



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Finance

**Prepared by: Nadine Atieh Hade,
Administrative Services Director**

City Manager Approval: _____

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

**SUBJECT: (1) FISCAL YEAR 2022-2023 INTERIM FINANCIAL UPDATE
(2) RESOLUTION ADOPTING AMENDMENTS TO THE 2022-2023 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 (2022-2023) based on actual revenue and expenditure performance for the period July 1 through December 31, 2022, and City Council budget actions taken through December 19, 2022, as compared to the budget approved by City Council on June 21, 2022.

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

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

revenues of approximately \$1,500,000. This increase is directly attributable to the updated sales tax forecast performed by our sales and use tax consultants and larger than anticipated first quarter receipts. During the first quarter of fiscal year 2022-23, the City benefitted from a large taxpayer correction related to the allocation of sales tax dollars from the County pools that resulted in an additional \$1 million allocation to the City. Although there is cause for caution given certain macro-economic conditions, the state economy is still trending positive through the first part of our fiscal year and any economic pull-back is projected to impact fiscal year 2023-24 more than the current year.

Expenditures and Other Uses:

As a result of staffing shortages experienced in public safety due to vacant positions, injury, and illness, the departments are projected to require further appropriations for overtime by fiscal year end. Staff recommends appropriating an additional \$1,000,000 to ensure adequate funding for public safety.

We are seeing trends of expenditures outpacing revenues in the areas of Childcare, Parking, and Liability programs through the first half of the year. Should these trends persist, we may seek additional appropriations to bolster the respective fund balances at year-end.

Operating Results:

The proposed increase to revenues of \$1,500,000, in addition to the proposed increase in appropriations of \$1,000,000, brings the recommended revised budget to a net positive result of \$1,765,099 for Fiscal Year 2022-23. With the replenishment to the Emergency Reserve Fund in the amount of \$322,570, net unassigned funds, otherwise known as surplus, at year-end are expected to increase by \$1,442,529. 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 appropriations throughout the remainder of the year. See Table 1 for additional details.

Table 1 – Status of the General Fund

General Fund	Adopted Budget FY 2022-23	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	95,870,730	-	95,870,730	1,500,000	97,370,730
Transfers in	1,770,072		1,770,072	-	1,770,072
Total Resources	97,640,802	-	97,640,802	1,500,000	99,140,802
Expenditures	91,943,644	-	91,943,644	1,000,000	92,943,644
P.O. Rollover	-	475,859	475,859	-	475,859
Operating Transfer out	3,307,000	649,200	3,956,200	-	3,956,200
Total Appropriations	95,250,644	1,125,059	96,375,703	1,000,000	97,375,703
Net Result	2,390,158	(1,125,059)	1,265,099	500,000	1,765,099
Allocations					
Use/(Source) of Emergency Reserves	(165,454)	-	(165,454)	(157,116)	(322,570)
Unassigned Funds Available	2,224,704	(1,125,059)	1,099,645	342,884	1,442,529

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, 2022, total \$92,334,483. Approved changes to appropriations of \$15,781,361 have increased this total to \$108,115,844 as of December 31, 2022. 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 San Quentin Pump Station Reconstruction, Third Street Rehabilitation, and construction on Fire Stations 54 and 55.

Table 2 presents the adopted budget, approved changes and proposed changes to the FY 2022-23 Other Funds budget.

Table 2 – Other Funds Adopted Budget and Proposed Changes

Other Funds	Adopted Budget FY 2022-23	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	77,022,806	4,531,026	81,553,832	-	81,553,832
Transfers in	3,392,000	649,200	4,041,200	-	4,041,200
Total Resources	80,414,806	5,180,226	85,595,032	-	85,595,032
Expenditures	90,479,411	15,781,361	106,260,772	-	106,260,772
Transfers out	1,855,072	-	1,855,072	-	1,855,072
Total Appropriations	92,334,483	15,781,361	108,115,844	-	108,115,844
Net Results	(11,919,677)	(10,601,135)	(22,520,812)	-	(22,520,812)

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 3

All Funds	Adopted Budget FY 2022-23	Approved Changes	Current Budget	Proposed Changes	Revised Budget
General Fund	95,250,644	1,125,059	96,375,703	1,000,000	97,375,703
Other Funds	92,334,483	15,781,361	108,115,844	-	108,115,844
Total Expenditures and transfers	187,585,127	16,906,420	204,491,547	1,000,000	205,491,547

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 a total of \$16 million as its allocated share of proceeds from ARPA. To date the City has spent or earmarked funds of approximately \$9.3 million to specific projects of which \$7.4 million is for the San Quentin pump station and the remaining amounts falling into the categories of homelessness, economic vitality, and equity.

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 approval of the current Supervising Librarian position in the SEIU bargaining unit to be reclassified to the Unrepresented Mid-Management unit. Upper management in the Library and Recreation department requested a study of the Supervising Librarian position to determine the appropriate classification for this position based on the responsibility and management duties they uphold. The City contracted with Municipal Resource Group (MRG) to conduct a class and compensation study for this classification. After discussing department needs, goals and objectives with management, and meeting with the incumbents to discuss their duties and responsibilities, MRG recommends that the City remove the Supervising Librarian classification and positions from SEIU and place them in the Mid-Management employee group and revise the job description to reflect the changes to the classification.

MRG conducted a salary survey of the City's comparator agencies. Based on the findings of the internal and external equity analysis, MRG is recommending that the City increase the Supervising Librarian's salary range to align it with Recreation Supervisor. This change results in no increase to headcount and in an annual expense increase of approximately \$60,000 for the three positions held under this classification. For Fiscal Year 2022-23, the amount would be absorbed by the Library budget and does not require an increase in appropriations. The SEIU bargaining unit has been noticed of this intent of personnel change and staff will meet all requirements of the Meyers Miliias Brown Act (MMBA) prior to implementing this change. Staff requests the City Council approve this recommendation knowing it will not be implemented until City management and the SEIU bargaining unit have further discussions and come to an agreement.

2. The approval of an updated job description and related salary creating a journey level series for the current single classification Police Administrative Technician position. The Police Administrative Technician series will now include a Police Administrative Technician I (entry) / II (journey level) series. Over the years and through various staffing changes, the duties and responsibilities for this position have evolved requiring an advanced classification. This change results in no increase in headcount and in an annual expense increase of approximately \$13,500. For Fiscal Year 2022-23, the amount will be absorbed by the police department budget and does not require an increase in appropriations. The SRPA bargaining unit has been noticed of this intent of personnel change and staff will meet all requirements of the Meyers Miliias Brown Act (MMBA) prior to implementing this change.
3. The Community Development department is proposing the creation of a permanent full time Senior Management Analyst unrepresented position focused on housing. This position would report to the Assistant Community Development Director and support the City Council Goals and Objectives related to housing. This role currently exists as a Fixed Term Management Analyst and given the need for ongoing work in housing related matters, CDD is proposing to make this position a full-time permanent position. This change results in no increase to headcount as it will convert from a fixed term position to a permanent position. There will be an annual expense increase of approximately \$47,000. For Fiscal Year 2022-23, the amount will be absorbed in part by the General Plan implementation fund (50%) and in part by the General Fund (50%).

4. The Fire department is requesting one additional headcount of a full-time Training Captain. The need for ongoing training is necessary as in recent years, the department has transitioned to a higher number of new firefighter/paramedics. As an all-risk mitigation agency, the San Rafael Fire Department's members are required to maintain proficiency through training, drills and exercises utilizing realistic scenarios that are developed and implemented by an internal training coordinator. These trainings range from fireground operations to gas and electric powered vehicle extrication, wildfire response, shore-based rescue, ventilation of structures with solar panels, firefighter survival training, and refresher training on Hazardous Materials response, Emergency Medicine, and much more.

This change results in an increase to headcount of one and there will be an associated annual expense of approximately \$279,000. The position will be funded 50% by the paramedic tax fund as a large portion of the training pertains to Emergency Medical Services (EMS) and the remaining 50% by the general fund. For Fiscal Year 2022-23, the amount will be absorbed by the current budgets. The SRFA 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
 - Unrepresented Mid-Management salary schedule
 - Supervising Librarian job description
 - SEIU salary schedule
 - SRPA salary schedule
 - Police Administrative Technician job description (with redline updates)

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL ADOPTING AMENDMENTS TO THE 2022-2023 BUDGET AND APPROVING MID-YEAR PERSONNEL CHANGES

WHEREAS, the City Council approved Resolution No. 15100 adopting the fiscal year 2022-2023 budget; and

WHEREAS, 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. 15100 for fiscal year 2022-2023 is amended to increase total general fund revenues to \$97,370,730, and general fund expenditures to \$93,419,503; increase other fund revenues to \$81,553,832; and increase other fund expenditures to \$106,260,772 as well as transfers in and transfers out, as represented on Exhibit I Tables I, II and III attached hereto. These changes result in City-wide General Fund appropriations of \$97,375,703 and other fund appropriations of \$108,115,844 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 February 6, 2023 -

- A. The creation of a journey level series for the current position of Police Administrative Technician with an updated job description and updated salary schedule.
- B. The addition of a Senior Management Analyst headcount and deletion of a Fixed-Term headcount resulting in no increase to headcount.
- C. The addition of a Training Captain position resulting in one increase to headcount.
- D. Effective on or after February 6, 2023, pending further discussion with the SEIU bargaining unit – The reclassification of the Supervising Librarian position from the SIEU bargaining unit to the Unrepresented Mid-Management unit with a new job description and updated salary schedule.

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 6th of February 2023, 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 2022-23	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	95,870,730	-	95,870,730	1,500,000	97,370,730
Transfers in	1,770,072	-	1,770,072	-	1,770,072
FY 22-23 Resources	97,640,802	-	97,640,802	1,500,000	99,140,802
FY 21-22 Rollover	-	-	-	-	-
Total Resources	97,640,802	-	97,640,802	1,500,000	99,140,802

TABLE II
CHANGES TO GENERAL FUND EXPENDITURES AND OTHER USES

General Fund	Adopted Budget FY 2022-23	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Expenditures	91,943,644	475,859	92,419,503	1,000,000	93,419,503
Transfer out	3,307,000	649,200	3,956,200	-	3,956,200
Transfer out-CIP	-	-	-	-	-
Total Appropriations	95,250,644	1,125,059	96,375,703	1,000,000	97,375,703

TABLE III
CHANGES TO OTHER FUND EXPENDITURES AND OTHER USES

Other Funds	Adopted Budget FY 2022-23	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	77,022,806	4,531,026	81,553,832	-	81,553,832
Transfers in	3,392,000	649,200	4,041,200	-	4,041,200
FY 22-23 Resources	80,414,806	5,180,226	85,595,032	-	85,595,032
FY 21-22 Rollover	-	-	-	-	-
Total Resources	80,414,806	5,180,226	85,595,032	-	85,595,032
Expenditures	90,479,411	15,781,361	106,260,772	-	106,260,772
Transfer out	1,855,072	-	1,855,072	-	1,855,072
Total Appropriations	92,334,483	15,781,361	108,115,844	-	108,115,844
Net Results	(11,919,677)	(10,601,135)	(22,520,812)	-	(22,520,812)

TABLE IV
CITY-WIDE APPROPRIATION SUMMARY

All Funds	Adopted Budget FY 2022-23	Approved Changes	Current Budget	Proposed Changes	Revised Budget
General Fund	95,250,644	1,125,059	96,375,703	1,000,000	97,375,703
Other Funds	92,334,483	15,781,361	108,115,844	-	108,115,844
Total Expenditures	187,585,127	16,906,420	204,491,547	1,000,000	205,491,547

SAN RAFAEL UNREPRESENTED MID-MANAGEMENT

SALARY SCHEDULE

Effective February 6, 2023

Grade	Position	A	B	C	D	E
7315	Accounting Manager	\$ 9,692	\$ 10,177	\$ 10,685	\$ 11,220	\$ 11,781
2303	Assistant Community Development Director	\$ 12,218	\$ 12,829	\$ 13,470	\$ 14,144	\$ 14,851
2400	Assistant Library and Recreation Director	\$ 10,971	\$ 11,519	\$ 12,095	\$ 12,700	\$ 13,335
2202	Assistant Public Works Director	\$ 12,450	\$ 13,073	\$ 13,726	\$ 14,413	\$ 15,133
2302	Chief Building Official	\$ 11,570	\$ 12,149	\$ 12,756	\$ 13,394	\$ 14,064
4203	Civic Design Manager	\$ 10,068	\$ 10,572	\$ 11,100	\$ 11,655	\$ 12,238
2122	Code Enforcement Supervisor	\$ 7,674	\$ 8,057	\$ 8,460	\$ 8,883	\$ 9,327
4204	Data & Infrastructure Manager	\$ 11,149	\$ 11,707	\$ 12,292	\$ 12,907	\$ 13,552
1105	Deputy City Attorney I	\$ 10,485	\$ 11,010	\$ 11,560	\$ 12,138	\$ 12,745
1109	Deputy City Attorney II	\$ 11,561	\$ 12,139	\$ 12,746	\$ 13,383	\$ 14,052
7125	Deputy Director of Emergency Management	\$ 12,450	\$ 13,073	\$ 13,726	\$ 14,412	\$ 15,133
7127	Deputy Fire Chief	\$ 14,099	\$ 14,804	\$ 15,544	\$ 16,321	\$ 17,137
2120	Deputy Fire Marshall	\$ 9,848	\$ 10,340	\$ 10,857	\$ 11,400	\$ 11,970
2135	Deputy Public Works Director	\$ 11,311	\$ 11,877	\$ 12,470	\$ 13,094	\$ 13,749
7313	Economic Development Coordinator	\$ 9,502	\$ 9,977	\$ 10,476	\$ 11,000	\$ 11,550
2128	Economic Development Manager	\$ 10,448	\$ 10,971	\$ 11,519	\$ 12,095	\$ 12,700
7117	Emergency Services Manager	\$ 9,271	\$ 9,734	\$ 10,221	\$ 10,732	\$ 11,269
2138	Housing Manager	\$ 10,743	\$ 11,281	\$ 11,845	\$ 12,437	\$ 13,059
2107	Human Resources Operations Manager	\$ 9,403	\$ 9,873	\$ 10,366	\$ 10,885	\$ 11,429
2208	Operations and Maintenance Manager	\$ 10,251	\$ 10,763	\$ 11,301	\$ 11,867	\$ 12,460
2208	Operations and Maintenance Manager (SRSD)	\$ 10,251	\$ 10,763	\$ 11,301	\$ 11,867	\$ 12,460
2703	Parking Services Manager	\$ 9,502	\$ 9,977	\$ 10,476	\$ 11,000	\$ 11,550
7312	Parks Superintendent	\$ 9,360	\$ 9,829	\$ 10,320	\$ 10,836	\$ 11,378
2116	Planning Manager	\$ 10,743	\$ 11,281	\$ 11,845	\$ 12,437	\$ 13,059
4206	Product Manager	\$ 10,068	\$ 10,572	\$ 11,100	\$ 11,655	\$ 12,238
8103	Recreation Supervisor	\$ 7,964	\$ 8,362	\$ 8,780	\$ 9,219	\$ 9,680
2206	Senior Civil Engineer (SRSD)	\$ 11,011	\$ 11,562	\$ 12,140	\$ 12,747	\$ 13,384
7317	Senior Code Enforcement Supervisor	\$ 8,470	\$ 8,893	\$ 9,338	\$ 9,805	\$ 10,295
2101	Senior Management Analyst I	\$ 7,677	\$ 8,061	\$ 8,464	\$ 8,888	\$ 9,332
2105	Senior Management Analyst II	\$ 9,141	\$ 9,598	\$ 10,078	\$ 10,582	\$ 11,111
2203	Senior Project Manager	\$ 9,446	\$ 9,918	\$ 10,414	\$ 10,935	\$ 11,481
8102	Senior Recreation Supervisor	\$ 8,790	\$ 9,229	\$ 9,690	\$ 10,175	\$ 10,684
7310	Sewer Maintenance Superintendent	\$ 9,360	\$ 9,829	\$ 10,320	\$ 10,836	\$ 11,378
7311	Street Maintenance Superintendent	\$ 9,360	\$ 9,829	\$ 10,320	\$ 10,836	\$ 11,378
7245	Supervising Librarian*	\$ 7,964	\$ 8,362	\$ 8,780	\$ 9,219	\$ 9,680
2150	Sustainability Program Manager	\$ 7,704	\$ 8,090	\$ 8,494	\$ 8,919	\$ 9,365

*New position per 2/6/2023 Council action

SAN RAFAEL UNREPRESENTED MID-MANAGEMENT

SALARY SCHEDULE

Effective July 1, 2023

Grade	Position	A	B	C	D	E
7315	Accounting Manager	\$ 10,080	\$ 10,584	\$ 11,113	\$ 11,668	\$ 12,252
2303	Assistant Community Development Director	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2400	Assistant Library and Recreation Director	\$ 11,355	\$ 11,923	\$ 12,519	\$ 13,145	\$ 13,802
2202	Assistant Public Works Director	\$ 12,886	\$ 13,530	\$ 14,207	\$ 14,917	\$ 15,663
2302	Chief Building Official	\$ 11,975	\$ 12,574	\$ 13,202	\$ 13,863	\$ 14,556
4203	Civic Design Manager	\$ 10,229	\$ 10,741	\$ 11,278	\$ 11,842	\$ 12,434
2122	Code Enforcement Supervisor	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,477
4204	Data & Infrastructure Manager	\$ 11,328	\$ 11,894	\$ 12,489	\$ 13,113	\$ 13,769
1105	Deputy City Attorney I	\$ 10,852	\$ 11,395	\$ 11,965	\$ 12,563	\$ 13,191
1109	Deputy City Attorney II	\$ 11,965	\$ 12,564	\$ 13,192	\$ 13,852	\$ 14,544
7125	Deputy Director of Emergency Management	\$ 12,886	\$ 13,530	\$ 14,207	\$ 14,917	\$ 15,663
7127	Deputy Fire Chief	\$ 14,663	\$ 15,396	\$ 16,166	\$ 16,974	\$ 17,823
2120	Deputy Fire Marshall	\$ 10,193	\$ 10,702	\$ 11,237	\$ 11,799	\$ 12,389
2135	Deputy Public Works Director	\$ 11,707	\$ 12,292	\$ 12,907	\$ 13,552	\$ 14,230
7313	Economic Development Coordinator	\$ 9,834	\$ 10,326	\$ 10,842	\$ 11,385	\$ 11,954
2128	Economic Development Manager	\$ 10,814	\$ 11,355	\$ 11,923	\$ 12,519	\$ 13,145
7117	Emergency Services Manager	\$ 9,595	\$ 10,075	\$ 10,579	\$ 11,108	\$ 11,663
2138	Housing Manager	\$ 11,173	\$ 11,732	\$ 12,318	\$ 12,934	\$ 13,581
2107	Human Resources Operations Manager	\$ 9,779	\$ 10,268	\$ 10,781	\$ 11,320	\$ 11,886
2208	Operations and Maintenance Manager	\$ 10,661	\$ 11,194	\$ 11,754	\$ 12,341	\$ 12,958
2208	Operations and Maintenance Manager (SRSD)	\$ 10,661	\$ 11,194	\$ 11,754	\$ 12,341	\$ 12,958
2703	Parking Services Manager	\$ 9,834	\$ 10,326	\$ 10,842	\$ 11,385	\$ 11,954
7312	Parks Superintendent	\$ 9,735	\$ 10,222	\$ 10,733	\$ 11,269	\$ 11,833
2116	Planning Manager	\$ 11,173	\$ 11,732	\$ 12,318	\$ 12,934	\$ 13,581
4206	Product Manager	\$ 10,229	\$ 10,741	\$ 11,278	\$ 11,842	\$ 12,434
8103	Recreation Supervisor	\$ 8,242	\$ 8,654	\$ 9,087	\$ 9,541	\$ 10,019
2206	Senior Civil Engineer (SRSD)	\$ 11,397	\$ 11,966	\$ 12,565	\$ 13,193	\$ 13,853
7317	Senior Code Enforcement Supervisor	\$ 8,605	\$ 9,036	\$ 9,487	\$ 9,962	\$ 10,460
2101	Senior Management Analyst I	\$ 7,985	\$ 8,384	\$ 8,803	\$ 9,243	\$ 9,705
2105	Senior Management Analyst II	\$ 9,507	\$ 9,982	\$ 10,481	\$ 11,005	\$ 11,555
2203	Senior Project Manager	\$ 9,729	\$ 10,216	\$ 10,726	\$ 11,263	\$ 11,826
8102	Senior Recreation Supervisor	\$ 9,097	\$ 9,552	\$ 10,030	\$ 10,531	\$ 11,058
7310	Sewer Maintenance Superintendent	\$ 9,735	\$ 10,222	\$ 10,733	\$ 11,269	\$ 11,833
7311	Street Maintenance Superintendent	\$ 9,735	\$ 10,222	\$ 10,733	\$ 11,269	\$ 11,833
7245	Supervising Librarian	\$ 8,242	\$ 8,654	\$ 9,087	\$ 9,541	\$ 10,019
2150	Sustainability Program Manager	\$ 8,013	\$ 8,413	\$ 8,834	\$ 9,275	\$ 9,739

DRAFT

City of San Rafael Job Class Specification

Job Title: Supervising Librarian

SUMMARY:

Plans, organizes, and oversees the operation, activities, and staff of assigned library functions and/or programs; performs a wide variety of complex management, administrative, and problem-solving duties related to public library programs and services; serves as a community liaison and works with community stakeholders and partner agencies; and supervises professional, paraprofessional, and support staff.

DISTINGUISHING CHARACTERISTICS:

This multi-position, mid-management classification is responsible for the operation, activities, and staff of assigned library function and/or programs. Incumbents in this class require mastery of library services and programs; demonstrate professional, service-oriented leadership and interpersonal skills; and provide recommendations to departmental upper management for consideration. This class is distinguished from the Assistant Library and Recreation Director/City Librarian in that the latter has overall management responsibility for all Library functions, programs, facilities, and consortia and stakeholder relationships. It is distinguished from lower-level Librarian classifications by the responsibility for managing day-to-day operations, directly supervising staff, and overseeing the development and implementation of innovative library programs, activities, and services.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Assistant Library and Recreation Director/City Librarian. Exercises direct supervision over professional, paraprofessional, and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant 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.

- Plans, organizes, reviews, and evaluates the operation and activities of assigned library functions and/or programs.
- Serves as a member of the Library Division as well as the Library and Recreation Department leadership teams; assists in the development and implementation of division and department goals, objectives, policies, and priorities; ensures that programs and services support City, departmental, and Library goals.
- Plans, schedules, supervises, coordinates, reviews, and evaluates the work of assigned professional, paraprofessional, and support staff; interviews, selects, trains, motivates, coaches, and disciplines staff; ensures and coordinates staff development, training, and education.

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- Develops, promotes, and monitors library programs, activities, services, and special events.
- Manages and monitors funds for the assigned functions and/or programs.
- Develops and implements procedures, processes, and work standards for the assigned functions and/or programs.
- Responds to and resolves difficult, complex, and sensitive patron complaints and inquiries.
- Plans, develops, and implements the public relations, outreach, and social media strategies for the assigned functions and/or programs; coordinates the dissemination of information to library patrons and the community through newsletters, emails, flyers, social media, and the library web page.
- Oversees and coordinates the development, selection, purchase, organization, maintenance, repair, and discarding of library materials.
- Maintains order in the observance of library rules and regulations.
- Assesses library service needs in a diverse community; develops and implements programs, activities, and services in response to community needs.
- Prepares and presents oral and written reports to the Director, Assistant Director, City Council, other City bodies, and community groups.
- Represents the library at community and professional meetings; seeks input from local groups and individuals regarding library policy and collections.
- Ensures that physical spaces and configurations at library facilities meet the needs of the community and staff.
- Applies for, obtains, and implements grants to supplement existing revenue sources to offer new and improved services to the community.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles, practices, and techniques for provision of customer service.
- Practices, procedures, programs, services, administration, and community needs of modern public libraries.
- Principles, practices, and techniques of human-centered design.
- Principles and practices of staff supervision, including selection, scheduling, coaching, evaluation, counseling, and motivation of employees.
- Modern public library operational systems, including integrated library systems, automated cataloging and processing systems, electronic resources and databases, reciprocal borrowing systems, automated materials management systems, materials selection systems and processes, and modern electronic recordkeeping systems.
- Principles and practices of program development, implementation, and evaluation.
- Selection and organization of library materials to meet community needs.
- Techniques for collecting data on key performance indicators, records maintenance, and report preparation.
- Standard office practices and procedures, including the operation of standard office equipment.
- Basic budgetary principles and practices.
- Online searching, database usage, modern and traditional library customer service techniques and practices.
- Library classification and circulation.
- Basic facility management practices.

DRAFT

ABILITY TO:

- Actively contribute to a work culture of innovation, inclusiveness, and customer service.
- Plan, organize, and coordinate public library services and resource development programs.
- Plan, organize, supervise, review, and evaluate the work of assigned staff.
- Train, mentor, coach, and counsel staff.
- Identify and analyze data-driven community needs and develop effective programs responsive to those needs based on measurable outcomes.
- Develop and promote library programs and services.
- Perform technical library tasks and operate computerized and other library equipment with speed and accuracy.
- Interpret, apply, and explain established City and Library policies and procedures.
- Establish and maintain cooperative and effective relationships with those contacted in the course of the work.
- Identify problems and develop effective solutions.
- Set priorities, meet deadlines, and make sound decisions.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Use online resources and computing devices.
- Advise patrons of library services and selection of materials.
- Communicate clearly, effectively, and professionally, both orally and in writing, in all formats and media.
- Lead resource development activities to support library programs and services; develop effective grant proposals independently and as a team member.
- Coordinate and collaborate effectively with others to identify and achieve shared goals.
- Make effective presentations to public groups.
- Develop and implement improvements to systems, organization, and operations within the library.

EDUCATION and/or EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills, and abilities is:

Equivalent to a bachelor's degree with major coursework in library science or a related field. A master's degree in library science or library and information services issued by a college or university accredited by the American Library Association is preferred.

AND

Five (5) years of increasingly responsible professional library experience, including two (2) years of experience in a lead or supervisory role that may have been obtained in a position other than a professional librarian.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid California driver's license by the date of appointment.

DRAFT

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; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORKING 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 regularly exposed to video display and regularly works in inside environmental conditions. The employee occasionally works with use of personal vehicle. The employee occasionally works in evenings or on weekends. The noise level in the work environment is usually quiet.

FLSA Status:	Exempt
Prepared By:	MRG and Library & Recreation Management
Prepared Date:	September 2022
Approved By:	City of San Rafael Human Resources
Approved Date:	February 2023

City of San Rafael
SEIU - SALARY SCHEDULE
Effective February 6, 2023

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
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
7396	Permit Services Supervisor*	\$ 8,048	\$ 8,451	\$ 8,873	\$ 9,317	\$ 9,783
7196	Permit Technician I	\$ 4,963	\$ 5,212	\$ 5,472	\$ 5,746	\$ 6,033
7197	Permit Technician II	\$ 5,459	\$ 5,732	\$ 6,019	\$ 6,320	\$ 6,636
7198	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
7253	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
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
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
7396	Permit Services Supervisor*	\$ 8,310	\$ 8,725	\$ 9,161	\$ 9,620	\$ 10,101
7196	Permit Technician I	\$ 5,125	\$ 5,381	\$ 5,650	\$ 5,933	\$ 6,229
7197	Permit Technician II	\$ 5,637	\$ 5,919	\$ 6,215	\$ 6,525	\$ 6,852
7198	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
7253	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
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

SAN RAFAEL POLICE ASSOCIATION
SALARY SCHEDULE
Effective February 6, 2023

Grade*	Position		Entry Level Step A1	A	B	C	D	E
6203	COMMUNITY SERVICE OFFICER	Annually	\$ 65,482	\$ 68,756	\$ 72,194	\$ 75,803	\$ 79,593	\$ 83,573
		Monthly	\$ 5,457	\$ 5,730	\$ 6,016	\$ 6,317	\$ 6,633	\$ 6,964
		Hourly	\$ 31.4816	\$ 33.0557	\$ 34.7085	\$ 36.4439	\$ 38.2661	\$ 40.1794
6220	MENTAL HEALTH LIAISON	Annually	\$ 87,726	\$ 92,112	\$ 96,718	\$ 101,554	\$ 106,631	\$ 111,963
		Monthly	\$ 7,310	\$ 7,676	\$ 8,060	\$ 8,463	\$ 8,886	\$ 9,330
		Hourly	\$ 42.1759	\$ 44.2847	\$ 46.4989	\$ 48.8238	\$ 51.2650	\$ 53.8283
6202	POLICE ADMINISTRATIVE TECHNICIAN	Annually	\$ 67,079	\$ 70,432	\$ 73,954	\$ 77,652	\$ 81,534	\$ 85,611
		Monthly	\$ 5,590	\$ 5,869	\$ 6,163	\$ 6,471	\$ 6,795	\$ 7,134
		Hourly	\$ 32.2493	\$ 33.8618	\$ 35.5549	\$ 37.3326	\$ 39.1992	\$ 41.1592
TBD	POLICE ADMINISTRATIVE TECHNICIAN II	Annually	\$ 73,954	\$ 77,652	\$ 81,534	\$ 85,611	\$ 89,892	\$ 94,386
		Monthly	\$ 6,163	\$ 6,471	\$ 6,795	\$ 7,134	\$ 7,491	\$ 7,866
		Hourly	\$ 35.5549	\$ 37.3326	\$ 39.1992	\$ 41.1592	\$ 43.2172	\$ 45.3780
9420	POLICE CADET*	Annually	\$ 30,613	\$ 32,144	\$ 33,751	\$ 35,439	\$ 37,211	\$ 39,071
		Monthly	\$ 2,551	\$ 2,679	\$ 2,813	\$ 2,953	\$ 3,101	\$ 3,256
		Hourly	\$ 14.7180	\$ 15.4539	\$ 16.2266	\$ 17.0379	\$ 17.8898	\$ 18.7843
2121	POLICE CALL TAKER & RECORDS SPECIALIST	Annually	\$ 63,034	\$ 66,186	\$ 69,495	\$ 72,970	\$ 76,618	\$ 80,449
		Monthly	\$ 5,253	\$ 5,515	\$ 5,791	\$ 6,081	\$ 6,385	\$ 6,704
		Hourly	\$ 30.3048	\$ 31.8200	\$ 33.4110	\$ 35.0815	\$ 36.8356	\$ 38.6774
6201	POLICE SUPPORT SERVICES SUPERVISOR	Annually	N/A	\$ 99,642	\$ 104,625	\$ 109,856	\$ 115,349	\$ 121,116
		Monthly	N/A	\$ 8,304	\$ 8,719	\$ 9,155	\$ 9,612	\$ 10,093
		Hourly	N/A	\$ 47.9050	\$ 50.3002	\$ 52.8153	\$ 55.4560	\$ 58.2288
9622	POLICE COMMUNICATIONS DISPATCH TRAINEE	Annually	\$ 55,008	\$ 57,758	\$ 60,646	\$ 63,678	\$ 66,862	\$ 70,205
		Monthly	\$ 4,584	\$ 4,813	\$ 5,054	\$ 5,307	\$ 5,572	\$ 5,850
		Hourly	\$ 26.4459	\$ 27.7682	\$ 29.1567	\$ 30.6145	\$ 32.1452	\$ 33.7525
6205	POLICE COMMUNICATIONS DISPATCHER	Annually	\$ 68,770	\$ 72,208	\$ 75,819	\$ 79,610	\$ 83,590	\$ 87,770
		Monthly	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314
		Hourly	\$ 33.0625	\$ 34.7156	\$ 36.4514	\$ 38.2740	\$ 40.1877	\$ 42.1970
6215	POLICE LEAD COMMUNICATIONS DISPATCHER	Annually	N/A	\$ 77,625	\$ 81,506	\$ 85,581	\$ 89,860	\$ 94,353
		Monthly	N/A	\$ 6,469	\$ 6,792	\$ 7,132	\$ 7,488	\$ 7,863
		Hourly	N/A	\$ 37.3195	\$ 39.1855	\$ 41.1448	\$ 43.2020	\$ 45.3621
6106	POLICE CORPORAL	Annually	N/A	N/A	N/A	\$ 112,639	\$ 118,271	\$ 124,184
		Monthly	N/A	N/A	N/A	\$ 9,387	\$ 9,856	\$ 10,349
		Hourly	N/A	N/A	N/A	\$ 54.1532	\$ 56.8609	\$ 59.7039
6206	POLICE EVIDENCE & PROPERTY TECHNICIAN	Annually	\$ 68,770	\$ 72,208	\$ 75,819	\$ 79,610	\$ 83,590	\$ 87,770
		Monthly	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314
		Hourly	\$ 33.0625	\$ 34.7156	\$ 36.4514	\$ 38.2740	\$ 40.1877	\$ 42.1970
6107	POLICE OFFICER	Annually	\$ 92,678	\$ 97,312	\$ 102,178	\$ 107,287	\$ 112,651	\$ 118,283
		Monthly	\$ 7,723	\$ 8,109	\$ 8,515	\$ 8,941	\$ 9,388	\$ 9,857
		Hourly	\$ 44.5568	\$ 46.7846	\$ 49.1239	\$ 51.5801	\$ 54.1591	\$ 56.8670
6109	POLICE RECRUIT	Annually	\$ 80,022	\$ 84,023	\$ 88,224	\$ 92,635	\$ 97,267	\$ 102,130
		Monthly	\$ 6,668	\$ 7,002	\$ 7,352	\$ 7,720	\$ 8,106	\$ 8,511
		Hourly	\$ 38.4719	\$ 40.3955	\$ 42.4153	\$ 44.5360	\$ 46.7628	\$ 49.1010
6111	POLICE REGULATORY OFFICER	Annually	\$ 68,770	\$ 72,208	\$ 75,819	\$ 79,610	\$ 83,590	\$ 87,770
		Monthly	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314
		Hourly	\$ 33.0625	\$ 34.7156	\$ 36.4514	\$ 38.2740	\$ 40.1877	\$ 42.1970
4524	POLICE SECURITY OFFICER	Annually	\$ 64,410	\$ 67,631	\$ 71,012	\$ 74,563	\$ 78,291	\$ 82,205
		Monthly	\$ 5,368	\$ 5,636	\$ 5,918	\$ 6,214	\$ 6,524	\$ 6,850
		Hourly	\$ 30.9664	\$ 32.5147	\$ 34.1405	\$ 35.8475	\$ 37.6399	\$ 39.5219
6104	POLICE SERGEANT	Annually	N/A	N/A	N/A	\$ 128,798	\$ 135,237	\$ 141,999
		Monthly	N/A	N/A	N/A	\$ 10,733	\$ 11,270	\$ 11,833
		Hourly	N/A	N/A	N/A	\$ 61.9219	\$ 65.0180	\$ 68.2689
9525	YOUTH SERVICES PROGRAM SUPERVISOR	Annually	\$ 98,301	\$ 103,216	\$ 108,377	\$ 113,796	\$ 119,486	\$ 125,460
		Monthly	\$ 8,192	\$ 8,601	\$ 9,031	\$ 9,483	\$ 9,957	\$ 10,455
		Hourly	\$ 47.2603	\$ 49.6233	\$ 52.1044	\$ 54.7097	\$ 57.4451	\$ 60.3174

*Entry Level Pay Grade is 1XXXX (e.g., Entry Level Police Officer grade code is 16107)

*see Exhibit C side letter as part of the MOU for changes made to the police cadet position

SAN RAFAEL POLICE ASSOCIATION
SALARY SCHEDULE
Effective July 1, 2023

Grade*	Position		Entry Level Step A1	A	B	C	D	E
6203	COMMUNITY SERVICE OFFICER	Annually	\$ 66,529	\$ 69,856	\$ 73,349	\$ 77,016	\$ 80,867	\$ 84,910
		Monthly	\$ 5,544	\$ 5,821	\$ 6,112	\$ 6,418	\$ 6,739	\$ 7,076
		Hourly	\$ 31.9853	\$ 33.5846	\$ 35.2638	\$ 37.0270	\$ 38.8783	\$ 40.8222
6220	MENTAL HEALTH LIAISON	Annually	\$ 89,129	\$ 93,586	\$ 98,265	\$ 103,178	\$ 108,337	\$ 113,754
		Monthly	\$ 7,427	\$ 7,799	\$ 8,189	\$ 8,598	\$ 9,028	\$ 9,480
		Hourly	\$ 42.8507	\$ 44.9932	\$ 47.2429	\$ 49.6050	\$ 52.0853	\$ 54.6895
6202	POLICE ADMINISTRATIVE TECHNICIAN I	Annually	\$ 68,152	\$ 71,559	\$ 75,137	\$ 78,894	\$ 82,839	\$ 86,981
		Monthly	\$ 5,679	\$ 5,963	\$ 6,261	\$ 6,575	\$ 6,903	\$ 7,248
		Hourly	\$ 32.7653	\$ 34.4036	\$ 36.1237	\$ 37.9299	\$ 39.8264	\$ 41.8177
TBD	POLICE ADMINISTRATIVE TECHNICIAN II	Annually	\$ 75,137	\$ 78,894	\$ 82,839	\$ 86,981	\$ 91,330	\$ 95,896
		Monthly	\$ 6,261	\$ 6,575	\$ 6,903	\$ 7,248	\$ 7,611	\$ 7,991
		Hourly	\$ 36.1237	\$ 37.9299	\$ 39.8264	\$ 41.8177	\$ 43.9086	\$ 46.1041
9420	POLICE CADET*	Annually	\$ 31,103	\$ 32,658	\$ 34,291	\$ 36,006	\$ 37,806	\$ 39,697
		Monthly	\$ 2,592	\$ 2,722	\$ 2,858	\$ 3,000	\$ 3,151	\$ 3,308
		Hourly	\$ 14.9535	\$ 15.7012	\$ 16.4862	\$ 17.3105	\$ 18.1761	\$ 19.0849
2121	POLICE CALL TAKER & RECORDS SPECIALIST	Annually	\$ 64,042	\$ 67,245	\$ 70,607	\$ 74,137	\$ 77,844	\$ 81,736
		Monthly	\$ 5,337	\$ 5,604	\$ 5,884	\$ 6,178	\$ 6,487	\$ 6,811
		Hourly	\$ 30.7896	\$ 32.3291	\$ 33.9456	\$ 35.6428	\$ 37.4250	\$ 39.2962
6201	POLICE SUPPORT SERVICES SUPERVISOR	Annually	N/A	\$ 101,237	\$ 106,299	\$ 111,613	\$ 117,194	\$ 123,054
		Monthly	N/A	\$ 8,436	\$ 8,858	\$ 9,301	\$ 9,766	\$ 10,254
		Hourly	N/A	\$ 48.6715	\$ 51.1051	\$ 53.6603	\$ 56.3433	\$ 59.1605
9622	POLICE COMMUNICATIONS DISPATCH TRAINEE	Annually	\$ 55,888	\$ 58,682	\$ 61,616	\$ 64,697	\$ 67,932	\$ 71,328
		Monthly	\$ 4,657	\$ 4,890	\$ 5,135	\$ 5,391	\$ 5,661	\$ 5,944
		Hourly	\$ 26.8691	\$ 28.2125	\$ 29.6232	\$ 31.1043	\$ 32.6595	\$ 34.2925
6205	POLICE COMMUNICATIONS DISPATCHER	Annually	\$ 69,870	\$ 73,364	\$ 77,032	\$ 80,884	\$ 84,928	\$ 89,174
		Monthly	\$ 5,823	\$ 6,114	\$ 6,419	\$ 6,740	\$ 7,077	\$ 7,431
		Hourly	\$ 33.5915	\$ 35.2711	\$ 37.0346	\$ 38.8863	\$ 40.8307	\$ 42.8722
6215	POLICE LEAD COMMUNICATIONS DISPATCHER	Annually	N/A	\$ 78,867	\$ 82,810	\$ 86,950	\$ 91,298	\$ 95,863
		Monthly	N/A	\$ 6,572	\$ 6,901	\$ 7,246	\$ 7,608	\$ 7,989
		Hourly	N/A	\$ 37.9167	\$ 39.8125	\$ 41.8031	\$ 43.8933	\$ 46.0879
6106	POLICE CORPORAL	Annually	N/A	N/A	N/A	\$ 117,707	\$ 123,593	\$ 129,772
		Monthly	N/A	N/A	N/A	\$ 9,809	\$ 10,299	\$ 10,814
		Hourly	N/A	N/A	N/A	\$ 56.5901	\$ 59.4196	\$ 62.3906
6206	POLICE EVIDENCE & PROPERTY TECHNICIAN	Annually	\$ 69,870	\$ 73,364	\$ 77,032	\$ 80,884	\$ 84,928	\$ 89,174
		Monthly	\$ 5,823	\$ 6,114	\$ 6,419	\$ 6,740	\$ 7,077	\$ 7,431
		Hourly	\$ 33.5915	\$ 35.2711	\$ 37.0346	\$ 38.8863	\$ 40.8307	\$ 42.8722
6107	POLICE OFFICER	Annually	\$ 96,849	\$ 101,691	\$ 106,776	\$ 112,114	\$ 117,720	\$ 123,606
		Monthly	\$ 8,071	\$ 8,474	\$ 8,898	\$ 9,343	\$ 9,810	\$ 10,301
		Hourly	\$ 46.5618	\$ 48.8899	\$ 51.3344	\$ 53.9012	\$ 56.5962	\$ 59.4260
6109	POLICE RECRUIT	Annually	\$ 81,302	\$ 85,367	\$ 89,635	\$ 94,117	\$ 98,823	\$ 103,764
		Monthly	\$ 6,775	\$ 7,114	\$ 7,470	\$ 7,843	\$ 8,235	\$ 8,647
		Hourly	\$ 39.0874	\$ 41.0418	\$ 43.0939	\$ 45.2486	\$ 47.5110	\$ 49.8866
6111	POLICE REGULATORY OFFICER	Annually	\$ 69,870	\$ 73,364	\$ 77,032	\$ 80,884	\$ 84,928	\$ 89,174
		Monthly	\$ 5,823	\$ 6,114	\$ 6,419	\$ 6,740	\$ 7,077	\$ 7,431
		Hourly	\$ 33.5915	\$ 35.2711	\$ 37.0346	\$ 38.8863	\$ 40.8307	\$ 42.8722
4524	POLICE SECURITY OFFICER	Annually	\$ 65,441	\$ 68,713	\$ 72,148	\$ 75,756	\$ 79,544	\$ 83,521
		Monthly	\$ 5,453	\$ 5,726	\$ 6,012	\$ 6,313	\$ 6,629	\$ 6,960
		Hourly	\$ 31.4619	\$ 33.0350	\$ 34.6867	\$ 36.4210	\$ 38.2421	\$ 40.1542
6104	POLICE SERGEANT	Annually	N/A	N/A	N/A	\$ 134,593	\$ 141,323	\$ 148,389
		Monthly	N/A	N/A	N/A	\$ 11,216	\$ 11,777	\$ 12,366
		Hourly	N/A	N/A	N/A	\$ 64.7084	\$ 67.9438	\$ 71.3410
9525	YOUTH SERVICES PROGRAM SUPERVISOR	Annually	\$ 99,874	\$ 104,868	\$ 110,111	\$ 115,617	\$ 121,398	\$ 127,468
		Monthly	\$ 8,323	\$ 8,739	\$ 9,176	\$ 9,635	\$ 10,116	\$ 10,622
		Hourly	\$ 48.0164	\$ 50.4173	\$ 52.9381	\$ 55.5850	\$ 58.3643	\$ 61.2825

*Entry Level Pay Grade is 1XXXX (e.g., Entry Level Police Officer grade code is 16107)

*see Exhibit C side letter as part of the MOU for changes made to the police cadet position

DRAFT

City of San Rafael Job Class Specification

Job Title: Police Administrative Technician I/II

SUMMARY

Performs a variety of police department business office functions related to budgeting, accounting and payroll, personnel and benefits.

General supervision is provided by the Police Civilian Support Services Supervisor. Responsibilities may include training and/or indirect supervision of lower level personnel.

~~This is an entry and journey level specialized police civilian classification and performs all duties required to effectively conduct business office operations.~~ This classification is distinguished from the Police Civilian Supervisor classification, which is assigned as a unit supervisor.

DISTINGUISHING CHARACTERISTICS

Police Administrative Technician I - This is the entry level class in the series. Positions in this class typically have little or no directly related work experience and work under general supervision while learning job tasks, progressing in their assignment of more complex tasks as procedures and processes of duties are learned.

Police Administrative Technician II - This is the full journey level class in the series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Incumbents in this classification are expected to exercise a high degree of initiative and independent judgment in performing confidential and complex tasks.

These positions are not flexibly staffed, and advancement is not automatic from one level to the next. Incumbents will be required to apply for advancement as vacancies exist or may be promoted per Department Director recommendation and Administrative Services Director and City Manager approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Processes, maintains and disseminates a wide variety of confidential Police Department personnel records and files; organizes and prepares documents for employee salary adjustments.
- Prepares and audits payroll data submitted for accuracy of employee paychecks and enters information into the computer; responds to inquires regarding payroll and employee benefits.
- Assists in management of workers compensation claims for department employees.
- Compiles and completes data used in the development of the departmental budget.
- Receives, codes and processes invoices and purchase orders for payment; verifies account numbers and amounts; prepares requisitions for purchase orders; contacts City staff and vendors regarding invoices and reconciles accounts.
- Prepares invoices for various billings and receipts in revenue.

- Operates a computerized office support system.
- Prepares identification cards for all City Employees.
- Issues and maintains Petty Cash.
- Performs a variety of secretarial and clerical duties for department personnel, such as screening calls and routing mail.
- Prepares a variety of periodic reports and other general correspondence.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
- Prepares vouchers, invoices, checks, account statements, reports, and other records and reviews for accuracy. Reconciles discrepancies, resolves problems.
- Reviews computer printouts against manually kept ledgers and makes corrections.
- Acts as a liaison with Payroll and Human Resources on employee-related items such as time sheet reporting, benefits enrollment & questions, leave of absence tracking, etc.
- Performs related duties as required.

KNOWLEDGE OF:

- General bookkeeping, basic accounting, data entry and clerical functions
- City and Department policies and procedures.
- Information technology, personal computers and related software applications.
- Payroll systems and procedures

ABILITY TO:

- Work independently in the completion of assignments
- Keyboard at a speed sufficient to perform job duties
- Prepare and maintain a variety of organized accounting records
- Operate modern office equipment including a PC and related software

LANGUAGE, MATHEMATICAL AND REASONING SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to public other employees of the organization. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra. 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.

EDUCATION, CERTIFICATION AND EXPERIENCE

Police Administrative Technician I: High school diploma or general education degree (GED). Bookkeeping training or college courses in accounting preferred. Four years experience in preparation and maintenance of accounting, payroll, or financial records; or equivalent combination of education and experience.

Police Administrative Technician II: in addition to the requirements for the Police Administrative Technician I, this level requires at least 5 years of experience at the Police Administrative Technician I level or demonstrated ability to successfully complete the essential duties and responsibilities at the full journey level with a high degree of autonomy.

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 sit; use hands to finger, handle, or feel; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, 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 regularly exposed to video display and regularly works in inside environmental conditions. The noise level in the work environment is usually quiet.

Hazards: Hazards are moderate, fairly predictable and protected against.

Department: Police
FLSA Status: Non-Exempt
Prepared By: SRPD Succession Planning Committee
Prepared Date: November 2008
Approved By: City of San Rafael & San Rafael Police Association
Approved Date: April 2010
[Revised: February 2023](#)
[Approved: February 2023](#)