

CITY OF CORONADO



Personnel Authorization and Compensation Plan

Fiscal Year 2021-2022

Adopted September 7, 2021

**PERSONNEL AUTHORIZATION AND COMPENSATION PLAN
FISCAL YEAR 2021-2022**

Table of Contents

<u>Section</u>	<u>Description</u>	<u>Page</u>
1	Classified Regular Positions.....	1
2	Unclassified Positions.....	4
3	Authorized Regular Full-Time & Part-Time Positions, Categorized by Function and Department.....	5
4	Executive and Exempt Classifications.....	9
5	Classifications Represented by Employee Associations.....	9
6	Self-Represented Classifications.....	10
7	Temporary Part-Time and Seasonal Classifications (Non-Benefited).....	11
8	Exceeding Authorized Number of Positions for a Classification.....	11
9	Salaries.....	11
10	Retirement.....	12
11	Leave.....	13
12	Health/Cafeteria Benefit Plan.....	15
13	Tuition Reimbursement.....	16
14	Holidays.....	16
15	Overtime.....	17
16	Use and Accrual of Compensatory Time.....	17
17	Lead Lifeguard Assignment.....	17
18	Bilingual Pay.....	18
19	Special Project Premium Pay.....	18
20	Out-Of-Class Assignments.....	18
21	Uniform, Clothing and Safety Equipment.....	18
22	City Paid Life Insurance.....	19
23	City Paid Short Term Disability Insurance.....	19
24	City Paid Long Term Disability Insurance.....	19
25	Educational Incentives.....	19
26	Rounding of Salaries.....	20
27	"Z" Rated Salaries.....	20
28	Vehicle Allowance.....	20
29	Conflict with Civil Services Rules and Memoranda of Understanding.....	20

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2021-22

Section 1. Classified Regular Positions

A. REGULAR FULL-TIME POSITIONS (Bi-Weekly Salary)

A1. AFSCME

Effective July 3, 2021

No.	Job Class	Range	Description	A	B	C	D	E	F	G
1	A490	01	Electrician	2,372.42	2,491.04	2,615.60	2,746.38	2,883.69	3,027.88	3,179.27
0	A500	02	Engineering Technician II	2,438.79	2,560.73	2,688.76	2,823.20	2,964.36	3,112.58	3,268.21
0	A575	03	Heavy Equipment Operator	2,102.02	2,207.12	2,317.47	2,433.35	2,555.01	2,682.77	2,816.90
5	A600	04	Lead Maintenance Worker	2,102.02	2,207.12	2,317.47	2,433.35	2,555.01	2,682.77	2,816.90
1	A610	05	Lead Pump Mechanic	2,372.42	2,491.04	2,615.60	2,746.38	2,883.69	3,027.88	3,179.27
0	A700	06	Maintenance Worker I	1,566.56	1,644.88	1,727.13	1,813.49	1,904.16	1,999.37	2,099.34
20	A705	07	Maintenance Worker II	1,735.45	1,822.22	1,913.33	2,009.00	2,109.45	2,214.92	2,325.67
4	A710	08	Maintenance Worker III	1,907.07	2,002.42	2,102.54	2,207.67	2,318.05	2,433.96	2,555.65
1	A730	09	Master Mechanic	2,683.38	2,817.55	2,958.42	3,106.35	3,261.66	3,424.75	3,595.98
1	A735	10	Mechanic I	2,013.43	2,114.10	2,219.80	2,330.79	2,447.33	2,569.70	2,698.18
3	A740	11	Mechanic II	2,235.93	2,347.73	2,465.11	2,588.37	2,717.79	2,853.68	2,996.36
1	A750	12	Motor Sweeper Operator	1,978.41	2,077.33	2,181.19	2,290.25	2,404.77	2,525.00	2,651.25
1	A969	13	Special Equipment Mechanic I	1,811.02	1,901.57	1,996.65	2,096.48	2,201.31	2,311.37	2,426.94
1	A970	14	Special Equipment Mechanic II	2,012.54	2,113.16	2,218.82	2,329.76	2,446.25	2,568.56	2,696.99
1	A990	16	Tree Trimmer	1,907.07	2,002.42	2,102.54	2,207.67	2,318.05	2,433.96	2,555.65
0	A975	17	Utility Systems Operator I	1,582.22	1,661.33	1,744.40	1,831.62	1,923.20	2,019.36	2,120.33
4	A980	18	Utility Systems Operator II	1,752.80	1,840.45	1,932.47	2,029.09	2,130.55	2,237.07	2,348.93
2	A985	19	Utility Systems Operator III	1,926.14	2,022.45	2,123.57	2,229.75	2,341.23	2,458.30	2,581.21
				<u>46.00</u>						

A2. FIREFIGHTERS' ASSOCIATION

Effective July 3, 2021

No.	Job Class	Range	Description	A	B	C	D	E	F	G
6	F550	01	Fire Captain	3,305.85	3,471.14	3,644.70	3,826.94	4,018.28	4,219.20	4,430.16
6	F560	02	Fire Engineer	2,817.73	2,958.62	3,106.55	3,261.87	3,424.97	3,596.22	3,776.03
1	F565	03	Firefighter	2,458.00	2,580.90	2,709.95	2,845.44	2,987.72	3,137.10	3,293.96
14	F572	11	Firefighter/Paramedic	2,789.83	2,929.32	3,075.79	3,229.58	3,391.06	3,560.61	3,738.64
				<u>27.00</u>						

A3. POLICE OFFICERS' ASSOCIATION

Effective July 3, 2021

No.	Job Class	Range	Description	A	B	C	D	E	F	G
1	P505	01	Evidence and Property Technician	2,459.39	2,582.36	2,711.47	2,847.05	2,989.40	3,138.87	-
6	P807	12	Police Corporal	3,300.43	3,465.45	3,638.72	3,820.66	4,011.69	4,212.28	4,422.89
8	P815	03	Police Dispatcher	2,291.57	2,406.15	2,526.46	2,652.78	2,785.42	2,924.69	3,070.92
1	P818	10	Police Dispatch Supervisor	2,692.80	2,827.44	2,968.81	3,117.25	3,273.12	3,436.77	3,608.61
28	P825	04	Police Officer	3,070.17	3,223.67	3,384.86	3,554.10	3,731.81	3,918.40	4,114.32
7	P830	05	Police Sergeant	3,815.82	4,006.61	4,206.94	4,417.29	4,638.15	4,870.06	5,113.56
0	P835	06	Police Services Officer I	1,748.71	1,836.15	1,927.96	2,024.35	2,125.57	2,231.85	-
6	P840	07	Police Services Officer II	1,975.01	2,073.76	2,177.45	2,286.32	2,400.63	2,520.67	-
				<u>57.00</u>						

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2021-22

A4. SELF-REPRESENTED

Effective July 3, 2021

No.	Job Class	Range	Description	A	B	C	D	E	F	G
2	S100	01	Accountant	2,881.69	3,025.77	3,177.06	3,335.92	3,502.71	3,677.85	-
4	S105	02	Accounting Technician I	1,845.14	1,937.40	2,034.27	2,135.98	2,242.78	2,354.92	-
1	S106	16	Accounting Technician II (Payroll)	2,021.76	2,122.85	2,228.99	2,340.44	2,457.47	2,580.34	-
6	S135	04	Administrative Secretary	1,966.01	2,064.31	2,167.53	2,275.90	2,389.70	2,509.18	-
3	S160	39	Aquatics Coordinator	1,774.86	1,863.60	1,956.78	2,054.62	2,157.35	2,265.22	-
1	S170	05	Aquatics Supervisor	2,615.42	2,746.19	2,883.50	3,027.67	3,179.05	3,338.01	3,504.91
2	S210	06	Assistant Engineer	2,776.43	2,915.25	3,061.01	3,214.06	3,374.77	3,543.50	3,720.68
1	S220	07	Assistant Planner	2,460.44	2,583.47	2,712.64	2,848.27	2,990.68	3,140.22	3,297.23
1	S230	52	Assistant to the City Manager	3,630.80	3,812.34	4,002.96	4,203.10	4,413.26	4,633.92	4,865.62
1	S350	13	Associate Architect	3,208.63	3,369.07	3,537.52	3,714.40	3,900.12	4,095.12	4,299.88
2	S240	08	Associate Engineer	3,208.63	3,369.07	3,537.52	3,714.40	3,900.12	4,095.12	4,299.88
4	S250	09	Associate Planner	2,712.01	2,847.61	2,989.99	3,139.49	3,296.47	3,461.29	3,634.35
4	S300	47	Beach Lifeguard	1,536.00	1,612.80	1,693.43	1,778.11	1,867.01	1,960.36	-
1	S305	43	Beach Lifeguard Captain	3,580.82	3,759.86	3,947.86	4,145.25	4,352.51	4,570.14	-
2	S315	11	Beach Lifeguard Sergeant	2,251.33	2,363.90	2,482.09	2,606.20	2,736.51	2,873.33	3,017.00
0	S325	54	Building Inspector I	2,303.64	2,418.83	2,539.77	2,666.75	2,800.09	2,940.10	-
2	S330	12	Building Inspector II	2,539.77	2,666.75	2,800.09	2,940.10	3,087.10	3,241.46	-
1	S335	48	Building Official	4,509.80	4,735.29	4,972.06	5,220.66	5,481.70	5,755.78	6,043.57
2	S360	49	Community Development Technician	1,904.80	2,000.04	2,100.04	2,205.04	2,315.30	2,431.06	-
1	S495	53	Emergency Management Coordinator	2,744.47	2,881.69	3,025.77	3,177.06	3,335.92	3,502.71	3,677.85
1	S530	15	Finance Manager	4,509.80	4,735.29	4,972.06	5,220.66	5,481.70	5,755.78	6,043.57
3	S545	19	Fire Battalion Chief	4,301.20	4,516.26	4,742.07	4,979.18	5,228.14	5,489.54	5,764.02
1	S570	17	Golf Maintenance Supervisor	3,363.14	3,531.30	3,707.86	3,893.26	4,087.92	4,292.32	4,506.93
1	S580	18	Human Resources Manager	4,509.80	4,735.29	4,972.06	5,220.66	5,481.70	5,755.78	6,043.57
1	S585	19	Human Resources Technician	2,021.76	2,122.85	2,228.99	2,340.44	2,457.47	2,580.34	-
1	S590	20	Information Technology Manager	4,509.80	4,735.29	4,972.06	5,220.66	5,481.70	5,755.78	6,043.57
0	S593	51	Information Technology Network Admin I	2,722.27	2,858.39	3,001.31	3,151.37	3,308.94	3,474.39	3,648.11
4	S591	45	Information Technology Network Admin II	3,001.31	3,151.37	3,308.94	3,474.39	3,648.11	3,830.51	4,022.04
1	S592	28	Information Technology Technician	2,021.76	2,122.85	2,228.99	2,340.44	2,457.47	2,580.34	-
4	S635	21	Librarian II	2,390.33	2,509.84	2,635.34	2,767.10	2,905.46	3,050.73	-
1	S645	22	Library Assistant II	1,780.56	1,869.58	1,963.06	2,061.22	2,164.28	2,272.49	-
1	S650	46	Library Assistant III	2,047.64	2,150.02	2,257.52	2,370.40	2,488.92	2,613.37	-
1	S690	23	Library Technician	2,300.62	2,415.66	2,536.44	2,663.26	2,796.42	2,936.24	3,083.06
3	S720	24	Management Analyst	2,744.47	2,881.69	3,025.77	3,177.06	3,335.92	3,502.71	3,677.85
3	S120	03	Management Assistant	2,332.59	2,449.22	2,571.68	2,700.26	2,835.27	2,977.04	3,125.89
0	S770	25	Office Assistant I	1,344.28	1,411.50	1,482.07	1,556.17	1,633.98	1,715.68	-
1	S775	26	Office Assistant II	1,493.72	1,568.40	1,646.82	1,729.16	1,815.62	1,906.40	-
9	S780	27	Office Specialist	1,646.95	1,729.30	1,815.76	1,906.55	2,001.88	2,101.97	-
2	S801	44	Police Captain	4,947.10	5,194.46	5,454.18	5,726.89	6,013.23	6,313.89	6,629.59
1	S805	29	Police Com. Relations Coord.	2,074.48	2,178.21	2,287.12	2,401.47	2,521.55	2,647.62	2,780.00
2	S802	30	Police Lieutenant	4,342.17	4,559.27	4,787.24	5,026.60	5,277.93	5,541.83	5,818.92
0	S824	50	Police Officer Recruit	2,353.32	2,470.99	2,594.54	2,724.26	2,860.48	-	-
1	S845	31	Police Support Services Manager	3,215.00	3,375.75	3,544.54	3,721.77	3,907.85	4,103.25	4,308.41
1	S355	14	Principal Architect	4,265.34	4,478.61	4,702.54	4,937.67	5,184.55	5,443.78	5,715.97
1	S865	32	Principal Engineer	4,242.61	4,454.74	4,677.47	4,911.35	5,156.91	5,414.76	5,685.50
1	S870	33	Principal Librarian	3,010.41	3,160.93	3,318.98	3,484.93	3,659.17	3,842.13	4,034.24
1	S874	55	Public Services Administration Supvrs/Mngr	3,531.39	3,707.96	3,893.36	4,088.02	4,292.42	4,507.05	4,732.40
3	S875	34	Public Services Supervisor	3,531.30	3,707.86	3,893.26	4,087.92	4,292.32	4,506.93	4,732.28
1	S880	35	Public Services Technician	1,959.12	2,057.07	2,159.93	2,267.93	2,381.32	2,500.39	-
1	S905	38	Recreation Coordinator	1,774.86	1,863.60	1,956.78	2,054.62	2,157.35	2,265.22	-
3	S915	36	Recreation Services Supervisor	2,615.42	2,746.19	2,883.50	3,027.67	3,179.05	3,338.01	3,504.91
1	S940	37	Secretary to the City Manager	2,173.33	2,282.00	2,396.10	2,515.90	2,641.70	2,773.78	-
2	S955	40	Senior Librarian	2,617.83	2,748.72	2,886.15	3,030.46	3,181.99	3,341.08	3,508.14
3	S960	41	Senior Management Analyst	3,293.24	3,457.90	3,630.80	3,812.34	4,002.95	4,203.10	4,413.26
1	S965	42	Senior Planner	3,293.24	3,457.90	3,630.80	3,812.34	4,002.95	4,203.10	4,413.26
<u>102.00</u>										
<u>232.00</u>				Total Regular Full-Time Classified Positions						

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2021-22

B. SELF-REPRESENTED PART-TIME (Hourly Rate)

Effective July 3, 2021

No.	Job Class	Range	Description	A	B	C	D	E	F	G
0.75	R105	02	Accounting Technician I	23.06	24.22	25.43	26.70	28.03	29.44	-
0.00	R135	04	Administrative Secretary	24.58	25.80	27.09	28.45	29.87	31.36	-
0.00	R160	39	Aquatics Coordinator	22.19	23.30	24.46	25.68	26.97	28.32	-
0.75	R635	21	Librarian II	29.88	31.37	32.94	34.59	36.32	38.13	-
1.50	R645	22	Library Assistant II	22.26	23.37	24.54	25.77	27.05	28.41	-
0.50	R720	24	Management Analyst	34.31	36.02	37.82	39.71	41.70	43.78	45.97
0.00	R775	26	Office Assistant II	18.67	19.61	20.59	21.61	22.70	23.83	-
1.25	R780	27	Office Specialist	20.59	21.62	22.70	23.83	25.02	26.27	-
3.00	R905	38	Recreation Coordinator	22.19	23.30	24.46	25.68	26.97	28.32	-
<u>7.75</u>										
<u>7.75</u>				Total Regular Part-Time Classified Positions						

C. TEMPORARY PART-TIME AND SEASONAL (Hourly Rate)

Effective July 3, 2021

No.	Job Class	Range	Description	A	B	C	D	E	F	G
T130	01		Administrative Intern	15.34	-	-	-	-	-	-
T165	02		Aquatics Instructor	17.39	18.41	19.44	-	-	-	-
T300	03		Beach Lifeguard	17.14	18.00	18.90	19.84	20.84	21.88	-
T320	38		Beach Lifeguard Trainee	13.00	-	-	-	-	-	-
T325	28		Building Inspector I	28.80	30.24	31.75	33.33	35.00	36.75	-
T330	34		Building Inspector II	31.75	33.33	35.00	36.75	38.59	40.52	-
T360	35		Community Development Technician	23.81	25.00	26.25	27.56	28.94	30.39	-
T572	19		Firefighter/Paramedic	23.72	24.91	26.15	27.46	28.84	30.28	31.79
T630	05		Librarian I	25.14	26.39	27.71	29.10	30.55	32.08	-
T640	06		Library Assistant I	17.86	18.75	19.69	20.67	21.71	22.79	-
T665	07		Library Monitor	16.01	16.82	17.66	18.54	19.47	20.44	-
T675	08		Library Page	13.00	13.00	13.00	13.59	14.27	14.98	-
T695	09		Lifeguard Assistant (Beach)	13.00	-	-	-	-	-	-
T705	33		Maintenance Worker II	21.69	22.78	23.92	25.11	26.37	27.69	29.07
T780	22		Office Specialist	19.24	20.20	21.21	22.27	23.39	24.56	-
T815	32		Police Dispatcher	27.28	28.64	30.08	31.58	33.16	34.82	36.56
T850	10		Pool Lifeguard	14.32	15.35	16.37	-	-	-	-
T855	30		Pool Lifeguard (Lead)	17.39	18.41	19.44	-	-	-	-
T900	11		Recreation Assistant	13.00	-	-	-	-	-	-
T910	12		Recreation Leader	16.37	17.39	19.95	-	-	-	-
T925	13		Recreation Specialist	18.41	19.44	21.99	-	-	-	-
T935	14		Seasonal Maintenance Assistant I	15.90	16.70	17.53	18.41	19.33	20.29	-
T936	15		Seasonal Maintenance Assistant II	17.50	18.37	19.30	20.26	21.28	22.34	-

D. Z-RATED POSITIONS

D1. AFSCME (Bi-Weekly Salary)

Effective July 3, 2020

Job Class	Range	Description	A	B	C	D	E	F	G
W740	07	Mechanic II	2,243.55	2,355.73	2,473.51	2,597.19	2,727.05	2,863.40	3,006.57

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2021-22

Section 2. Unclassified Positions

A. EXECUTIVE POSITIONS (Monthly Rate)

Effective July 3, 2021

No.	Job Class	Description	Min	Max	Band
1	E375	City Clerk	7,867.35	11,085.81	1
1	E440	City Engineer	10,250.30	14,080.08	2
0	E450	Director of Golf Course Operations	10,250.30	14,080.08	2
1	E455	Director of Library Services	10,250.30	14,080.08	2
0	E470	Director of Recreation	10,250.30	14,080.08	2
1	E425	Director of Administrative Services	13,404.23	15,994.97	3
1	E475	Director of Comm Devlp, Redevelopment/Housing Srvcs	13,404.23	15,994.97	3
1	E480	Director of Recreation & Golf	13,404.23	15,994.97	3
0	E200	Assistant City Manager	14,868.56	17,684.58	4
1	E445	Director of Fire Services	14,868.56	17,684.58	4
1	E460	Director of Police Services	14,868.56	17,684.58	4
1	E465	Director of Public Services & Engineering	14,868.56	17,684.58	4
1	E385	City Manager *	-	20,833.33	

**Contract approved by the City Council on July 20, 2021*

<u>10.00</u>	Total Unclassified Positions
<u>249.75</u>	Total Regular Full-Time Classified, Regular Part-Time Classified, and Unclassified Positions (full time equivalent)

C. ELECTED POSITIONS (Monthly Rate)

	<u>Salary</u>	<u>Expense Allowance</u>
Council Member	913.50	150.00
Mayor	913.50	225.00

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2021-22

Section 3. Authorized regular full-time and part-time positions categorized by function and department:

Function Department Position Title	Authorized Full-Time		Regular Part-Time	
	Unclassified	Classified	Unclassified	Classified
	Section 2	Section 1	Section 2	Section 1
General Government				
<u>City Clerk</u>				
City Clerk	1			
Administrative Secretary		1		
Total	1	1	0	0
<u>City Manager</u>				
City Manager	1			
Assistant City Manager	1			
Assistant to the City Manager		0		
Senior Management Analyst		3		
Secretary to the City Manager		1		
Total	2	4	0	0
<u>Administrative Services</u>				
Director of Administrative Services	1			
Accountant		2		
Accounting Technician I		1		
Accounting Technician II (payroll)		1		
Finance Manager		1		
Human Resources Manager		1		
Human Resources Technician		1		
Information Technology Manager		1		
Information Technology Network Admin. I		0		
Information Technology Network Admin. II		4		
Information Technology Technician		1		
Management Analyst		2		
Management Assistant		1		
Office Specialist		1		
Total	1	17	0	0
Planning & Building Services				
<u>Community Development, Redevelopment & Housing Services</u>				
Director of Community Development, Redevelopment & Housing Services	1			
Administrative Secretary		1		
Assistant Planner		1		
Associate Planner		4		
Building Inspector I		0		
Building Inspector II		2		
Building Official		1		
Community Development Technician		2		
Senior Planner		1		
Total	1	12	0	0

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2021-22

Section 3. Authorized regular full-time and part-time positions categorized by function and department:

Function Department Position Title	Authorized Full-Time		Regular Part-Time	
	Unclassified Section 2	Classified Section 1	Unclassified Section 2	Classified Section 1
Public Safety				
<u>Fire & Beach Lifeguard Services</u>				
Director of Fire Services	1			
Beach Lifeguard Captain		1		
Beach Lifeguard Sergeant		2		
Beach Lifeguard		4		
Fire Captain		6		
Fire Battalion Chief		3		
Fire Engineer		6		
Firefighter		1		
Firefighter/Paramedic		14		
Management Assistant		1		
Office Specialist		1		0.50
Emergency Management Coordinator		1		
Total	1	40	0	0.50
<u>Police Services</u>				
Director of Police Services	1			
Administrative Secretary		1		
Evidence & Property Technician		1		
Management Assistant		1		
Office Specialist		3		0.75
Police Captain		2		
Police Community Relations Coordinator		1		
Police Corporal		6		
Police Dispatcher		9		
Police Dispatch Supervisor		1		
Police Lieutenant		2		
Police Officer		28		
Police Sergeant		7		
Police Services Officer II		6		
Police Support Services Manager		1		
Total	1	69	0	0.75

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2021-22

Section 3. Authorized regular full-time and part-time positions categorized by function and department:

Function Department Position Title	Authorized Full-Time		Regular Part-Time	
	Unclassified Section 2	Classified Section 1	Unclassified Section 2	Classified Section 1
Culture & Leisure				
<u>Library Services</u>				
Director of Library Services	1			
Accounting Technician I		1		
Administrative Secretary		1		
Librarian II		4		0.75
Library Assistant II		1		1.50
Library Assistant III		1		
Library Technician		1		
Principal Librarian		1		
Senior Librarian		2		
Total	1	12	0	2.25
<u>Recreation & Golf Course Operations</u>				
Director of Recreation & Golf	1			
Accounting Technician I				1.00
Administrative Secretary		1		
Aquatics Coordinator		3		
Aquatics Supervisor		1		
Office Assistant II		1		
Office Specialist		3		
Recreation Coordinator		1		2.75
Recreation Services Supervisor		3		
Maintenance Worker II (Golf)		7		
Maintenance Worker III (Golf)		2		
Golf Course Maintenance Supervisor		1		
Lead Maintenance Worker (Golf)		1		
Special Equipment Mechanic II (Golf)		1		
Total	1	25	0	3.75

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2021-22

Section 3. Authorized regular full-time and part-time positions categorized by function and department:

Function Department Position Title	Authorized Full-Time		Regular Part-Time	
	Unclassified Section 2	Classified Section 1	Unclassified Section 2	Classified Section 1
Construction & Maintenance				
<u>Public Services and Engineering</u>				
Director of Public Services and Engineering	1			
City Engineer	1			
Administrative Secretary		1		
Assistant Engineer		2		
Associate Architect		1		
Associate Engineer		2		
Accounting Technician I		2		
Electrician		1		
Lead Maintenance Worker		4		
Lead Pump Mechanic		1		
Management Analyst		1		0.50
Maintenance Worker II		13		
Maintenance Worker III		2		
Master Mechanic		1		
Mechanic I		1		
Mechanic II		3		
Motor Sweeper Operator		1		
Office Specialist		1		
Principal Architect		1		
Principal Engineer		1		
Public Services Administration Supvsr/Mngr		1		
Public Services Supervisor		3		
Public Services Technician		1		
Senior Management Analyst		0		
Special Equipment Mechanic I		1		
Utility Systems Operator II		4		
Utility Systems Operator III		2		
Tree Trimmer		1		
Total	2	52	0	0.50
Total Full & Permanent Part Time Positions	11	232	0	7.75
Grand Total - Full-time Equivalent Authorized Positions		250.75		

Section 4. EXECUTIVE AND EXEMPT CLASSIFICATIONS

A. Unclassified/EXECUTIVE Classifications

The following classifications are Unclassified/EXECUTIVE (FLSA Exempt):

Assistant City Manager
City Clerk
City Engineer
City Manager
All Department Directors

B. Classified/EXEMPT Classifications

The following full-time classifications are Classified/FLSA Exempt:

Accountant	Information Technology Network Administrator I/II
Assistant to the City Manager	Management Analyst
Assistant Capital Projects Manager	Police Captain
Aquatics Supervisor	Police Community Relations Coordinator
Associate Engineer	Police Lieutenant
Associate Planner	Police Support Services Manager
Beach Lifeguard Captain	Principal Engineer
Building Official	Principal Librarian
Capital Projects Manager	Public Services Administration Supvsr/Mngr
Emergency Management Coordinator	Public Services Supervisor
Finance Manager	Recreation Services Supervisor
Fire Battalion Chief	Senior Librarian
Golf Course Maintenance Supervisor	Senior Management Analyst
Human Resources Manager	Senior Planner
Information Technology Manager	

Section 5. CLASSIFICATIONS REPRESENTED BY EMPLOYEE ASSOCIATIONS
(listed by Association)

A. The following classifications are represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 (AFSCME):

Electrician	Mechanic I
Engineering Technician II	Mechanic II
Heavy Equipment Operator	Motor Sweeper Operator
Lead Maintenance Worker	Special Equipment Mechanic I
Lead Pump Mechanic	Special Equipment Mechanic II
Maintenance Worker I	Tree Trimmer
Maintenance Worker II	Utility Systems Operator I
Maintenance Worker III	Utility Systems Operator II
Master Mechanic	Utility Systems Operator III

B. The following classifications are represented by the CORONADO FIREFIGHTERS' ASSOCIATION (CFA):

Firefighter	Firefighter/Paramedic
Fire Captain	Fire Engineer

C. The following classifications are represented by the CORONADO POLICE OFFICERS' ASSOCIATION (CPOA):

Evidence & Property Technician	Police Officer
Police Corporal	Police Sergeant
Police Dispatcher	Police Services Officer I
Police Dispatch Supervisor	Police Services Officer II

Section 6. SELF-REPRESENTED CLASSIFICATIONS

SELF-REPRESENTED classifications are those regular full time and regular part-time positions (defined as employees who work a fixed schedule greater than twenty (20) hours but fewer than forty (40) hours per week and identified in the Annual Budget as regular part-time), which are not classified as Executive and are not represented by an Association.

The following classifications are SELF-REPRESENTED:

Accountant	Information Technology Network Administrator I/II
Accounting Technician I	Information Technology Technician
Accounting Technician II (payroll)	Librarian II
Administrative Secretary	Library Assistant II
Aquatics Coordinator	Library Assistant III
Aquatics Supervisor	Library Technician
Assistant Engineer	Management Analyst
Assistant Planner	Management Assistant
Assistant Capital Projects Manager	Office Assistant I
Assistant to the City Manager	Office Assistant II
Associate Engineer	Office Specialist
Associate Planner	Police Captain
Beach Lifeguard Captain	Police Community Relations Coordinator
Beach Lifeguard Sergeant	Police Lieutenant
Beach Lifeguard	Police Officer Recruit
Building Official	Police Support Services Manager
Building Inspector I	Principal Engineer
Building Inspector II	Principal Librarian
Capital Projects Manager	Public Services Administration Supvsr/Mngr
Community Development Technician	Public Services Supervisor
Emergency Management Coordinator	Public Services Technician
Finance Manager	Recreation Coordinator
Fire Battalion Chief	Recreation Services Supervisor
Golf Course Maintenance Supervisor	Secretary to the City Manager
Human Resources Manager	Senior Librarian
Human Resources Technician	Senior Management Analyst
Information Technology Manager	Senior Planner

Section 7. TEMPORARY PART-TIME AND SEASONAL CLASSIFICATIONS (Non-Benefited)

- A. TEMPORARY PART-TIME AND SEASONAL positions do not work regularly scheduled hours. These positions are non-regular, do not accrue benefits, and are exempt from provisions of the Civil Service Rules per Civil Service Rule II: Classification of Positions, Section 4, Page 4.
- B. The following classifications and/or any other classifications listed in Section 3, Section 4, Section 5 and Section 6 may be utilized when hiring TEMPORARY PART-TIME positions:

Administrative Intern	Lifeguard Assistant (Beach)
Aquatics Instructor	Pool Lifeguard
Beach Lifeguard	Pool Lifeguard (Lead)
Beach Lifeguard Trainee	Recreation Assistant
Librarian I	Recreation Leader
Library Assistant I	Recreation Specialist
Library Monitor	Seasonal Maintenance Assistant I
Library Page	Seasonal Maintenance Assistant II

- C. The salary range steps for the following classifications will keep pace with the established California minimum wage rate. The California minimum wage may change after the publication of the Personnel Authorization and Compensation Plan and any steps below the minimum wage for all TEMPORARY PART-TIME AND SEASONAL classifications will be adjusted accordingly on the next revision.

Beach Lifeguard Trainee
Library Page
Lifeguard Assistant (Beach)
Recreation Assistant

Section 8. EXCEEDING AUTHORIZED NUMBER OF POSITIONS FOR A CLASSIFICATION

Departments shall be allowed to exceed the authorized number of positions in a classification for up to two (2) weeks to enable an employee who is vacating a position to participate in the training of his/her replacement. Longer periods of overlap may be approved by the City Council.

Section 9. SALARIES

- A. All employees, except City Manager and Unclassified Executive employees, shall receive salaries as shown in Section 1.
- B. The salaries for all Unclassified Executive Employees are set by the City Manager within the salary bands as shown in Section 2A and 2B.
- C. The City Manager's salary is set by the City Council and is shown in Section 2A.

Section 10. RETIREMENT

A. BENEFIT FORMULAS

1. The City shall provide retirement benefits through the California Public Employee Retirement System (CalPERS) to all classified regular full-time and part-time and all unclassified EXECUTIVE employees.
2. For all public safety employees (sworn police and fire positions) hired prior to January 1, 2013, and for all public safety employees that meet the definition of a “classic” member as determined by CalPERS, the City will provide the “3% at 50” retirement benefit formula.

In compliance with the Public Employee Pension Reform Act of 2012, for all public safety employees (sworn police and fire positions) hired after January 1, 2013, who do not meet the CalPERS definition of a “classic” member, the City will provide the “2.7% at 57” retirement benefit formula.

3. For all miscellaneous, non-safety (non-sworn) employees hired prior to January 1, 2013, and for all miscellaneous, non-safety employees that meet the definition of a “classic” member as determined by CalPERS, the City will provide the “3% at 60” retirement benefit formula.

In compliance with the Public Employee Pension Reform Act of 2012, for all miscellaneous, non-safety (non-sworn) employees hired after January 1, 2013, who do not meet the CalPERS definition of a “classic” member, the City will provide the “2% at 62” retirement benefit formula.

B. EMPLOYEE MEMBER CONTRIBUTION

1. All City employees shall be responsible for paying their respective required CalPERS member contribution. For employees who are not classified as “classic” members, the CalPERS member contribution will be determined annually based upon the CalPERS actuarial.
2. Effective July 6, 2019, the CalPERS contribution rate for all classic miscellaneous, non-safety members will be 9.5% (previously 8%), and 10.5% for all classic safety members (previously 9%). The formula for new members, enrolled in CalPERS on or after January 1, 2013, is 2% at 62 with a required employee contribution of 6.75%.

C. EMPLOYER CONTRIBUTION (ALL CATEGORIES)

The City will pay the actuarially determined CalPERS employer contribution for all regular positions.

Section 11. LEAVE

A. ADMINISTRATIVE LEAVE

1. Administrative Leave is in lieu of overtime and compensatory time as authorized by the City Manager.
2. Unclassified EXECUTIVE positions and those classified as FLSA/EXEMPT POLICE CAPTAIN shall receive eighty (80) hours of Administrative Leave.
3. Those positions classified FLSA/EXEMPT, excluding FIRE BATTALION CHIEFS, shall receive sixty (60) hours of Administrative Leave.
4. Administrative Leave is accrued on July 1 and is to be used in the fiscal year in which it is earned in accordance with Civil Service Rule VI, Holidays and Leaves, Section 17. It has no cash value. Unused Administrative Leave shall expire on June 30.
5. Eligible employees hired after July 1 of a fiscal year will receive a pro-rated credit.

B. ANNUAL LEAVE (in lieu of sick leave and vacation)

1. All SELF-REPRESENTED employees, shall accrue annual leave on a biweekly basis as follows:

<u>YEARS</u>	<u>HOURS PER YEAR</u>
0 – 5	144
6 – 10	192
11 – 19	216
20+	232

Maximum accumulation is 480 hours.

Employees working a 56-hour work week shall earn annual leave based upon the hours per year shown above but converted by a multiplier of 1.4.

2. Effective July 1, 2018, POLICE LIEUTENANT and POLICE CAPTAIN classifications, similar to sworn law enforcement employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION will receive annual leave accruals based on years of full-time sworn law enforcement experience including service time spent with other agencies.
3. SELF-REPRESENTED NON-EXEMPT EMPLOYEES may convert up to forty (40) hours of annual leave to cash each fiscal year. After five (5) years of employment, SELF-REPRESENTED NON-EXEMPT EMPLOYEES may convert up to eighty (80) hours to cash each fiscal year. After ten (10) years of employment, SELF-REPRESENTED NON-EXEMPT EMPLOYEES may

convert up to one-hundred and twenty (120) hours of annual leave to cash each fiscal year.

SELF-REPRESENTED EXEMPT and unclassified EXECUTIVE employees may convert up to eighty (80) hours of annual leave to cash each fiscal year. After ten (10) years of employment, SELF-REPRESENTED EXEMPT and unclassified EXECUTIVE employees may convert up to one-hundred and twenty (120) hours of annual leave to cash each fiscal year. The City Manager may convert up to one-hundred and twenty (120) hours of annual leave to cash for the 2017-2018 fiscal year. Thereafter, the amount of leave eligible for the City Manager to convert to cash is increased by forty (40) hours each fiscal year with a maximum of three hundred and twenty (320) hours.

4. Unclassified EXECUTIVES shall accrue annual leave on a biweekly basis as follows:

<u>YEARS</u>	<u>HOURS PER YEAR</u>
0 – 5	184
6+	224

Maximum accumulation is 480 hours.

5. Refer to respective MOUs for specific details on AFSCME, CPOA, and CFA Leave.

C. VACATION

Employees represented by the CORONADO FIREFIGHTERS’ ASSOCIATION accrue vacation leave on a biweekly basis as follows:

<u>YEARS</u>	<u>HOURS PER YEAR</u>
Upon completion of first year	138 hours
1 – 5	138
6 – 15	192
>15	216

Maximum accumulation shall be 450 hours (18.75 shifts). Each employee may convert up to 4 shifts of vacation to cash each year.

D. SICK LEAVE

1. Temporary Part-Time and Seasonal Employees employed on or after July 1, 2015 and who work for 30 or more days within a year, and who do not accrue other paid leaves, will accrue paid sick leave in compliance with the Healthy Workplace, Healthy Families Act of 2014. Leave will accrue at a rate of one hour for every 30 hours worked beginning on the first day of employment or July 1, 2015, whichever is later. Subject to limitations, a Temporary Part-Time or

Seasonal employee may use sick leave only after the 90th day of employment and up to 24 hours in one calendar year. Upon termination of employment, any unused sick leave will be cashed out at the current rate of pay.

2. Refer to respective CFA MOU for specific details on Sick Leave.

E. BEREAVEMENT LEAVE

1. Unclassified EXECUTIVE and SELF-REPRESENTED employees, shall receive up to twenty-four (24) hours of leave without loss of base pay or deductions from other leave balances in order to attend customary obligations arising from the death of a relative who is a member of employee's immediate family.
2. The "immediate family" shall be defined as: spouse, child, parent, sibling, grandparent; the aforementioned either natural, legally adopted, step or in-law, or any person over which the employee acts as legal guardian; or similar relationships as determined by the City Manager or designee.

F. SPECIAL ONE-TIME LEAVE

1. All SELF-REPRESENTED employees shall receive 32 hours of special one-time leave. This leave will be available for use on pay period beginning September 11, 2021 and must be used or converted to cash by June 30, 2022. Balance of this special one-time leave not used or cashed by June 30, 2022 will be forfeited.
2. Eligible employees hired after July 1, 2021 will receive a pro-rated credit.
3. Employee can convert this leave to cash at any time during the fiscal year.

Section 12. HEALTH/CAFETERIA BENEFIT PLAN

- A. The annual allotment for calendar years 2020 and 2021 for Health/Cafeteria Benefit Plan for SELF-REPRESENTED employees, employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION, CORONADO POLICE OFFICERS' ASSOCIATION, and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 shall be as follows:

January 1 – December 31, 2021:	\$1,562/month
January 1 – December 31, 2022:	\$1,682/month

- B. The annual allotment for Health/Cafeteria Benefit Plan for EXECUTIVE employees shall be as follows:

January 1 – December 31, 2021:	\$1,772/month
January 1 – December 31, 2022:	\$1,908/month

- C. The annual allotment for Health/Cafeteria Benefit Plan for retired employees participating in CalPERS health plans shall be as follows:

January 1 – December 31, 2021: \$143/month
January 1 – December 31, 2022: \$149/month

- D. The Health/Cafeteria Benefit Plan allotment is pro-rated on a calendar year basis.

Section 13. TUITION REIMBURSEMENT

- A. SELF-REPRESENTED and unclassified EXECUTIVE employees are eligible to receive \$1,000 per year for both college classes leading to a degree and non-graded classes or short-term seminars that benefit the employee in the performance of city work upon written verification of satisfactory course work completion, per Administrative Procedure 131. Reimbursement may be requested, up to the annual maximum as specified in the approved salary resolution, for any eligible unreimbursed expenses incurred on or after July 1st of current fiscal year.
- B. Refer to respective MOUs for specific details on AFSCME, CPOA, and CFA Tuition Reimbursement.

Section 14. HOLIDAYS

- A. Unclassified EXECUTIVE and SELF-REPRESENTED employees, excluding FIRE BATTALION CHIEFS, receive eleven (11) paid holidays per year.
- B. Unclassified EXECUTIVE and SELF-REPRESENTED employees, excluding FIRE BATTALION CHIEFS, are given eight (8) hours credit on July 1 of each year for Lincoln’s Birthday to be used as FLOATING HOLIDAYS. In order to accrue this time, an employee must be employed by the City on July 1 of the fiscal year.
- C. Unclassified EXECUTIVE, SELF-REPRESENTED employees, excluding FIRE BATTALION CHIEFS are given eight (8) hours credit on July 1 of each year in recognition of Caesar Chavez’ Birthday to be used as a FLOATING HOLIDAY. In order to accrue this time, an employee must be employed by the City on July 1 of the fiscal year.
- D. FIRE BATTALION CHIEFS are given eleven and one-quarter (11.25) hours credit on July 1 of each year in recognition of Caesar Chavez’ Birthday to be used as a FLOATING HOLIDAY. In order to accrue this time, an employee must be employed by the City on July 1 of the fiscal year.
- E. FIRE BATTALION CHIEFS who are assigned to and work on a twenty-four (24) hour shift basis shall be paid a holiday premium of ½ their regular rate of pay for all hours worked on a holiday.
- F. Unclassified EXECUTIVE and SELF-REPRESENTED employees, excluding

FIRE BATTALION CHIEFS, whose normal day off falls on a holiday will receive a FLOATING HOLIDAY added to their leave bank in lieu of time off. If a non-exempt employee is required to work on a holiday, time worked will be paid at the rate of one and one-half times the forty (40) hour work week rate.

- G. All FLOATING HOLIDAY leave time must be used in the fiscal year in which it is accrued. Employees who terminate on or before June 30 will be paid straight-time for every hour of unused floating holiday leave time.
- H. Refer to respective MOUs for specific details on AFSCME, CPOA, and CFA Holidays.

Section 15. OVERTIME

- A. All earned overtime shall be payable in overtime wages or Compensatory Time Off (CTO), except as limited by FLSA and on CTO accrual and usage limits described below.
- B. The City has established a twenty-eight (28) day, 212 hour work period for FIRE BATTALION CHIEFS. Any hours worked in excess of this schedule shall be paid at straight-time. BATTALION CHIEFS will be compensated portal to portal when assigned to strike team or pre-positioned emergency response, consistent with other fire personnel and where the City is reimbursed for its participation.
- C. Any SELF-REPRESENTED employees shall receive one and one-half times the regular rate of pay for overtime worked in excess of 40 hours in a week. During any work cycle in which an employee has paid annual leave or comp time off, said leave hours will not be counted as work hours for the purpose of calculating entitlement to overtime during any work cycle. Scheduled holidays and float holiday time will be counted as hours worked.
- D. Refer to respective MOUs for specific details on AFSCME, CPOA, and CFA Overtime.

Section 16. USE AND ACCRUAL OF COMPENSATORY TIME

- A. SELF-REPRESENTED employees may not accumulate in excess of two hundred and forty (240) hours of compensatory time.
- B. Prior to an appointment to a position in an EXEMPT classification, a non-exempt employee shall be paid for any accrued compensatory time earned.

Section 17. LEAD LIFEGUARD ASSIGNMENT

Employees in the Pool Lifeguard classification who have been designated as the on-duty Lead Pool Lifeguard shall be assigned to the Aquatics Instructor/Lead Pool Lifeguard classification for the hours worked in this assignment.

Section 18. BILINGUAL PAY

- A. Bilingual pay will be provided to employees in administrative classifications that are required to use bilingual skills to meet the needs of the public. Bilingual skills must be used in the course of work and approved by the appointing authority. In order to receive bilingual pay, employees must successfully pass a bilingual fluency examination. Once designated, eligible employees shall receive fifty cents (\$0.50) per hour worked.
- B. Refer to respective MOUs for specific details on CPOA, and CFA Bilingual Pay.

Section 19. SPECIAL PROJECT PREMIUM PAY

- A. Upon written assignment by the Director of Public Services or Director of Golf Course Operations to an identified Special Project, the assigned employee will receive up to a 5% special project premium pay.
- B. Information Technology Network Administrators will receive an additional \$25 per day special project pay during the time that they are assigned to be on call and are available for work.

Section 20. OUT-OF-CLASS ASSIGNMENTS

- A. SELF-REPRESENTED employees shall be compensated for out-of-class assignments when temporarily assigned to the same higher-level class for more than 80 consecutive working hours. Higher level class is defined as a class with a higher salary range. Employees who meet this criterion shall be compensated by an additional five (5) percent of base salary for each consecutive hour worked in the out-of-class assignment from the 81st hour to the end of the out-of-class assignment.
- B. Refer to respective MOUs for specific details on AFSCME, CPOA, and CFA Out-of-Class Assignments.

Section 21. UNIFORM, CLOTHING AND SAFETY EQUIPMENT

- A. The DIRECTOR OF POLICE SERVICES, POLICE CAPTAIN, and POLICE LIEUTENANT classifications shall receive a uniform allowance at the same time and equal to the amount provided to other sworn police officers.
- B. Refer to respective MOUs for specific details on AFSCME, CPOA, and CFA Uniform, Clothing and Safety Equipment.
- C. The DIRECTOR OF FIRE SERVICES and FIRE BATTALION CHIEF classifications shall receive a uniform allowance at the same time and equal to the amount provided to other sworn fire personnel.

Section 22. CITY PAID LIFE INSURANCE

- A. All SELF-REPRESENTED and CORONADO FIREFIGHTERS' ASSOCIATION employees shall receive City paid group term life and Accidental Death and Dismemberment (AD&D) insurance in an amount equal to one times annual salary or \$50,000, whichever is greater.
- B. All AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES LOCAL 127 and CORONADO POLICE OFFICERS' ASSOCIATION employees shall receive City paid group term life and AD&D insurance equal to \$25,000.
- C. All unclassified EXECUTIVE employees shall receive City paid group term life and AD&D insurance in an amount equal to one times annual salary plus \$25,000.

Section 23. CITY PAID SHORT-TERM DISABILITY INSURANCE

Unclassified EXECUTIVE, SELF REPRESENTED employees, employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127, and all NON-SWORN employees in the CORONADO POLICE OFFICERS' ASSOCIATION shall receive City paid group short term disability insurance for a maximum period of twelve (12) weeks.

Section 24. CITY PAID LONG TERM DISABILITY INSURANCE

Unclassified EXECUTIVE, SELF-REPRESENTED employees, employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127, and all NON-SWORN employees in the CORONADO POLICE OFFICERS' ASSOCIATION shall receive City paid long term disability insurance at 66 2/3% of the first \$5,000 of monthly earnings to age 65.

Section 25. EDUCATIONAL INCENTIVES

- A. Employees in the classifications of POLICE LIEUTENANT and POLICE CAPTAIN holding an Advanced P.O.S.T Certificate shall receive the equal amount paid to other sworn police officers for the equivalent level of certification.
- B. Employee in the POLICE SUPPORT SERVICES MANAGER classification holding an Advanced P.O.S.T Certificate shall receive the equal amount paid to other dispatchers for the equivalent level of certification.

Section 26. ROUNDING OF SALARIES

All salaries shown in Sections 1 and 2 have been rounded to the nearest two (2) decimal places. Payroll calculations are made to six (6) decimal places.

Section 27. "Z" RATED SALARIES

- A. The "Z" rate for any classification is hereby defined as any rate of pay for a specific salary step in excess of the corresponding step of the regular range for the class. An employee shall be paid the "Z" rate solely under one of the following two conditions:
1. Upon the reduction of the salary range for a class, an employee having other than provisional status who, immediately prior to the reduction of the salary range, was paid at a higher rate for such class, than the new maximum rate shall, in the absence of any contrary orders by the City Council for economic reasons, continue to be paid at the former rate.
 2. Any employee whose position is reallocated from a class in which the employee has acquired permanent status to a class with a lower range shall, in the absence of any contrary orders by the City Council for economic reasons, continue to be paid at the former rate.
- B. In the event an across-the-board salary increase is granted to a class held by an employee being paid at the "Z" rate, the employee shall receive the across the board increase. Once a position held by a "Z" rated employee is vacated, the position shall be paid at the regular rate.

Section 28. VEHICLE ALLOWANCE

EXECUTIVE positions identified by the City Manager shall receive an auto allowance of up to \$350.00 per month.

Section 29. CONFLICT WITH CIVIL SERVICES RULES AND MEMORANDA OF UNDERSTANDING

In case of conflict, this Compensation Plan supersedes Civil Service Rules. Memoranda of Understanding contain additional detail and supersede this Compensation Plan if there is conflict.