	\$ 5,442	\$ 5,714	\$ 6,000	\$ 6,300	\$ 6,615
7290	Public Works Dispatcher	\$ 5,176	\$ 5,435	\$ 5,707	\$ 5,992	\$ 6,292
TBD	Public Works Inspector*	\$ 5,934	\$ 6,231	\$ 6,542	\$ 6,869	\$ 7,213
7263	Revenue Supervisor	\$ 7,928	\$ 8,324	\$ 8,740	\$ 9,177	\$ 9,636
2309	Senior Building Inspector	\$ 7,867	\$ 8,260	\$ 8,673	\$ 9,107	\$ 9,562
7219	Senior Building Technician	\$ 6,006	\$ 6,306	\$ 6,621	\$ 6,952	\$ 7,300
7265	Senior Library Assistant	\$ 4,541	\$ 4,768	\$ 5,007	\$ 5,257	\$ 5,520
7264	Senior Planner	\$ 8,276	\$ 8,690	\$ 9,124	\$ 9,581	\$ 10,060
2204	Sewer Lead Maintenance Worker	\$ 6,608	\$ 6,939	\$ 7,286	\$ 7,650	\$ 8,032
7266	Sewer Maintenance Worker I	\$ 5,304	\$ 5,569	\$ 5,847	\$ 6,140	\$ 6,447
7267	Sewer Maintenance Worker II	\$ 5,708	\$ 5,993	\$ 6,293	\$ 6,607	\$ 6,938
7281	Sewers Supervisor	\$ 7,470	\$ 7,844	\$ 8,236	\$ 8,648	\$ 9,080
7269	Shop & Equipment Supervisor	\$ 7,116	\$ 7,471	\$ 7,845	\$ 8,237	\$ 8,649
7280	Street Lead Maintenance Worker	\$ 5,993	\$ 6,293	\$ 6,607	\$ 6,938	\$ 7,284
7209	Street Maintenance Supervisor	\$ 7,116	\$ 7,471	\$ 7,845	\$ 8,237	\$ 8,649
7250	Street Maintenance Worker I	\$ 4,930	\$ 5,176	\$ 5,435	\$ 5,707	\$ 5,992
7251	Street Maintenance Worker II	\$ 5,176	\$ 5,435	\$ 5,707	\$ 5,992	\$ 6,292
7283	Street Sweeper Operator	\$ 5,435	\$ 5,707	\$ 5,992	\$ 6,292	\$ 6,606
7245	Supervising Librarian	\$ 6,731	\$ 7,067	\$ 7,421	\$ 7,792	\$ 8,181
8523	Supervising Parking Enforcement Officer	\$ 6,063	\$ 6,366	\$ 6,684	\$ 7,018	\$ 7,369
7288	Supervising Vehicle/Equipment Mechanic	\$ 6,295	\$ 6,609	\$ 6,940	\$ 7,287	\$ 7,651
7286	Vehicle/Equipment Mechanic I	\$ 5,304	\$ 5,569	\$ 5,848	\$ 6,140	\$ 6,447

7287	Vehicle/Equipment Mechanic II	\$ 5,849	\$ 6,141	\$ 6,448	\$ 6,771	\$ 7,109
2131	Volunteer Program Assistant	\$ 5,248	\$ 5,510	\$ 5,785	\$ 6,075	\$ 6,378

**New classification approved with mid-year budget on 3/7/2022*

City of San Rafael
SEIU - SALARY SCHEDULE
Effective July 1, 2023

Grade	Position	A	B	C	D	E
7241	Accountant I	\$ 6,400	\$ 6,720	\$ 7,056	\$ 7,409	\$ 7,779
7240	Accountant II	\$ 6,720	\$ 7,057	\$ 7,409	\$ 7,780	\$ 8,169
7200	Accounting Assistant I	\$ 4,661	\$ 4,895	\$ 5,139	\$ 5,396	\$ 5,666
7201	Accounting Assistant II	\$ 5,134	\$ 5,391	\$ 5,661	\$ 5,944	\$ 6,241
7300	Senior Accounting Assistant	\$ 5,661	\$ 5,944	\$ 6,241	\$ 6,553	\$ 6,881
7299	Accounting Technician	\$ 6,402	\$ 6,722	\$ 7,058	\$ 7,411	\$ 7,782
7205	Administrative Analyst	\$ 6,050	\$ 6,352	\$ 6,670	\$ 7,003	\$ 7,353
7211	Administrative Assistant I	\$ 4,832	\$ 5,073	\$ 5,327	\$ 5,593	\$ 5,873
7212	Administrative Assistant II	\$ 5,327	\$ 5,594	\$ 5,873	\$ 6,167	\$ 6,475
7295	Senior Administrative Assistant	\$ 5,736	\$ 6,023	\$ 6,324	\$ 6,640	\$ 6,972
7216	Administrative Assistant to the City Clerk	\$ 5,736	\$ 6,023	\$ 6,324	\$ 6,640	\$ 6,972
7210	Assistant Planner	\$ 6,842	\$ 7,184	\$ 7,544	\$ 7,921	\$ 8,317
7208	Associate Planner	\$ 7,551	\$ 7,929	\$ 8,325	\$ 8,741	\$ 9,179
7217	Building Inspector I	\$ 6,200	\$ 6,510	\$ 6,836	\$ 7,178	\$ 7,536
7218	Building Inspector II	\$ 6,842	\$ 7,184	\$ 7,544	\$ 7,921	\$ 8,317
7475	Building Technician I	\$ 5,347	\$ 5,614	\$ 5,895	\$ 6,190	\$ 6,499
7220	Business License Examiner	\$ 5,390	\$ 5,660	\$ 5,943	\$ 6,240	\$ 6,552
7222	Code Enforcement Official I	\$ 4,967	\$ 5,215	\$ 5,476	\$ 5,750	\$ 6,038
7223	Code Enforcement Official II	\$ 5,481	\$ 5,755	\$ 6,043	\$ 6,345	\$ 6,662
7380	Code Enforcement Official III	\$ 6,509	\$ 6,835	\$ 7,176	\$ 7,535	\$ 7,912
2119	Construction Inspector - SRSD	\$ 6,739	\$ 7,076	\$ 7,430	\$ 7,802	\$ 8,192
7224	Custodian	\$ 4,626	\$ 4,857	\$ 5,100	\$ 5,355	\$ 5,623
4210	Data Analyst I	\$ 6,989	\$ 7,339	\$ 7,706	\$ 8,091	\$ 8,496
4211	Data Analyst II	\$ 7,688	\$ 8,073	\$ 8,476	\$ 8,900	\$ 9,345
4212	Data Analyst III	\$ 8,457	\$ 8,880	\$ 9,324	\$ 9,790	\$ 10,280
7226	Deputy City Clerk	\$ 5,880	\$ 6,174	\$ 6,483	\$ 6,807	\$ 7,147
7120	Emergency Management Coordinator	\$ 5,603	\$ 5,883	\$ 6,177	\$ 6,486	\$ 6,810
7121	Environmental Management Coordinator	\$ 5,603	\$ 5,883	\$ 6,177	\$ 6,486	\$ 6,810
7232	Facility Repair Supervisor	\$ 7,365	\$ 7,733	\$ 8,119	\$ 8,525	\$ 8,952
7291	Facility Repair Worker I	\$ 5,226	\$ 5,487	\$ 5,762	\$ 6,050	\$ 6,352
7233	Facility Repair Worker II	\$ 5,764	\$ 6,052	\$ 6,354	\$ 6,672	\$ 7,006
7294	Facility Repair Worker III	\$ 6,203	\$ 6,513	\$ 6,838	\$ 7,180	\$ 7,539
7108	Fire Prevention Inspector I	\$ 7,835	\$ 8,226	\$ 8,638	\$ 9,070	\$ 9,523
7107	Fire Prevention Inspector II	\$ 8,637	\$ 9,069	\$ 9,522	\$ 9,998	\$ 10,498
7298	IT Help Desk Supervisor	\$ 7,688	\$ 8,073	\$ 8,476	\$ 8,900	\$ 9,345
7243	Librarian I	\$ 5,996	\$ 6,296	\$ 6,611	\$ 6,942	\$ 7,289
7244	Librarian II	\$ 6,299	\$ 6,614	\$ 6,945	\$ 7,292	\$ 7,656
2404	Library Aide	\$ 2,874	\$ 3,018	\$ 3,169	\$ 3,327	\$ 3,494
7246	Library Assistant I	\$ 3,948	\$ 4,146	\$ 4,353	\$ 4,571	\$ 4,799
7247	Library Assistant II	\$ 4,465	\$ 4,688	\$ 4,923	\$ 5,169	\$ 5,427

2405	Library Tech Services Supervisor	\$ 5,709	\$ 5,994	\$ 6,294	\$ 6,609	\$ 6,939
7292	Literacy Program Supervisor	\$ 6,949	\$ 7,297	\$ 7,662	\$ 8,045	\$ 8,447
7249	Mail and Stores Clerk	\$ 4,175	\$ 4,384	\$ 4,603	\$ 4,833	\$ 5,075
7255	Network Analyst	\$ 6,991	\$ 7,340	\$ 7,707	\$ 8,092	\$ 8,497
7274	Network Support Technician	\$ 5,347	\$ 5,614	\$ 5,895	\$ 6,190	\$ 6,499
7285	Office Assistant I	\$ 3,976	\$ 4,175	\$ 4,383	\$ 4,603	\$ 4,833
7284	Office Assistant II	\$ 4,491	\$ 4,716	\$ 4,952	\$ 5,199	\$ 5,459
7256	Park Equipment Mechanic	\$ 6,054	\$ 6,356	\$ 6,674	\$ 7,008	\$ 7,358
7257	Parking Attendant I	\$ 2,276	\$ 2,390	\$ 2,509	\$ 2,635	\$ 2,767
7275	Parking Attendant II	\$ 2,507	\$ 2,632	\$ 2,764	\$ 2,902	\$ 3,047
6208	Parking Enforcement Officer	\$ 5,553	\$ 5,830	\$ 6,122	\$ 6,428	\$ 6,749
6212	Parking Equipment Technician	\$ 5,357	\$ 5,625	\$ 5,906	\$ 6,201	\$ 6,512
6209	Parking Maintenance & Collections	\$ 5,357	\$ 5,625	\$ 5,906	\$ 6,201	\$ 6,511
6211	Parking Operations Supervisor	\$ 7,364	\$ 7,733	\$ 8,119	\$ 8,525	\$ 8,951
7258	Parks & Graffiti Worker	\$ 4,859	\$ 5,102	\$ 5,357	\$ 5,625	\$ 5,906
2123	Parks Lead Maintenance Worker	\$ 6,203	\$ 6,513	\$ 6,838	\$ 7,180	\$ 7,539
7271	Parks Maintenance Supervisor	\$ 7,365	\$ 7,733	\$ 8,119	\$ 8,525	\$ 8,952
7236	Parks Maintenance Worker I	\$ 5,102	\$ 5,357	\$ 5,625	\$ 5,906	\$ 6,202
7238	Parks Maintenance Worker II	\$ 5,357	\$ 5,625	\$ 5,906	\$ 6,202	\$ 6,512
7296	Permit Services Coordinator	\$ 7,386	\$ 7,755	\$ 8,143	\$ 8,550	\$ 8,978
TBD	Permit Services Supervisor*	\$ 8,310	\$ 8,725	\$ 9,161	\$ 9,620	\$ 10,101
TBD	Permit Technician I*	\$ 5,125	\$ 5,381	\$ 5,650	\$ 5,933	\$ 6,229
TBD	Permit Technician II*	\$ 5,637	\$ 5,919	\$ 6,215	\$ 6,525	\$ 6,852
TBD	Permit Technician III*	\$ 6,201	\$ 6,511	\$ 6,836	\$ 7,178	\$ 7,537
7261	Planning Technician	\$ 5,347	\$ 5,614	\$ 5,895	\$ 6,190	\$ 6,499
9453	Principal Planner	\$ 9,884	\$ 10,378	\$ 10,897	\$ 11,442	\$ 12,014
7234	Printing Press Operator	\$ 5,199	\$ 5,459	\$ 5,732	\$ 6,018	\$ 6,319
1201	Program Coordinator	\$ 5,619	\$ 5,900	\$ 6,195	\$ 6,505	\$ 6,830
7290	Public Works Dispatcher	\$ 5,357	\$ 5,625	\$ 5,906	\$ 6,202	\$ 6,512
TBD	Public Works Inspector*	\$ 6,127	\$ 6,433	\$ 6,755	\$ 7,092	\$ 7,447
7263	Revenue Supervisor	\$ 8,166	\$ 8,574	\$ 9,002	\$ 9,453	\$ 9,925
2309	Senior Building Inspector	\$ 8,122	\$ 8,528	\$ 8,955	\$ 9,403	\$ 9,873
7219	Senior Building Technician	\$ 6,201	\$ 6,511	\$ 6,836	\$ 7,178	\$ 7,537
7265	Senior Library Assistant	\$ 4,689	\$ 4,923	\$ 5,170	\$ 5,428	\$ 5,700
7264	Senior Planner	\$ 8,545	\$ 8,972	\$ 9,421	\$ 9,892	\$ 10,387
2204	Sewer Lead Maintenance Worker	\$ 6,840	\$ 7,182	\$ 7,541	\$ 7,918	\$ 8,314
7266	Sewer Maintenance Worker I	\$ 5,489	\$ 5,764	\$ 6,052	\$ 6,355	\$ 6,672
7267	Sewer Maintenance Worker II	\$ 5,907	\$ 6,203	\$ 6,513	\$ 6,839	\$ 7,180
7281	Sewers Supervisor	\$ 7,732	\$ 8,118	\$ 8,524	\$ 8,950	\$ 9,398
7269	Shop & Equipment Supervisor	\$ 7,365	\$ 7,733	\$ 8,120	\$ 8,525	\$ 8,952
7280	Street Lead Maintenance Worker	\$ 6,203	\$ 6,513	\$ 6,838	\$ 7,180	\$ 7,539
7209	Street Maintenance Supervisor	\$ 7,365	\$ 7,733	\$ 8,119	\$ 8,525	\$ 8,952
7250	Street Maintenance Worker I	\$ 5,102	\$ 5,357	\$ 5,625	\$ 5,906	\$ 6,202
7251	Street Maintenance Worker II	\$ 5,357	\$ 5,625	\$ 5,906	\$ 6,202	\$ 6,512
7283	Street Sweeper Operator	\$ 5,625	\$ 5,906	\$ 6,202	\$ 6,512	\$ 6,837
7245	Supervising Librarian	\$ 6,949	\$ 7,297	\$ 7,662	\$ 8,045	\$ 8,447
8523	Supervising Parking Enforcement Officer	\$ 6,245	\$ 6,557	\$ 6,885	\$ 7,229	\$ 7,590
7288	Supervising Vehicle/Equipment Mechanic	\$ 6,515	\$ 6,841	\$ 7,183	\$ 7,542	\$ 7,919
7286	Vehicle/Equipment Mechanic I	\$ 5,490	\$ 5,764	\$ 6,052	\$ 6,355	\$ 6,673

7287	Vehicle/Equipment Mechanic II	\$ 6,054	\$ 6,356	\$ 6,674	\$ 7,008	\$ 7,358
2131	Volunteer Program Assistant	\$ 5,418	\$ 5,689	\$ 5,973	\$ 6,272	\$ 6,586

**New classification approved with mid-year budget on 3/7/2022*

**City of San Rafael
Job Class Specification**

Job Title: Public Works Inspector

SUMMARY

Under general supervision, perform skilled, technical work in the field inspection of the construction of capital improvement projects; land development projects, encroachment and utility repairs.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from the Building Inspector and Code Enforcement Officer job classes by the defined emphasis of each job class. Public Works Inspector, construction inspection; Building Inspector, building code inspection; and Code Enforcement Officer, municipal code inspection.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the assigned project engineer. This is a non-supervisory position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs field inspection of contract work on various public works projects such as, but not limited to, construction and rehabilitation of street improvements, pavements, storm drainage systems (including MCSTOPP reporting), traffic signals, parks, utility trenching, and other capital improvement projects.
- Performs inspections related to grading and encroachment permits within the public right of way.
- Reviews and investigates violations of the San Rafael Municipal Code related to public works.
- Interprets and enforces complex engineering plans, specifications, and estimates
- Checks contractors' progress on the jobs through field inspections to ensure compliance with standards and enforce contract provisions.
- Assist with processing permits and closing out permits after final inspection.
- Conducts final inspections in the field of completed permits giving approval to acceptable standards.
- Prepares and maintains necessary records and reports.
- Performs field measurements, calculations, and sketches.
- Assists with public comments related to construction issues.
- Review and inspect traffic control plans for city and private work within the public right of way and coordinates corrections as required. Maintains files and reports concerning inspection activities and findings.
- Prepares written reports and notices pertaining to code violations.
- Performs related duties as required.

KNOWLEDGE OF:

- Public Works inspection methods
- Construction equipment and techniques
- Soil and material properties
- Safety and traffic control procedures
- Plan checking
- City, County, State, and utility company standard specifications and Municipal Codes

ABILITY TO:

- Interpret and enforce public works construction standards
- Read engineering plans and specifications
- Work from general oral and written instruction
- Communicate clearly and concisely, orally and in writing
- Ability to establish and maintain effective working relationships with employees, contractors, officials and the general public
- Effectively manage time and workload
- Work in the field during the hours construction is occurring, including but not limited to evenings.
- Resolve disputes concerning code requirements and effect compliance.
- Write technical inspection reports.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited high school or equivalent based on courses taken from an accredited educational institution. Additional qualifying experience may be substituted for the required education on a year-for-year basis. Two (2) years of responsible experience in a variety of construction work, engineering inspection or administrative construction experience is required. Municipal public works inspection experience is preferred.

Valid California Driver's License.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions and frequently works near video display. The employee occasionally works in indoor conditions. The noise level in the work environment is usually loud.

FLSA Status: Nonexempt
Prepared By: City of San Rafael
Prepared Date: February 2022

**City of San Rafael
Job Class Specification**

Job Title: Permit Technician I/II/III

SUMMARY

Under general supervision, performs a variety of technical permitting and administrative support work associated with front counter, virtual counter, and other office tasks related to Community Development Department operations, including planning and building permit intake; informational support for code enforcement and housing; payment processing; responding to customer inquiries related to city ordinances, rules, and regulations; and providing other information of a general and technical nature to the public and industry professionals.

DISTINGUISHING CHARACTERISTICS:

Permit Technician I:

This is the entry-level class in the Permit Technician series. Employees at this level are not expected to perform with the same independence and judgment on matters allocated to the Permit Technician II. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Permit Technician II:

This is the journey-level class in the Permit Technician series. Employees at this level are expected to perform with more independence and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Depending on expertise and certifications, incumbents may perform minor over-the-counter planning and building plan check reviews. Positions in this class are flexibly staffed and may be filled by advancement from the Permit Technician I class.

Permit Technician III:

This is the advanced journey-level in the Permit Technician series. Employees at this level are expected to perform with greater independence, troubleshoot solutions for coordination and improved customer service, provide guidance and solutions as new or unusual situations arise, are fully aware of the operating procedures and policies within the work unit, and may provide direction and training to lower-level Permit Technicians and office support staff. Incumbents perform minor over-the-counter planning and building plan check reviews. Positions in this class are flexibly staffed and may be filled by advancement from the Permit Technician II class.

ESSENTIAL AND IMPORTANT DUTIES:

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Reviews and intakes planning and building permit applications.
- Determines and collects fees for permits and other review and regulatory services.
- Routes all application submittals to the appropriate departments/agencies for processing.
- Maintains files for all applications after checking for general completeness and accuracy.
- Provides written and verbal information to the public regarding departmental policies and procedures pertaining to topics such as permits, building code requirements, zoning, application procedures, and current projects.

- Reads and interprets blueprints, maps, planning regulations, and a variety of other information while responding to general inquiries.
- Processes minor planning applications and reviews business licenses and building permits for compliance with zoning regulations.
- Provides public information in support of the building, planning, housing, and code enforcement programs.
- Enters invoices, prepares refunds, and reconciles web payments.
- Provides administrative support for public meetings, including preparation, distribution, and posting of agendas and minutes.
- Assists in setting up rooms and virtual webinars for department and/or public meetings.
- Operates a variety of office equipment and uses a variety of software programs, including word processing, spreadsheet, permit tracking software, digital archiving software, and visual presentation equipment as appropriate.
- Maintains and manages an inventory of forms, applications, and office supplies.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Performs a variety of other tasks related to office administration and permit services as assigned.

KNOWLEDGE OF:

Permit Technician I:

- Basic office and clerical procedures.
- Modern office methods, procedures, and computer equipment and various software applications.
- Simple accounting procedures.
- Basic applied mathematics.

Permit Technician II:

In addition to the requirements for Permit Technician I:

- Basic knowledge of building, electrical, plumbing, and mechanical codes.
- Basic engineering concepts.
- Basic planning and land use concepts.

Permit Technician III:

In addition to the requirements for Permit Technician II:

- Permit technician principles, practices, methods, and techniques acquired through certification with International Code Council (ICC) as a Permit Technician and completion of college level course work in engineering, planning, or a related field.

ABILITY TO:

Permit Technician I:

- Communicate clearly and concisely, orally and in writing, with the general public and customers involved with development and construction, particularly contractors, architects, developers, engineers, and property owners.
- Learn to read and interpret maps, construction drawings, and blueprints.
- Learn and apply a variety of zoning, land use, planning, and building procedures, codes, and ordinances enforced by the City, including the Uniform Building, Electrical, Plumbing, Mechanical Codes and zoning codes.

Permit Technician II:

In addition to the requirements for Permit Technician I:

- Read and interpret maps, construction drawings, and blueprints.
- Interpret and apply a variety of zoning, land use, planning, and building procedures, codes, and ordinances enforced by the City, including the Uniform Building, Electrical, Plumbing, Mechanical Codes and zoning codes.
- Organize and maintain files.
- Operate a variety of office equipment.
- Quickly and accurately review plans for submittal requirements and calculate permit fees in accordance with established laws.
- Research and compile information as requested.
- Prepare written zoning research letters and administrative land use entitlements.
- Research, compile, and analyze data for special projects and various reports.

Permit Technician III:

In addition to the requirements for Permit Technician II:

- Independently perform minor planning and building plan checks reviews for compliance with building and zoning requirements.
- Review building permit compliance with conditions of approval.
- Ensure permit quality assurance and proper tracking and coordination of permit applications.
- Submit justifications for fee adjustments.
- May serve as permit tracking software administrator for technical staff to unlock files or correct and update data as needed.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of experience, education, and training that would provide the required knowledge, skills, and abilities required to perform essential duties of the job. A typical way to obtain the required knowledge, skills, and abilities could be:

Permit Technician I:

Graduation from high school or equivalent. Two (2) years of experience in an office or customer service environment with direct contact with the general public.

Permit Technician II:

Graduation from high school or equivalent. Completion of two courses in building code, electrical code, plumbing code, mechanical code, engineering, planning, or a related field. One (1) year of experience equivalent to Permit Technician I in the City of San Rafael.

Permit Technician III:

Graduation from high school or equivalent. Completion of four college courses in engineering, planning, or a related field. International Code Council (ICC) Permit Technician certification is required for the III level. Two (2) years of experience equivalent to Permit Technician II in the City of San Rafael.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Possession of International Code Council (ICC) Permit Technician certification is desirable for Permit Technician I and II and required for Permit Technician III.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions,

and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to speak Spanish is desirable but not required

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 20 pounds for a distance of less than 50 feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Much of the work consists of entering data into and retrieving data from personal computers and terminals via keyboards and is performed while standing or sitting for extended periods of time with the ability to move about at will.

WORKING ENVIRONMENT:

Incumbents within this classification are expected to be able to communicate orally, in person, online, or via the telephone, with members of the general public, other City employees, or employees of outside companies and other agencies. Much of the work is performed in a crowded and noisy office setting.

FLSA Status: Nonexempt
Prepared By: City of San Rafael
Prepared Date: February 2022

City of San Rafael Job Class Specification

Job Title: Permit Services Supervisor

SUMMARY

Under general direction by Department Director or their designee, this position provides supervision of cross divisional permit staff to assure a seamless customer experience. The position also provides advanced staff level assistance to Department Director and division management team, performing a wide variety of responsible and complex administrative duties.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory classification and is distinguished from the Permit Services Coordinator position by performing more elevated tasks and duties which include the supervision of the Permit Services Coordinator and Permit Technicians; and assisting the Department Director and division management team in preparation and monitoring of department operational budget and managing contracts.

ESSENTIAL AND IMPORTANT DUTIES:

- Supervises the work of Permit Services Coordinator and Permit Technicians and ensures that the operations of the front counter are effectively carried out;
- Oversees assigned staff workloads and schedules, evaluating staff performance, providing training and making hiring, promotion and disciplinary recommendations;
- Participates in onboarding and off-boarding of all department employees;
- Evaluates policies, procedures, and operations, and implements as needed improvements;
- Assists the management team in implementing the City's goals and objectives and in the preparation of supporting program documents. May prepare and present related written reports;
- Assists in the preparation and tracking of the annual budget, including tracking expenditures, assisting with revenue projections and recommending service levels and enhancements;
- Assists with preparation of Professional Services Agreements, and management of contract budget;
- Oversees updates to the department website and serve as the department website content reviewer for both the public facing and the internal department websites.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Promotes the Together San Rafael Philosophy by assuring permit and administrative staff provide high quality, responsive, cost-effective and innovative government services;
- Performs related duties as assigned.

KNOWLEDGE OF:

- Principles and practices of supervision
- Current trends in federal, state and local government as it relates to planning and building;
- Basic knowledge of municipal budgeting and budget preparation process.
- Methods of research, program analysis, and report preparation.
- Basic CEQA (State environmental review) procedures and regulations.
- Basic office and clerical skills including computer proficiency.

ABILITY TO:

- Provide effective functional and/or project leadership.
- Maintain confidentiality.
- Demonstrate a strong sense of personal ethics along with good professional judgment and discretion.
- Effectively plan, organize and prioritize workload and supervise the work of staff.
- Communicate, prepare and present reports clearly and concisely both orally and in writing.
- Read, analyze and interpret plans, data, policies and practices
- Perform calculations quickly and accurately.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS:

Any combination of experience, education, and training that would provide the required knowledge, skills, and abilities required to perform essential duties of the job. A typical way to obtain the required knowledge and abilities would be:

- Equivalent to completion of bachelor's degree with major course work in planning, public administration, real estate or a related field; and
- Four (4) years of increasingly responsible experience in a public sector planning, building and/or permitting environment.
- Course work in principles and practices of being an effective supervisor.
- Some experience with hiring & onboarding is desirable.

CERTIFICATES, LICENSES, AND REGISTRATIONS

A valid driver's license is required. Possession of International Code Council (ICC) Permit Technician Certification.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret both simple and complex instructions, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak Spanish is desirable but not required.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to create graphic charts and tables to display mathematical and statistical data.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 20 pounds for a distance of less than 50 feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Much of the work consists of entering data into and retrieving data from personal computers and terminals via keyboards and is performed while standing or sitting for extended periods of time with the ability to move about at will.

WORK ENVIRONMENT:

Incumbents within this classification are expected to be able to communicate orally, in person, online, or via the telephone, with members of the general public, other City employees, or employees of outside companies and other agencies. Much of the work is performed in a crowded and noisy office setting.

FLSA Status: Non-Exempt
Prepared By: City of San Rafael
Prepared Date: February 2022

City of San Rafael Job Class Specification

Job Title: Permit Services Coordinator

SUMMARY

The primary role of the Permit Services Coordinator is to ensure an efficient and effective customer service experience. Under the direction of the ~~Chief Building Official and/or the Planning Manager or their designee~~ Permit Services Supervisor, this cross-divisional class provides elevated technical permitting and administrative support work associated with front counter, virtual counter, and other associated office tasks ~~plans, organizes, coordinates and implements the public service counter for the Planning and Building Divisions in the Community Development Department, and over-the-counter permit service program/operations~~ This positions; provides expertise in program elements for the organization; performs a variety of professional and technical level tasks relative to assigned area of responsibility; and performs, as needed, a variety of paraprofessional to professional technical assignments ~~in current and/or advanced planning for the Planning Division.~~

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the ~~Building Permit Technician, Building Inspector, and Planning Technician~~ department Administrative staff positions by performing more elevated tasks and duties assigned to these positions, which may include the supervision quality assurance checks related to ~~of~~ the acceptance, routing, and tracking of building, planning and land development applications, computer data entry and administration, data monitoring, quality control, preparation of statistical reports, and assisting and directing customers in a cohesive and holistic manner.

ESSENTIAL AND IMPORTANT DUTIES:

- Assist with R ~~ecommendations related to and assist in the~~ implementation of goals and objectives; ~~establish schedules and methods for building division front counter services;~~
- Assists the Permit Services Supervisor in defining and ~~implementing~~ ing policies and procedures.
- Assists with P ~~lanning~~, organizinges and facilitat ~~facilitatinges~~ the daily functions and operations of the City's front counter general customer area and Permit Center and .
- ~~Evaluate operations and activities of assigned responsibilities;~~ recommends improvements and modifications; ~~prepare various reports on operations and activities.~~
- ~~Prepare cost estimates for budget recommendations; submit justifications for fee adjustments; monitor and audit and report on permit revenues.~~
- Research, compile and prepare permit tracking reports and documentation on program activities; analyze program and recommend corrective action; ~~;~~ prepare periodic status reports.
- Provide assistance and guidance to, direction and/or confirmation to ~~to~~ Permit Technician and Planning Technician on building permit application review, processing, distribution and policy interpretations.
- May issue building permits; determine and collect fees.
- Ensure permit quality assurance and proper tracking and coordination of permit applications.
- Respond to a variety of customer feedback, including complaints from applicants and the general public, redirecting and assisting problematic customers that require additional staff time and assistance.

- Review building permit fees for completeness and accuracy; apply penalties or adjustments per department policy.
- Provide troubleshooting ~~for Permit Technician and Planning Technician~~ on awkward and unusual permit requests.
- Interpret information for customers about basic construction design requirements, land-use related procedures, zoning and development standards and process information, permit costs, and other procedural issues.
- Provide information to the public regarding the General Plan, zoning, application procedures and current projects at the public counter, on the telephone or via e-mail.
- Process minor planning and building applications; review business licenses and building permit applications for compliance with planning and zoning regulations.
- Read and interpret blueprints, maps, planning applications, etc. while assisting professional planners and/or responding to general inquiries.
- Serve as permit tracking software administrator for technical staff to unlock files or correct and update data as needed.
- Coordinate with ~~the Chief Building Official~~ building and code enforcement staff regarding issuing and monitoring of Notice & Orders for resale inspections and un-permitted construction; coordinate and meet with customers to explain corrections and assist in correction process ~~in conjunction with the Senior Building Inspector~~.
- ~~Oversee management and~~ Maintain updated of forms and informational handouts and assist in maintaining the Community Development Department website under the direction of the Permit Services Supervisor.
- Assist in administering the residential resale reporting and inspection program; may perform resale inspections.
- Assist in records management program, including oversight of expiring permits.
- Operate blueprint, digital plotter and other office equipment.
- Prepare maps, sketches, renderings and elevations for presentations.
- Assist in the tabulation and completion of survey data and other statistical data in written and graphic form.
- Develop and maintain reports on permit timelines, activities, hours, fees, and other data which tracks statistics and performance.
- Receive and process requests for permit extensions and permit refunds with the assistance of the department administrative assistant.
- Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate building construction related activities with other divisions and outside agencies.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

KNOWLEDGE OF:

- ~~Basic municipal administration including the functions and regulatory authority of~~ Municipal zoning, building and engineering ~~functions~~ departments.
- Simple accounting procedures.
- Industry related terminology and technology.
- Basic applied mathematics.
- Basic office and clerical procedures.
- ~~Basic CEQA (State environmental review) procedures and regulations~~.
- Computer proficiency, including basic office software and permit tracking software.

ABILITY TO:

- Read, analyze and interpret ~~building~~ plans.
- Interact and communicate clearly and concisely, both orally and in writing with customers involved with building construction, particularly contractors, architects, developers, engineers and property owners
- Independently perform minor planning and building plan checks reviews for compliance with building and zoning requirements.
- Read maps and construction plans accurately to determine the appropriate review process and plan distribution to City departments, services and utilities
- Prepare reports and data in written and graphic form.
- Organize, track and monitor work in an efficient manner
- Elicit cooperation, mediate conflicts and engage in considerable amount of public contact in explaining the permit process, department policy, and enforcement procedures in a calm, tactful and courteous manner.
- Demonstrate a strong sense of personal ethics along with good professional judgment and discretion.
- Maintain confidentiality.
- Perform calculations quickly and accurately.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Equivalent to completion of an Associate-level degree in applied science such as construction technology, engineering, planning or closely related field and four (4) years of increasingly responsible administrative experience in a public sector development-permitting environment.

CERTIFICATES, LICENSES AND REGISTRATIONS:

Possession of a valid CA driver's license.

Possession of a Permit Technician certificate from ICC. Possession of other ICC certificates is desirable.

LANGUAGE SKILLS:

Ability to read and comprehend both simple and complex instructions, prepare accurate, detailed, and clear correspondence and reports. Ability to effectively present information, in a one-on-one or group situation, to customers, clients, and other employees of the organization. Ability to speak Spanish is desirable.

MATHMATICAL SKILLS:

Ability to calculate figures and amounts such as ratios, formulas, proportions, and percentages.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed instructions and procedures. Ability to deal with problems involving a variety of variables in situations where state regulations and standardization exists.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 25 pounds and occasionally lift

and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

FLSA Status: Non-Exempt
Prepared Date: May 2, 2015
Approved By: City of San Rafael
Revised: March 1, 2019
July 15, 2019
February, 2022