

RESOLUTION NO. 2010-54

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING THE FY2010-2011 AUTHORIZED FULL-TIME EQUIVALENT
POSITION LIST AND THE FY2010-2011 FULL-TIME EQUIVALENT BI-WEEKLY
SALARY SCHEDULE**

WHEREAS, from time to time the City may adjust staffing levels by creating new positions or eliminating existing positions; and

WHEREAS, staff is recommending a new Accounting Technician I/II position classification in the Finance Department; and

WHEREAS, the FY2010-2011 Authorized Full-Time Equivalent Position List (Exhibit A) is updated pursuant to Resolution No. 2010-53 with no change in the total FTE positions; and

WHEREAS, compensation for employees classified as represented are listed on the FY2010-2011 Full-Time Equivalent Bi-Weekly Salary Schedule (Exhibit B); and

WHEREAS, employees classified as non-represented employees require Council action to approve salary schedule ranges.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby orders:

1. Amend the FY2010-2011 Full-Time Equivalent Position List pursuant to Resolution No. 2010-53; and
2. Amend the FY2010-2011 Full-Time Equivalent Bi-Weekly Salary Schedule to include the compensation for the Accounting Technician I/II classifications and delete the Accounting Technician position.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 14th day of December 2010 by the following vote:

AYES: SATTERLEE, CASAS, CARPENTER, FISHPAW, PACKARD
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE



Ronald D. Packard, MAYOR

Attest:


Susan Kitchens, CITY CLERK

AUTHORIZED FULL-TIME EQUIVALENT POSITION LIST FY2010-2011

Legislation & Administration	06-07	07-08	08-09	09-10	10-11
City Manager	1	1	1	1	1
Assistant City Mgr	-	-	1	1	-
Special Projects Mgr	-	-	1	1	1
City Clerk	1	1	1	1	1
Economic Dev Coord	0.5	0.5	0.5	-	-
Executive Assistant	1	1	1	1	1
Office Assistant II	0.6	0.6	0.75	0.75	0.75
Total FTE	4.1	4.1	6.25	5.75	4.75

Finance & Technology	06-07	07-08	08-09	09-10	10-11
Finance Director	-	-	1	1	1
Financial Services Mgr	1	1	1	1	1
Accounting Technician	1	1	1	1	0
Accounting Technician I	-	-	-	-	1
Accounting Technician II	-	-	-	-	2
Acct Office Asst I	2	2	2	2	1
Acct Office Asst II	1	1	1	1	0
Info Technology Mgr	-	-	1	1	1
Info Technology Analyst	-	-	1	1	1
Total FTE	5	5	8	8	8

Human Resources	06-07	07-08	08-09	09-10	10-11
Assistant City Mgr	-	-	-	-	1
Human Resources Mgr	1	1	1	1	0
Human Resources Tech	1	1	1	1	1
Total FTE	2	2	2	2	2

Public Safety	06-07	07-08	08-09	09-10	10-11
Police Chief	1	1	1	1	1
Police Captain	1	1	1	1	1
Police Service Mgr	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Police Sergeant	6	6	6	6	6
Police Agent	6	6	6	5	6
Police Officer	16	16	16	17	16
Community Serv Offer	5	5	5	5	5
Lead Communications Offer	1	1	1	1	1
Communications Offer	5	5	5	5	5
Lead Record Specialist	1	1	1	1	1
Records Specialists	3	3	3	3	3
Transportation Engineer	-	-	-	1	1
Total FTE	47	47	47	48	48

AUTHORIZED FULL-TIME EQUIVALENT POSITION LIST FY2010-2011

Community Development	06-07	07-08	08-09	09-10	10-11
Assistant City Manager	1	1	1	1	1
Public Works Dir	1	1	-	-	-
Asst Public Works Dir	1	1	-	-	-
Engineering Srv Mgr	-	-	1	1	1
Planning Services Mgr	-	-	1	1	1
Senior Planner	1	1	-	-	-
Associate Planner	1	1	1	1	1
Assistant Planner	1	2	2	2	2
Executive Assistant	3	3	3	3	3
Building Official	1	1	1	1	1
Building Inspector	4	4	4	4	4
Building Technician	1	1	1	1	1
Economic Dev Coord/Mgr	0.5	0.5	0.5	1	1
Assoc Civil Engineer	2	2	2	2	2
Asst Civil Engineer	2	2	2	2	2
Engineering Tech	2	2	2	2	2
Senior Engineer	-	-	1	1	1
Junior Civil Engineer	1	1	1	1	1
Transportation Engineer	1	1	1	-	-
Transportation Projects Manager	-	-	-	-	1
Total FTE	23.5	24.5	24.5	24	25

Maintenance Services	06-07	07-08	08-09	09-10	10-11
Maint. Services Mgr	1	1	1	1	1
Maint. Supervisor	3	3	3	3	3
Office Assistant II	1	1	1	1	1
Equipment Mechanic	1	1	1	1	1
Fleet Facilitator	1	1	1	1	1
Maint. Lead Worker	6	6	6	6	6
Maint. Worker I	9	9	9	9	9
Maint. Worker II	11	11	11	11	11
Maint. Tech	2	2	2	2	2
Chief Custodian	1	1	-	-	-
Total FTE	36	36	35	35	35

Recreation	06-07	07-08	08-09	09-10	10-11
Recreation Director	1	1	1	1	1
Recreation Supervisor	2	2	2	1	1
Sr. Recreation Supv.	-	-	-	1	1
Office Assistant II	1	1	1	1	1
Recreation Coord.	1	1	1	3	3
Total Full Time	5	5	5	7	7

Grand Total - All Funds	122.60	123.60	127.75	129.75	129.75
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revised 12-14-10

**EXHIBIT "B" TO RESOLUTION NO. 2010-54
CITY OF LOS ALTOS, CA**



**FULL-TIME EQUIVALENT
BI-WEEKLY SALARY SCHEDULE
EFFECTIVE JULY 11, 2010 - JULY 9, 2011**

<u><i>Position Classification</i></u>	<u><i>Salary Range</i></u>				
	<u><i>A</i></u>	<u><i>B</i></u>	<u><i>C</i></u>	<u><i>D</i></u>	<u><i>E</i></u>
Accounting Office Assistant I	1,698	1,783	1,872	1,966	2,064
Accounting Office Assistant II	1,839	1,931	2,027	2,129	2,235
Accounting Office Assistant III	1,930	2,027	2,128	2,234	2,346
Accounting Technician I ³	1,930	2,027	2,128	2,234	2,346
Accounting Technician II ⁴	2,222	2,333	2,450	2,572	2,701
Assistant Civil Engineer	2,824	2,965	3,113	3,269	3,432
Assistant Planner	2,730	2,866	3,010	3,160	3,318
Associate Civil Engineer	3,194	3,353	3,521	3,697	3,882
Associate Planner	3,017	3,168	3,326	3,492	3,667
Building Inspector	2,693	2,827	2,969	3,117	3,273
Building Official	3,862	4,055	4,258	4,470	4,694
Building Technician	2,163	2,271	2,385	2,504	2,629
Childcare Teacher	1,516	1,592	1,672	1,755	1,843
Communications Officer	2,695	2,830	2,971	3,120	3,276
Community Programs Coordinator	2,860	3,003	3,153	3,310	3,476
Community Service Officer	2,163	2,271	2,385	2,504	2,629
Economic Development Coordinator	3,312	3,478	3,652	3,834	4,026
Economic Development Manager ¹	3,809	4,000	4,200	4,410	4,630
Engineering Technician	2,445	2,567	2,696	2,830	2,972
Equipment Mechanic	2,118	2,224	2,335	2,451	2,574
Executive Assistant	2,098	2,203	2,313	2,429	2,550
Financial Services Manager	3,708	3,893	4,088	4,292	4,507
Fleet Facilitator	1,803	1,894	1,988	2,088	2,192
Human Resources Manager	4,243	4,455	4,678	4,911	5,157
Human Resources Technician	2,222	2,333	2,450	2,572	2,701
Information Technology Analyst	3,110	3,265	3,429	3,600	3,780
Information Technology Manager	3,659	3,842	4,034	4,236	4,448
Junior Civil Engineer	2,568	2,696	2,831	2,972	3,121
Lead Communications Officer	2,966	3,114	3,270	3,433	3,605

Lead Records Specialist	1,957	2,055	2,158	2,266	2,379
Maintenance Leadworker	2,118	2,224	2,335	2,451	2,574
Maintenance Supervisor	2,738	2,875	3,019	3,170	3,328
Maintenance Technician	2,118	2,224	2,335	2,451	2,574
Maintenance Trainee I	978	1,027	1,078	1,132	1,189
Maintenance Trainee II	1,269	1,333	1,400	1,470	1,543
Maintenance Worker I	1,699	1,784	1,873	1,967	2,065
Maintenance Worker II	1,920	2,016	2,117	2,223	2,334
Maintenance Worker III	2,016	2,117	2,223	2,334	2,451
Office Assistant I	1,519	1,595	1,674	1,758	1,846
Office Assistant II	1,691	1,775	1,864	1,957	2,055
Planning Services Manager	3,862	4,055	4,258	4,470	4,694
Police Agent	3,119	3,275	3,439	3,610	3,791
Police Captain	4,426	4,647	4,880	5,124	5,380
Police Officer	2,971	3,119	3,275	3,439	3,611
Police Officer Trainee	2,828	2,970	3,118	3,274	3,438
Police Sergeant	3,506	3,681	3,865	4,058	4,261
Police Services Manager	3,984	4,183	4,392	4,611	4,842
Records Specialist	1,778	1,867	1,960	2,058	2,161
Recreation Coordinator	2,017	2,118	2,224	2,335	2,452
Recreation Supervisor	2,657	2,789	2,929	3,075	3,229
Senior Accounting Office Assistant	1,953	2,051	2,153	2,261	2,374
Senior Engineer	3,661	3,844	4,036	4,238	4,450
Senior Leadworker	2,171	2,280	2,394	2,513	2,639
Senior Office Assistant	1,956	2,054	2,157	2,265	2,378
Senior Planner	3,575	3,754	3,942	4,139	4,346
Senior Recreation Supervisor	2,793	2,933	3,079	3,233	3,395
Site Coordinator/Childcare	1,890	1,984	2,083	2,188	2,297
Transportation Engineer	3,194	3,353	3,521	3,697	3,882
Transportation Projects Manager ²	3,194	3,353	3,521	3,697	3,882

Executive

	Min.	Max.	
Department Head	3,720	7,027	(Resolution 2008-31)
City Manager		8,038	

1. Added Economic Development Manager classification to be alternately staffed with Economic Development Coordinator
2. Added Transportation Projects Manager Classification
3. Added Accounting Technician I
4. Replaced Accounting Technician with Accounting Technician II

revised 12-14-10