

RESOLUTION NO. 12-061

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VICTORVILLE REVISING THE TABLE OF ORGANIZATION, FIXING THE RATES OF COMPENSATION, AND ESTABLISHING FRINGE BENEFITS FOR EMPLOYEES OF THE CITY OF VICTORVILLE AND SUPERSEDING RESOLUTION NUMBER 11-055 AND SUBSEQUENT AMENDMENTS.

THE CITY COUNCIL OF THE CITY OF VICTORVILLE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. FISCAL YEAR 2012-2013 TABLE OF ORGANIZATION

The Table of Organization for the City of Victorville is hereby revised. A total of 320 positions shown on such Table of Organization are authorized to be filled in accordance with the Personnel Ordinance of the City of Victorville.

The salaries and compensation of officers and employees of the City of Victorville shall be established as provided in said Personnel Ordinance for the salary ranges to which each position is assigned by this Benefit Resolution for Fiscal Year 2012-2013.

SECTION 2. FRINGE BENEFITS. The following is provided as an overview and should not be considered as a complete description of benefits. The fringe benefits for the City of Victorville full-time employees effective July 1, 2012, unless otherwise specified, through June 30, 2013, shall be:

- 1. Annual Vacation Leaves** - All full-time employees shall earn annual vacation credits accrued bi-weekly in the beginning of the years listed below and are authorized to accumulate vacation leave credits as follows:

Years of Full-Time Employment	Months of Full-time Employment	Annual Vacation Hours Earned	Hours Earned Per Pay Period (26 pay periods per year)	Maximum Vacation Accrual Hours
0-5	0-59	87	3.35	160
6-10	60-119	127	4.88	240
11-15	120-179	167	6.42	280
16-20	180-239	207	7.96	320
21+	240+	247	9.5	360

Full-time employees are eligible to use annual leave time as it accrues. Effective January 1, 2012, accruals will be earned every pay period. (See City of Victorville Personnel Rules, Rule X, Sections 1 and 2.)

- 2. Sick Leave** – Accrued at the rate of 3.35 hours per pay period for all probationary and full-time employees, for a total of 87 hours per year. Effective January 1, 2012, accruals will be earned every pay period. Upon completion of five (5) years of continuous service, sick leave payout upon termination is calculated according to the following formula, pursuant to Resolution 09-103:

Sick Leave Accrued as of Date of Termination	Cash Payment of hours of Accrued Sick Leave
240 hours or less	35%
241 to 320 hours	40%
321 to 400 hours	45%
401 to 480 hours	50%
481 to 560 hours	55%
561 to 640 hours	60%
641 to 720 hours	65%
721 to 800 hours	70%
801 to 880 hours	75%
881 to 960 hours	80%
961 to 1,040 hours	85%
1,041 to 1,120 hours	90%
1,121 to 1,200 hours	95%
1,201 hours and above	100%

3. Holidays

<u>Holiday</u>	<u>Day of the Week</u>	<u>Date</u>
Independence Day	Wednesday	July 4, 2012
Labor Day	Monday	September 3, 2012
Thanksgiving Day	Thursday	November 22, 2012
Christmas Eve Holiday	Monday	December 24, 2012
Christmas Holiday	Tuesday	December 25, 2012
New Year's Eve Holiday	Monday	December 31, 2012
New Year's Holiday	Tuesday	January 1, 2013
Martin Luther King, Jr. Day	Monday	January 21, 2013
Presidents' Day	Monday	February 18, 2013
Memorial Day	Monday	May 27, 2013
1 Floating Holiday		

Total of 11 holidays

Note: Actual holidays vary each year. Two days in December are designated as permanent COLA reduction days and applied to the December holiday schedule. Actual COLA reduction days taken are based on individual department needs, and must be taken within 30 days. Days off during the December holidays shall not be prorated for any employee hired after January 1, 2013.

Floating Holiday may be taken in conjunction with another holiday, vacation or sick leave day. No partial holiday may be taken. Floating Holiday may be taken after six months of service.

4. Stability Pay - Canceled

5. Executive Leave – Provided to Department Heads, Assistant Department Heads, and other designated staff, based on the City Manager's evaluation of the amount of time worked. Advance written approval by the City Manager is required. (See Administrative Policy D-1.)

6. Retirement – The City’s payment of the employee's share of contributions to the Public Employees' Retirement System is 8% for full-time miscellaneous employees. The City shall report the Employer Paid Member Contributions (EPMC) to PERS as special compensation, pursuant to Government Code Section 20636(c)(4), for all full-time employees hired prior to January 1, 2013. The City shall also participate in the CalPERS replacement benefit plan or equivalent. The City provides all full-time employees 4th level 1959 Survivor’s Benefits. For full-time employees hired on or after January 1, 2013, CalPERS contributions will be implemented according to AB340.

7. Fringe - The amount of \$626 per month is provided by the City for health, dental, and vision coverage for all full-time employees. Married couples who are both full-time employees with the City, may utilize the full fringe of \$626 each for family medical, dental and vision. If eligible family members are enrolled, they must be enrolled in the same coverages as elected by the employee. Employees are not required to have dependents covered, unless ordered by the courts. The maximum cash back benefit for employees waiving medical benefits is \$200 per month. Employees may purchase dental and vision coverage with this amount. Any remaining balance may be deposited into a deferred compensation account, flexible spending account, or included as taxable income on their paychecks. Flexible spending accounts are provided for pre-tax deposits to cover expenses for health care and/or dependent day care. The City is responsible for the monthly administrative fee.

8. Life insurance - Group term life insurance and accidental death and dismemberment insurance is paid by the City at the rate of .179 per thousand dollars of base salary and is rounded to the nearest \$1,000. The benefit is one times annual salary, to a maximum of \$250,000.

9. Safety shoes - All employees who are required to wear safety shoes shall receive \$100 reimbursement per fiscal year for purchase of one pair of shoes. Exceptions are governed by Administrative Policy No. G-7.

10. Workers' Compensation Program – Insurance provided by the City for work-related injuries occurring to the employee during the course of employment.(See City of Victorville Personnel Rules, Rule X, Section 4.)

11. Unemployment Insurance – May provide income for the employee if laid off or involuntarily terminated for reasons other than misconduct.

12. Uniforms - Payment for uniform service shall not exceed \$174 per year per employee for those employees required to wear uniforms. Reimbursement to Victorville Municipal Utilities Service employees who maintain their own uniforms, due to specialized uniforms and handling, shall not exceed \$300 per year.

13. Tuition Reimbursement –Suspended for Fiscal Year 2012-2013.

14. Deferred Compensation – As of January 1, 2012, employees shall be eligible to transfer up to \$17,000 of annual salary per year into a City-approved Deferred Compensation Plan; employees 50 years of age and above are allowed a catch up provision of \$5,500. An additional standard provision is available to employees who are planning on retiring within three years. Under this provision funds not utilized may be contributed the year prior to retirement. Deferred Compensation funds may be accessed through a loan program. A 401(a) Defined Contribution Plan is available for new full-time employees who may elect an employee contribution, under Section 401(a) of the Internal Revenue Code. The plan document allows a 60 day period for the individuals to make an election from the initial date of hire. Pursuant to Federal Regulations, effective December 31, 2009, existing full-time employees may not enroll or modify an existing 401(a) plan.

15. Short-Term Disability (STD) Insurance – Full-time employees shall contribute .59% per \$100 of monthly salary. Employee premiums are post-tax; therefore, benefits will not be taxed upon receipt of payment. Employees may be eligible to receive disability payments after 7 days of missed work, and benefits shall continue up through 13 weeks for a qualifying illness or injury. STD pays 60% of employees’ weekly base pay, with a minimum of \$50 per week, up to a maximum of \$1,600 per week. Part-time employees are not eligible. (See City of Victorville Personnel Rules, Rule X, Section 12.) Employees, who no longer have sick leave available, will be required to utilize compensatory time, then vacation time.

16. Medicare - Employees hired after April 1, 1986, shall contribute 1.45% of their base salary as a matching share of contribution to provide Medicare coverage, available upon retirement, based on Social Security Administration guidelines.

17. Employee Assistance Program – The City provides for a confidential counseling program for employees and eligible dependents.

18. Long-Term Disability – The City provides coverage for full-time employees after 90 days of disability. The City’s premium is \$.680 per \$100 of monthly salary and covers 66.67% of employees’ monthly salary. Minimum of \$50 per month to a maximum of \$5,000 per month.

19. Retirement Medical Coverage - The City shall be responsible for retirees’ (beginning with eight years of service) medical insurance premium as follows:

(Based on the Health Net HMO medical plan, single-party rate for early retirees under age 65 and The Hartford Medicare Supplemental Plan or Kaiser Group Senior Advantage HMO single-party rate for retirees age 65 and over):

Years of Service	25 +	20-24	15-19	8-14
City Paid	100%	75%	50%	25%

Retirees age 65 and over must be enrolled with Medicare Part A (Hospital) and Part B (Medical) in order to be eligible for a retiree medical plan offered through the City. Retirees may continue dental and vision insurance coverage at their own expense. Retirees must have been previously enrolled, for the prior fiscal year, in the City’s medical insurance at time of retirement to be eligible to continue the coverage after retirement.

Effective February 11, 2000, a qualified retired employee may opt for a one-time pay-off in lieu of monthly medical retirement benefits. This shall be paid on a pro-rated basis, contingent upon years of service described in the chart below.

Years of Service	25 +	20-24	15-19	8-14
City Paid	100%	75%	50%	25%
Pay-off Amount	\$14,814.00	\$11,850.97	\$8,887.95	\$5,926.05

These amounts may change annually, based on the CPI applied to the City employees’ wages.

20. Executive Physicals - Suspended for Fiscal Year 2012-2013.

21. Compensatory Time – Employees eligible for compensatory time may accrue such time, up to the limit of 36 hours for full-time employees. Compensatory time may not be earned until 40 hours have been worked in a workweek. Compensatory time earned after 40 hours in a workweek are earned at time and one-half rates. Compensatory time must be used within six months from the date of accrual. It is the employees’ choice whether to receive compensatory time or over-time. Part-time employees are not eligible for compensatory time.



CITY OF VICTORVILLE
2012-2013 TABLE OF ORGANIZATION
 Effective July 1, 2012

Number	TITLE	RANGE	SALARY	Number	TITLE	RANGE	SALARY		
3	ACCOUNT CLERK	20	3023	3682	7	MAINTENANCE WORKER I CS	15	2673	3258
2	ACCOUNTANT	40	4959	6042	21	MAINTENANCE WORKER I PW	15	2673	3258
11	ADMINISTRATIVE OPERATIONS ASSISTANT	21	3099	3776	3	MAINTENANCE WORKER II CS	18	2878	3507
4	ADMINISTRATIVE SECRETARY	29	3779	4605	4	MAINTENANCE WORKER II ENG	18	2878	3507
1	AIRPORT FIELD SUPERVISOR	35	4383	5339	8	MAINTENANCE WORKER II PW	18	2878	3507
0	AIRPORT MAINTENANCE SPECIALIST	33	4172	5083	1	MAINTENANCE WORKER III ENG	21	3099	3776
1	AIRPORT MANAGER	48	6044	7365	1	MAINTENANCE WORKER III/CS	21	3099	3776
2	AIRPORT OPERATIONS OFFICER	23	3257	3968	5	MAINTENANCE WORKER III/PW	21	3099	3776
2	AIRPORT WORKER II	18	2878	3507	1	MAINTENANCE WORKER IV/PW	23	3257	3968
1	AIRPORT WORKER III	21	3099	3776	2	MANAGEMENT ANALYST	41	5084	6194
1	ANIMAL CONTROL LEAD OFFICER	26	3509	4275	4	MANAGEMENT SPECIALIST	35	4383	5339
2	ANIMAL CONTROL OFFICER I	15	2673	3258	11	MANAGEMENT TECHNICIAN	29	3779	4605
1	ANIMAL CONTROL OFFICER II	21	3099	3776	1	MARKETING COORDINATOR	38	4720	5752
1	ASSISTANT CITY MANAGER		13750	14583	2	MECHANIC I	23	3257	3968
1	ASSISTANT DIRECTOR OF PUBLIC WORKS	55	7184	8752	6	MECHANIC II	29	3779	4605
1	ASSISTANT DIRECTOR OF WATER	55	7184	8752	7	METER SERVICE OPERATOR	18	2878	3507
3	ASSISTANT ENGINEER	45	5611	6838	1	METER SERVICE SUPERVISOR	37	4604	5609
4	ASSISTANT PLANNER	37	4604	5609	1	NETWORK COORDINATOR	39	4838	5895
0	ASSOCIATE PLANNER	44	5475	6671	1	PERSONNEL OFFICER	55	7184	8752
2	ASSOCIATE CIVIL ENGINEER	51	6509	7930	2	PLAN CHECKER	35	4383	5339
2	BILLING COORDINATOR	26	3509	4275	3	PLANT OPERATOR - MUS	33	4172	5083
1	BUILDING INSPECTOR I	35	4383	5339	1	PROJECT COORDINATOR	45	5611	6838
1	BUILDING OFFICIAL	55	7184	8752	1	PUBLIC INFORMATION CLERK	17	2808	3421
1	BUYER	33	4172	5083	1	PUBLIC INFORMATION COORDINATOR	38	4720	5752
1	CHIEF FINANCIAL OFFICER	59	7930	9661	3	PUBLIC WORKS INSPECTOR	35	4383	5339
1	CITY CLERK	55	7184	8752	2	PUBLIC WORKS MANAGER	48	6044	7365
1	CITY ENGINEER	59	7930	9661	2	PUBLIC WORKS SUPERVISOR	37	4604	5609
1	CITY MANAGER			18750	1	PUBLIC WORKS SUPERVISOR FLEET	37	4604	5609
1	CITY PLANNER	59	7930	9661	1	PURCHASING MANAGER	48	6044	7365
5	CLERK TYPIST	15	2673	3258	2	PURCHASING TECHNICIAN	29	3779	4605
1	CODE ENFORCEMENT MANAGER	48	6044	7365	1	RECORDS MANAGEMENT CLERK	15	2673	3258
5	CODE ENFORCEMENT OFFICER	35	4383	5339	1	RECORDS MANAGEMENT COORDINATOR	36	4492	5472
2	CODE ENFORCEMENT OFFICER - SOLID WASTE	35	4383	5339	1	RECREATION COORDINATOR	27	3598	4384
10	CUSTOMER SERVICE REPRESENTATIVE	16	2739	3336	1	RECREATION SERVICES MANAGER	48	6044	7365
1	CUSTOMER SERVICE SUPERVISOR	37	4604	5609	2	RECREATION SUPERVISOR	37	4604	5609
0	DEPUTY CITY MANAGER	66	9427	11486	5	SECRETARY I	21	3099	3776
1	DIRECTOR OF COMMUNITY SERVICES	66	9427	11486	1	SECRETARY II	25	3424	4171
1	DIRECTOR OF DEVELOPMENT			12500	6	SENIOR ACCOUNT CLERK	24	3339	4069
1	DIRECTOR OF PUBLIC WORKS & WATER			12500	1	SENIOR BUILDING INSPECTOR	42	5212	6350
1	ECONOMIC DEVELOPMENT ADMINISTRATOR	59	7930	9661	1	SENIOR MANAGEMENT ANALYST	47	5896	7184
1	ELECTRICAL TECHNICIAN	33	4172	5083	1	SENIOR PLAN CHECKER	42	5212	6350
1	ELECTRICIAN	33	4172	5083	2	SENIOR PLANNER	50	6349	7737
1	ENGINEERING AIDE I	26	3509	4275	1	SIGNAL TECHNICIAN I	26	3509	4275
2	ENGINEERING AIDE III	32	4070	4958	1	SIGNAL TECHNICIAN II	30	3873	4719
1	ENGINEERING AIDE IV GIS	38	4720	5752	1	SOLID WASTE MANAGER	48	6044	7365
2	EQUIPMENT OPERATOR	25	3424	4171	1	SURVEY TECHNICIAN II	28	3686	4492
1	EXECUTIVE ASSISTANT	29	3779	4605	1	SURVEYOR	48	6044	7365
2	FINANCE MANAGER	48	6044	7365	4	SWEEPER OPERATOR	23	3257	3968
1	FINANCE SUPERVISOR	37	4604	5609	1	TELEMETRY COORDINATOR	39	4838	5895
1	HOUSING MANAGER	48	6044	7365	1	TRAFFIC SIGNAL MAINTENANCE SUPERVISOR	37	4604	5609
1	HUMAN RESOURCES ANALYST	41	5084	6194	1	UTILITY MAINTENANCE SPECIALIST	33	4172	5083
1	HUMAN RESOURCES CLERK I	20	3023	3682	2	WAREHOUSE TECHNICIAN I	18	2878	3507
1	HUMAN RESOURCES CLERK III	31	3970	4837	1	WAREHOUSE TECHNICIAN II	23	3257	3968
1	HUMAN RESOURCES COORDINATOR	39	4838	5895	1	WATER CONSERVATION SPECIALIST I	26	3509	4275
5	INFORMATION TECHNOLOGY COORDINATOR	39	4838	5895	1	WATER CONSERVATION SPECIALIST II	30	3873	4719
1	INFORMATION TECHNOLOGY MANAGER - APP	48	6044	7365	1	WATER CONSERVATION SUPERVISOR	37	4604	5609
2	INFORMATION TECHNOLOGY TECHNICIAN	25	3424	4171	1	WATER DISTRIBUTION MANAGER	48	6044	7365
4	JUNIOR ACCOUNT CLERK	16	2739	3336	1	WATER FIELD ASSISTANT SUPERVISOR	32	4070	4958
3	JUNIOR ENGINEER	41	5084	6194	4	WATER FIELD LEADWORKER	26	3509	4275
2	LEAD CUSTOMER SERVICE REPRESENTATIVE	26	3509	4275	1	WATER FIELD SUPERVISOR	37	4604	5609
2	LEAD METER SERVICE OPERATOR	26	3509	4275	8	WATER FIELD WORKER I	18	2878	3507
1	LEADWORKER/AIR	26	3509	4275	5	WATER FIELD WORKER II	23	3257	3968
5	LEADWORKER/CS	26	3509	4275	1	WATER PRODUCTION LEADWORKER	29	3779	4605
6	LEADWORKER/PW	26	3509	4275	2	WATER PRODUCTION WORKER I	20	3023	3682
1	LIBRARIAN	37	4604	5609	3	WATER PRODUCTION WORKER II	26	3509	4275
2	LINE LOCATOR I	25	3424	4171	1	WATER QUALITY ASSISTANT SUPERVISOR	35	4383	5339
1	MAINTENANCE SUPERVISOR	37	4604	5609	1	WATER QUALITY COORDINATOR	40	4959	6042
1	MAINTENANCE SUPERVISOR - PARKS	37	4604	5609	1	WATER QUALITY TECHNICIAN I	21	3099	3776
4	MAINTENANCE WORKER I AIR	15	2673	3258	5	WATER QUALITY TECHNICIAN II	27	3598	4384
					1	WATER SUPPLY MANAGER	48	6044	7365

320 Number of Positions

TABLE OF COMPENSATION EFFECTIVE 7/01/12

Range	Hourly	A 1	A1 2	B 3	B1 4	C 5	C1 6	D 7	D1 8	E 9
1	12.13	1892	1939	1987	2037	2088	2140	2194	2249	2305
2	12.43	1939	1988	2038	2089	2141	2195	2250	2306	2364
3	12.74	1988	2038	2089	2141	2195	2250	2306	2364	2423
4	13.05	2036	2087	2139	2192	2247	2303	2361	2420	2481
5	13.38	2088	2140	2194	2249	2305	2363	2422	2483	2545
6	13.72	2140	2194	2249	2305	2363	2422	2483	2545	2609
7	14.06	2193	2248	2304	2362	2421	2482	2544	2608	2673
8	14.42	2250	2306	2364	2423	2484	2546	2610	2675	2742
9	14.78	2305	2363	2422	2483	2545	2609	2674	2741	2810
10	15.15	2363	2422	2483	2545	2609	2674	2741	2810	2880
11	15.52	2422	2482	2544	2608	2673	2740	2809	2879	2951
12	15.91	2482	2544	2608	2673	2740	2809	2879	2951	3025
13	16.31	2544	2608	2673	2740	2809	2879	2951	3025	3101
14	16.71	2607	2672	2739	2807	2877	2949	3023	3099	3176
15	17.13	2673	2740	2809	2879	2951	3025	3101	3179	3258
16	17.56	2739	2807	2877	2949	3023	3099	3176	3255	3336
17	18.00	2808	2878	2950	3024	3100	3178	3257	3338	3421
18	18.45	2878	2950	3024	3100	3178	3257	3338	3421	3507
19	18.91	2950	3024	3100	3178	3257	3338	3421	3507	3595
20	19.38	3023	3099	3176	3255	3336	3419	3504	3592	3682
21	19.87	3099	3177	3256	3337	3420	3506	3594	3684	3776
22	20.37	3176	3257	3338	3421	3507	3595	3685	3777	3871
23	20.88	3257	3338	3421	3507	3595	3685	3777	3871	3968
24	21.41	3339	3423	3509	3597	3687	3779	3873	3970	4069
25	21.95	3424	3509	3597	3687	3779	3873	3970	4069	4171
26	22.49	3509	3597	3687	3779	3873	3970	4069	4171	4275
27	23.06	3598	3688	3780	3875	3972	4071	4173	4277	4384
28	23.63	3686	3779	3873	3970	4069	4171	4275	4382	4492
29	24.22	3779	3874	3971	4070	4172	4276	4383	4493	4605
30	24.83	3873	3970	4069	4171	4275	4382	4492	4604	4719
31	25.45	3970	4069	4171	4275	4382	4492	4604	4719	4837
32	26.09	4070	4171	4275	4382	4492	4604	4719	4837	4958
33	26.74	4172	4276	4383	4493	4605	4720	4838	4959	5083
34	27.41	4277	4383	4493	4605	4720	4838	4959	5083	5210
35	28.09	4383	4492	4604	4719	4837	4958	5082	5209	5339
36	28.79	4492	4604	4719	4837	4958	5082	5209	5339	5472
37	29.51	4604	4719	4837	4958	5082	5209	5339	5472	5609
38	30.26	4720	4839	4960	5084	5211	5341	5475	5612	5752
39	31.01	4838	4959	5083	5210	5340	5474	5611	5751	5895
40	31.79	4959	5083	5210	5340	5474	5611	5751	5895	6042
41	32.59	5084	5211	5341	5475	5612	5752	5896	6043	6194
42	33.41	5212	5342	5476	5613	5753	5897	6044	6195	6350
43	34.24	5342	5475	5612	5752	5896	6043	6194	6349	6508
44	35.10	5475	5612	5752	5896	6043	6194	6349	6508	6671
45	35.97	5611	5752	5896	6043	6194	6349	6508	6671	6838
46	36.88	5753	5896	6043	6194	6349	6508	6671	6838	7009
47	37.79	5896	6043	6194	6349	6508	6671	6838	7009	7184
48	38.74	6044	6195	6350	6509	6672	6839	7010	7185	7365
49	39.71	6194	6349	6508	6671	6838	7009	7184	7364	7548
50	40.70	6349	6508	6671	6838	7009	7184	7364	7548	7737
51	41.72	6509	6671	6838	7009	7184	7364	7548	7737	7930
52	42.76	6671	6838	7009	7184	7364	7548	7737	7930	8128
53	43.83	6837	7008	7183	7363	7547	7736	7929	8127	8330
54	44.92	7008	7183	7363	7547	7736	7929	8127	8330	8538
55	46.05	7184	7364	7548	7737	7930	8128	8331	8539	8752
56	47.21	7365	7549	7738	7931	8129	8332	8540	8754	8973
57	48.39	7549	7738	7931	8129	8332	8540	8754	8973	9197
58	49.59	7736	7930	8128	8331	8539	8752	8971	9195	9425
59	50.83	7930	8128	8331	8539	8752	8971	9195	9425	9661
60	52.11	8129	8332	8540	8754	8973	9197	9427	9663	9905
61	53.41	8332	8540	8754	8973	9197	9427	9663	9905	10153
62	54.74	8540	8753	8972	9196	9426	9662	9904	10152	10406
63	56.11	8753	8972	9196	9426	9662	9904	10152	10406	10666
64	57.51	8971	9196	9426	9662	9904	10152	10406	10666	10933
65	58.95	9196	9426	9662	9904	10152	10406	10666	10933	11206
66	60.43	9427	9662	9904	10152	10406	10666	10933	11206	11486

Resolution No. 12-061

PASSED, APPROVED AND ADOPTED this 16th day of OCTOBER 2012.



MAYOR OF THE CITY OF VICTORVILLE

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

I, CAROLEE BATES, City Clerk of the City of Victorville and ex-officio Clerk to the City Council of said City, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 12-061 which was adopted at a meeting held on the 16th day of October 2012, by the following roll call vote, to wit:

AYES: Councilmembers Kennedy, McEachron, and Rothschild

NOES: Councilmember Valles

ABSENT: Councilmember Cabriales

ABSTAIN: NONE



CITY CLERK



AGENDA ITEM

WRITTEN COMMUNICATIONS

CITY COUNCIL MEETING OF: OCTOBER 16, 2012

*Adopted
10.16.12
P*

SUBMITTED BY: Douglas B. Robertson 
City Manager DATE: October 2, 2012

SUBJECT: Resolution No. 12-061 2012-2013 Table of Organization

RECOMMENDATION: That the City Council approve Benefits Resolution 12-061, Revising the Table of Organization and Salary Schedule, which includes the salary and position changes reflected in the 2012-2013 fiscal year budget.

FISCAL IMPACT: None

DISCUSSION: As the economy shows signs of improvement, for the first year in the last four we did not have to layoff or demote any employees. The changes to this table of organization reflect a small reorganization, approved as part of the budget, solidifying the management structure of the City of Victorville. It includes a net of five new positions, two grant funded, to maintain our current level of service and shore up areas in need of additional staffing. City employees continue to be furloughed 10% of their work time, resulting in a loss of 10% of their compensation.

--Finance Division Use Only--
Additional Appropriation:

No
 Yes/\$Amount:

Admin. Services Director Review

Staff is currently preparing a request for proposals (RFP) to study all staff salaries and benefits as part of a classification and compensation study. The City of Victorville has experienced tremendous change, both planned and unplanned. As a result of this tremendous loss of staff, many have started performing functions they previously had not. Benefits have been frozen for three years during which time other public employers have reduced some benefits and increased others. Additionally, there have been changes in law that require changes to the benefits structure, especially as it relates to retirement benefits. The goal of the classification and compensation study will be to review every position of the city against existing job descriptions and make adjustments where necessary. It will also examine salaries and benefits in comparison to other similar agencies, adjusted for the 10% furlough.

The following benefits continue to be suspended for fiscal year 2012-2013:

- Tuition Reimbursement Program
- Sick leave yearly payout

The following benefit has been reinstated for fiscal year 2012-2013:

- Merit increases

The changes in positions to the Table of Organization are as follows:

- 20 positions added
- 15 positions deleted
- 24 title changes/range changes
- 21 departmental transfers
- 11 Title changes

Changes to the Table of Organization are outlined on the attached summary (page 3 and 4).

Staff is requesting City Council's approval of Benefits Resolution 12-061 – Fiscal Year 2012-2013 Table of Organization.

Submitted by: DR/JT

SUMMARY OF CHANGES TO TABLE OF ORGANIZATION

POSITIONS ADDED (20)

- **Administrative Services: (2)**
 - Customer Service Representative (2)
- **Community Services: (1)**
 - Maintenance Worker I
- **Development : (2)**
 - Assistant Planner (2) (Grant Funded)
- **Engineering: (1)**
 - Clerk Typist
- **Public Works: (9)**
 - Maintenance Worker I (7)
 - Sweeper Operator
 - Warehouse Technician I
- **Water: (5)**
 - Meter Service Operator
 - Water Field Leadworker
 - Water Field Worker I (2)
 - Clerk Typist

POSITIONS DELETED (15)

- **Administrative Services: (4)**
 - Account Clerk (4)
- **City Manager: (2)**
 - Administrative Secretary
 - Deputy City Manager (Maintain Title)
- **Community Services: (3)**
 - Facilities Manager
 - Golf & Grounds Manager
 - Maintenance Worker II
- **Engineering: (5)**
 - Assistant City Engineer
 - Engineering Aide IV - GIS
 - Junior Engineer (2)
 - Surveyor
- **Public Works: (1)**
 - Utility Maintenance Technician

TITLE CHANGE/ RANGE CHANGE (26)

- **Administrative Services: (4)**
 - From Account Clerk, Range 20 to Billing Coordinator, Range 26
 - From Assistant Director of Finance, Range 55 to Chief Financial Officer, Range 59
 - From Clerk Typist, Range 15 to Human Resources Clerk I, Range 20
 - From Human Resources Clerk II, Range 26 to Human Resources Clerk III, Range 31
- **City Manager: (1)**
 - From Project Coordinator, Range 45 to Senior Management Analyst, Range 47
- **Community Services: (6)**
 - From Animal Control Officer I, Range 15 to Animal Control Lead Officer, Range 26
 - From Clerk Typist, Range 15 to Administrative Operations Assistant, Range 21 (2)
 - From Enforcement Officer, Range 27 to Code Enforcement Officer - Solid Waste, Range 35
 - From Leadworker, Range 26 to Maintenance Supervisor- Parks, Range 37
 - From Management Technician, Range 29 to Marketing Coordinator, Range 38
- **Development : (4)**
 - From Assistant Director of Planning, Range 55 to City Planner, Range 59
 - From Associate Planner, Range 44 to Senior Planner, Range 50
 - From Plan Checker, Range 35 to Senior Plan Checker, Range 42
 - Development Director from Range 66 to Contract
- **Economic Development: (1)**
 - From Assistant Director of Redevelopment, Range 55 to Economic Development Administrator, Range 59
- **Engineering: (4)**
 - From Associate Civil Engineer, Range 51 to Assistant Engineer, Range 45
 - From Line Locator II, Range 28 to Line Locator I, Range 25

- o From Maintenance Worker I, Range 15 to Maintenance Worker III, Range 21
- o City Engineer from Range 66 to Range 59*
- Public Works: (4)**
 - o From Director of Public Works, Range 66 to Director of Public Works and Water, Contract
 - o From Manager, Range 48 to Assistant Director of Public Works, Range 55
 - o From Clerk Typist, Range 15 to Management Technician, Range 29
 - o From Administrative Operations Assistant, Range 21 to Management Technician, Range 29
- Water: (2)**
 - o From Water Production Supervisor, Range 37 to Water Quality Coordinator, Range 40
 - o From Water Field Worker II, Range 23, to Water Field Worker I, Range 18

TITLE CHANGE (11)

- City Manager: (1)**
 - o From Administrative Secretary to Executive Assistant
- Community Services: (1)**
 - o From Management Technician to Administrative Secretary
- Economic Development: (6)**
 - o From Administrative Secretary to Management Technician
 - o From Asset Manager - SCLA to Airport Manager
 - o From Redevelopment Housing Manager to Housing Manager
 - o From Redevelopment Specialist to Management Specialist
 - o From Airport Maintenance Technician to Electrician
 - o From Airport Technician to Management Technician
- Development : (1)**
 - o From Assistant Director of Building to Building Official
- Water: (2)**
 - o From Secretary I to Administrative Operations Assistant
 - o From Maintenance Worker II to Water Field Worker I

TRANSFERS (25)

- Public Works to City Manager: (2)**
 - o Project Coordinator
 - o Management Analyst
- Public Works to Community Services: (9)**
 - o Solid Waste Manager
 - o Project Coordinator
 - o Code Enforcement Officer Solid Waste
 - o Enforcement Officer
 - o Administrative Operations Assistant
 - o Animal Control Officer II
 - o Animal Control Officer I (3)
- Public Works to Engineering: (6)**
 - o Junior Engineer
 - o Maintenance Worker II (3)
 - o Leadworker
 - o Surveyor
- Economic Development to Community Services: (1)**
 - o Management Technician
- Economic Development to Administrative Services: (2)**
 - o Management Technician
 - o Clerk Typist
- Economic Development to Development: (1)**
 - o Management Technician
- Water to Community Services: (3)**
 - o Secretary I
 - o Water Conservation Supervisor
 - o Water Conservation Specialist II
- Water to Engineering: (1)**
 - o Line Locator II

*Added (10/10/12) after Agenda Item Deadline